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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, please contact NRC's personnel security administrator at NRC.SS-PersonnelSecurity-SdeS-SecuriteduPersonnel.CNRC@nrc-cnrc.gc.ca

1.2 Statement of Work

To provide solid waste removal/collection, recyclable collection and organic waste collection services at each NRC site/building in the most efficient and environmentally friendly manner to maintain cleanliness and hygiene in accordance with the detailed Statement of Work attached as Annex "A".

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

You are invited to submit one electronic Technical Proposal and one electronic Financial Proposal in two separate attachments to fulfil the following requirement forming part of this Request for Proposal. One attachment must be clearly marked 'Technical Proposal' and the other attachment must be marked 'Financial Proposal'. All financial information must be fully contained in the Financial Proposal, and only in the Financial Proposal. Vendors who provide financial information in the technical proposal will be disqualified. All proposals should include the front page of this RFP duly completed.

2010C _____ (2022-12-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

Proposals submitted must be valid for not less than sixty (60) calendar days from the closing date of the RFP.

2.1.1 It is the Bidder's responsibility to:



- (a) return a signed copy of the bid solicitation, duly completed, IN THE FORMAT REQUESTED;
- (b) direct its bid ONLY to the Bid Receiving address specified;
- (c) ensure that the Bidder's name, the bid solicitation reference number, and bid solicitation closing date and time are clearly visible;
- (d) provide a comprehensive and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.

Timely and correct delivery of bids to the specified bid delivery address is the sole responsibility of the Bidder. The National Research Council Canada (NRC) will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of bids are the responsibility of the Bidder.

2.1.2 Bids may be accepted in whole or in part. The lowest or any bid will not necessarily be accepted. In the case of error in the extension of prices, the unit price will govern. NRC may enter into contract without negotiation.

2.1.3 Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the terms and conditions of the resulting contract.

2.1.4 Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation, unless otherwise indicated by NRC in such bid solicitation.

2.1.5 While NRC may enter into contract without negotiation, Canada reserves the right to negotiate with bidders on any procurement.

2.1.6 Notwithstanding the bid validity period stipulated in this solicitation, Canada reserves the right to seek an extension from all responsive bidders, within a minimum of three (3) days prior to the end of such period. Bidders shall have the option to either accept or reject the extension.

2.1.7 If the extension referred to above is accepted, in writing, by all those who submitted responsive bids, then Canada shall continue immediately with the evaluation of the bids and its approval processes.

2.1.8 If the extension referred to above is not accepted, in writing, by all those who submitted responsive bids then Canada shall, at its sole discretion: either continue to evaluate the responsive bids of those who have accepted the extension and seek the necessary approvals; or cancel the solicitation; or cancel and reissue the solicitation.

2.2 Mandatory Site Visit

It is **mandatory** that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 1200 Montreal Road, Ottawa, on August 30, 2023. The site visit will begin at 9:00am EDT at the main entrance of Building M-21. Meet Mr. Leo Bourque - 613-218-9312.

2.3 Late Bids

All risks and consequences of incorrect delivery of electronic bids are the responsibility of the Bidder. The National Research Council Canada will not be responsible for late bids received at destination after the closing date and time, even if it was submitted before. Electronic bids received after the indicated closing time based on NRC servers' received time will be irrevocably rejected. Bidders are urged to send their



proposal in sufficient time, in advance of the closing time to reduce any technical issues. The National Research Council Canada will not be held responsible for bids sent before closing time but received by the NRC servers after the closing time.

2.4 Submission of Bids

Technical and Financial Proposals must be **received electronically** no later than 14:00 EDT, September 26, 2023, to the following NRC email address:

NRC.BidReceiving-ReceptiondesSoumissions.CNRC@nrc-cnrc.gc.ca

The NRC has restrictions on incoming e-mail messages. **The maximum e-mail message size including all file attachments must not exceed 10MB.** Zip files or links to bid documents will not be accepted. Incoming e-mail messages exceeding the maximum file size and/or containing zip file attachments will be blocked from entering the NRC e-mail system. A bid transmitted by e-mail that gets blocked by the NRC e-mail system will be considered not received.

Proposals must not be sent directly to the Contracting Authority or the Project Authority.

All submitted proposals become the property NRC.

2.5 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.



Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.6 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Contracting Authority, Procurement Services
National Research Council Canada
Tania Backes – Tania.Backes@nrc-cnrc.gc.ca

To ensure the equality of information among Bidders, responses to general enquiries will be made available to all bidders unless such publications would reveal proprietary information. The bidder who initiates the question will not be identified. Technical questions that are considered proprietary by the bidder must be clearly identified. NRC will respond individually to the bidder if it considers the questions proprietary. If NRC does not consider the question proprietary, the bidder submitting it will be allowed to withdraw the question, or have the question and answer made available through the Open Bidding System (OBS) to all bidders.

Bidders who attempt to obtain information regarding any aspect of this RFP during the solicitation period through any NRC contacts other than the Contracting Authority identified herein, may be disqualified (for that reason alone).

It is the responsibility of the Bidder to obtain clarification of the requirement contained herein, if necessary, prior to submitting its proposal. The Bidder must have written confirmation from the Contracting Authority for any changes, alterations, etc., concerning this RFP.



Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.7 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.8 Bid Challenge and Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the Buyandsell.gc.ca website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#). Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<https://opo-bou.gc.ca/plaintesurvol-complaintoverview-eng.html>

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submits its bid in separate attachment sections (when applicable) as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Management Bid
- Section IV: Certifications
- Section V: Additional Information

There shall be no payment by the National Research Council for costs incurred in the preparation and submission of proposals in response to this request. No payment shall be made for costs incurred for clarification(s) and/or demonstration(s) that may be required by NRC. The National Research Council reserves the right to reject any or all proposals submitted, or to accept any proposal in whole or in part without negotiation. A contract will not necessarily be issued as a result of this competition. NRC reserves the right to amend, cancel or reissue this requirement at any time.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](#) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:



- 1) Include all environmental certification(s) relevant to your organization (e.g., ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
- 2) Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g., Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

Canada is committed to greening its supply chain. Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>), for this solicitation:

- Bidders are encouraged to offer or suggest green solutions whenever possible.
- Bidders are requested to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Contracting Authority or Project Authority, thereby reducing printed material.
- Bidders should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).
- Product components used in performing the services should be recyclable and/or reusable, whenever possible.
- Bidders are encouraged to offer goods and/or services certified to a reputable eco-label.
- Bidders should use equipment that has high energy efficiency or produces low air emissions.
- Bidders are encouraged to offer environmentally preferred products which supports a sustainable environment for nature and wildlife.
- Bidders are encouraged to offer environmentally preferred products which ensure the comfort and air quality of building occupants.

Bidders are encouraged to consult the following websites:

<https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/index-eng.html>
<https://www.tpsgc-pwgsc.gc.ca/app-acq/ae-gp/rle-glr-eng.html>

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment attached as Appendix B.

3.1.1 Electronic Payment of Invoices – Bid

Payments from the National Research Council Canada (NRC) are made by electronic payment. Direct deposit payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

Only bank accounts outside of Canada are eligible to enroll as a Wire transfer payment method.

3.1.2 Exchange Rate Fluctuation

Bids will be evaluated in Canadian currency, therefore, for evaluation purposes, the exchange rate quoted by the Bank of Canada as being in effect on date of bid closing, shall be applied as the conversion factor



for foreign currency. Prices quoted shall not be subject to, or conditional upon, fluctuations in commercial or other interest rates during either the evaluation or contract period.

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including "technical" and "financial" evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

Proposals will be assessed in accordance with the mandatory and rated (if applicable) evaluation below. Bidders shall provide a detailed response to each criterion. NRC reserves the right to verify any and all information provided by the bidder in their proposal.

RPPM will evaluate the proposals based on a weighted percentage system in accordance with the following guidelines:

Technical Proposal	70	Percent
Pricing Matrix	30	Percent
Total Score	100	Percent

The Contractor receiving the highest total score determining that their proposals offer the best overall value to the NRC will be recommended to be approached in order to finalize the details of a contractual agreement for the provision of the required services requested in the RFP. In the event of a tie, the Contractor submitting the lower price for the services will be selected.

