



RETURN OFFERS TO :
RETOURNER LES OFFRES À :
Bid Receiving - Réception des
soumissions:

Email:
BidReceiving_GEN-ONT-401@csc-scc.gc.ca

Subject Line:
4329780_Mobile Destruction Services

**REQUEST FOR A STANDING
OFFER**
**DEMANDE D'OFFRE À
COMMANDES**

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of the
Correctional Service of Canada, hereby requests a
Standing Offer on behalf of the Identified Users
herein.

Le Canada, représenté par le ministre du Service
correctionnel Canada, autorise par la présente, une
offre à commandes au nom des utilisateurs
identifiés énumérés ci-après.

Comments — Commentaires :

**Vendor/Firm Name and Address —
Raison sociale et adresse du fournisseur/de
l'entrepreneur :**

Telephone # — N° de Téléphone :

Fax # — No de télécopieur :

Email / Courriel : _____

GST # or SIN or Business # — N° de TPS
ou NAS ou N° d'entreprise :

Title — Sujet: Mobile Destruction Services (Shredding) – Ontario Region	
Solicitation No. — N° de l'invitation 21401-28-4329780	Date: June 15, 2023
Client Reference No. — N° de Référence du Client 21401-28-4329780	
GETS Reference No. — N° de Référence de SEAOG	
Solicitation Closes — L'invitation prend fin at / à : 14 :00 h On / Le : July 14, 2023	Time Zone Fuseau horaire Eastern Standard Time
Delivery Required — Livraison exigée : See herein – Voir aux présentes	
F.O.B. — F.A.B. Plant – Usine: Destination: Other-Autre:	
Address Enquiries to — Soumettre toutes questions à: Elizabeth.lake@csc-scc.gc.ca	
Telephone No. – N° de téléphone: 613-328-9647	Fax No. – N° de télécopieur:
Destination of Goods, Services and Construction: Destination des biens, services et construction: Multiple as per call-up Multiples, selon la commande subséquente.	
Security – Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	
Instructions: See Herein Instructions : Voir aux présentes	
Name and title of person authorized to sign on behalf of Vendor/Firm Nom et titre du signataire autorisé du fournisseur/de l'entrepreneur	
Myra O'Neil	Regional Manager Contracting & Materiel Services
_____ Name / Nom	_____ Title / Titre
_____ Signature	_____ Date
(Sign and return cover page with offer/ Signer et retourner la page de couverture avec l'offre)	



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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offer (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions, which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes.

2. Summary

- 2.1 To provide onsite mobile shredding services to 1 or more (up to 8) service area's within the Ontario Region including Central District and Greater Ontario Nunavut District.

As this Standing Offer has 8 geographical service areas, offerors can submit an offer for one or more service area. CSC may award up to 8 standing offers as part of this Request for Standing Offer.

Offerors submitting an offer for more than one geographical service area must be able to provide a sufficient number of resources, supplies and equipment to meet all of the requirements outlined in **ANNEX H – AREA OF SERVICE** for each area for which they are submitting an offer. Offerors should refer to **ANNEX A, ANNEX F and ANNEX G** of the request for standing offers document for the list of CSC locations, the estimated frequency of service and the estimated number of console and bins each site requires;

Each location indicated below, is responsible for their own call up for shredding services based on the agreed upon contract and **ANNEX B - BASIS OF PAYMENT**. This call up can be a frequent (re-occurring regular service) request or an unscheduled (one time occasional service) request.

- Correctional Service of Canada, Ontario Region including Central District and Greater Ontario Nunavut District
- 5 year period



2.2 This procurement is subject to the following Comprehensive Land Claims Agreement(s) (CLCAs): Nunavut Land Claims Agreement

2.2.1 Nunavut Land Claims Agreement (NLCA)

For advice and guidance on how to apply federal government procurement in the Nunavut Settlement Area and the Directive on Government Contracts, Including Real Property Leases, in the Nunavut Settlement Area, contact the Strategic Policy Sector's Indigenous Involvement in Procurement Division at: PA Contracts Nunavut / AP Nunavut Contrats (TPSGC/PWGSC).

3. Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security, Financial and Insurance Requirements, and Part 7 – Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Offerors should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada website.

4. Revision of Departmental Name

As this request for Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document, or any resulting contract, must be interpreted as a reference to CSC or its Minister.

5. Debriefings

Offerors may request a debriefing on the results of the request for Standing Offer process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for Standing Offer process. The debriefing may be in writing, by telephone or in person.

6. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$26,400 for goods and \$105,700 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services or to determine if your concerns are within the Ombudsman's mandate, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).



PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offer (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2022-12-01) Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offer - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: Ninety (90) days

1.1 SACC Manual Clauses

1.1.1 SACC Manual clause M0019T (2007-05-25), Standing Offers, Firm Price and/or Rates

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

1.1.2 SACC Manual clause M0031T (2007-05-25), Standing Offers, Basis of Selection – Mandatory Technical Criteria Only

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest combined price of shredding and rental services will be recommended for issuance of a standing offer.

1.1.3 SACC Manual clause M0280T (2015-02-25), Standing Offers, Documents Required for Offer Evaluation Purposes

The Offeror must provide the following documents with its offer:

1. Completed **ANNEX D - EVALUATION CRITERIA**
2. Completed **ANNEX H - SERVICE AREA POINT OF CONTACT**

2. Submission of Offers

Offerors must submit their offer only to Correctional Service of Canada (CSC) by the date, time and at the **bid submission email address indicated on page 1 of the request for standing offers** (RFSO).

Section 06 Late offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 06 in its entirety.

Insert: 06 Late offers:

For offers submitted by email, Canada will delete offers delivered after the stipulated RFSO closing date and time. Canada will keep records documenting receipt of late offers by email.

Section 07 Delayed offers of 2006 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:



Delete: Section 07 in its entirety.

Insert: 07 Delayed offers:

Canada will not accept any delayed offers.

Section 08 Transmission by facsimile or by E-Post Connect of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: Section 08 in its entirety.

Insert: 08 Transmission by email

- a. Unless specified otherwise in the RFSO, Offerors must submit their offer to the CSC bid submission email address indicated on page 1 of the RFSO document. This email address is the only acceptable email address for Offerors to submit their offer in response to this RFSO.
- b. Offerors may transmit their offer at any time prior to the RFSO closing date and time.
- c. Offerors should include the RFSO number in the subject field of their email.
- d. Canada will not be responsible for any failure attributable to the transmission or receipt of the offer by email including, but not limited to, the following:
 - i. Receipt of a garbled, corrupted or incomplete offer;
 - ii. Availability or condition of the email service;
 - iii. Incompatibility between the sending and receiving equipment;
 - iv. Delay in transmission or receipt of the offer;
 - v. Failure of the Offeror to properly identify the offer;
 - vi. Illegibility of the offer;
 - vii. Security of offer data;
 - viii. Failure of the Offeror to send the offer to the correct email address;
 - ix. Connectivity issues; or
 - x. Email attachments that are blocked or not received even though the Offeror's email has been successfully delivered.
- e. CSC will send an acknowledgement of receipt of the Offeror's email by email from the bid submission email address provided for the submission of offers. This acknowledgement will confirm only the receipt of the Offeror's email and will not confirm if all of the Offeror's email attachments have been received, may be opened nor if their contents are readable. CSC will not respond to follow-up emails from Offerors requesting confirmation of attachments.
- f. Offerors must ensure they are using the correct email address for offer submission and should not rely on the accuracy of copying and pasting the email address from the RFSO cover page.
- g. A offer transmitted by an Offeror to the CSC bid submission email address constitutes the Offeror's formal offer, and must be submitted in accordance with section 05 of 2006, Standard Instructions - Request for Standing Offers Goods or Services - Competitive Requirements.
- h. Offerors are to note that CSC's email system has a limit of 10 MB per single email message. CSC's email system will reject emails with the following attachments: batch files, executable files, and image files in the following formats: JPEG, GIF, TIFF. Canada will not accept encrypted emails or emails that include attachments with passwords.



Section 09 Customs clearance of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is deleted in its entirety.

CSC recommends that offerors submit their response to the requirements of this request for standing offer in typewritten format.

Offerors must ensure that any handwritten information included in their offer is clearly legible in order to allow CSC to complete the offer evaluation. CSC reserves the right, at its sole and entire discretion, to disregard any handwritten information which it determines to be illegible when assessing whether offers comply with all of the requirements of the request for standing offer including, if applicable, any and all evaluation criteria.

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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES () NO ()**

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror 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.

4. Enquiries - Request for Standing Offer

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) business days before the Request for Standing Offer (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.



PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

CSC requests that offerors provide their offer in separate sections as follows:

Section I: Technical Offer: **one (1) electronic copy in PDF format**

Section II: Financial Offer: **one (1) electronic copy in PDF format**

Section III: Certifications: **one (1) electronic copy in PDF format**

Prices should appear in the financial offer only. No prices should be indicated in any other section of the offer.

Offerors should submit their technical offer and financial offer in two (2) separate documents.

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, the [Policy on Green Procurement](#). To assist Canada in reaching its objectives, Offerors should:

- 1) Include all environmental certification(s) relevant to their 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 their product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with **ANNEX B – BASIS OF PAYMENT**. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

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

Section IV: Additional Information

1. The Company Security Officer (CSO) must ensure through the [Contract Security Program \(CSP\)](#) that the Offeror and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria. Financial evaluations will be based on the combined lowest price per service area.
- (b) An evaluation team composed of representatives of CSC will evaluate the offers.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

Offers will be evaluated to determine if they meet all mandatory technical criteria outlined in **ANNEX D – EVALUATION CRITERIA**. Offers must also complete **ANNEX H – AREA OF SERVICE** identifying which service area(s) they wish to submit a bid, and **ANNEX I – SUPPLIER’S REGIONAL POINT OF CONTACT**, identifying the corresponding point of contact for the service area(s) the bidder has outlined in **ANNEX H**.

