



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

Bid Receiving/Réception des soumissions
NWR_Procurement_Bids@rcmp-grc.gc.ca

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 therefor.

Proposition aux : Gendarmerie royale du 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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet: Refuse and Recycling Services, Regina SK		Date May 24, 2024
Solicitation No. – N° de l'invitation : M5000-24-1850/A		
Client Reference No. - No. De Référence du Client : 202401850		
Solicitation Closes – L'invitation prend fin		
At /à :	2 :00 pm	CST (Central Standard Time) HNC (Heure Normale du Centre)
On / le :	June 24, 2024	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Qyitayo Ziwa _Qyitayo.ziwa@rcmp-grc.gc.ca		
Telephone No. – No. de téléphone 639-625-4151	Facsimile No. – No. de télécopieur NA	
Delivery Required – Livraison exigée See herein — Voir aux présentes		Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur :		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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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's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 – Resulting Contract Clauses;
 - (b) 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, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses

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.

1.4 Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the [Buyandsell.gc.ca](http://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 \(OPO\)](#).

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

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>



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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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

Delete: 60 days
Insert: 180 days

2.2 Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

NOTE: The RCMP has not been approved for bid submission by Canada Post Corporation (CPC) Connect service.

Bids transmitted by facsimile to RCMP will not be accepted.

2.3 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.

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.

2.4 Applicable Laws

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

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.

2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful Bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

2.6 Volumetric Data

The volumetric data (number of bins and services) has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submit its complete **email** bid in separately saved and attached sections as follows:

Section I: Financial Bid (one soft copy in PDF format)

Section II: Certifications (one soft copy in PDF format)

Important Note:

For bids transmitted by email, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:

- a. receipt of garbled or incomplete bid;
- b. delay in transmission or receipt of the bid to the Contracting Authority's email inbox (the date & time on the email received by the Contracting Authority is considered the date & time of receipt of the bid submission);
- c. availability or condition of the receiving equipment;
- d. incompatibility between the sending and receiving equipment;
- e. failure of the Bidder to properly identify the bid;
- f. illegibility of the bid; or
- g. security of bid data.

A bid transmitted electronically constitutes the formal bid of the Bidder and must be submitted in accordance with Section 05 of [2003](#) (2023-06-08) Standard Instructions - Goods or Services - Competitive Requirements.

The RCMP has restrictions on incoming e-mail messages. The maximum e-mail message size including all file attachments must not exceed 5MB. 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 RCMP e-mail system. A bid transmitted by e-mail that gets blocked by the RCMP e-mail system will be considered not received. It is the responsibility of the Bidder to ensure receipt.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- a) use a numbering system that corresponds to the bid solicitation.



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) (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.)
3. Unless otherwise noted, Bidders are encouraged to submit bids electronically. If hard copies are required, Bidders should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Financial Bid

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

3.1.1 Exchange Rate Fluctuation

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section II: 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 financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Financial Evaluation

[A0220T](#) (2014-06-26), Evaluation of Price - Bid



4.2 Basis of Selection

4.2.1 A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

4.2.1.1 Pricing Schedule 1: Firm Price – Bin Rental

Bidders must submit firm all-inclusive prices/rates in Annex B, including all necessary tools, services, replacement or repair parts, material, labour and all related costs as detailed in Annex A, Statement of Work.

4.2.1.2 Price Schedule 1: firm Price – Monthly Service

Bidders must submit firm all-inclusive prices/rates in Annex B, including all necessary tools, services, replacement or repair parts, material, labour and all related costs as detailed in Annex A, Statement of Work.

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 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 specified will render the bid non-responsive.

5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting, or entering into a real property agreement subject to 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:



- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)

Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details
(<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

5.1.2 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (Attachment 1 to Part 5) has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention of this documentation is to deter bid-rigging by requiring Bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the Bidder has entered into with competitors regarding the call for tenders.

5.1.3.2 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.



**Attachment 1 to PART 5
CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

(Corporate Name of Recipient of this Submission)

for: _____
(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - a. has been requested to submit a bid in response to this call for bids;
 - b. could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):



-
- a. the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b. the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- a. prices;
 - b. methods, factors or formulas used to calculate prices;
 - c. the intention or decision to submit, or not to submit, a bid; or
 - d. the submission of a bid which does not meet the specifications of the call for bids;
- except as specifically disclosed pursuant to paragraph (6)(b) above;
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)



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) apply and form part of the Contract.

