



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

Health Canada / Santé Canada

**Attn: Shallee Doll**  
**Email:** [Shallee.doll@hc-sc.gc.ca](mailto:Shallee.doll@hc-sc.gc.ca)

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal To: Health Canada

We hereby offer to sell to His Majesty the King in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

**Proposition à:  
Santé Canada**

Nous offrons par la présente de vendre à Sa Majesté le Roi du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

**Instructions : See Herein  
Instructions: Voir aux présentes**

**Issuing Office – Bureau de distribution**

Health Canada / Santé Canada  
200, Eglantine Driveway  
Tunney's Pasture  
Ottawa Ontario K1A 0K9

<b>Title – Sujet</b> Collection, packaging, transport and disposal of hazardous materials waste.	
<b>Solicitation No. – N° de l'invitation</b> 1000255963 - A	<b>Date</b> May 13, 2024
<b>Solicitation Closes at – L'invitation prend fin à 2 :00 PM on / le – June 21, 2024</b>	<b>Time Zone Fuseau horaire</b> EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à :</b>  Name: Shallee Doll Email: <a href="mailto:shallee.doll@hc-sc.gc.ca">shallee.doll@hc-sc.gc.ca</a>	
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :</b> See Herein – Voir ici	
<b>Delivery required - Livraison exigée</b> See Herein – Voir ici	
<b>Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur : Telephone No. – N° de téléphone :</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
<hr/> <b>(type or print)/ (taper ou écrire en caractères d'imprimerie)</b>	
<hr/> <b>Signature</b>	<hr/> <b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with this bid solicitation.

Unscreened contractors must be escorted by an employee or Commissionaire at all times when visiting GoC facilities.

Information which is to be used in the development of the contracted product, as reference material or otherwise made available to the contractor must be unclassified material and considered to be releasable to the public by HC/PHAC and/or The Government of Canada.

No Protected or Classified information is to be made available to the contractor, used in the production of the contracted product, or produced as a result of this contract.

### **1.2 Statement of Work**

The Work to be performed is detailed under 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.

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## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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.

The [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names“.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

#### **2.1.1 SACC Manual Clauses**

[A9016C](#) (2014-06-26), Hazardous Waste Removal – Specific Requirements

### **2.2 Submission of Bids**

Bids must be submitted only to the Contracting Authority by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to Health Canada will not be accepted.

### **2.3 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.

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## 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.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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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.

## 2.5 Applicable Laws

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

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.

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that the Bidder submits its bid in separate sections as follows:

- Section I: Technical Bid – 1 Copy
- Section II: Financial Bid – 1 Copy
- Section III: Certifications – 1 Copy

Canada is committed to achieving net zero greenhouse gas (GHG) emissions by 2050 in an effort to position Canada for success in a green economy and to mitigate climate change impacts. As a result, future solicitations may include the following:

- there may be evaluation criteria or other instructions in the solicitation or contract documents related to measuring and disclosing your company's GHG emissions;
- you may be requested or required to join one of the following initiatives to submit a bid, offer or arrangement or if you are awarded the contract:
  - Canada's Net-Zero Challenge;
  - the United Nations Race to Zero;
  - the Science-based Targets Initiative;
  - the Carbon Disclosure Project;
  - the International Organization for Standardization;
- you may be required to provide other evidence of your company's commitment and actions toward meeting net zero targets by 2050.

#### **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. Bidders must meet the mandatory requirements at section 4.1.1.1

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex B.

#### **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 the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

**MANDATORY EVALUATION GRID**

Criteria #	Corporate Mandatory Criteria	Required Supporting Information
<p><b>MC1</b></p>	<p>The Bidder must provide corporate references for two (2) distinct and separate multi-year Government of Canada (GoC) client department/agency/crown corporation contracted within the last ten (10) years.</p> <p>The following contract parameters must be cited for each of the corporate references:</p> <ul style="list-style-type: none"> <li>• Each client contract cited must have been on-going duration or have a completed duration of greater than one (1) year;</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Contract duration must have been fulfilled and not be cited for a future time period.</li> <li>• Each contract cited must include the following information:               <ul style="list-style-type: none"> <li>o the client organization;</li> <li>o the contract number;</li> <li>o contract start and end dates (DD/MM/YYYY to DD/MM/YYYY);</li> <li>o a <b>brief description</b> of the services provided;                   <p><b>NOTE: Bidders must include the brief description in the technical grid response or in a separate section identified for the Corporate References.</b></p> </li> <li>o the Government employee name (client’s project and/or technical authority) and contact information.</li> </ul> </li> </ul>	<p>Provide examples of corporate references for two (2) distinct and separate organization reference contracts for multi-year, multi-resource Government of Canada (GoC) client department/agency/crown corporation for which the Bidder provided services.</p>