As this Standing Offer has multiple geographical service areas (8), the offer can bid on one or more service area’s they would like to perform the work. Each service area bid on must comply with the outlined requirements in **ANNEX H – AREA OF SERVICE**. This may result in multiple standing offer holders (up to 8), with each service area with one contractor awarded only.

The overall bid price will be calculated by adding the Shredding Service and Rental Fees per service area. The combined price of shredding and rental services will be recommended for issuance of a standing offer.

1.2 Financial Evaluation

1.2.1 SACC Manual Clause M0220T (2016-01-28), Evaluation of Price - Offer

Offers containing a financial offer other than the one requested at **Article 3. Section II: Financial Offer** of **PART 3 – OFFER PREPARATION INSTRUCTIONS** will be declared as non-compliant.

The overall bid price will be calculated by adding the Shredding Service and Rental Fees per service area. The lowest combined price of shredding and rental services will be awarded per service area. Delivery must include all travel costs including delivery, mileage and fuel.



Example:

Service Area 1: Kingston and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area)	Per 1 Pick-Up Service	\$
			Sub-Total	\$
				Taxes
			Total:	\$

2. Basis of Selection

2.1 SACC Manual Clause M0032T (2014-11-27) Standing Offers, Basis of Selection - Multiple Items

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price on lowest combined price will be recommended for issuance of a standing offer.



PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a Standing Offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror 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 offer non-responsive.

1.1 Integrity Provisions – Declaration of Convicted Offenses

- A) Subject to subsection B, by submitting an offer in response to this request for standing offer (RFSO), the Offeror certifies that:
- i. it has read and understands the Ineligibility and Suspension Policy;
 - ii. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - iii. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
 - iv. it has provided with its bid a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offenses in the Policy;
 - v. none of the domestic criminal offenses, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and proposed first tier subcontractors; and
 - vi. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
- B) Where an Offeror is unable to provide any of the certifications required by subsection A, it must submit with its offer the completed [Integrity Declaration Form](#). Offerors must submit this form to Correctional Service of Canada with their offer.

1.2 Integrity Provisions – Required documentation

List of names: all Offerors, regardless of their status under the Ineligibility and Suspension Policy, must submit the following information:



- i. Offerors that are corporate entities, including those submitting an offer as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- ii. Offerors submitting an offer as sole proprietors, including sole proprietors submitting an offer as joint ventures, must provide a complete list of the names of all owners; or
- iii. Offerors that are a partnership do not need to provide a list of names.

List of Names:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

OR

- The Offeror is a partnership

During the evaluation of offers, the Offeror must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted with the offer.

1.3 Status and Availability of Resources

SACC Manual clause M3020T (2016-01-28) Status and Availability of Resources

1.4 Language Requirements - English

By submitting an offer, the Offeror certifies that, should it be awarded a standing offer as result of the request for a standing offer, every individual proposed in its offer will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

1.5 Certification:

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Security Requirement

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the Contract Security Program (CSP) of Public Works and Government Services Canada website.
4. Offerors should complete the Contract Security Program – Application for Registration – Form (AFR), at **ANNEX E**, and submit it with their offer but may submit it afterwards. If the AFR is not completed and submitted as requested, the Contracting Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the AFR within the time frame provided will render the offer non-responsive.



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at **ANNEX A**.

2. Security Requirement

2.1 The following security requirements apply to and form part of the Standing Offer.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

PWGSC FILE No. 21401-28-4329780

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, **PWGSC**.
3. The Contractor **MUST NOT** remove any PROTECTED information or assets from the identified site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of the CSP, **PWGSC**.
5. The Contractor must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) *Contract Security Manual* (Latest Edition).

2.2 The Company Security Officer (CSO) must ensure through the Contract Security Program (CSP) that the Offeror and individual(s) hold a valid security clearance at the required level.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

As this Standing Offer is issued by Correctional Service of Canada (CSC), any reference to Public Works and Government Services Canada (PWGSC) or its Minister contained in full text or by reference in any term, condition or clause of this document must be interpreted as a reference to CSC or its Minister.

3.1 General Conditions

2005 (2022-12-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from **Contract Award for 5 years**.



5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Elizabeth Lake
Title: Procurement Officer
Correctional Service of Canada
Branch or Directorate: Contracting and Materiel Services, Regional Headquarters
Address: 445 Union Street West, Kingston Ontario K7L 2R8
Telephone: 613-328-9647
E-mail address: elizabeth.lake@csc-scc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, they are responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is:

REGIONAL HEADQUARTERS, RHQ HEALTH SERVICES

Name: Melissa McKim
Title: A/ Regional Manager - Administration & Information Management
Organization: Correctional Service of Canada
Address: 445 Union Street West, Kingston Ontario K7L 2R8
Telephone:
E-mail address:

REGIONAL PHARMACY

Name: Vicki Padley
Title: Health Services Admin Assistant
Organization: Correctional Service of Canada
Address: 1455 Bath Road, Building F02, Kingston, ON, K7L 4V9
Telephone:
E-mail address:

CORRECTIONAL LEARNING AND DEVELOPMENT CENTRE

Name: Tracey Augustyn
Title: Chief of Administration
Organization: Correctional Service of Canada
Address: 1455 Bath Road, Kingston ON K7L 5E6
Telephone:
E-mail address:

TRAINING ACADEMY

Name: Lynn Dufresne
Title: A/Manager, National Training Academy, CSC Training Academy
Organization: Correctional Service of Canada
Address: 443 Union Street West, Kingston Ontario K7L 2R8
Telephone:
E-mail address:



COLLINS BAY INSTITUTION- MI / MED / MAX

Name: Sandi Menard
Title: A/ Chief of Administration
Organization: Correctional Service of Canada
Address: 1455 Bath Road, Kingston ON, K7L 5E6
Telephone:
E-mail address:

MILLHAVEN INSTITUTION

Name: Annette Risto
Title: Chief of Administration
Organization: Correctional Service of Canada
Address: 5775 Bath Rd, Bath, ON K0H 1G0
Telephone:
E-mail address:

JOYCEVILLE INSTITUTION- MIN / MED / AU

Name: Tammy Leighton
Title: A/ Chief of Administration
Organization: Correctional Service of Canada
Address: 3766 Hwy 15, Kingston ON K7L 5E5
Telephone:
E-mail address:

BATH INSTITUTION

Name: Meaghen Pilgrim
Title: A/ Chief of Administration
Organization: Correctional Service of Canada
Address: 5775 Bath Rd, Bath, ON K0H 1G0
Telephone:
E-mail address:

WARKWORTH INSTITUTION

Name: Dave Stephens
Title: Chief of Administration
Organization: Correctional Service of Canada
Address: 15847 County Rd 29, Campbellford ON K0K 3K0
Telephone:
E-mail address:

BEAVER CREEK INSTITUTION – MIN / MED

Name: Debbie Bennies
Title: A/ Chief of Administration
Organization: Correctional Service of Canada
Address: 2000 Beaver Creek Drive, Gravenhurst ON P1P 1Y2
Telephone:
E-mail address:

GRAND VALLEY INSTITUTION

Name: Shandie Persaud
Title: A/ Chief of Administrative Services
Organization: Correctional Service of Canada
Address: 15756 Homer Watson Blvd, Kitchener, ON, N2P 2C5
Telephone:
E-mail address:



**BRANTFORD PAROLE OFFICE, DOWNTOWN TORONTO AREA PAROLE OFFICE,
DOWNTOWN TORONTO WOMEN'S SUPERVISION UNIT, DURHAM PAROLE OFFICE,
HAMILTON AREA PAROLE OFFICE, KEELE COMMUNITY CORRECTIONAL CENTRE,
KEELE PAROLE OFFICE, ST. CATHARINES PAROLE OFFICE, TORONTO EAST AREA
PAROLE OFFICE, TORONTO WEST AREA PAROLE OFFICE, CENTRAL DISTRICT OFFICE**

Name: Mona Dubicanac
Title: District Manager, Admin and Infrastructure Support
Organization: Correctional Service of Canada
Address: 330 Keele Street, Main Floor, Toronto ON, M6P 2K7
Telephone: ____ - ____ - ____
E-mail address: _____

**BARRIE PAROLE OFFICE, GUELPH PAROLE OFFICE, HENRY TRAIL COMMUNITY
CORRECTIONAL CENTRE, KINGSTON AREA PAROLE OFFICE, LONDON PAROLE
OFFICE, NORTH BAY PAROLE SUB-OFFICE FOR SUDBURY, NUNAVUT PAROLE OFFICE,
OTTAWA AREA PAROLE OFFICE, PETERBOROUGH PAROLE OFFICE, SAULT STE MARIE
PAROLE SUB-OFFICE FOR SUDBURY, SUDBURY PAROLE OFFICE, WINDSOR AREA
PAROLE OFFICE, GREATER ONTARIO & NUNAVUT DISTRICT OFFICE, HENRY TRAIL
COMMUNITY CORRECTIONAL CENTRE, BELLEVILLE PAROLE SUB OFFICE**

Name: Deanna Pacheco
Title: District Manager, Admin and Infrastructure Support
Organization: Correctional Service of Canada
Address: 619 McKay Street, Kingston ON, K7M 5V8
Telephone: ____ - ____ - ____
E-mail address: _____

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

Name: _____
Title:
Organization: _____
Address:
Telephone:
E-mail address:

Note: Bidder's designated Point of Contact per service area 1- 8 must be outlined in ANNEX I (example sales representative or booking coordinator). Bidder is required to fill in ANNEX I for the service area(s) they are bidding on to provide work under this contract.