The Contractor MUST:

- a) ensure that all persons working on site hold a valid **Facility Access with Escort** security clearance issued by RCMP Departmental Security Section.
- b) ensure security identification tags are picked up each morning and dropped off each night at the Commissionaires security office, located at the Fort Dufferin Building, accessible through the Bonner Drive Gate. Government issued photo identification must be provided when picking up security identification tags.
- c) The contractor SHALL NOT remove or make copies of any DESIGNATED or CLASSIFIED information or assets from the identified work site(s).

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at 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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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

[4013](#) (2022-06-20), Compliance with on-site measures, standing orders, policies and rules 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 for seven (7) years. *Actual dates to be inserted at contract award.*

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 (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Qyitayo Ziwa
Title: Senior Procurement and Contracting Authority
Royal Canadian Mounted Police
Address: 5600-11th Ave, Regina, SK. S4P 3J7

Telephone: 639-625-4151
E-mail address: Qyitayo.ziwa@rcmp-grc.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 *(to be inserted at contract award)*

The Project Authority for the Contract is:

Name: _____
Title: _____
Royal Canadian Mounted Police
Directorate: _____
Address: _____

Telephone: ____-____-_____
E-mail address: _____

The Project 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 *(to be inserted at contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
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: 2019-01](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment – Firm Unit Price – Bin Rental

Refer to Annex B, Basis of Payment.

6.7.2 Basis of Payment – Firm Price – Monthly Service

Refer to Annex B, Basis of Payment



6.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.4 Method of Payment – Monthly Payment

H1008C (2008-05-12) Monthly Payment

6.7.5 SACC Manual Clauses

C0705C (2010-01-11) Discretionary Audit.

A9117C (2007-11-30) T1204 - Direct Request by Customer Department

6.8 Invoicing Instructions

- 1 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.
- 2 Invoices must be distributed as follows:
 - (a) The original must be forwarded by email to the attention of the Project Authority and the Contracting Authority for certification and payment:



- (b) The costs must be broken down between locations, as follows:

Invoices must show a breakdown of service provided including building name, building number, container size, rental charge, number of pickups and pick up cost.

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 _____.

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 [4013](#) (2022-06-20), Compliance with on-site measures, standing orders, policies and rules;
- c. the general conditions [2010C](#) (2022-12-01), General conditions: Services (medium complexity);
- d. Annex A, Statement of Work;
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirements Check List;
- g. the Contractor's bid dated _____

6.12. Procurement Ombudsman

6.12.1 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](#).

6.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman 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.

6.13 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance – No Specific Requirements

6.14 SACC Manual Clauses

[A9019C](#) (2011-05-16) Hazardous Waste Disposal

[A9068C](#) (2010-01-11) Government Site Regulations

6.15 Environmental Considerations

Where applicable, suppliers are encouraged to:

- Deliverables:
 - Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
 - When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
 - Recycle unneeded printed documents (in accordance with Security Requirements).



- Travel Requirements/Meetings:
 - Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
 - Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
 - Contractors are encouraged to use of public/green transit where feasible.

- Shipping Requirements:
 - Where applicable, suppliers are encouraged to:
 - Minimize packaging
 - Include recycled content in packaging;
 - Re-use packaging;
 - Include a provision for a take-back program for packaging;
 - Reduce/eliminate toxics in packaging.



**ANNEX A
STATEMENT OF WORK**

1. TITLE

Refuse and Recycling Services, Regina Saskatchewan

2. BACKGROUND

The Royal Canadian Mounted Police (RCMP) requires a Contractor to provide for the rental of various containers and service for pickup and disposal of refuse and recyclable materials on a regular schedule and by appointment for the Royal Canadian Mounted Police Academy-Depot Division located in Regina, Saskatchewan.

3. ACRONYMS AND DEFINITIONS

Acronym	Definition
CARD	Cardboard
FEL	Front End Load
MSW	Waste
PALS	Plastic
RCY	Recycle
RO	Roll Off
SA	Site Authority
SOW	Statement of Work
YD	Yard

4. APPLICABLE DOCUMENTS & REFERENCES

AR1: [Local Government rules and regulations](#)

AR2: [Provincial Government rules and regulations](#)

AR3: [Federal Authorities rules and regulations](#)

5. TASKS

5.1 Bin Rental Services

The Contractor must:

- 5.1.1 Deliver the quantity of clean and sanitized bins to the locations specified in Attachment 1 to Annex A within 72 hours of award;
- 5.1.2 Provide the Project Authority with a list of waste collection and recycling collection bins provided.