4.1.1.1 Mandatory Technical Criteria

To be compliant and to be considered further in the evaluation, Contractors must meet the following Mandatory Criteria:

Reference	Description	Achieved?	Cross Reference To Proposal
MC1	Proposal Form: Completed and signed Request for Proposal form. Statement provided certifying whether the bidder is a sole entity, partnership or corporate entity.	Yes/No	4.2.1



MC2	<p>Certifications:</p> <p>Certifications must be properly completed and submitted with the Proposal.</p> <p>Certifications required are:</p> <p>Proof of maximum insurance coverage currently carried as:</p> <p>1. Comprehensive General Liability Insurance and Vehicle/Equipment Liability Insurance</p>	Yes/No	4.2.3
MC3	<p>Site Visit/ Inspection Tour:</p> <p>It is mandatory that the Proponent or a representative of the Proponent visit the site and examine the scope of work required and the existing conditions. Proof of attendance form to be signed at the Site Visit and briefing session.</p>	Yes/No	4.2.4
MC4	<p>Technical Proposals:</p> <p>1 digital copy of the Technical Proposal must be provided and submitted.</p>	Yes/No	4.1.3
MC5	<p>Separate Financial Proposal:</p> <p>a) 1 digital copy of the Financial Proposal must be provided and submitted, attached as Appendix B.</p> <p>b) Copies of an independent Auditor's report and a financial statement from last Auditor's report to January 2, 2021.</p> <p>c) Disclosure of any pending litigation against the Contractor.</p>	Yes/No	4.2.2
MC6	<p>Statement indicating that services can be provided in both official languages.</p>	Yes/No	4.2.5
MC7	<p>Listing of Addenda</p>	Yes/No	4.2.7
MC8	<p>Federal Contractors Program for Employment Equity Declaration Form.</p>	Yes/No	5.2.2
MC 9	<p>Bid bond included in financial proposal</p>	Yes/No	4.4.2.5
MC10	<p>Proof of ability to provide a Performance bond and Labour and Material bond included in financial proposal (e.g. a letter from a bonding company).</p>	Yes/No	4.4.2.6



MC11	The Bidder's disposal area must be an approved site for the disposal of organic waste. To demonstrate this criteria, the Bidder must provide the intended disposal sites for organic waste.	Yes/No	2.1
MC12	The Bidder's disposal area must be an approved site for the disposal of garbage. To demonstrate this criteria, the Bidder must provide the intended disposal sites for solid waste.	Yes/No	2.1

4.1.1.2 Point Rated Technical Criteria

The following description of criteria below illustrates some of the factors that will be applied to evaluate the criteria applied to the Technical Proposal.

Ref. #	Evaluation Criteria	Max. Points	Cross Reference to Proposal
MR1	Corporate Background: Has an adequate description of the corporate background been provided that is focused on the requirement of this contract? (2 pts) Has the firm had experience in a multi-facility environment? (2 pts) Is ownership or corporate control clear? (2 pts) Does the firm have an Ottawa presence? (2 pts) How many years of experience has the bidder identified? (2 pts)	10	4.3.1.1
MR2	Key Personnel The Contractor must identify the key personnel who will be responsible for the services, together with a description of the responsibilities each will have in the provisions of services. For each key member, the Contractor must include the name, title, responsibilities and experience.	5	4.3.1.2



MR3	<p>Contractor Previous Experience on Similar Work:</p> <p>The Contractor must demonstrate that the contracts they have performed in the past are of similar scope and nature. The greater the relevant experience, the more points the Contractor will receive. (10 pts)</p> <p>Relevant experience will be assessed against factors such as size, complexity and nature of services managed. (5 pts)</p> <p>The Contractor must demonstrate that he has had five (5) consecutive years of experience within the last seven (7) years in providing services to large institutional and/or commercial sites with numerous multi-purpose facilities of various sizes. (5 pts)</p> <p>Submission of 3 references clearly demonstrating the involvement in the management of operation and maintenance function as described within the RFP as per table 1 of 4.4.3. (5pts)</p>	25	4.3.1.5 4.3.1.6
MR4	<p>General Technical Performance</p> <p>The Contractor must provide a brief description of the Proponent's understanding of the NRC's requirements of the Services.</p>	10	4.3.2.1
MR5	<p>Health and Safety Plan</p> <p>Does the Contractor have a comprehensive Health and Safety Policy and if so, what related information does it contain? (6 pts)</p> <p>Is adequate training planned and is it a Corporate priority? (3 pts)</p> <p>Does it describe how workers are advised of job specific hazards? (3 pts)</p> <p>Does it describe how sub-contractor's workers are incorporated into your health and safety training and other programs? (3 pts)</p>	15	4.3.2.3 4.3.2.4
MR6	<p>Communication Plan</p> <p>The proposal must identify in detail how the Contractor will report progress, coordinate deliverables, resolve work related problems or issues and communicate in general with RPPM users and the RPPM Project Authority.</p>	5	4.3.1.9



MR7	Equipment Provide a list of collection vehicles used for the delivery of services.(15 pts) For each type of collection vehicle, provide the following information: <ul style="list-style-type: none"> a. Make/Model/Year; (5pts) b. Fuel Type; (5 pts) c. GHG Emissions (if known); (5 pts) 	30	4.3.1.4
	Total Points for Management and Technical Proposal: Minimum passing points (75%)	100 (75)	

4.1.3 Financial Evaluation

The Contractor must complete the pricing schedule provided in Annex B and include it as a separate attachment in the electronic bid submission.

The cost proposal must have sufficient structure to show how the total proposed cost was calculated. It should contain the following elements:

- a) The number, classification and per diem and/or hourly rate for all assigned personnel. For each classification, the number of workdays should be defined.
- b) The amount and explanation for other miscellaneous expenses that could be incurred.
- c) The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations

Applicable Sales Tax: The GST, PST, QST or HST, whichever is applicable, shall be considered an applicable tax for the purposes of this RFP and extra to the price herein. The amount of applicable sales tax shall be disclosed and shown as a separate item.

4.2 Basis of Selection

Minimum Point Rating

To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory technical evaluation criteria; and
- c. obtain the required minimum of 75 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale 100 points.



Bids not meeting (a) or (b) or (c) will be declared non-responsive.

The method of selection will be highest combined Technical Rating (70%) and Price (30%)

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

In addition to all other information required in the procurement process, the Bidder **must** provide the following:

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

SURNAME	GIVEN NAME(S)	TITLE



5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed APPENDIX titled [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed APPENDIX Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 The following security requirements (SRCL and related clauses) as described in Annex X apply and form part of the Contract.

6.2 Statement of Work

Insert SACC Manual clause [B4007C](#) in full text if there is a Statement of Work or [B4008C](#) in full text if there is a Requirement. Review the instructions in the SACC Manual and choose the appropriate option for the clause being used. Review the title and update the [automatic Table of Contents](#).

6.3 General Conditions

[2010C](#) _____ (2022-12-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from _____ (*fill in start date of the period*) to _____ inclusive (*fill in end date of the period*).

6.4.2 Option to Extend the Contract



The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three additional years under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the CPI established by Statistic Canada dated on January 1 of that year.

A further renewal of four additional one-year terms may be exercised at NRC's discretion subject to satisfactory performance. Compensation for these will be based on the CPI established by Statistic Canada dated on January 1 of that year.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.4.3 Delivery Date

All the deliverables must be received on or before (*insert date*).