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.

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Correctional Service of Canada
Ontario Region, including Central District and Greater Ontario Nunavut District.

8. Call-up Procedures

9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the Call-up against a Standing Offer form or an electronic version.

10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

11. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$_____ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call-ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.



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 call-up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2022-12-01), General Conditions - Standing Offers - Goods or Services
- d) the supplemental general conditions 2010C (2022-12-01); 4008 (2008-12-12); 4013 (2022-06-20); 4014 (2022-06-20); A9113C (2014-11-27); C6000C (2017-08-17); H1008C (2008-05-12); A9117C (2007-11-30); C0710C (2007-11-30); C0705C (2010-01-11); A9068C (2010-01-11); G1005 (2016-01-28);
- e) the general conditions M0019T (2007-05-25); M0280T (2015-02-25); M0220T (2016-01-28); M0032T (2014-11-27); M3020T (2016-01-28); M3021T (2012-07-16); 2005 (2022-12-01); M3020C(2016-01-28);
- f) Annex A, Statement of Work;
- g) Annex B, Basis of Payment;
- h) Annex C, Security Requirements Check List;
- i) Annex D, Evaluation Criteria
- j) Annex E, Insurance Requirements
- k) Annex F, Frequency of Service
- l) Annex G, Bins and Consoles
- m) Annex H, Area of Service
- n) Annex I, Supplier's Regional Point of Contact
- o) Annex J, Periodic Usage Report – Standing Offers
- p) Annex K, Technical Specifications
- q) the Offeror's offer dated _____.

13. Certifications and Additional Information

13.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

13.2 SACC Manual Clauses

M3020C (2016-01-28) Status and Availability of Resources – Standing Offer

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.

14. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.



15. Periodic Usage Report – Standing Offers

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in **ANNEX J** entitled "**Periodic Usage Report – Standing Offers**". If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the corresponding Standing Offer Authority. The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 10 calendar days after the end of the reporting period.



B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

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

2.2 Supplemental General Conditions

4008 (2008-12-12) Supplemental General Conditions- Personal Information, apply to and form part of the Contract.

4013 (2022-06-20) – Compliance with On-Site Measures, Standing Orders, Policies, and Rules apply to and form part of the contract.

The Contractor(s) must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

4014 (2022-06-20) Supplemental General Conditions- Suspension of the work, apply to and form part of the contract.

A9113C (2014-11-27) Instructions to Bidders / Contractors- Handling of Personal Information, apply to and form part of the contract.

2.3 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. The name, qualifications and experience of the proposed replacement; and
 - b. Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the work does not release the Contractor from its responsibility to meet the requirements of the contract.



3. Term of Contract

3.1 Period of the Contract

The work must be completed in accordance with the call-up against the Standing Offer.

4. 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.

5. Payment

5.1 Basis of Payment

Payments will be made in accordance with **ANNEX B – BASIS OF PAYMENT**

5.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

5.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12) 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.

5.4 SACC Manual Clauses

SACC Manual clause A9117C (2007-11-30), T1204 - Direct Request by Customer Department

SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

SACC Manual clause C0705C (2010-01-11), Discretionary Audit

5.5 Travel and Living Expenses

There are no travel and living expenses associated with the Contract.

5.6 Electronic Payment of Invoices – Contract

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

- (a) MasterCard Acquisition Card;
- (b) Direct Deposit (Domestic and International).

6. 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.

Each invoice must be supported by:



- a. a copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

7. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in **ANNEX E**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection. The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

8. Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

9. SACC Manual Clauses

SACC Manual clause A9068C (2010-01-11) Instructions to Bidders / Contractors- Government Site Regulations

10. Ownership Control

Where the Contractor will have access to any and all personal and confidential information belonging to Canada, CSC staff or inmates for the performance of the work, the following will apply:

- 10.1 The Contractor warrants that it is not under ownership control of any non-resident entity (i.e. Individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other).
- 10.2 The Contractor must advise the Minister of any change in ownership control for the duration of the contract.
- 10.3 The Contractor acknowledges that the Minister has relied on this warranty in entering into this Contract and that, in the event of breach of such warranty, or in the event that the Contractor's ownership control becomes under a non-resident entity, the Minister must have the right to treat this Contract as being in default and terminate the contract accordingly.
- 10.4 For the purposes of this clause, a non-resident entity is any individual, partnership, joint venture, corporation, limited liability company, parent company, affiliate or other residing outside of Canada.



11. Closure of Government Facilities

- 11.1 Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where the Contractor or the Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible due to evacuation or closure of government facilities, and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.
- 11.2 Contractors working at CSC sites should be aware that they may be faced with delay or refusal of entry to certain areas at certain times even if prior arrangements for access may have been made. Contractors are advised to call in advance of travel to ensure that planned access is still available.

12. Tuberculosis Testing

- 12.1 It is a condition of this contract that the Contractor or any employees of the Contractor who require entry into a Correctional Service of Canada Institution to fulfill the conditions of the contract may, at the sole discretion of the Warden, be required to provide proof of and results of a recent tuberculin test for the purpose of determining their TB infection status.
- 12.2 Failure to provide proof of and results of a tuberculin test may result in the termination of the contract.
- 12.3 All costs related to such testing will be at the sole expense of the Contractor.

13. Compliance with CSC Policies

- 13.1 The Contractor agrees that its officers, servants, agents and subcontractors will comply with all regulations and policies in force at the site where the work covered by this contract is to be performed.
- 13.2 Unless otherwise provided in the contract, the Contractor must obtain all permits and hold all certificates and licenses required for the performance of the Work.
- 13.3 Details on existing CSC policies can be found on the [CSC website](#) or any other CSC web page designated for such purpose.

14. Health and Labour Conditions

- 14.1 In this section, "Public Entity" means the municipal, provincial or federal government body authorized to enforce any laws concerning health and labour applicable to the performance of the Work or any part thereof.
- 14.2 The Contractor must comply with all laws concerning health and labour conditions applicable to the performance of the Work or part thereof and must also require compliance of same by all its subcontractors when applicable.
- 14.3 The Contractor upon any request for information or inspection dealing with the Work by an authorized representative of a Public Entity must forthwith notify the Project Authority or His Majesty.
- 14.4 Evidence of compliance with laws applicable to the performance of the Work or part thereof by either the Contractor or its subcontractor must be furnished by the Contractor to the Project Authority or His Majesty at such time as the Project Authority or His Majesty may reasonably request."



15. Identification Protocol Responsibilities

The Contractor must ensure that the Contractor and each of its agents, representatives or subcontractors (referred to as Contractor Representatives for the purposes of this clause) comply with the following self-identification requirements:

15.1 During the performance of any Work at a Government of Canada site, the Contractor and each Contractor Representative must be clearly identified as such at all times;

15.2 During attendance at any meeting, the Contractor or Contractor Representatives must identify themselves as such to all meeting participants;

15.3 If the Contractor or a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify himself as the Contractor or an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under the e-mail account Properties. This identification protocol must also be used in all other correspondence, communication, and documentation; and

15.4 If Canada determines that the Contractor is not complying with any of the obligations stated in this article, Canada will advise the Contractor and request that the Contractor implement, without delay, appropriate corrective measures to eliminate recurrence of the problem.

16. Dispute Resolution Services

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 [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web at [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

17. Contract Administration

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the administration of certain federal contracts, regardless of dollar value. If you have concerns regarding the administration of a federal contract, you may contact OPO by e-mail at [the Office of the Procurement Ombudsman email address](#), by telephone at 1-866-734-5169, or by web [the Office of the Procurement Ombudsman website](#). For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit [the Office of the Procurement Ombudsman website](#).

18. Information Guide for Contractors

Prior to the commencement of any work, the Contractor certifies that its employees or employees of its subcontractors, working under contract for CSC will complete the applicable Module(s) and retain the signed checklist(s) from the CSC "Information Guide for Contractors" website: www.bit.do/CSC-EN.



ANNEX A
STATEMENT OF WORK
Mobile Destruction Services (Shredding)

The Correctional Service of Canada has a requirement to provide mobile destruction services (shredding) of paper within the Ontario Region including Central District and Greater Ontario Nunavut District. The work will involve the following:

1.1 Background

Due to the sensitive nature of CSC's work, the department is responsible for a large volume of Protected Information. Once this information is no longer relevant or needed, CSC must dispose of it in accordance to the Security Equipment Guide (G1-001) provided by the Royal Canadian Mounted Police (RCMP).

This Contract is for the mobile onsite destruction of Protected A and B documents (paper only) at all Correctional Service of Canada sites in Ontario.

1.2 Objective

To ensure the proper destruction of Protected A and B information, in accordance to Government of Canada policy and guidelines.