<b>MC2</b>	Bidders must provide proof that they are licenced to perform the work under this RFP in the Province of Quebec	Copy of Licence
<b>MC3</b>	The bidder must have a risk management plan in place as described in article 3.3.1 of the statement of work. Bidder's are required to provide a copy of their risk management plan along with their technical bid.	Copy of Risk Management Plan
<b>MC4</b>	The Contractor must obtain and maintain an appropriate level of professional liability insurance coverage.	Proof of Liability Insurance

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

#### **4.2 Basis of Selection**

##### **4.2.1 Mandatory Technical Criteria**

*SACC Manual* Clause A0031T (2010-08-16) Basis of Selection – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## **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.

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## **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** There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

The Work to be performed is detailed under Annex A.

### **6.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

#### **6.3.1 General Conditions**

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

#### **6.3.2 Supplemental General Conditions**

[A9016C](#) (2014-06-26), Hazardous Waste Removal – Specific Requirements, 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 contract award to March 31, 2029.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Shallee Doll

Title: Senior Contracting & Procurement Officer

E-mail address: [shallee.doll@hc-sc.gc.ca](mailto:shallee.doll@hc-sc.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 Project Authority/Technical Authority**

The Project Authority for the Contract is:

Name: \_\_\_\_\_

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Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project/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 Project Authority; however, the Project 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**

### **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: 2019-01 of the Treasury Board Secretariat of Canada.

### **6.7 Payment**

#### **6.7.1 Basis of Payment**

##### **Firm Price, Firm Unit Price(s) or Firm Lot Price(s) (C0207C)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$ \_\_\_\_\_. Customs duties are included 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 Method of Payment**

##### **Multiple Payments (H1001C)**

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.

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## 6.8 Invoicing Instructions

Electronic invoices should be sent to the following e-mail address:

Health Canada  
Invoices Longueuil Store  
E-mail: [magasin.long.dgsg.qc-csb.long.stores@hc-sc.gc.ca](mailto:magasin.long.dgsg.qc-csb.long.stores@hc-sc.gc.ca)

## 6.9 Certifications and Additional Information

### 6.9.1 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.

## 6.10 Applicable Laws

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

## 6.11 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 supplemental general conditions \_\_\_\_\_ (*insert number, date and title*);
- c) the general conditions \_\_\_\_\_ (*insert number, date and title*);
- d) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) 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) including its Inuit Benefits Plan. (if applicable).*

## 6.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading “[Dispute Resolution](#)”.

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## ANNEX A

### STATEMENT OF WORK

#### 1. Scope

##### 1.1. Title

Collection, packaging, transport and disposal of hazardous materials waste.

##### 1.2. Introduction

Health Canada operates a laboratory in the Longueuil area. The operation of this laboratory generates a variety of hazardous materials waste, the disposal and destruction of which are regulated by federal, provincial and municipal laws.

It is the intention of Health Canada to meet all current and proposed legislation with respect to the tracking, generation, packaging, collection, transportation, disposal and incineration of the hazardous materials waste, as well as improve the safety and efficiency with which the materials are managed.

##### 1.3. Objectives of the Requirement

Health Canada requires the services of a qualified service provider for the collection, packaging, tracking, transportation and disposal of hazardous materials waste, including solvent, chemical and pharmaceutical waste. See Appendix A for reference.

##### 1.4. Background and Specific Scope of the Requirement

###### 1.4.1 Hazardous materials waste

Hazardous materials waste will be identified in inventory form and segregated by Health Canada personnel as advised by the service provider, in accordance with the Transportation of Dangerous Goods Regulations and other provincial and/or municipal regulations. The service provider will be required to consolidate and package the waste for transport to a Health Canada-identified location near the loading dock. The service provider will be responsible for completing all documentation required for transportation regulations.

Waste materials may vary in terms of material type and frequency of generation.

#### 2. Requirements

##### 2.1. Tasks, Activities, Deliverables and Milestones

- 2.1.1. For operational reasons, the **packaging and collection** of hazardous waste must be carried out on **the same day** and on a weekly basis according to our opening hours, Monday to Friday between 8:15 and 16:00.

No services possible on statutory holidays. Frequency may be reviewed according to our operational needs.