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Tania Backes
Title: Senior Procurement Officer
National Research Council Canada
Directorate: Finance and Procurement Branch
Address: 1200 Montreal Road, Ottawa, ON, K1A 0R6

Telephone: 613-410-3834
E-mail address: Tania.Backes@nrc-cnrc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Technical Authority

The Technical Authority for the Contract is: *[to be inserted at contract award]*

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
E-mail address: _____

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative *[to be inserted at contract award]*



Name: _____
Title: _____
Address: _____

Telephone: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid for costs reasonably and properly incurred in the performance of the work under this Contract in accordance with the following:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a _____ (*insert "firm price" OR "firm unit price(s)" OR "firm lot price(s)"*), as specified in _____ *insert "contract" OR "in Annex"* for a cost of \$ _____ *insert the amount at contract award*). Customs duties are excluded and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure

Unless otherwise authorized in writing by the National Research Council of Canada (NRC), NRC's financial liability to the Contractor under this Contract shall not exceed \$ _____ (*insert the sum*). Customs duties are excluded and Applicable Taxes are extra. The Contractor must not perform any work that would cause the total liability of NRC to exceed this limitation unless authorized in writing by the Contracting Authority through a contract amendment. All work shall be done to the full satisfaction of the Technical Authority named herein before any payment shall become due to the Contractor.

6.7.3 Method of Payment

SACC Manual clause **H1008C** (*insert the date*), Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic Only);



- b. Wire Transfer (International Only);

6.8 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, good and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the Statement of Requirement and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

6.9 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices **must** be sent to: nrc.invoice-facture.cnrc@nrc-cnrc.gc.ca

PLEASE QUOTE CONTRACT NO. [to be inserted at contract award] ON ALL DOCUMENTATION AND INVOICES.

6.10 Certifications and Additional Information

6.10.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6.12 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions _____ (*insert number, date and title*);
- (c) ANNEX X, Statement of Work
- (d) ANNEX X, Security Requirements Check List (*if applicable*);
- (e) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: " , as clarified on _____ " or " , as amended on _____ " and insert date(s) of clarification(s) or amendment(s)*).

6.13 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the



other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

6.14 Non-Permanent Resident (Canadian Company)

The Contractor is responsible for compliance with the immigration requirements applicable to non-permanent residents entering Canada to work on a temporary basis in fulfilment of the Contract. In some instances, the employment authorization necessary to enter Canada cannot be issued without prior approval of Human Resources Centre Canada (HRCC). HRCC should always be contacted as soon as the decision to bring in a non-permanent resident is made. The Contractor will be responsible for all costs incurred as a result of non-compliance with immigration requirements.

6.15 Government Smoking Policy

Where the performance of the work requires the presence of the Contractor's personnel on government premises, the Contractor shall ensure that its personnel shall comply with the policy of the Government of Canada which prohibits smoking on any government premises.

6.16 Access to Government Facilities/Equipment

Access to the facilities and equipment necessary to the performance of the work shall be provided through arrangements to be made by the Technical Authority named herein. There will be however, no day-to-day supervision of the Contractor's activities, nor control of the Contractor's hours of work by the Technical Authority.

The Contractor undertakes and agrees to comply with all Standing Orders and Regulations in force on the site where the work is to be performed, relating to the safety of persons on the site or the protection of property against loss or damage from any and all causes including fires.



ANNEX "A"

STATEMENT OF WORK

REQUEST FOR PROPOSAL TO PROVIDE WASTE REMOVAL SERVICES TO
RPPM BRANCH

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1. Overview of NRC's Building and Property Portfolio

1.1 Properties and Buildings

The Contractor will provide services at the four locations in the National Capital Region. These locations and civic addresses are:

- ▶ 1200 Montreal Road, Ottawa, Ontario K1A 0R6
- ▶ 100 Sussex Drive, Ottawa, Ontario K1N 5A2
- ▶ Uplands Drive Campus, 1920 Research Private, Ottawa, Ontario K1V 1J8
- ▶ Center for Surface Transportation and Technology, 2320 Lester Road, Ottawa, Ontario K1V 1S2

Montreal Road is the largest of these locations with more than 70 buildings and structures. NRC's corporate offices as well as most of the Research Centre's main offices are located at this site. As well, a large number of research facilities are located here.

100 Sussex Drive consists of one main building housing several Research Centres. The facility is located next to Rideau Falls and the British High Commissioner on one of the most prestigious locations in Ottawa.

Uplands Campus and CST Campus consists of two areas and ten buildings that are adjacent to the Airport Parkway and the Macdonald Cartier International Airport.

1.2 Definition of Terms

In this RFP the following definitions apply:

Bid Closing	The time and date of the closing of this RFP
Buildings:	The permanent structures located on the four sites included in The Statement of Work
Commercial Dumpsters:	A receptacle to contain general waste, recyclables such as glass, cans, plastics, cardboard, organics and shall have a container capacity from 2 to 40 cubic yards.

Contract	The Contract resulting from this RFP
Contractor	The successful Proponent performing the work described in this RFP
Contracting Authority	The primary contact for the purposes of this RFP
Customer:	Real Property Planning and Management (RPPM)
Director:	The RPPM Director General and includes a person designated to perform on his/her behalf any function under the contract.
Disposal Site:	The location designated by the municipal authority for the disposal of the waste.
End User:	The NRC person or employee receiving the services provided by the Proponent
NRC:	National Research Council Canada, or the specific institutes or branches referred to in the context of the document

Operating Hours:	The NRC's core business hours from 8:00 a.m. to 4:00 p.m. Monday to Friday. Excluding Statutory Holidays, New Year Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, National Day for Truth and Reconciliation and the NRC December shutdown, usually the period from noon, December 24 to January 2 of each year. Statutory holidays occurring on the weekend, the following work day is observed as a statutory holiday. NRC is open on Ontario Family Day.
Organic Waste:	Organic waste refers to biodegradable, compostable waste of plant or animal origin. Examples include food scraps, soiled paper products (e.g. tissues, paper towel), and gardening waste.
Proponent:	An organization submitting a proposal to this RFP
Recycling:	Identified as material that is sent to a recycling facility to be repurposed into new products. This waste is not disposed of in a landfill.
RFP	This Request for Proposal document and all addenda
RPPM:	Real Property Planning and Management Branch of the National Research Council Canada
RPPM Project Authority	The representative designates of RPPM with authorized authority to

	enforce or influence behaviours or actions under the terms of this RFP
Services	The services, activities, operations, tasks, duties, work and undertakings of the Contractor and any sub-contractors required to perform such services, but not limited to, the provision of material, equipment, tools, personnel, the required supervision, consultation and incidental support.
Sub-contractor	Any sub-contractor, supplier, vendor or agent providing services and/or material to the Contractor for the purposes of performing the services specifies in this RFP.
Supervisor:	An employee of the contractor who is designated by the contractor as being in full charge of the site operations of the contractor for the purpose of the contract.
Waste:	Waste is identified as material that is sent to landfill for disposal. This waste cannot be composted or recycled due to the products material composition.
Work:	Includes the whole of the works, materials, matters and things required to be done, furnished and performed by the contractor under the contract.

1.3 Description of Services Required

1.3.1 Work Included in the Scope of Work

- Provide solid waste removal/collection, recyclable collection and organic waste collection services at each NRC site/building in the most efficient and environmentally

friendly manner to maintain cleanliness and hygiene. Those Services are to be delivered in accordance with the Environmental Protection Act and Regulations, latest edition

- Provide trained and skilled personnel to perform services for removal of waste as detailed in the RFP.
- In Co-operation with RPPM, prepare a recycling and collection plan which includes the frequencies and manner by which recyclable items will be collected.
- A central area in the service yard adjacent to building M15 has been designated as the central collection point for the recyclable items on the NRC campus. Provide a container of sufficient size and type for source separation of the various recyclable items.
- Building M21 is a central designated area as the collection point for all organic food waste recycling on the NRC- Montreal Road campus.
- The solid waste removal/collection and recyclable collection services includes but is not be limited to the following:
 - Provision, maintenance and replacement of containers, bins, boxes at the designated buildings/sites for the collection of solid waste and recyclable items.
 - Collection of the solid waste and recyclable items as described herein, the pick-up schedule or called-in by the RPPM Departmental Representative.
 - The Contractor must collect all solid waste and recyclables on time to avoid overfill, bad odor, and to maintain a sanitary and healthy condition.