1.3 Tasks

For each regularly scheduled or unscheduled service call, the Contractor must:

- The Contractor representatives must be escorted by a CSC employee, or delegate, at all times while on CSC premises. The CSC employee or assigned delegate will wait by the mobile shredder until the Contractor has completed the shredding service.
- The Contractor must ensure that Contractor representatives coming onto CSC property must have valid Photo ID to perform work
- When applicable, the contractor must remove the liners from the consoles or bins and bring them to the mobile shredder. Should the bins have wheels and no liners, the contractor must bring the bin to the mobile shredder, and then return the bin to its original location at the specific site.
- The contractor is to provide lockable consoles and bins that can open with a key from the top or front. The contractor must also provide additional sets of keys, and replacement liners for all units.
- Some CSC locations are large and complex requiring collection of the liners and bins in a certain order. The CSC employee, or the assigned delegate will have this list on hand and will be responsible for directing the Contractor accordingly when collecting the liners and bins.
- When applicable, the contractor must remove the pre-boxed documents from a centralized office, determined by CSC. The Contractor must bring the pre-boxed documents to the mobile shredder for destruction of the documents and the box itself.
- The Contractor will be provided a controlled and isolated area located close to the premises requiring the shredding services. The contractor is required to place the shredding equipment within that designated area as close to the premises as possible at the direction of CSC.
- Once the shredding is complete, the Contractor must sign a certificate of destruction attesting those services are completed and give the certificate to the Project Authority or CSC employee or assigned delegate escorting the Contractor.



- CSC will not be responsible for providing personnel assistance or equipment to the Contractor or its representatives to perform the work.
- At the end of the contract, the Contractor must work with the Project Authority or CSC designated authority to arrange pick up of all bins and consoles.

1.4 Deliverables

Each location indicated below, is responsible for their own call up for shredding services based on the agreed upon contract and **ANNEX B - BASIS OF PAYMENT**. This call up can be a frequent (re-occurring regular service) request or an unscheduled (one time occasional service) request. The Contractor must provide Mobile Shredding Services for Correction Service Canada facilities at the frequency chosen by each location:

Frequency - Regularly scheduled Shredding

- Several CSC locations require regularly scheduled shredding services. Bidders should refer to **ANNEX A, ANNEX F and ANNEX G** of the solicitation document for the list of CSC locations, the frequency of service and the estimated console and bins needs they each require;
- The Contractor must provide the scheduled service on scheduled date as agreed upon with the CSC contact. For example: The first Wednesday of each month.

Frequency - Unscheduled Shredding

- Some CSC locations require unscheduled shredding services only a few times annually. There will also be occasions when a CSC location requires one-time bulk shredding;
- The CSC location requiring unscheduled or one-time bulk shredding will contact the Contractor to schedule the shredding services;
- The Contractor must be available to provide the unscheduled service within 5 business days of the request.

Additional Deliverables:

- The contractor will arrange services between CSC working hours between 8:00 a.m. to 4 p.m. or as determined by the Project Authority;
- At the time of shredding services rendered, any bins and consoles requiring bags, the contractor must provide CSC a sufficient number of additional bags to continue services;
- The contractor must provide lockable, drop slot bins and consoles;
- The contractor will also supply 3 sets of keys to unlock applicable bins and consoles to the Project Authority, or designated authority determined by the Project Authority on site as per RCMP guidelines;
- The contractor must destroy Protected A and B information stored in their bins and consoles in a controlled and isolated area, as close to the origin of the bins and consoles as possible. The contractor must not destroy sensitive information in public streets and lanes;
- The contractor must handle the bins (approximately 65 gallon or 230 pounds of paper), or consoles (approximately 32 gallon or 100 pounds of paper), or both. The contractor must not handle individual documents.
- The contractor must destroy Protected A and B information in their mobile shredding vehicle as close to the origin as possible and preferable within a controlled and isolated area. Public streets and lanes should not be used to when destroying sensitive information;
- Off-site destruction of Protected A and B information is not permitted.



1.5 Location of Work

a. The Contractor must perform at one or more of the Service Area's below:

Service Area 1: Kingston and Surrounding Area		
Locations	Address	Phone Number
Regional Headquarters	PO Box 1174 445 Union St West Kingston ON K7L 4Y8	613-545-8296
RHQ Health Services	508 Portsmouth Avenue, Kingston, ON K7M 2W9	613-545-8148
ONT Regional Pharmacy	PO Box 190 1455 Bath Rd Kingston ON, K7L 4V9	613-536-4652
Joyceville Institution – MIN	PO Box 4510 3766 HWY 15 Kingston ON, K7L 5E5	613-536-6353
Joyceville Institution – MED/AU	PO Box 880 3766 HWY 15 Kingston ON, K7L 4X9	613-536-6353
Collins Bay Institution – MIN	PO Box 7500 1455 Bath Rd Kingston ON, K7L 5E6	613-536-6128
Collins Bay Institution – MAX/MED	PO Box 190 1455 Bath Rd Kingston ON, K7L 4V9	613-536-6128
Millhaven Institution	PO Box 280 HWY 33 5775 Bath Rd Bath ON, K0H 1G0	613-351-8100
Bath Institution	PO Box 1500 5775 Bath Rd Bath ON, K0H 1G0	613-351-8038
Henry Trail Community Correctional Centre	1453 Bath Rd, Kingston, ON K7M 4X2	613-545-8360
Kingston Area Parole Office	552 Princess St., Suite 200 Kingston, ON K7L 1C7	613-545-8800
Belleville Parole Sub Office	11 Station Street Belleville ON, K8N 2S3	613-545-8834 (Fax Only)
Greater Ontario & Nunavut District Office	619 McKay Street Kingston, Ontario K7M 5V8	613-634-0097
Correctional Learning and Development Center	PO Box 7500 1455 Bath Rd Kingston ON, K7L 5E6	613-545-8728
Training Academy	443 Union Street West, Kingston Ontario K7L 2R8	613-449-4508

Service Area 2: St. Catharines and Surrounding Area		
Locations	Address	Phone Number
St. Catharines Parole Office	32 Church Street, Suite B St. Catharines ON, L2R 3B6	905-988-4581
Hamilton Area Parole Office	55 Bay Street North, Room 207 Hamilton ON, L8R 3P7	905-572-2695



**Service Area 3:
Toronto and Surrounding Area**

Locations	Address	Phone Number
Central District Office	338 Keele St Toronto ON, M6P 2K7	416-763-3705
Downtown Toronto Area Parole Office	415 Yonge Street, 5 th Floor Toronto ON, M5B 2E7	416-973-3461
Downtown Toronto Women's Supervision Unit	415 Yonge Street, 5 th Floor Toronto ON, M5B 2E7	416-973-2183
Durham Parole Office	40 King St. West, 1 st Floor Oshawa ON, L1H 1A4	905-725-7268
Keele Community Correctional Centre	330 Keele St, 2 nd Floor Toronto ON, M6P 2K7	416-762-8171
Keele Parole Office	330 Keele St, Main Floor Toronto ON, M6P 2K7	416-763-0023
Toronto East Parole Office	2240 Midland Avenue, 2 nd Floor Scarborough ON, M1P 4R8	416-973-4586
Toronto West Parole Office	350 Rutherford Rd South, Plaza 1, Suite 1, Brampton ON, L6W 3P6	905-454-3538

**Service Area 4:
Ottawa**

Locations	Address	Phone Number
Ottawa Area Parole Office	145 Metcalfe St. Ottawa ON, K2P 1N8	613-996-7011

**Service Area 5:
Kitchener and Surrounding Area**

Locations	Address	Phone Number
Grand Valley Institution	1575 Homer Watson Blvd Kitchener ON, N2P 2C5	519-895-8153
Guelph Parole Office	255 Woodlawn Rd W., Unit 117 Guelph ON, N1H 8J1	519-826-2143 (Fax Only)
London Parole Office	355 Wellington St., Unit 138 London ON, N6A3N7	519-645-4253
Windsor Area Parole Office	2090 Wyandotte St. E., 3 rd Floor Windsor ON, N8Y 5B2	519-257-6826
Brantford Parole Office	195 Henry St Brantford ON, N3S 5C9	519-751-8133



**Service Area 6:
North Bay and Surrounding Area**

Locations	Address	Phone Number
North Bay Parole Office	107 Shirreff Ave, Suite 105 North Bay ON, P1B 7K8	705-474-1459
Sault Ste Marie Parole Sub Office	22 Bay St., 2 nd Floor, Room 295 Sault Ste. Marie ON, P6A 5S2	705-941-3121
Sudbury Parole Office	19 Lisgar St., Room 302 Sudbury ON, P3E 3L4	705-671-0600
Beaver Creek Institution - MIN	PO Box 5000 2000 Beaver Creek Dr Gravenhurst ON, P1P 1Y2	705-687-1772
Beaver Creek Institution - MED	PO Box 1240 2000 Beaver Creek Dr Gravenhurst ON, P1P 1W9	705-687-1773
Barrie Parole Office	48 Owen St., Suite 302 Barrie ON, L4M 3H1	705-727-4100

**Service Area 7:
Peterborough and Surrounding Area**

Locations	Address	Phone Number
Peterborough Parole Office	310 Water St. Peterborough ON, K9J 3C7	705-742-8889
Warkworth Institution	PO Box 760, County Rd 29 Cambellford ON, K0L 1L0	705-924-8005

**Service Area 8:
Nunavut**

Locations	Address	Phone Number
Nunavut Parole Office	PO Box 2349 607 Queen Elizabeth Way, Suite 100 Iqaluit Nunavut, X0A 0H0	867-979-8893

b. Travel

i. Travel to the following locations will be required for performance of the work under this contract:

- o Addresses for Service Area(s) 1 - 8 listed under Locations of Work, above.

1.6 Languages

During the duration of this contract, services must be provided in English.



ANNEX B
PROPOSED BASIS OF PAYMENT
Mobile Destruction Services (Shredding)

The following basis of payment will apply to any call-up issued against this Standing Offer.

1.0 Contract Period – Contract Award, 2023 – Contract Award, 2028

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to this Contract.