- 2.1.2. The Contractor shall submit to the Health Canada Representative a waste activity report for each collection made in Excel or similar spreadsheet. The following information must be included in the report:

- a) True weight upon Receiving

- 
- b) Certificate of Incineration Received
  - c) Total weight Kg (unaudited as indicated on waste manifest)
  - d) Number of packages
  - e) Classification/ Waste type
  - f) Date of Pickup
  - g) Manifest Number
  - h) Drugs/pharmaceuticals (pharmaceutical incineration), for biomedical waste, if applicable.

This data may be subject to reporting changes which will be requested by Health Canada, in writing, with 30 days' notice.

2.1.3 All packaging is to be encoded thereby enabling Health Canada to track all materials designated for collection, transportation and disposal (incineration or secured landfill site). The following information is to be identified:

- a) Classification/description and volumes
- b) Date of generation
- c) Date of incineration and secured landfill site

2.1.4 All reject reports are to be prepared immediately and provided in writing to Health Canada Project Authority within 15 working days.

2.1.5 A disposal certificate and/or completed manifest must accompany all invoices. The certificate and/or manifest must show that the disposition of materials has been in accordance with Federal, Provincial and Municipal legislations and associated regulations. Payment will not be made until the disposal certificate and/or manifest has been provided with the invoices.

2.1.6 Within 90 days of the removal of any hazardous waste, the service provider will provide the Health Canada Project Authority with documentation indicating to which government licensed disposal facility the hazardous waste was removed to. The failure to provide this documentation could result in any payment being withheld until provided.

## **2.2. Specifications and Standards**

The waste identified by HC staff will be placed within designated areas within the approved facilities and held at the sites until a scheduled pickup occurs. When any waste material is picked up, the following paperwork is required to be signed by the driver and be left with staff on site or with a predesignated staff member.

- a) Manifest
- b) Packing Slip may be included in the paperwork, based on company requirements

This paperwork is the legal paperwork that shows both Health Canada and the regulators the nature of the waste, volume picked up, date of pick up and who picked it up for the company.

Payment is based on the above paperwork matching the invoice sent for payment.

## **2.3. Technical, Operational and Organizational Environment**

The majority of the work is completed outside of any government building or site (i.e. waste must be picked up at the loading dock at 1001 Saint-Laurent West in Longueuil, Québec and must leave the site immediately afterwards).

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## **2.4. Method and Source of Acceptance**

Invoices are compared with regulated manifests to verify and confirm the weight of waste removed from the Health Canada site.

## **2.5. Reporting Requirements**

- 2.5.1 The service provider will use their own external computerized database of information to track volumes and quantities of waste generated by Health Canada. This information permits Health Canada to perform the information management function(s) as it relates to the department's objective of "Cradle to Grave" management of these materials. The database must be able to track the waste materials from the generator to the incinerator/secured landfill sites by:
- a) Classification/description and volumes
  - b) dollar amounts per shipment
  - c) date of generation
  - d) date of incineration and secured landfill sites
- 2.5.2 The service provider must have the ability to encode waste packages, i.e. boxes, and plastic containers, etc. with bar code identifiers for the purpose of "cradle to grave" tracking. A waste generator identification sticker can be used as identification on each box or container.
- 2.5.3 The service provider must also generate for Health Canada a report identifying the waste generators, waste materials and their respective quantities and encode all packaging thereby enabling Health Canada to track all materials designated for collection, transportation and incineration and secured landfill sites.
- 2.5.4 The service provider is required to inform the designated Project Authority of any issues regarding non-compliance and/or health and safety issues as they relate to the operation, collection, transportation and incineration and secured landfill sites of material referred to herein immediately upon such occurrence.
- 2.5.5 The service provider is responsible to ensure the completion of all regulated manifest documentation pursuant to the collection, transportation and incineration and secured landfill sites of Health Canada materials in accordance with all relevant acts and regulations.

## **2.6. Project Management Control Procedures**

The individual identified in the proposal as the Project Authority or Technical Authority will:

- a) ensure the contract will be brought in on time, on budget and of an acceptable quality;
- b) review request for contract amendments, and;
- c) approve contract amendments.

## **3. Additional Information**

### **3.1. Canada's Obligations**

- 3.2.1 Health Canada will advise, in writing and in the form of an inventory, a list of the waste to be disposed of.
- 3.2.2 Health Canada will allow supervised on-site access to the service provider for segregation and packaging of other hazardous materials (i.e. chemical waste) in a designated area.