5.2 Waste Collection – Scheduled and by Appointment Services

The Contractor must:

- 5.2.1 Arrange for site access and escort with the Project Authority prior to each service;
- 5.2.2 Empty all waste collection bins;
- 5.2.3 Clean and deodorize bins before placing them back;
- 5.2.4 Replace bins that are broken or damaged;
- 5.2.5 Record the number of bins serviced and have it initialed by the escort.

5.3 Recycling Collection – Scheduled and by Appointment Services

The Contractor must:

- 5.3.1 Arrange for site access and escort with the Project Authority prior to each service;
- 5.3.2 Empty all recycling collection bins;
- 5.3.3 Clean and deodorize bins before placing them back;
- 5.3.4 Replace bins that are broken or damaged;
- 5.3.5 Record the number of bins serviced and have it initialed by the escort.

5.4 General Operating Procedures

The Contractor must:

- 5.4.1 Provide a vehicle and driver and sufficient personnel to complete the services;
- 5.4.2 Provide all equipment and cleaning materials, including personal protective equipment (PPE) to their personnel to complete the work;
- 5.4.3 Arrange for services to be completed during the hours of 07:00 hrs and 18:00hrs, Monday to Friday;
- 5.4.4 Comply with all applicable federal, provincial and local laws, bylaws, rules, and regulations pertaining to the disposal of refuse and recyclable materials;
- 5.4.5 Clean up spillages during loading or transit and ensure the area is free of debris and safe for pedestrian traffic;
- 5.4.6 Inform the Project Authority immediately by phone or email of any damage caused to RCMP property by the Contractor's personnel. The Contractor is responsible for any costs associated with repairs required for damage caused by their personnel;
- 5.4.7 Inform the Project Authority immediately by phone or email of any injuries sustained by their personnel during the performance of the work;



6. DELIVERABLES

Number	Task Reference	Description of the Deliverables	Quantity and Format
6.1	5.1.2	List of waste collection and recycling collection bins provided	1 copy by email to the Project Authority within 24 hours of delivery, and within 24 hours when changes are requested by the Project Authority (see 12.3)
6.2	5.2.5 and 5.3.5	Summary of bins serviced with escort initials	1 copy to be provided with each invoice

7. SCHEDULE OF WORK

7.1 Regularly Scheduled Collection Services

The Contractor must provide ongoing waste and recycling collection services as follows:

MATERIAL TO BE COLLECTED	BIN SIZE	MONTHLY QUANTITY	SERVICE SCHEDULE
WASTE	4 Yard	10	Weekly or by appointment
	6 Yard	5	Weekly or by appointment
	30 YD Roll Off	1	Weekly or by appointment
RECYCLE PLASTIC	4 Yard	10	Weekly or by appointment
	30 YD Roll Off	1	Weekly or by appointment
RECYCLE CARDBOARD	4 Yard	10	Weekly or by appointment
	6 Yard	5	Weekly or by appointment
	30 YD Roll Off	1	Weekly or by appointment
WOOD WASTE	30 YD Roll Off	1	Weekly or by appointment

8. LANGUAGE OF WORK

The language of all work and deliverables must be English.



9. LOCATION OF WORK

The work must be performed at:

Royal Canadian Mounted Police, Depot Division
5600-11th Ave
Regina, SK

10. TRAVEL

The Contractor is not required to travel under this Contract.

11. MEETINGS

11.1 Kick-Off Meeting

The Contractor must attend an on-site kick-off meeting to provide an opportunity for both parties to meet and provide an overview of the contract.

11.2 Semi-Annual Meeting

The Contractor may be required to attend an on-site semi-annual meeting to re-assess the service requirements and ensure alignment with evolving waste-management trends, technology, laws, policies, etc.

12. SUPPORT PROVIDED BY RCMP

The RCMP Project Authority will:

- 12.1 ensure an escort is available for the duration of the service;
- 12.2 contact the Contractor by email to schedule appointments if required;
- 12.3 advise the Contractor by email when changes to the bin rentals (number or size of bins) are required; and
- 12.4 initiate a contract amendment for any changes in quantities or other service requirements.



ANNEX B BASIS OF PAYMENT

All rates are to be provided in Canadian Dollars, GST/HST and Fuel/Environmental Charges extra, rates to include, but not limited to, labour, equipment, transportation, supervision, disposal fees, permits and travel time.