For the provision of services as described in **ANNEX A - STATEMENT OF WORK**, the Contractor will be paid the all-inclusive firm per pick-up rate(s) below in the performance of this Contract, Applicable Taxes extra.

Please see estimations for Frequency of Service (**ANNEX F**) and Bins and Consoles (**ANNEX G**).

Year 1: Dates inserted at Contract Award

Service Area 1: Kingston and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
				Taxes
			Total:	\$

Service Area 2: St. Catharines and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
				Taxes



	Total:	\$
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Service Area 3: Toronto and Surrounding Area					
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)	
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$	
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$	
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$	
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$	
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$	
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$	
		Sub-Total			\$
		Taxes			\$
	Total:			\$	

Service Area 4: Ottawa					
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)	
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$	
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$	
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$	
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$	
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$	
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$	
		Sub-Total			\$
		Taxes			\$
	Total:			\$	



Service Area 5: Kitchener and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 6: North Bay and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Service Area 7: Peterborough and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 8: Nunavut				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Year 2: Date(s) inserted at Contract Award

Service Area 1: Kingston and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 1/4 " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 2: St. Catharines and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 1/4 " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Service Area 3: Toronto and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 4: Ottawa				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Service Area 5: Kitchener and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 6: North Bay and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Service Area 7: Peterborough and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 8: Nunavut				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Year 3: Date(s) inserted at Contract Award

Service Area 1: Kingston and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 1/4 " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 2: St. Catharines and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 1/4 " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Service Area 3: Toronto and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 4: Ottawa				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Service Area 5: Kitchener and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 6: North Bay and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Service Area 7: Peterborough and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 1/4 " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 8: Nunavut				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 1/4 " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Year 4: Date(s) inserted at Contract Award

Service Area 1: Kingston and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 1/4 " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 2: St. Catharines and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 1/4 " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Service Area 3: Toronto and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 4: Ottawa				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Service Area 5: Kitchener and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 6: North Bay and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Service Area 7: Peterborough and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 8: Nunavut				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Year 5: Date(s) inserted at Contract Award

Service Area 1: Kingston and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 2: St. Catharines and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Service Area 3: Toronto and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 4: Ottawa				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Service Area 5: Kitchener and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 6: North Bay and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	



Service Area 7: Peterborough and Surrounding Area				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

Service Area 8: Nunavut				
	Category	SERVICE PROVIDED	UNIT OF MEASURE	RATE(S)
MOBILE PAPER SHREDDING SERVICE		Console Pick-up Fee: Shredding Service for approximate capacity - 32 gallon or 100 pounds of paper (per console)	Per 1 Console	\$
		Console Rental Fee: Console, keys, bags, etc. (per console)	Per 1 Console Pick-Up Service	\$
		Bin Pick-up Fee: Shredding Service for approximate capacity - 65 gallon or 230 pounds of paper (per bin)	Per 1 Bin Pick-Up Service	\$
		Bin Rental Fee: Bin, keys, bags, etc.. (per bin)	Per 1 Bin Pick-Up Service	\$
		File Box One Time Pick-up: Shredding Service for approximate size 10 " x 15 ¼ " x 11 1/2 " (per box)	Per 1 Box Pick-Up Service	\$
		Administration Fee: Fee includes all administration fees, labour and time fees, fuel surcharge and mileage (per location within service area),	Per 1 Pick-Up Service	\$
			Sub-Total	\$
			Taxes	\$
		Total:	\$	

2.0 Applicable Taxes

All prices and amounts of money in the contract are exclusive of Applicable Taxes, unless otherwise indicated. Applicable Taxes are extra to the price herein and will be paid by Canada. The estimated Applicable Taxes are included in the total estimated cost shown on page 1 of this Contract. The estimated Applicable Taxes will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which taxes do not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of Applicable Taxes paid or due.



3.0 Electronic Payment of Invoices – Bid

Canada requests that Bidders complete option 1 or 2 below:

1. Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

MasterCard Acquisition Card;

Direct Deposit (Domestic and International).

2. Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.



ANNEX C SECURITY REQUIREMENTS CHECK LIST Mobile Destruction Services (Shredding)

DSD-ONT5440



Contract Number / Numéro du contrat 21401-28-4329780
Security Classification / Classification de sécurité Unclassified

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 CSC	2. Branch or Directorate / Direction générale ou Direction Ontario Region	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Mobile destruction services (shredding) for Protected A and B paper documents for Ontario Region.		
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 type="checkbox"/> No <input checked="" 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 checked="" type="checkbox"/> No <input 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: <input type="checkbox"/>	
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





DSD-ONT5440



Contract Number / Numéro du contrat 21401-28-4329780
Security Classification / Classification de sécurité Unclassified

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?
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité : No Yes
Non Oui

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?
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document : No Yes
Non Oui

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: The contractor will be escorted at all times.
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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





DSD-ONT5440



Contract Number / Numéro du contrat 21401-28-4329780
Security Classification / Classification de sécurité Unclassified

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
							NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL	COSMIC TOP SECRET		A	B	C			
NA																
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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



DSD-ONT5440



Contract Number / Numéro du contrat 21401-28-4329780
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Melissa McKim	Title - Titre A/ Regional Manager, Information Management & Admin Services	Signature 	
Telephone No. - N° de téléphone 613-545-8696	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel melissa.mckim@csc-ccc.gc.ca	Date 2023.05.15
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Dominic St-Denis	Title - Titre Contracting Security Analyst	Signature StDenis Dominic	<small>Digitally signed by StDenis DN: cn=StDenis, o=CSC-CCC, ou=StDenis, email=StDenis, c=CA, Reason I am the author of this document Date: 2023.05.15 10:30:43 Full PCK Extra Version: 12.1.1</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	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 / <input type="checkbox"/> Yes Non / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Elizabeth Lake	Title - Titre Procurement Officer	Signature Lake, Elizabeth	<small>Digitally signed by Lake, Elizabeth Date: 2023.05.15 10:01:01 -0400</small>
Telephone No. - N° de téléphone 613-328-9647	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel elizabeth.lake@ccc-ccc.gc.ca	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Kelly Mureta Contract Security Officer Kelly.Mureta@psgc-pwgscc.gc.ca	Title - Titre	Signature Mureta a, Kelly	<small>Digitally signed by Mureta, Kelly Date: 2023.05.26 11:26:50 -04'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada



ANNEX D
EVALUATION CRITERIA
Mobile Destruction Services (Shredding)

1.0 Technical Evaluation:

1.1 Offers not meeting all mandatory criteria will be declared non-responsive and will be given no further consideration.

1.2 The following elements of the offer will be evaluated and scored in accordance with the evaluation criteria below:

- 2.0 Mandatory Technical Criteria
- The overall bid price will be calculated by adding the Shredding Service and Rental Fees per service area. The combined price of shredding and rental services will be recommended for issuance of a standing offer.

It is imperative that the offer address each of these criteria to demonstrate that the requirements are met and considered a compliant bid.

1.3 Response Format

- I. In order to facilitate evaluation of offers, it is recommended that Offerors' offers address the mandatory criteria in the order in which they appear in the Evaluation Criteria and using the numbering outlined.
- II. For any requirements that specify a particular time period (e.g., 2 years) of work experience, CSC will disregard any information about experience if the technical offer does not include the required month and year for the start date and end date of the experience claimed.

2.0 MANDATORY TECHNICAL CRITERIA

#	Mandatory Technical Criteria	Offeror Response (include location in offer)	Met / Not Met (For CSC Use Only)
M1	<p>The Bidder must demonstrate how its proposed secure containers meets the following specification: -Consoles: Approximate capacity of 32 gallons or 100 pounds of paper; -Bin(s): Approximate capacity of 65 gallons or 230 pounds of paper</p> <p>The Bidder must provide technical specifications or documentation for substantiation such as brochures, catalogs, or product specification sheets.</p>	<p><u>Please respond with applicable attachments.</u> Have you attached your substantiation to how your secure containers meet the required specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
M2	<p>The Bidder must provide a valid NAID AAA Certification number or certificate. The NAID AAA Certification must have valid approval Physical Media Destruction with Mobile Operations.</p>	<p><u>Please respond with applicable attachments.</u> Have you attached your substantiation to confirm your NAID AAA Certification in order to meet the required specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
M3	<p>The Bidder must provide a copy of their valid business licence to operate in Ontario</p>	<p><u>Please respond with applicable attachments.</u> Have you attached your valid business license: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	



ANNEX E
INSURANCE REQUIREMENTS
Mobile Destruction Services (Shredding)

CERTIFICATE OF INSURANCE (not required at solicitation closing)

CERTIFICATE OF INSURANCE Page 1 of 2

Description and Location of Work	Contract No.
	Project No.

Name of Insurer, Broker or Agent Postal Code	Address (No., Street)	City	Province
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Name of Insured (Contractor) Postal Code	Address (No., Street)	City	Province
---	-----------------------	------	----------

Additional Insured
His Majesty the King in Right of Canada as represented by the Minister of Public Safety

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
Commercial General Liability Umbrella/Excess Liability				\$	\$	\$
				\$	\$	\$
Vehicle Insurance				\$	\$	\$
				\$	\$	\$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker) Telephone number	Date D / M / Y
Signature	Date D / M / Y



CERTIFICATE OF INSURANCE (not required at solicitation closing)

PAGE 2 of 2

General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include His Majesty the King in Right of Canada as represented by the Minister of Public Safety Canada as an additional Insured.

The Policy must be endorsed to provide the owner with not less than thirty (30) days notice in writing in advance of any cancellation or change or amendment restricting coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability.