1.3.2 Mixed Recyclables

RPPM currently recycles the following items:

- Glass bottles/jars
- Aluminium cans
- Plastic bottles
- Fibre material such as cardboard
- Organic Food Waste
- Wood pallets

1.3.3 Work Excluded in the Scope of Work

- Collection of all hazardous, chemical waste and scrap metal

1.4 Personal Qualifications

1.4.1 Contractor's Staff

- The contractor shall include the supply of all-necessary staff, sub-contractors and

vendors applicable to the work required, for the full term of this contract.

- The contractor shall provide for all necessary supervision, administration, support, assistance and control for their staff, sub-contractors and vendors.
- Both contractors and sub-contractor will be required to present valid driver's license.

1.4.2 Supervisor

- The contractor is to designate a Supervisor who will be fully authorized on his behalf to supervise and manage the contractor's staff, sub-contractors and vendors and deal with the RPPM Project Authority on all activities related to this contract.
- The Supervisor will be responsible for organizing and scheduling work, making the necessary scheduled inspections, generally supervising the work on a day-to-day basis and must attend any or all meetings with the RPPM Departmental Representative.

1.4.3 Sub-Contracting

- The Contractor will describe the services which shall be sub-contracted to other organizations. Any trades not so described shall be assumed to be provided by the contractor's own staff. The contractor shall obtain prior, written authorization from the RPPM Departmental Representative for any sub-contractor not described in this proposal.
- The Contractor is responsible for the supervision of any sub-contractors used in the performance of the work.

1.5 Reporting

Quarterly, submit to the RPPM Departmental Representative, an activity report that includes the waste description, location of pick up, date of pick up, volume of waste received and disposed, and the related associated costs. These reports must be provided in an excel format.

1.6 **Safety and Protection**

- 1.6.1 The Contractor will comply with all ordinances, rules and regulations relating to the transportation and disposal of the waste and to the preservation of the public health.
- 1.6.2 The Contractor must adhere to all safety measures respecting personnel and fire hazards recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures.
- 1.6.3 Continuously protect NRC property from damage, injury or loss arising in connection with this Contract. The Contractor shall make good, at its own expense, any damage, injury or loss to the property. Provided that the Contractor has taken reasonable precautions, the Contractor shall not be responsible for any such damage, injury or loss which NRC has agreed to insure or which may be directly caused by NRC, its agents or employees.
- 1.6.4 In the event that any system or equipment appears to be unsafe, take interim remedial action and immediately notify the RPPM Departmental Representative and remain at the site until steps have been taken to protect the public and occupants from the hazard or condition.
- 1.6.5 The contractor shall ensure that all equipment used to perform the work is in a state of good repair. The RPPM Departmental Representative reserves the right to have equipment judged to be unsafe, not suitable or defective taken out of service. The Contractor shall be responsible to supply suitable replacement equipment.
- 1.6.6 Hitching, lifting or securing devices mounted on containers shall be inspected regularly and maintained to prevent safety hazards.
- 1.6.7 Protection Equipment; appropriate personal protective equipment must be provided by the contractor and used while executing the required work. Such equipment shall conform to the latest industry standards and be in good repair. Any personal protective equipment not in good repair must be replaced immediately. Safety cones or safety barriers must be used as required to identify obstructions or other unsafe conditions at the work site. The contractor is responsible for the supply and installation of all signage, protection and barriers required to execute their work in a safe and secure manner.
- 1.6.8 Accident Reporting; All accidents or injuries occurring on the NRC work site must be reported and documented to the RPPM Departmental Representative.
- 1.6.9 Other Safety Issues; the contractor is requested to immediately report to the RPPM Departmental Representative any safety issue that may affect his staff in the performance of their work. The contractor will be responsible for the health and safety of his workers, sub-contractors and vendors as regulated by Federal, Provincial and Municipal Act and Regulations.

1.7 Taxes and Licenses

- 1.7.1 The successful Contractor will assume the sole responsibility for the payment of insurance premiums, licenses, taxes, and all other charges imposed by the federal, provincial, or municipal authorities.

1.8 Insurance

- 1.8.1 The successful Contractor must provide and maintain during the term of the Contract Commercial General Liability insurance in a form acceptable to NRC and subject to limits of not less than \$5,000,000 inclusive per occurrence for bodily injury, death and damage to property including the loss of use thereof. Proof of insurance will be required at the beginning of each anniversary year.
- 1.8.2 As well, the successful Contractor must provide and maintain during the term of the Contract liability insurance in respect to either owned, rented and/or leased vehicles and equipment not less than \$2,000,000 inclusive per occurrence. Liability insurance coverage shall not be subject to a deductible.
- 1.8.3 The Contractor shall ensure that all Sub-contractors carry insurance in the form and limits specified in this clause.
- 1.8.4 The National Research Council Canada (NRC) shall be named as "additional insured".

NOTE: The effective date for Certificate of Insurance will be the date of the Notice of Award

- 1.8.5 All Environmental Insurance shall be included in the price structure.

1.9 Business License

The Contractor shall maintain a valid City of Ottawa Business License. For information, contact the City of Ottawa Business Licensing Centre – 613-580-2424 ext. 12735 apply on-line at website: <https://ottawa.ca/en/business/business-assistance-and-growth/permits-licences-and-applications-laws-and-garbage/business-licences>

1.10 Workplace Safety Insurance Board Coverage

- 1.10.1 The Contractor shall be in good standing with Workplace Safety Insurance Board of Ontario.
- 1.10.2 The successful Contractor shall submit to RPPM at the time of entering into the Contract, within seven days after so being notified, and every sixty days thereafter, a certificate of clearance from the Workplace Safety and Insurance Board of Ontario (WSIB). Such clearance certificates shall indicate that the Proponent and any prior approved sub-contractor(s) have complied with the requirements of the WSIB and are in good standing in the books of the Board. WSIB coverage must be maintained throughout the contract period.
- 1.10.3 RPPM may, at any time during the performance or upon completion of the Contract, require a further declaration that all such assessments or compensations have been paid.
- 1.10.4 Please identify your WSIB account number in your technical proposal.

1.11 Occupational Health and Safety Act

- 1.11.1 Contractors to note that should the provisions of the "Ontario's Occupational Health and Safety Act" apply to the services to be provided under a contract resulting from the RFP, all of the responsibilities and obligations imposed upon the "Owner" under this Act must be assumed by the Contractor and/or sub-contractor(s). All costs for services/materials required to fulfill these obligations shall be assumed to be included in the contract price. Should NRC become aware of any violations of this Act and Regulations, a notification will be made to the appropriate authorities where so warranted, work could be suspended or indeed terminated without cost to NRC.
- 1.11.2 The Contractor is responsible for having the site secured in accordance with the Ontario Occupational Health and Safety Regulations and to perform the work so that there is no risk of danger or hazard to the staff and public at any time during the progress of the work until completion.

1.12 Resolution of Conflicts

- 1.12.1 In the spirit of this partnership arrangement, conflicts will initially be resolved through the process of negotiation at the working level then at management levels. Failure to reach a mutual agreeable resolution will result in the initiation of a mediation or binding arbitration process arranged to the satisfaction of both parties.

1.13 Regulatory Standard

- 1.13.1 The contractor must adhere to all applicable codes and regulations including but not limited to: Environmental Regulations and Occupational Health and Safety Regulations. NRC, being a Federal Crown Corporation, abides by Federal Codes and Regulations and is not compelled to follow Provincial Codes and Regulations. However, in most circumstances and issues, NRC abides by the more stringent of either Provincial or Federal Codes and Regulations.

1.14 Changes to Scope

- 1.14.1 RPPM requires the flexibility to respond to changes in its operation. During the term of the contract, the RPPM Departmental Representative may adjust the scope of the contract. Such adjustments will be mutually agreed upon with the contractor that there will be a change to the contract.
- 1.14.2 Should the contractor not wish to undertake any additional work resulting from a change in scope, RPPM reserves the right to tender this portion of the new work, as well as other work being done by the contractor and deemed appropriate to combine with the additional work.
- 1.14.3 Should the price of the work so removed from the contract be clearly delineated in the proposal, the contract amount shall be adjusted accordingly, otherwise any changes in contract price will be by mutual agreement.