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3.2.3 Health Canada will ensure that its sites are registered with the Ministère de l'Environnement et de la Lutte contre les changements climatiques de la Faune et des parcs du Québec as waste producers, in accordance with provincial legislation.

### **3.2. Service provider's Obligations**

- 3.3.1 The service provider must use its own equipment and software for the performance of this service.
- 3.3.2 The service provider must meet the requirements of 2.1 Tasks, activities, deliverables and milestones.
- 3.3.3 The service provider must comply with all relevant acts and regulations including the maintenance of licences/permits and certification and must supply proof, as requested, of the necessary licences/permits and/or certificates required for the transportation and incineration and secured landfill sites of materials.
- 3.3.4 The Service Provider will prepare the Quebec Environment and Climate Change, Wildlife and Parks manifests on behalf of Health Canada for the removal chemical waste.
- 3.3.5 The service provider must have a risk management plan in place, covering mechanisms for the loss, prevention and minimization of environmental risks arising from the contractor's performance of the work. The plan must contain sufficient risk management measures to demonstrate, in the event of an incident, that the contractor has exercised due diligence in accordance with regulatory standards.

### **3.3. Location of Work, Work site and Delivery Point**

Waste collection will take place at :

Longueuil Laboratory  
1001 Saint-Laurent West  
Longueuil, QC, J4K 1C7

The service provider must be flexible in responding to Health Canada's requests for schedule changes.

The service provider must inform the Health Canada project authority (15) days in advance of any changes to scheduled pick-up times or if, for any reason, the incineration/secured landfill site is to be modified.

### **3.4. Language of Work**

French

### **3.5 Insurance Requirements**

The Contractor must obtain and maintain an appropriate level of professional liability insurance coverage.

### **3.6 Travel and Living**

No travel or living expenses are to be billed against this contract. This includes no stop charges at pick-up sites. Costs associated to travel and living expenses is the sole responsibility of the Contractor.

## **4. Project Schedule**

### **4.1. Expected Start and Completion Dates**

The services of the Contractor will be required for a period of 5 years starting on or about June 1, 2024. The expected completion date of this project is March 31, 2029.

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#### 4.2. Schedule and Estimated Level of Effort (Work Breakdown Structure)

For operational reasons, pick-ups must be made on Thursdays weeks.

The total average annual volume of waste collected is calculated on the basis of historical data, and is approximately 20300 liters, broken down as follows:

Miscellaneous chemicals 14700 liters  
Solvents 5600 liters

That's around 1.5 drums and between 6 to 10 canisters of solvents every week.

Our most popular requests are :

- *Non-halogenated solvent destruction per 20-litre canister*
- *Organic Labpack per drum*
- *Pharmaceutical waste products per drum*

This estimated volume is arbitrary and as such is subject to variances depending on the actual generation of waste, which will also potentially affect the collection schedule and/or transportation volumes. It should NOT be construed as a volume guarantee.

The content of this work of order will be reviewed and amended (as needed) annually, or sooner if legislative requirements change, to ensure the appropriateness and validity of services.

#### 5. Required Resources or Types of Roles to be Performed

The service provider will provide a transport vehicle that meets provincial transportation requirements. Drivers will be trained and hold valid hazardous waste certificates.

#### 6. Applicable Documents and Glossary

##### 6.1. Applicable Documents

6.1.1 Transportation of Dangerous Goods Act, 1992, Transportation of Dangerous Good Regulations, [Transportation of Dangerous Goods Act, 1992 \(justice.gc.ca\)](http://justice.gc.ca)

6.1.2 Quebec Environment Quality Act, Regulation respecting hazardous materials,(Q- 2,r.32), [g-2, r. 32 - Regulation respecting hazardous materials \(gouv.qc.ca\)](http://gouv.qc.ca)

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**ANNEX "B"****BASIS OF PAYMENT**

<b>Item No.</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Estimated No. of Units/Pick-ups per year</b>	<b>Firm Price Per Unit/Service</b>	<b>Total Per Year 1 Contract Award – March 31, 2025</b>
1	Non Halogenated solvent	CAN	307		
2	Halogenated solvent	CAN	7		
3	Broken glass (solvent contaminated, med) box 3 ft cub	BOX	2		
4	Broken glass (solvent contaminated, med)	CAN	14		
5	Broken glass (solvent contaminated, med)	DRUM	3		
6	Plastic contaminated pharmaceutical products	CAN	7		
7	Liquid inorganic acid (nitric acid, chloric acid)	CAN	13		
8	Solid waste pharmaceutical products	DRUM	22		
9	Solid waste pharmaceutical products (bte 3 pied cub)	BOX	3		
10	Labpack A (Acid)	CANISTER	3		
11	Labpack B (base)	CANISTER	7		
12	Labpack Mercury	KG	2		