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- a) Blasting;
- b) Pile driving and caisson work;
- c) Underpinning;
- d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- a) \$5,000,000 Each Occurrence Limit;
- b) \$10,000,000 General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- c) \$5,000,000 Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

Builder's Risk / Installation Floater.

The insurance coverage provided must not be less than that provided by the latest edition of IBC forms 4042 and 4047.

The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.

The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.

The policy must have a limit that is **not less than the sum of the contract value** plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished work. If the value of the work is changed, the policy must be changed to reflect the revised contract value.

The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<https://buyandsell.gc.ca/policy-and-guidelines/standards-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>).

Contractors Pollution Liability

The policy must have a limit usual for a contract of this nature, but no less than \$1,000,000 per incident or occurrence and in the aggregate.



ANNEX F
FREQUENCY OF SERVICE
Mobile Destruction Services (Shredding)

The Frequency of service identified above for each area of service are subject to change should the need require to do so. It must, also be noted that there may be occasions of one time bulk service (shredding boxes for approximate size 10" x 15 ¼" x 11 1/2") even if there is nothing indicated under the "Occasional" Column.

Please note the addresses associated with the individual locations can be located in the Statement of Work.

Service Area 1: Kingston and Surrounding Area		
Locations	Regular Service Estimation	Occasional Service Estimation
Regional Headquarters	Monthly	As Required
RHQ Health Services	Monthly	As Required
ONT Regional Pharmacy	Monthly	As Required
Joyceville Institution – MIN	Monthly	As Required
Joyceville Institution – MED/AU	Monthly	As Required
Collins Bay Institution – MIN	Monthly	As Required
Collins Bay Institution – MAX/MED	Monthly	As Required
Millhaven Institution	Monthly	As Required
Bath Institution	Monthly	As Required
Henry Trail Community Correctional Centre	Monthly	As Required
Kingston Area Parole Office	Monthly	As Required
Belleville Parole Sub Office	Monthly	As Required
Greater Ontario & Nunavut District Office	Monthly	As Required
Correctional Learning and Development Center	Monthly	As Required
Training Academy	Monthly	As Required

Service Area 2: St. Catharines and Surrounding Area		
Locations	Regular Service Estimation	Occasional Service Estimation
St. Catharines Parole Office	Monthly	As Required
Hamilton Area Parole Office	Monthly	As Required



Service Area 3: Toronto and Surrounding Area		
Locations	Regular Service Estimation	Occasional Service Estimation
Central District Office	Monthly	As Required
Downtown Toronto Area Parole Office	Monthly	As Required
Downtown Toronto Women's Supervision Unit	Monthly	As Required
Durham Parole Office	Monthly	As Required
Keele Community Correctional Centre	Monthly	As Required
Keele Parole Office	Monthly	As Required
Toronto East Parole Office	Monthly	As Required
Toronto West Parole Office	Monthly	As Required

Service Area 4: Ottawa		
Locations	Regular Service Estimation	Occasional Service Estimation
Ottawa Area Parole Office	Monthly	As Required

Service Area 5: Kitchener and Surrounding Area		
Locations	Regular Service Estimation	Occasional Service Estimation
Grand Valley Institution	Monthly	As Required
Guelph Parole Office	Monthly	As Required
London Parole Office	Monthly	As Required
Windsor Area Parole Office	Monthly	As Required
Brantford Parole Office	Monthly	As Required



Service Area 6: North Bay and Surrounding Area		
Locations	Regular Service Estimation	Occasional Service Estimation
North Bay Parole Office	Monthly	As Required
Sault Ste Marie Parole Sub Office	Monthly	As Required
Sudbury Parole Office	Monthly	As Required
Beaver Creek Institution - MIN	Monthly	As Required
Beaver Creek Institution - MED	Monthly	As Required
Barrie Parole Office	Monthly	As Required

Service Area 7: Peterborough and Surrounding Area		
Locations	Regular Service Estimation	Occasional Service Estimation
Peterborough Parole Office	Monthly	As Required
Warkworth Institution	Monthly	As Required

Service Area 8: Nunavut		
Locations	Regular Service Estimation	Occasional Service Estimation
Nunavut Parole Office	Monthly	As Required



ANNEX G
BINS AND CONSOLES
Mobile Destruction Services (Shredding)

The number of consoles and bins identified above are subject to change should the need require it. Please note the addresses associated with the individual locations can be located in the Statement of Work.

Service Area 1: Kingston and Surrounding Area		
Locations	# of Console(s) Estimation Approximate Capacity: 32 gallon or 100 pounds of paper	# of Bin(s) Estimation Approximate Capacity: 65 gallon or 230 pounds of paper
Regional Headquarters	10	
RHQ Health Services	3	
ONT Regional Pharmacy	1	1
Joyceville Institution – MIN	6	1
Joyceville Institution – MED/ AU	6	1
Collins Bay Institution – MIN	5	1
Collins Bay Institution – MAX/MED	5	1
Millhaven Institution	5	1
Bath Institution	5	1
Henry Trail Community Correctional Centre	1	1
Kingston Area Parole Office	2	1
Belleville Parole Sub Office		1
Greater Ontario & Nunavut District Office	2	1
Correctional Learning and Development Center	10	1
Training Academy	3	

Service Area 2: St. Catharines and Surrounding Area		
Locations	# of Console(s) Estimation Approximate Capacity: 32 gallon or 100 pounds of paper	# of Bin(s) Estimation Approximate Capacity: 65 gallon or 230 pounds of paper
St. Catharines Parole Office		2
Hamilton Area Parole Office	3	1



Service Area 3: Toronto and Surrounding Area		
Locations	# of Console(s) Estimation Approximate Capacity: 32 gallon or 100 pounds of paper	# of Bin(s) Estimation Approximate Capacity: 65 gallon or 230 pounds of paper
Central District Office	4	1
Downtown Toronto Area Parole Office	4	1
Downtown Toronto Women's Supervision Unit	5	1
Durham Parole Office	2	1
Keele Community Correctional Centre	3	1
Keele Parole Office	2	1
Toronto East Parole Office	5	1
Toronto West Parole Office	5	1

Service Area 4: Ottawa		
Locations	# of Console(s) Estimation Approximate Capacity: 32 gallon or 100 pounds of paper	# of Bin(s) Estimation Approximate Capacity: 65 gallon or 230 pounds of paper
Ottawa Area Parole Office	2	1

Service Area 5: Kitchener and Surrounding Area		
Locations	# of Console(s) Estimation Approximate Capacity: 32 gallon or 100 pounds of paper	# of Bin(s) Estimation Approximate Capacity: 65 gallon or 230 pounds of paper
Grand Valley Institution	5	4
Guelph Parole Office	1	1
London Parole Office	2	1
Windsor Area Parole Office	2	1
Brantford Parole Office		2



Service Area 6: North Bay and Surrounding Area		
Locations	# of Console(s) Estimation Approximate Capacity: 32 gallon or 100 pounds of paper	# of Bin(s) Estimation Approximate Capacity: 65 gallon or 230 pounds of paper
North Bay Parole Office	2	1
Sault Ste Marie Parole Sub Office	2	1
Sudbury Parole Office	1	1
Beaver Creek Institution - MIN		3
Beaver Creek Institution - MED		3
Barrie Parole Office	2	1

Service Area 7: Peterborough and Surrounding Area		
Locations	# of Console(s) Estimation Approximate Capacity: 32 gallon or 100 pounds of paper	# of Bin(s) Estimation Approximate Capacity: 65 gallon or 230 pounds of paper
Peterborough Parole Office	2	1
Warkworth Institution	10	1

Service Area 8: Nunavut		
Locations	# of Console(s) Estimation Approximate Capacity: 32 gallon or 100 pounds of paper	# of Bin(s) Estimation Approximate Capacity: 65 gallon or 230 pounds of paper
Nunavut Parole Office	1	1



ANNEX H
AREA OF SERVICE
Mobile Destruction Services (Shredding)

Please indicate what area(s) your company is bidding on for service.

Area of Service	Mandatory Service to locations within the Area of Service	Bidder Response to Service Area
Service Area 1: Kingston and Surrounding Area	<ul style="list-style-type: none"> • Regional Headquarters; • RHQ Health Services; • ONT Regional Pharmacy; • Joyceville Institution MIN; • Joyceville Institution MED/AU; • Collins Bay Institution Min; • Collins Bay Institution MED/ MAX • Millhaven Institution; • Bath Institution; • Henry Trail Community Correctional Centre; • Kingston Area Parole Office; • Belleville Parole Sub Office; • Greater Ontario & Nunavut District Office; • Canadian Learning Development Centre; • Training Academy. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Service Area 2: St. Catharines and Surrounding Area	<ul style="list-style-type: none"> • St. Catharines Parole Office; • Hamilton Area Parole Office. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Service Area 3: Toronto and Surrounding Area	<ul style="list-style-type: none"> • Central District Office; • Downtown Toronto Area Parole Office; • Downtown Toronto Women's Supervision Unit; • Durham Parole Office; • Keele Community Correctional Centre; • Keele Parole Office; • Toronto East Parole Office; • Toronto West Parole Office. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Service Area 4: Ottawa	<ul style="list-style-type: none"> • Ottawa Area Parole Office. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Service Area 5: Kitchener and Surrounding Area	<ul style="list-style-type: none"> • Grand Valley Institution; • Guelph Parole Office; • London Parole Office; • Windsor Area Parole Office; • Brantford Parole Office. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Service Area 6: North Bay and Surrounding Area	<ul style="list-style-type: none"> • North Bay Parole Office; • Sault Ste Marie Parole Sub Office; • Sudbury Parole Office; • Beaver Creek Institution- MIN; • Beaver Creek Institution- MED; • Barrie Parole Office. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Service Area 7: Peterborough And Surrounding Area	<ul style="list-style-type: none"> • Peterborough Parole Office; • Warkworth Institution. 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Service Area 8: Nunavut	<ul style="list-style-type: none"> • Nunavut Parole Office. 	<input type="checkbox"/> Yes <input type="checkbox"/> No



ANNEX I
SUPPLIER'S REGIONAL POINT OF CONTACT
Mobile Destruction Services (Shredding)

Please indicate the point of contact for the service area(s) your company is bidding on.