1.15 Year Over Year Consumption 3 Years

NCR Waste Totals – 2019-2022

Year	Site	Type of Waste	Total Annual Weight (MT)
2019	Montreal Rd.	Waste	297.84
		Mixed Recycling	99.68
		Organics	-
	Sussex	Waste	27.34
		Mixed Recycling	3.55
	Uplands	Waste	69.69
		Recycling	5.28
2020	Montreal Rd.	Waste	198.94
		Mixed Recycling	45.15
		Organics	1.04
	Sussex	Waste	8.60
		Recycling	3.21

	Uplands	Waste	30.77
		Recycling	7.04
2021	Montreal Rd.	Waste	68.91
		Mixed Recycling	67.67
		Organics	1.20
	Sussex	Waste	10.65
	Uplands	Waste	10.6
		Recycling	2.82
2022	Montreal Rd.	Waste	179.34
		Mixed Recycling	57.87
		Organics	0.23
	Sussex	Waste	15.07
	Uplands	Waste	73.81

*Final numbers include call-ups within the same waste type

1.16 Best Practices for Greening Government

1.16.1 Government of Canada Waste Commitments:

In December 2017, Treasury Board of Canada Secretariat published the Greening Government Strategy to support Canada's goals of being a global leader in government operations that are low-carbon, resilient and green. The Greening Government Strategy sets out that the government take steps to reduce the environmental impact of waste by:

- Diverting at least 75% by weight of all non-hazardous operational waste by 2030;
- Diverting at least 90% by weight of all construction and demolition waste and striving to achieve 100% by 2030; and
- Minimizing environmentally harmful and hazardous chemicals and materials used and disposed of in real property operations.

1.16.2 Government of Canada Plastic Commitments:

On September 21, 2018, the Government of Canada committed to additional practical steps, consistent with the waste management elements of the Greening Government Strategy, to better manage the use and disposal of plastics in its own operations. These targets will support the

Ocean Plastics Charter commitments to increase the efficient use of resources while strengthening waste diversion systems and infrastructure to collect and process plastic materials.

1.16.3 Government of Canada Actions on Plastic Waste in Federal Operations sets out the following commitments:

- Consistent with the Greening Government Strategy, the Government of Canada will work to divert at least 75% of plastic waste by 2030 from federal operations, (where facilities exist).
- The Government of Canada will eliminate the procurement of unnecessary single-use plastics (for example, straws, utensils, bags and bottles) in government operations, events and meetings.
- When procuring products that contain plastics (or plastic components) the Government of Canada will promote the procurement of products that are made from sustainable plastics (for example, recycled content) and alternatives and reduce associated plastic packaging waste.

OPERATIONS & FREQUENCIES - SOLIDE WASTE REMOVAL / COLLECTION SERVICES

2. Operations and Frequencies

2.1 Disposal of Waste

- 2.1.1 The waste must be transported directly from the collection points to the disposal site on routes designated by the municipal authority, where it is to be emptied.
- 2.1.2 The contractor shall submit the approximate time of collection for each collection point to the RPPM Project Authority, the time schedule shall not be varied by the contractor without the approval of the RPPM Departmental Representative.
- 2.1.3 The contractor will not otherwise dispose of the waste, nor enter into any arrangement to recycle the waste, unless so authorized.
- 2.1.4 The contractor will do collections between the hours of 7:00 am and 5:00 pm only.

2.2 Quantity of Waste

- 2.2.1 The quantity of waste generated from the buildings will vary from collection to collection. The quantity of containers and frequency of collection requirements as shown on the Pricing Schedule Section (Appendix C) were established as a result of a survey made by RPPM prior to the tendering of this contract.
- 2.2.2 On occasion, without further remuneration, the contractor shall be required to collect waste that is placed alongside the containers when the containers are full.
- 2.2.3 The Contractor shall be responsible to inform the RPPM Departmental Representative of any increase or decrease in the amount of waste emanating from each location. The RPPM Departmental Representative shall then arrange a survey to decide if an increase or decrease is warranted in the number, type and size of containers, frequency of collection or to cease the collection entirely. Surveys will also be made periodically to determine if any changes in the service is required.

2.3 Equipment

- 2.3.1 The contractor shall provide all commercial containers as specified. The commercial containers must be of suitable material able to hold the contents secure. The Contractor is responsible to supply 2, 4, 6 and 8 cubic yard size containers at location specified. Large containers 20 and 30 cubic yards shall be mounted on rollers.
- 2.3.2 The contractor shall provide commercial containers for the recyclable items. The containers shall be of steel construction mounted on rollers, 30 cubic yard capacity and must be clearly identified for recyclable items, "Cans/Plastic/Glass bottles". The container must have a roof and sectionalized compartments with doors or equivalent.

- 2.3.3 The contractor must provide a commercial container for organic food waste recycling. The container shall be steel construction mounted on swivel wheels, 2 cubic yard capacity and must be clearly identified for "food waste only". The container must have a roof c/w sealed doors or equivalent.
- 2.3.4 The contractor must provide a commercial container for cardboard recycling. The container shall be equipped with a lockable lid and a front slot to accept cardboard. It shall be a minimum 6 cubic yard capacity and clearly identified for "cardboard".
- 2.3.5 Within 48 hours after notification, the contractor must replace any containers which are damaged, unsightly or not acceptable to the RPPM Departmental Representative.
- 2.3.6 The contractor must provide and maintain sufficient enclosed packer trucks, front-end lift and roll-off trucks to perform the work as specified herein.

2.4 On Call Containers

- 2.4.1 Within 24 hours after notification, the contractor must deliver the required container(s) to the required location. Within 24 hours after notification, the contractor must empty or remove the containers.
- 2.4.2 On call containers shall be provided at no cost to the NRC other than the tendered unit price per collection.

2.5 Clean-Up

- 2.5.1 The contractor must leave the collection points neat and orderly after each collection and immediately clean-up any spillage from the containers or trucks in the collection operation, or en route to the disposal site.

2.6 Holidays

- 2.6.1 The contractor shall not be required to make the collections on the following listed Government of Canada holidays:
- New Year's Day
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Civic Holiday (August)
 - Labour Day
 - National Day for Truth and Reconciliation
 - Thanksgiving Day

- Remembrance Day
- Christmas Day
- Boxing Day

2.6.2 In cases whereby the collection falls on a statutory holiday the pickup shall be performed the next business day.

2.7 Collection Day Changes

2.7.1 No changes will be made to the collection days unless authorized by the RPPM Departmental Representative in writing.

2.7.2 If containers are not accessible on the collection day, the contractor is to call the Project Authority for assistance prior to leaving any site.

3. Period of Contract and Option to Extend Contract

The Contract award date will be in effect starting December 1, 2023 to November 30, 2026 with NRC retaining an irrevocable option to extend the contract for a period of three (3) additional consecutive 12 month periods in accordance with all terms and conditions detailed. Compensation for these will be based on the CPI established by Statistic Canada dated on January 1 of that year.

A further renewal of four additional one-year terms may be exercised at NRC's discretion subject to satisfactory performance. Compensation for these will be based on the CPI established by Statistic Canada dated on January 1 of that year.

NRC is not obliged to exercise any of the option years. The exercise of any option year will be at NRC's sole discretion by providing notification in writing to the Contractor at least 120 days prior to the Contract expiry date or the expiry date of an exercised option year.