FOR EVALUATION PURPOSES ONLY

Annex B must be completed in its entirety, including the optional period. Failure to complete all tables will deem the bid non-responsive and given no further consideration.

The estimated quantity of items is provided for evaluation purposes only. These quantities are estimated for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity to be ordered.

Table 3 = Total Evaluated Price

- Bidders are required to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.



BIDDER'S PRICING

Bin Rental and Bin Empty Services

TABLE 1: INTIAL CONTRACT TERM

Period (<i>actual contract dates to be inserted at contract award</i>).		Container Size	Number of Bins Per Month (a)	Bin Rental Per Month (b)	Number of estimated empties required for each bin Per Month (c)	Price Per Service (d)	Extended Price e = (axb)+ (cxd)
Year One (1) From August 1, 2024 to July 31, 2025	WASTE	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE PLASTIC	4 Yard	10	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE CARDBOARD	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	10	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	WOOD WASTE	30 YD Roll Off	1	\$	1	\$	\$
	FUEL SURCHARGE						
Year Two (2) From August 1, 2025 to July 31, 2026	WASTE	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE PLASTIC	4 Yard	10	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCKE CARDBOARD	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	10	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	WOOD WASTE	30 YD Roll Off	1	\$	1	\$	\$
	FUEL SURCHARGE						
Year Three (3) From August 1, 2026 to July 31, 2027	WASTE	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE PLASTIC	4 Yard	10	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE CARDBOARD	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	10	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	WOOD WASTE	30 YD Roll Off	1	\$	1	\$	\$
	FUEL SURCHARGE						



Year Four (4) From August 1, 2027 to July 31, 2028	WASTE	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE PLASTIC	4 Yard	10	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE CARDBOARD	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	10	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	WOOD WASTE	30 YD Roll Off	1	\$	1	\$	\$
	FUEL SURCHARGE						
Year Five (5) From August 1, 2028 to July 31, 2029	WASTE	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE PLASTIC	4 Yard	10	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCKE CARDBOARD	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	10	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	WOOD WASTE	30 YD Roll Off	1	\$	1	\$	\$
	FUEL SURCHARGE						
Year Six (6) From August 1, 2029 to July 31, 2030	WASTE	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE PLASTIC	4 Yard	10	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE CARDBOARD	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	10	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	WOOD WASTE	30 YD Roll Off	1	\$	1	\$	\$
	FUEL SURCHARGE						
Year Seven (7) From August 1, 2030 to July 31, 2031	WASTE	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE PLASTIC	4 Yard	10	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE CARDBOARD	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	10	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	WOOD WASTE	30 YD Roll Off	1	\$	1	\$	\$
	FUEL SURCHARGE						



TABLE 2. OPTION PERIODS

Period (<i>actual contract dates to be inserted at contract award</i>).		Container Size	Number of Bins Per Month (a)	Bin Rental Per Month (b)	Number of estimated empties required for each bin Per Month (c)	Price Per Service (d)	Extended Price e = (axb) + (cxd)
Option Year One (1) From August 1, 2031 to July 31, 2032	WASTE	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE PLASTIC	4 Yard	10	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE CARDBOARD	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	10	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	WOOD WASTE	30 YD Roll Off	1	\$	1	\$	\$
	FUEL SURCHARGE						
Option Year Two (2) From August 1, 2032 to July 31, 2033	WASTE	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE PLASTIC	4 Yard	10	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE CARDBOARD	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	10	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	WOOD WASTE	30 YD Roll Off	1	\$	1	\$	\$
	FUEL SURCHARGE						
Option Year Three (3) From August 1, 2033 to July 31, 2034	WASTE	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCLE PLASTIC	4 Yard	10	\$	20	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	RECYCKE CARDBOARD	4 Yard	10	\$	20	\$	\$
		6 Yard	5	\$	10	\$	\$
		30 YD Roll Off	1	\$	2	\$	\$
	WOOD WASTE	30 YD Roll Off	1	\$	1	\$	\$
	FUEL SURCHARGE						



TABLE 3 : TOTAL ASSESSED PROPOSAL PRICE

Description		Sum of Bidder's Pricing
1	Table 1 – Initial Contract Period: Table 1 Total Price	\$ _____
2	Table 2 – Option Periods: Table 2 Total Price	\$ _____
Total Assessed Proposal Price		\$ _____



ANNEX C

SECURITY REQUIREMENTS CHECK LIST (SRCL)

(Attached at the end of the document)