Area of Service	Mandatory Service to locations within the Area of Service	Single Point of Contact for Service Area
Service Area 1: Kingston and Surrounding Area	<ul style="list-style-type: none"> • Regional Headquarters; • RHQ Health Services; • ONT Regional Pharmacy; • Joyceville Institution MIN; • Joyceville Institution MED/AU; • Collins Bay Institution Min; • Collins Bay Institution MED/ MAX • Millhaven Institution; • Bath Institution; • Henry Trail Community Correctional Centre; • Kingston Area Parole Office; • Belleville Parole Sub Office; • Greater Ontario & Nunavut District Office; • Canadian Learning Development Centre; • Training Academy. 	Name: Title: Telephone Number: Email address:
Service Area 2: St. Catharines and Surrounding Area	<ul style="list-style-type: none"> • St. Catharines Parole Office; • Hamilton Area Parole Office. 	Name: Title: Telephone Number: Email address:
Service Area 3: Toronto and Surrounding Area	<ul style="list-style-type: none"> • Central District Office; • Downtown Toronto Area Parole Office; • Downtown Toronto Women's Supervision Unit; • Durham Parole Office; • Keele Community Correctional Centre; • Keele Parole Office; • Toronto East Parole Office; • Toronto West Parole Office. 	Name: Title: Telephone Number: Email address:
Service Area 4: Ottawa	<ul style="list-style-type: none"> • Ottawa Area Parole Office. 	Name: Title: Telephone Number: Email address:
Service Area 5: Kitchener and Surrounding Area	<ul style="list-style-type: none"> • Grand Valley Institution; • Guelph Parole Office; • London Parole Office; • Windsor Area Parole Office; • Brantford Parole Office. 	Name: Title: Telephone Number: Email address:
Service Area 6: North Bay and Surrounding Area	<ul style="list-style-type: none"> • North Bay Parole Office; • Sault Ste Marie Parole Sub Office; • Sudbury Parole Office; • Beaver Creek Institution- MIN; • Beaver Creek Institution- MED; • Barrie Parole Office. 	Name: Title: Telephone Number: Email address:



Service Area 7: Peterborough And Surrounding Area	<ul style="list-style-type: none">• Peterborough Parole Office;• Warkworth Institution.	Name: Title: Telephone Number: Email address:
Service Area 8: Nunavut	<ul style="list-style-type: none">• Nunavut Parole Office.	Name: Title: Telephone Number: Email address:



ANNEX K
TECHNICAL SPECIFICATIONS (RCMP)
Mobile Destruction Services (Shredding)

(Information from the RCMP Security Equipment Guide G1-001)

Due to access to the Security Equipment Guide (G1-001) being restricted to Government of Canada departments and agencies, here are the specifications the RCMP have approved for proper destruction of Protected A & B information. Information in this Appendix was taken directly from the RCMP Security Equipment Guide website.

Approved destruction equipment and processes are limited to specified media and security classifications. The term Type is used to describe in a single term the security ratings by class of equipment for shredders and disintegrators for paper and other text based media as follows:

Type of Shredder, for the purpose of this Standing Offer:

- **Type II (Level 6):** a special sub-category reserved for RCMP approved and SEG listed high security shredders which meet the NSA (USA) standard 02-01 for high security paper shredders. These exceed the security and performance requirements of the RCMP Destruction Standard and are recommended for cases where a TRA recommends a higher degree of security (e.g.: embassies, overseas deployments, smaller than 12 point font text size.)
- **Type III:** a shredder or disintegrator approved for the secure destruction of Confidential and Protected A & B (subject to a TRA) information written on paper or other text based media.
- **Type IIIA and Type IIIB:** sub-categories of Type III for office shredders and disintegrators. Type IIIA is for regular use and Type IIIB is for the destruction of information in bulk (only). Bulk Destruction (for Type IIIB) means the destruction of large amounts of material in a single session. A large amount means at least one ream (500 sheets) or approximate equivalent (such as a full refuse bag) in a single session. The intent of this provision is to positively exclude single page destruction for this larger size.

Selection Guide (Paper and other text based media)

Type II destruction equipment is defined as shredders and disintegrators for paper and text based media that have been assessed as capable of reducing information classified Secret, Top Secret and Protected C or lower to a size that, under the threat and risk conditions existing in urban Canada and with known reconstruction methodology, is deemed safe to dispose of or recycle as unclassified waste.

Type III destruction equipment is defined as shredders and disintegrators for paper and text based media that have been assessed as capable of reducing information classified Confidential and Protected A & B or lower to a size that, under the threat and risk conditions existing in urban Canada and with known reconstruction methodology, is deemed safe to dispose of or recycle as unclassified waste.

When Type II or Type III equipment is used as per approved operating procedures and is maintained in good working order, the resultant chaff may be disposed of or recycled as unclassified waste. Note that shredder approval for Type II and Type III destruction is based upon written text in 12 point font or larger on standard bond paper. Disintegrators are approved on the basis on screen size.



(information from the RCMP Security Equipment Guide G1-001... continued)

Table 1: Approved Office Category Paper Shredders and Disintegrators Selection Guide

Classification		Type	Shred Size (Maximum)	Disintegrator Screen Size See Note 3	Comments
Protected B (where a TRA recommends the use of approved equipment)	General office use	Type IIIA	2mm x 15mm	10mm	See note 1.
	Bulk destruction	Type IIIB	6mm x 50mm	13mm	Type IIIB equipment is approved for bulk destruction only and must not be used for periodic destruction.
Protected C	General office use	Type II	1mm x 14.3mm	6mm	Select Type II (level 6) equipment where a TRA recommends.
Confidential	General office use	Type IIIA	2mm x 15mm	10mm	Type IIIB equipment is approved for bulk destruction only and must not be used for periodic destruction.
	Bulk destruction	Type IIIB	6mm x 50mm	13mm	
Secret	General office use	Type II	1mm x 14.3mm	6mm	Select Type II (level 6) equipment where a TRA recommends.
Top Secret					

Notes to Table 1:

- Appendix B to the Operational Security Standard on Physical Security permits Protected A information to be destroyed by commercially available strip shredders (max 10mm width). Therefore Protected A is not included in Table 1, which is a selection guide for approved (SEG listed) equipment only. Appendix B also permits - as a minimum standard - Protected B information to be destroyed by commercially available strip shredders - where a TRA does not recommend selecting approved (SEG listed) equipment. Therefore, as indicated by the reference to a TRA, departments should consider if strip shredding is appropriate for their Protected B information. In light of the risks to protected information because of identity theft and the ease of reconstructing strip shreds, serious consideration should be given to selecting appropriate SEG listed shredders for Protected B information.
- The DNI Standard permits a larger particle size for Type IIIB in recognition of the reduced reconstruction risk due to the large volume of chaff generated by bulk destruction.
- Nominal screen size refers to the diameter or cross dimension of the hole in the screen as per manufacturer's technical literature. Actual performance depends on machine characteristics. Where manual verification of chaff is performed using a screen, this static (particles are not under pressure or force) screening of chaff after destruction is conservative (more secure).
- The Type III category included strip shredders until the Destruction Standard was revised in 2005. While strip shredders are still permitted by the Operational Security Standard on Physical Security Standard for Protected A and Protected B (subject to a TRA) information, Type III shredders are primarily intended for Confidential information and now limited to crosscut particles. Departments using strip shredders for Protected B information should consider upgrading to currently listed Type III (crosscut) shredders. Departments using strip shredders for Confidential information should replace them as soon as possible with currently listed Type III (crosscut) shredders.
- The security ratings and corresponding size standards in this table do not apply to microfilm or microfiche, which must be destroyed by equipment specifically approved for micrographic media.



Size Requirements for Commercial Destruction Service Providers

Destruction equipment used by destruction service providers is essentially subject to the same size requirements as RCMP approved office equipment. The exceptions for commercial destruction are detailed in the summary table.

(NEW 2011) The RCMP has established new size standards for **High Volume** destruction for Protected B, Confidential, and Secret per the following table.



Table - High Volume / Commercial Destruction (HVCD): Paper

Classification	Shred Size (Maximum)	Disintegrator Screen Size	Comments
Protected B (HVCD-PB)	16mm x 100mm	19mm (3/4")	Recommended for Protected B information of a medical, financial, or routine investigative nature.
Confidential (HVCD-C)	Area ≤ 300mm ²	13mm (1/2")	Recommended for Protected B information where a TRA recommends more secure destruction.
Secret (HVCD-S)	Area ≤ 150mm ²	9.5mm (3/8")	Commercial destruction is recommended only for special cases where large amounts of archived or accumulated material must be destroyed. Commercial destruction should not be used for routine destruction of Secret.



ANNEX L
CONTRACT SECURITY PROGRAM
APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities
Instructions for completing the Application for Registration (AFR)

Privacy notice for Canadian entities registering in the CSP

Part of the information collected in this form includes personal information which is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security and Standard on Security Screening* for the purposes of security assessment and registration in the Contract Security Program (CSP) of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security status or security clearance and for your organization to be registered in the Contract Security Program. The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and / or investigation in accordance with the *Policy on Government Security and Standard on Security Screening*. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.