Table 1 – Contract Duration with Options

		Commences	Ends
Year 1		December 1 st 2023	November 30 th 2024
Year 2		December 1 st 2024	November 30 th 2025
Year 3		December 1 st 2025	November 30 th 2026
Year 4	Option 1	December 1 st 2026	November 30 th 2027
Year 5		December 1 st 2027	November 30 th 2028
Year 6		December 1 st 2028	November 30 th 2029
Year 7	Option 2	December 1 st 2029	November 30 th 2030
Year 8	Option 3	December 1 st 2030	November 30 th 2031

Year 9	Option 4	December 1 st 2031	November 30 th 2032
Year 10	Option 5	December 1 st 2032	November 30 th 2033

3.1 **Costs**

3.1.1 Pricing

- Provide a cost breakdown on a year-to-year basis as per the pricing schedule attached and this RFP. The prices must be all inclusive of labor, salary burden and employee benefits, materials, equipment and tools, transportation and fuel, insurance, applicable taxes, fees and permits, mark-ups and profits.
- Contractors must provide with their tender submission the calculation formula to determine a fuel surcharge, during the term of the Contract. Failure to provide this will forfeit the right to include this cost on the invoices.
- The HST shall be shown as a separate line item, if applicable.

3.1.2 Landfill Tipping fee Increase

- The increase in landfill fees per ton multiplied by the number of tons collected per month for the remainder of the term, number multiplied by the capacity of the containers in cubic yards, multiplied by the number of collections per month for the remainder of the term
- In the case of a 30 cubic yard “on call” container, the price shall be based on a flat haulage rate plus the landfill tipping fee.

4. **Submission Requirements and Evaluation**

4.1 **General Information**

4.1.1 This section describes the process and criteria RPPM will use to evaluate the proposals and determine the successful Contractor.

4.1.2 The evaluation process will have two (2) phases, as described below. Proposals shall be structured such that each section and area of the proposal is complete and stands alone. The use of cross-referencing within each section to satisfy formal requirements is not acceptable and may render the Proposal non-compliant. Evaluators will only look at information offered under the applicable section to make their assessment.

4.1.3 Contractors are required to submit the following packages:

- Technical Proposal
- Financial Proposal

NOTE: No financial information whatsoever shall be included with the technical proposal. The financial proposal shall be separated, sealed and enclosed in a separate PDF file.

- 4.1.4 The proposal must be complete, clear and concise.
- 4.1.5 Each proposal will be evaluated solely on its own content.
- 4.1.6 Prepare the proposal in conjunction with the stated "Evaluation Selection Criteria", which your proposal will be evaluated against.
- 4.1.7 Your proposal will become part of the contract.
- 4.1.8 The objective of the bid evaluation is to select a Contractor who has demonstrated the highest level of competence and capability to support RPPM's operations.
- 4.1.9 Contractors are required to submit their proposal electronically as follows:
 - One digital submission of the technical proposal; and
 - One digital submission of the financial proposal

4.2 **Mandatory Criteria Requirements**

Failure to meet all the mandatory criteria requirements will render the proposal as non-responsive and no further evaluation will be carried out. The mandatory criteria requirements are:

- 4.2.1 Proposal Form, signed and sealed by duly authorized signing officers of the Contractor's company.
- 4.2.2 Provide copies of an independent Auditor's report and a copy of a financial statement from the last Auditor's report to January 2, 2021. As well the Contractor must provide a clear statement setting out the nature of any pending litigation.
- 4.2.3 Evidence of Insurance.
- 4.2.4 Attendance sheet to be signed at the mandatory Contractor's meeting and site tours indicating that the Contractor attended these events.
- 4.2.5 Contractors must provide a statement that they can and will provide services in both official languages.
- 4.2.6 The Contractor must provide a statement identifying any or all proposed Sub- Contractor's and the relationship between the primary bidder and the Sub- contractor(s).
- 4.2.7 Addenda to the RFP

Proponents will be advised in writing by Addenda of required additions to, deletions from, or changes to the requirements of the RFP. All addenda must form an integral part of this proposal

and subsequent contract. The Proponent must provide in the proposal acknowledgement of receipt of all addenda.

Addenda will not be issued later than seven calendar days prior to the closing date of this RFP.

4.3 Description of Proposal Element – Management and Technical Rated Criteria

4.3.1 Corporate Background (Experience, Reputation and References)

Bidders are to provide responses to the following items and these responses will be taken into consideration during the evaluation of proposals. If a particular item is inapplicable or cannot be answered, the Proponent should clearly state why.

4.3.1.1 Corporate Profile (MR1)

Provide a brief description of the Proponent's current business, including the following:

- a. Registered Business Name;
- b. Operating Business Name;
- c. Name of Principal Owner(s);
- d. Name of Principal Operator(s);
- e. Number of Years in Business;
- f. Description of Business.

4.3.1.2 Key Personnel

Identify the key personnel who will be responsible for the Services, together with a description of the responsibilities each will have in the provision of Services. For each key member, include the following information:

- a. Name, Title;
- b. Responsibilities;
- c. Experience.

4.3.1.3 Subcontractors

Identify subcontractors, if any, the Proponent intends to use for the performance of any of the services. Include a description of the portion of services proposed to be subcontracted and a description of the relevant experience of the Subcontractor. For each proposed subcontractor, include the following information:

- a. Registered Business Name;
- b. Subcontracted Services;
- c. Relevant Experience.

4.3.1.4 Equipment and Resources

Provide a list of collection vehicles used for the delivery of services. For each type of collection vehicle, provide the following information:

- a. Make/Model/Year;
- b. Fuel Type;
- c. GHG Emissions (if known);
- d. Any additional relevant information.

4.3.1.5 References

Provide three references of similar contracts which the Proponent performed or is providing services similar to those defined in this RFP. Proponents agree that by providing the information below, the NRC has permission to contact these references. For each Reference, provide the following information:

- a. Customer Name;
- b. Start/End Dates;
- c. Approximate Value;
- d. Description of Services (including type of material collected);
- e. Reference Contact Name/Title;
- f. Contact Information (Email, Phone, etc.).

4.3.1.6 Operational Experience

Describe the following with respect to the Proponent's operational experience:

- a. Describe the experience you have in providing a similar service
- b. Experience in providing special collection services after a major weather event, natural disaster, or similar disruptive event, describing the magnitude of the disruption and the extend of the Proponent's involvement;

4.3.1.7 Regulatory Compliance

Summarize any litigation involving the Proponent or related entity (i.e, a parent or subsidiary company, a joint venture/partnership, etc.) that has occurred in the past seven years that is any way connected to the following:

- a. The collection of garbage, recyclables, or organic waste;
- b. Violations of Federal or Provincial laws or regulations (including health and environmental laws and regulations);
- c. Violations of Municipal bylaws.

4.3.1.8 Environmental Innovation

Describe any environmental innovation the Proponent has taken to reduce impacts, including:

- Evidence of any successful mitigation of environmental and community impacts from the Proponent's solid or organic waste collection operations.

4.3.1.9 Tracking and Reporting

Briefly describe the Proponent's record keeping practices and experience, including the following:

- a. Briefly describe the Proponent's experience with database management systems, including service route management systems, customer and financial management systems, hardware, software, and quality control protocols;
- b. Briefly describe the Proponent's experience with transmitting detailed account and service data to clients. Provide an example of a data collection report which would meet the requirement as specified in Section 1.5

4.3.2 TECHNICAL REQUIREMENTS

Proponents shall provide responses to the following items and these responses will be taken into consideration during the evaluation of Proposals. If a particular item is inapplicable or cannot be answered, the Proponent should clearly state why.

4.3.2.1 General Technical Performance

- Provide a brief description of the Proponent's understanding of the NRC's requirements of the Services;

4.3.2.2 Collections

- a. Describe the Proponent's plans for ensuring additional collection trucks and personnel will be available to address any emergency situations or upset conditions that arise;
- b. If a regular collection day occurs on a Statutory Holiday, how will the schedule be affected and what scheduling changes would be implemented to ensure acceptable Service delivery.

4.3.2.3 Draft Health and Safety Plan (MR3)

Elaborate in detail the Contractor's Health and Safety Plan for its functions as it conforms to applicable legislation and policies including, but not limited to the following:

- Safe workplace training;
- Specialized training of specific tasks, operations equipment;
- WHMIS training;
- Use of personal protective equipment.