13	Labpack D (organic)	DRUM	16		
14	Labpack D (organic) half-drum	HALF-DRUM	2		
15	Labpack D (organic)	CANISTER	10		
16	Labpack E (oxidizer)	CANISTER	2		
17	Propane (welding type)	CANISTER	7		
18	UV lamp	UNIT	18		
<b>Supplies and Services</b>					
	Chemist	CANISTER	48		
	Canister supply 20L	HOUR	336		
	Drum supply	DRUM	48		
	Bucket supply of 20L	BUCKET	33		
	vermiculite bag	BAG	8		
	Environmental insurance	\$			
	Energy Surcharge	\$			
	General Transportation Charge	Flat Rate			
				Sub-total	

				GST	
				QST	
				Total	

Item No.	Description	Unit of Measure	Estimated No. of Units/Pick-ups per year	Firm Price Per Unit/Service	Total Per Year 2 April 1, 2025 – March 31, 2026
1	Non Halogenated solvent	CAN	307		
2	Halogenated solvent	CAN	7		
3	Broken glass (solvent contaminated, med) box 3 ft cub	BOX	2		
4	Broken glass (solvent contaminated, med)	CAN	14		
5	Broken glass (solvent contaminated, med)	DRUM	3		
6	Plastic contaminated pharmaceutical products	CAN	7		
7	Liquid inorganic acid (nitric acid, chloric acid)	CAN	13		
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14	Labpack D (organic) half-drum	HALF-DRUM	2		
15	Labpack D (organic)	CANISTER	10		
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17	Propane (welding type)	CANISTER	7		
18	UV lamp	UNIT	18		

### Supplies and Services

	Chemist	CANISTER	48		
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	Bucket supply of 20L	BUCKET	33		
	vermiculite bag	BAG	8		
	Environmental insurance	\$			

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	Energy Surcharge	\$			
	General Transportation Charge	Flat Rate			
				Sub-total	
				GST	
				QST	
				Total	

Item No.	Description	Unit of Measure	Estimated No. of Units/Pick-ups per year	Firm Price Per Unit/Service	Total Per Year 3 April 1, 2026 – March 31, 2027
1	Non Halogenated solvent	CAN	307		
2	Halogenated solvent	CAN	7		
3	Broken glass (solvent contaminated, med) box 3 ft cub	BOX	2		
4	Broken glass (solvent contaminated, med)	CAN	14		
5	Broken glass (solvent contaminated, med)	DRUM	3		
6	Plastic contaminated pharmaceutical products	CAN	7		
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	acid)				
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16	Labpack E (oxidizer)	CANISTER	2		
17	Propane (welding type)	CANISTER	7		
18	UV lamp	UNIT	18		

### Supplies and Services

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	Canister supply 20L	HOUR	336		
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	Bucket supply of 20L	BUCKET	33		
	vermiculite bag	BAG	8		
	Environmental insurance	\$			
	Energy Surcharge	\$			
	General Transportation Charge	Flat Rate			
				Sub-total	
				GST	
				QST	
				Total	

Item No.	Description	Unit of Measure	Estimated No. of Units/Pick-ups per year	Firm Price Per Unit/Service	Total Per Year 4 April 1, 2027 – March 31, 2028
1	Non Halogenated solvent	CAN	307		
2	Halogenated solvent	CAN	7		
3	Broken glass (solvent contaminated, med) box 3 ft cub	BOX	2		
4	Broken glass (solvent contaminated, med)	CAN	14		

5	Broken glass (solvent contaminated, med)	DRUM	3		
6	Plastic contaminated pharmaceutical products	CAN	7		
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	Environmental insurance	\$			
	Energy Surcharge	\$			
	General Transportation Charge	Flat Rate			
				Sub-total	
				GST	
				QST	
				Total	

Item No.	Description	Unit of Measure	Estimated No. of Units/Pick-ups per year	Firm Price Per Unit/Service	Total Per Year 5 April 1 2028 – March 31, 2029
1	Non Halogenated solvent	CAN	307		
2	Halogenated solvent	CAN	7		

3	Broken glass (solvent contaminated, med) box 3 ft cub	BOX	2		
4	Broken glass (solvent contaminated, med)	CAN	14		
5	Broken glass (solvent contaminated, med)	DRUM	3		
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Supplies and Services					
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				Sub-total	
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				QST	
				Total	