Personal information is protected, used and disclosed in accordance with the Privacy Act and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 ([Access to information and privacy - PSPC \(tpsgc-pwgsc.gc.ca\)](https://www.tpsgc-pwgsc.gc.ca)) and the TBS standard personal information bank Personal Security Screening PSU 917 ([Standard personal information banks - Canada.ca](https://www.tpsgc-pwgsc.gc.ca)). Under the *Privacy Act*, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for two years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessments is kept for two years, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period.

If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.

General Instructions:

- This form is used for registering Canadian legal entities **ONLY**. The CSP does not register foreign based organizations. **ALL** Foreign based firms must contact the [International Industrial Security Directorate \(IISD\)](https://www.tpsgc-pwgsc.gc.ca) for more information on the security screening process. Canadian subsidiaries of foreign based firms may be eligible to register with the CSP.
- This form and all supporting documentation requested must be provided in English or French
- In any instance where this form does not allow enough space for a complete answer, please include additional pages or rows to the table as required.

For organizations that do not yet have a clearance, refusal to provide required information, the provision of a false statement, misleading information, concealment or failure to disclose of any material fact on this application will result in the CSP not granting, or upgrading, a security clearance.

In the case of already cleared organizations; a denial or revocation of your organization's existing security clearance may occur and any personnel reliability statuses and/or personnel security clearances issued to your organization will be administratively closed out along with the organization's clearance with the Contract Security Program. This will immediately prohibit your eligibility to perform work on contracts requiring organization security clearances.

Section A - Business Information

- **Legal name of the organization** refers to the legal name of the organization as it is organized & existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that is registered with federal, provincial or territorial authorities.
- **Business or Trade name** refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another name.
- **Type of Organization** - All required documentation in relation to the type of organization must be provided



- **Corporation** refers to an entity having authority under the law to act as a single person distinct from the shareholders who own it and having rights to issue stock and exist indefinitely.
Provide the following information to substantiate this "Type of Organization" selection:
 - Stock exchange identifier (if applicable);
 - Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.
 - Ownership structure chart is mandatory
- **Partnership** refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.
Provide the following information to substantiate this "Type of Organization" selection:
 - Evidence of legal status, i.e. partnership agreement;
 - Provincial partnership name registration (if applicable);
 - Ownership structure chart
- **Sole proprietor** refers to the owner of a business who acts alone and has no partners.
Provide the provincial registration documentation (if applicable) i.e. Master business licence, provincial name registration document
- **Other** (universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.)
Provide the following information to substantiate this "Type of Organization" selection:
 - Evidence of legal status such as acts, charters, bands, etc.
 - Ownership structure chart and management structure chart
- **Principal place of business** must be where the business is physically located and operating in Canada. Virtual locations, mailboxes, receiving offices, co-working spaces, representative agent's office, etc. will not be accepted.
- **Self-identify as a diverse supplier:** Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities."

Section B - Security Officers

Identify the individual(s) you intend to nominate or are already appointed as your organization's company security officer and alternate company security officer(s). For Document Safeguarding Capability at other locations, please ensure to indicate address(site) the ACSO is located at. Add additional rows or provide a separate page as required. Employee has the same meaning as that used by the Canada Revenue Agency.

- Email address must be able to accept various types of correspondence from the CSP
- Security officers **must** meet all of the following criteria:
 - an employee of the organization;
 - physically located in Canada;
 - a Canadian citizen*; and
 - security screened at the same level as the organization (in some cases alternates may require a different level).

*Canadian citizenship is required due to the oversight responsibility entrusted to a security officer and some contractual requirements in relation to national security. This requirement may be waived on a case by case basis for Permanent Residents.

Section C - Officers

- Your organization must list **all** the names and position titles for its officers, management, leadership team, executives, managing partners, authorized signatories, members, etc. that are responsible for the day to day operations of its business. A management structure chart must be provided to demonstrate the reporting structure. Add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.



Section D - Board of Directors

- List **all** members of your organization's board of directors. Indicate all board titles including the chairperson if there is one. Add additional rows to the section or on a separate page if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

Section E - Ownership Information

- For the purposes of the CSP, the following interpretations are applicable:
 - **Direct (or registered) ownership** are **all** owners who hold legal title to a property or asset in that owner's name.
 - **Ownership** refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.
 - **Parent company** refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

Section F - Justification (this section is to be completed by organizations that are undergoing a renewal ONLY - not bidding)

- Your organization is to provide a list of active federal contracts, subcontracts, leases, supply arrangements (SA), standing offers (SO), purchase orders that have security requirements. Indicate the contract number (lease, SA, SO, sub-contract, etc.), contracting authority or prime contractor and the security level requirement.

Section G - Certification and Consent

- Only an officer identified in Section C may complete this section.



APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

NOTE:

The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this application will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances. An incomplete form **will not** be processed.

SECTION A - BUSINESS INFORMATION

1. Legal name of the organization	
2. Business or trade name (if different from legal name)	
<p>3. Type of organization - Indicate the type of organization and provide the required validation documentation (select one only)</p> <p><input type="checkbox"/> Sole proprietor</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Corporation</p> <p style="padding-left: 40px;"><input type="checkbox"/> Private</p> <p style="padding-left: 40px;"><input type="checkbox"/> Public</p> <p><input type="checkbox"/> Other (specify)</p>	
4. Provide a brief description of your organization's general business activities.	
5. Procurement Business Number (PBN) (if applicable)	6. Self-identify as a diverse supplier (provide profile)
7. Business civic address (head office)	
8. Principal place of business (if not at head office)	
9. Mailing address (if different from business civic address)	
10. Organization website (if applicable)	
11. Telephone number	12. Facsimile number
13. Number of employees in your organization or corporate entity	14. Number of employees requiring access to protected/classified information/assets/sites



SECTION B –SECURITY OFFICERS

Please identify all security officers for your organization. For document safeguarding capability identify the site number for each ACSO and the corresponding address for each site below.

Add additional rows or attachments as needed if there is not enough space allotted

Position title	Site #	Surname	Given name	E-mail (where the CSP will send correspondence)
Company security officer (CSO)				
Alternate company security officer (ACSO)				
ACSO (if applicable)				
ACSO (if applicable)				
ACSO (if applicable)				

For Document Safeguarding Capability ONLY:

00 – Address will be principal place of business

01 – Site address:

02 – Site address:

SECTION C – OFFICERS (managing partners, key leadership, signatories, etc.)

Add additional rows or attachments as needed and include management structure chart demonstrating reporting structures

Position title - within your organization	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile

SECTION D – LIST OF BOARD OF DIRECTORS

Add additional rows or attachments as needed

Position title	Surname	Given name	Citizenship(s)	Country of primary residence/National domicile



SECTION E - OWNERSHIP INFORMATION - PLEASE COMPLETE FOR EACH LEVEL OF OWNERSHIP

Please complete for each level of ownership

Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate if the entity has a valid Facility Security Clearance from Public Services and Procurement Canada's Contract Security Program or any other country. For publicly traded corporations, identify stock exchange. If there are more than three levels of ownership; please submit on an additional page to include **all** levels of ownership from direct to ultimate.

Note: The organization structure chart with percentages of ownership must be included with your submission

SECTION E-1 - OWNERSHIP LEVEL 1 (direct ownership) if more than three - please provide on additional sheet

Ownership - Level 1 (Direct Parent)			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

SECTION E-2 - OWNERSHIP LEVEL 2

If there is any additional ownership for the names listed in the previous section (E-1) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-1 (Level 2)			
Name of direct owner from E-1			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			



Percentage of ownership			
Country of jurisdiction or citizenship			

SECTION E-3 - OWNERSHIP LEVEL 3

If there is any additional ownership for the names listed in the previous section (E-2) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-2 (Level 3)

Name of intermediary ownership from E-2			
Name of organization or individual			
Address			
Type of entity (e.g. private or public corporation, state-owned)			
Stock exchange identifier (if applicable)			
Facility security clearance (FSC) yes/no			
Percentage of ownership			
Country of jurisdiction or citizenship			

SECTION F - JUSTIFICATION (FOR RENEWING ORGANIZATIONS)

Add additional rows or attachments as needed

Please provide all current procurement rationales that have security requirements - i.e. contracts, leases, RFP, RFI, ITQ, supply arrangements, standing offers, etc.

Contract, lease, SA, SO, etc. number	Client / contracting authority	Security Type & level	Expiry date (dd-mm-yyyy)



SECTION G - CERTIFICATION AND CONSENT (ONLY AN OFFICER IDENTIFIED IN SECTION C MAY COMPLETE THIS SECTION)

I, the undersigned, as the Officer authorized by the organization, have read the Privacy Notice to this application and do hereby certify that the information contained in this application is true, complete and correct. I acknowledge and agree to comply with the responsibilities outlined in the Public Services and Procurement Canada's Contract Security Manual and consent to the collection, use and disclosure of my personal information for the purposes as described above. **I agree to notify the Contract Security Program of any changes to the organization including but not limited to: change of address, phone number, contact information, change in security officers, officers and directors, board members, partners, management / leadership team and ownership.**

Surname	Given name
Position title	Telephone number (include extension number if any)
Facsimile number	Email address
Signature	Date (dd-mm-yyyy)

FOR USE BY THE PSPC'S CONTRACT SECURITY PROGRAM

Recommendations	
Recommended by e-signature	Approved by e-signature