4.3.2.4 Training

Describe the Proponent's staff training program, including the minimum training and experience requirements for collection personnel;

4.3.2.5 Quality Control

- a. Provide a detailed description of the management reports the Proponent would use to track and improve quality of service. What management tool will be used to address collection performance?
- b. Describe the measures the Proponent would take to ensure that the missed collection performance rates are achieved;
- c. Provide a detailed description of monitoring procedures the Proponent will use to ensure that waste will be collected in accordance with the requirements of the RFP.

4.3.2.6 Data Management and Transfer

- a. Describe the communication and service management systems, including hardware, software and protocol that will be used to communicate with trucks during the collection;
- b. Describe the level of integration, if any, the Proponent proposed to have between the Proponent's systems and the NRC's existing operations.

4.4 **Financial Proposal**

4.4.1 General

The Financial Proposal must be submitted separately in a sealed envelope and shall contain the following:

- Title Page
- Table of Contents
- Financial Capacity
- Disclosure Statement
- Insurance Certificates
- Bid Security
- Proof of ability to provide a Performance Bond and Labour and Materials Bond
- Pricing Schedules

4.4.2 Description of Elements

4.4.2.1 Financial Capacity

The NRC requires assurance that Contractors have the corporate financial resources and financial stability necessary to meet the cash flow requirements of the resulting contract. In order to demonstrate its financial capacity, the Contractor must include the following with its proposal:

- a. Audited Financial Statements, if available, or Unaudited Financial Statements for the company's last three (3) years, Statement of Earnings and Income Statement as of January 2, 2021.
- b. Confirmation letter from the Contractor's banking institution indicating the value of the total lines of credit granted and the amounts available and not drawn upon as of January 2, 2021.
- c. All financial information provided with the proposal must be certified by either the Chief Financial Officer or the signing officer of the Contractor's company.
- d. The NRC, at its discretion, reserves the right to request additional financial information or conduct an on-site review of the Contractor's financial information as part of the evaluation process. Contractors must make their facilities and all appropriate supporting documentation and records available for such an on-site visit.

4.4.2.2 Disclosure Statement

The Contractor must provide a clear statement setting out the nature and extent of any material litigation pending against the Contractor or any member of the Consortium.

4.4.2.3 Insurance Certificates

The Contractor must insert their Insurance Certificates as part of their Financial Proposal.

4.4.2.4 Bid Security

The Contractor must provide all Bid Security documents as part of the Financial Proposal.

4.4.2.5 Provide a Bid Bond**4.4.2.6 The Contractor must include proof of Performance and Labour and Material Bonding capability as part as their Financial Proposal.****4.4.2.7 Pricing Schedules**

The Contractor must submit as part of their Financial Proposal the pricing schedules, found in Schedules 1, 2 and 3, Section 5, Pricing Matrix.

4.5 Evaluation Procedures and Basis of Selection**4.5.1 Evaluation Team**

RPPM's evaluation team will be composed of representatives from Operations and Maintenance and from Procurement Services. They will be evaluating the proposals based on the needs of the various groups represented on the team as well as the overall needs of the NRC and RPPM.

4.5.2 General

RPPM will evaluate the proposals based on a weighted percentage system in accordance with the following guidelines:

Technical Proposal	70	Percent
Pricing Matrix	<u>30</u>	<u>Percent</u>
Total Score	100	Percent

The Contractor receiving the highest total score determining that their proposals offer the best overall value to the NRC will be recommended to be approached in order to finalize the details of a contractual agreement for the provision of the required services requested in the RFP. In the event of a tie, the Contractor submitting the lower price for the services will be selected.

4.5.3 Types of Evaluation Selection Criteria

4.5.3.1 Mandatory Criteria (MC)

For the purposes of this RFP, there are two types of evaluation criteria: "Mandatory and Rated". The bidder must provide a response to all Mandatory Criteria's (MC). The bidder must also provide documentation to support compliance. Each Mandatory Criteria is evaluated based on a "Yes" or "No" answer. Failure to meet all Mandatory Criteria (MC) shall result in the Proposal being non-compliant and will not be considered further.

Management and Technical Requirements Criteria (MR and TR, rated criteria).

Once the Mandatory Criteria has been met, the Proposal will be evaluated against the Rated Criteria's. Contractor's proposal must score a minimum of 75% of the total points allowed for the "Rated Requirements" for their proposal to be considered further.

Only those proposals that meet all Mandatory Requirements and meet or exceed the minimum total scoring of 75% of the points for the "Rated Requirements" (MR and TR) will then have their financial proposal evaluated.

4.6 Proposal Evaluation

1. Mandatory Criteria (MC)

To be compliant and to be considered further in the evaluation, Contractors must meet the following Mandatory Criteria:

Reference	Description	Achieved?	Cross Reference To Proposal
MC1	Proposal Form: Completed and signed Request for Proposal form. Statement provided certifying whether the bidder is a sole entity, partnership or corporate entity.	Yes/No	4.2.1
MC2	Certifications: Certifications must be properly completed and submitted with the Proposal. Certifications required are: Proof of maximum insurance coverage currently carried as: 1. Comprehensive General Liability Insurance and Vehicle/Equipment Liability Insurance	Yes/No	4.2.3

MC3	<p>Site Visit/ Inspection Tour:</p> <p>It is mandatory that the Proponent or a representative of the Proponent visit the site and examine the scope of work required and the existing conditions. Proof of attendance form to be signed at the Site Visit and briefing session.</p>	Yes/No	4.2.4
MC4	<p>Technical Proposals:</p> <p>1 digital copy of the Technical Proposal must be provided and submitted.</p>	Yes/No	4.1.3
MC5	<p>Separate Financial Proposal:</p> <p>a) 1 digital copy of the Financial Proposal must be provided and submitted.</p> <p>b) Copies of an independent Auditor's report and a financial statement from last Auditor's report to January 2, 2021.</p> <p>c) Disclosure of any pending litigation against the Contractor.</p>	Yes/No	4.2.2
MC6	Statement indicating that services can be provided in both official languages.	Yes/No	4.2.5
MC7	Listing of Addenda	Yes/No	4.2.7
MC8	Federal Contractors Program for Employment Equity Declaration Form.	Yes/No	
MC 9	Bid bond included in financial proposal	Yes/No	4.4.2.5
MC10	Proof of ability to provide a Performance bond and Labour and Material bond included in financial proposal (e.g. a letter from a bonding company).	Yes/No	4.4.2.6
MC11	The Bidder's disposal area must be an approved site for the disposal of organic waste. To demonstrate this criteria, the Bidder must provide the intended disposal sites for organic waste.	Yes/No	2.1

MC12	The Bidder's disposal area must be an approved site for the disposal of garbage. To demonstrate this criteria, the Bidder must provide the intended disposal sites for solid waste.	Yes/No	2.1
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2. Evaluation of the Management and Technical Requirements (MR)

The following description of criteria below illustrates some of the factors that will be applied to evaluate the criteria applied to the Technical Proposal.

Ref. #	Evaluation Criteria	Max. Points	Cross Reference to Proposal
MR1	Corporate Background: Has an adequate description of the corporate background been provided that is focused on the requirement of this contract? (2 pts) Has the firm had experience in a multi-facility environment? (2 pts) Is ownership or corporate control clear? (2 pts) Does the firm have an Ottawa presence? (2 pts) How many years of experience has the bidder identified? (2 pts)	10	4.3.1.1
MR2	Key Personnel The Contractor must identify the key personnel who will be responsible for the services, together with a description of the responsibilities each will have in the provisions of services. For each key member, the Contractor must include the name, title, responsibilities and experience.	5	4.3.1.2

MR3	<p>Contractor Previous Experience on Similar Work:</p> <p>The Contractor must demonstrate that the contracts they have performed in the past are of similar scope and nature. The greater the relevant experience, the more points the Contractor will receive. (10 pts)</p> <p>Relevant experience will be assessed against factors such as size, complexity and nature of services managed. (5 pts)</p> <p>The Contractor must demonstrate that he has had five (5) consecutive years of experience within the last seven (7) years in providing services to large institutional and/or commercial sites with numerous multi-purpose facilities of various sizes. (5 pts)</p> <p>Submission of 3 references clearly demonstrating the involvement in the management of operation and maintenance function as described within the RFP as per table 1 of 4.4.3. (5pts)</p>	25	4.3.1.5 4.3.1.6
MR4	<p>General Technical Performance</p> <p>The Contractor must provide a brief description of the Proponent's understanding of the NRC's requirements of the Services.</p>	10	4.3.2.1
MR5	<p>Health and Safety Plan</p> <p>Does the Contractor have a comprehensive Health and Safety Policy and if so, what related information does it contain? (6 pts)</p> <p>Is adequate training planned and is it a Corporate priority? (3 pts)</p> <p>Does it describe how workers are advised of job specific hazards? (3 pts)</p> <p>Does it describe how sub-contractor's workers are incorporated into your health and safety training and other programs? (3 pts)</p>	15	4.3.2.3 4.3.2.4
MR6	<p>Communication Plan</p> <p>The proposal must identify in detail how the Contractor will report progress, coordinate deliverables, resolve work related problems or issues and communicate in general with RPPM users and the RPPM Project Authority.</p>	5	4.3.1.9

MR7	<p>Equipment</p> <p>Provide a list of collection vehicles used for the delivery of services.(15 pts)</p> <p>For each type of collection vehicle, provide the following information:</p> <ul style="list-style-type: none">a. Make/Model/Year; (5pts)b. Fuel Type; (5 pts)c. GHG Emissions (if known); (5 pts)	30	4.3.1.4
	<p>Total Points for Management and Technical Proposal:</p> <p>Minimum passing points (75%)</p>	100 (75)	



ANNEX "B"

BASIS OF PAYMENT

SOLID WASTE REMOVAL/ENLÈVEMENT DES DÉCHETS SOLIDES COLLECTION SERVICES/SERVICES DE COLLECTION RFP				NATIONAL RESEARCH COUNCIL/CONSEIL NATIONAL DE RECHERCHES CANADA APPENDIX/ANNEXE C; PRICING MATRIX/MATRICE DE PRIX		MRL - CAMPUS CHEMIN MONTREAL ROAD CAMPUS SX - 100 SUSSEX DRIVE UPL - UPLANDS CAMPUS AST - AST CAMPUS			
Building/Édifice	Location/Localisation	Container Size Grandeur du contenant	# Of/de Containers/Contenants	Weekly Collection/Collecte Hebdomadaire Frequency/Fréquence	Collection Day(s)/Jour(s)	Année Year	Annual Collection Frequency/Fréquence	Unit Price/ Prix par unité per/par Collection	Annual/Annual Subtotal/Total Complet
S-77	SX North Side/Côté Nord Porte/Door no. 5	8 cu. Yd. Cardboard	1	1	Friday	1	51	\$0.00	\$0.00
						2	51	\$0.00	\$0.00
						3	51	\$0.00	\$0.00
M15 Yard	Recycling Containers Contenants de Recyclage	30 cu. Yd C/w Lid/Couvert	1	On Call/Sur Appel	On Call/Sur Appel	1	N/A	\$0.00	N/A
						2	N/A	\$0.00	N/A
						3	N/A	\$0.00	N/A
M21	MRL North Side/Côté Nord Porte/Door No.4	2 cu. Yd. Organic Waste/Déchets Organique	1	1	Friday/Vendredi	1	51	\$0.00	\$0.00
						2	51	\$0.00	\$0.00
						3	51	\$0.00	\$0.00
U89	UPL North Side/Côté Nord Porte/Door No. 9	8 cu. Yd. Cardboard/Carton	1	1	Friday/Vendredi	1	51	\$0.00	\$0.00
						2	51	\$0.00	\$0.00
						3	51	\$0.00	\$0.00
A) Fixed Price Waste Collection/Prix fixe pour la collecte des déchets									
Year 1 Cost/Coût année 1		MRL	\$0.00						
		SSX	\$0.00						
		UPL	\$0.00						
		AST	\$0.00						
		Total	\$0.00						
Year 2 Cost/Coût année 2		MRL	\$0.00						
		SSX	\$0.00						
		UPL	\$0.00						
		AST	\$0.00						
		Total	\$0.00						
Year 3 Cost/Coût année 3		MRL	\$0.00						
		SSX	\$0.00						
		UPL	\$0.00						
		AST	\$0.00						
		Total	\$0.00						
Year 1 to 3 / Année 1 à 3		Total	\$0.00						
B) On-Call Containers/Contenants Sur Appel									
Estimated quantities for on-call containers per year/Quantités estimées pour les contenants sur appel par année:									
2 cu. Yd. - 20 Lifts/levée		\$0.00	Cost per Lift/coût par levée	plus disposal/disposer \$0.00 /MT					
4 cu. Yd. - 30 Lifts/levée		\$0.00	Cost per Lift/coût par levée	plus disposal/disposer \$0.00 /MT					
6 cu. Yd. - 40 Lifts/levée		\$0.00	Cost per Lift/coût par levée	plus disposal/disposer \$0.00 /MT					
30 cu. Yd. - 60 Lifts/levée		\$0.00	Cost per Lift/coût par levée	plus disposal/disposer \$0.00 /MT					



ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
NRC		RPPM	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
TBA		TBA	
4. Brief Description of Work / Brève description du travail Collection, removal and disposition of solid waste at NRC sites in the National Capital Area (MRL Campus, 100 Sussex, Uplands Campus, AST Campus)			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET- SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments:
Commentaires spéciaux : _____
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☒ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRES SECRET
Information / Assets																
Renseignements / Biens																
Production																
IT Media /																
Support TI																
IT Link /																
Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

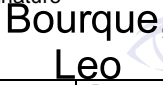
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).




PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme


Name (print) - Nom (en lettres moulées) Leo Bourque	Title - Titre Regional Operations and Maintenance Manager	Signature  Leo Bourque <small>Digitally signed by Bourque, Leo DN: cn=Bourque, Leo, c=CA, o=GC, ou=NRC-CNRC, email=leo.bourque@nrc-cnrc.gc.ca Date: 2023.07.25 11:16:58 -04'00'</small>	
Telephone No. - N° de téléphone 613-990-6472	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel leo.bourque@nrc-cnrc.gc.ca	Date 25 July 2023

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Marika Rioux	Title - Titre Analyst, Security in Contracting	Signature  Marika Rioux <small>Digitally signed by Rioux, Marika DN: cn=Rioux, Marika, c=CA, o=GC, ou=NRC-CNRC, email=marika.rioux@nrc-cnrc.gc.ca Date: 2023.07.25 11:20:02 -04'00'</small>	
Telephone No. - N° de téléphone 343-542-6839	Facsimile No. - N° de télécopieur 613-990-0946	E-mail address - Adresse courriel Marika.Rioux@nrc-cnrc.gc.ca	Date

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
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16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Tania Backes	Title - Titre Senior Procurement Officer	Signature  Tania Backes <small>Digitally signed by Backes, Tania DN: cn=Backes, Tania, c=CA, o=GC, ou=NRC-CNRC, email=tania.backes@nrc-cnrc.gc.ca Date: 2023.08.17 09:58:51 -04'00'</small>	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Tania.Backes@nrc-cnrc.gc.ca	Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

****As per the Directive on Security Management, throughout the contract or arrangement, the project authority (signed above at section 13) must monitor the supplier, partner and departmental compliance of security requirements identified on this SRCL, and take corrective actions to address issues of non-compliance****

****Conformément à la directive sur la gestion de la sécurité, tout au long du contrat ou de l'accord, le Chargé de projet (signé ci-dessus à la section 13) doit surveiller la conformité du fournisseur, du partenaire et du ministère aux exigences de sécurité énoncées sur la présente LVERS, et prendre des mesures correctives pour régler les problèmes de non-conformité.****



APPENDIX "D" to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
 - ☐ A2. The Bidder certifies being a public sector employer.
 - ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
 - ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed APPENDIX D Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)