

DELIVERED BY SECURE FILE TRANSFER

February 19, 2020



Re: Your request for access to information under Part II of the *Access to Information and Protection of Privacy Act* [Our File #: PB/66/2020]

This is to confirm that on January 30, 2020 the Public Procurement Agency received your request for access to the following records/information:

"Please provide records of all tender awards for document shredding services from 01/01/2010 to 01/01/2020. Included in the records please provide shredding rates, length of each contract and successful bidder name."

I am pleased to inform you that a decision has been made by the Chief Procurement Officer for the Public Procurement Agency to provide access to the requested information.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the *Access to Information and Protection of Privacy Act* (the Act). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John's, NL. A1B 3V8

Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the Act.

Please be advised that responsive records will be published following a 72 hour period after the response is sent electronically to you or five business days in the case where records are mailed to you. It is the goal to have the responsive records posted to the Completed Access to Information Requests website within one business day following the applicable period of time. Please note that requests for personal information will not be posted online.

If you have any further questions, please feel free to contact me by telephone at 709-729-6965 or by e-mail at soniablanks@gov.nl.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Blanks", with a small dot at the end.

Sonia Blanks
ATIPP Coordinator



Government of Newfoundland and Labrador

Public Procurement Agency
30 Strawberry Marsh Rd.
St. John's NL
A1B 4R4

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SHIP TO: As indicated in blanket release
or
contract agreement PO
Canada

TO: IPS-INFORMATION PROTECTION SERVICES LTD
980 Kenmount Rd
Paradise, NL
A1L 1N2
Canada

BILL TO: Dept of Justice
RNC Quarter Master Store
50 Parade Street
St John's, NL A1C 4C7
Canada

Customer No.	Supplier No.	Ordered / Buyer	Revised / Buyer
	40048707	05-NOV-08 Blanks, S	22-MAR-10 Blanks, S

F.O.B:	Requestor:	Contact:
DESTINATION		

Effective Start Date	Effective End Date	Amount Agreed (CAD)
05-NOV-2008	31-MAR-2011	

IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.
AUTHORIZED BY: Martin, M **DATE:** 22-MAR-10 **TOTAL:**

Line NO:	Item No./Description	UOM	Unit Price
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Notes: REVISION #1 TO EXTEND AGREEMENT AS PER CONTRACT OPTION. NEW EXPIRY DATE MARCH 31, 2011

ON-SITE SHREDDING SERVICES, DEPARTMENT OF JUSTICE (RNC).

INDIVIDUAL STANDING OFFER AGREEMENT.

YOUR RESPONSE TO TP108011010, DATED SEPTEMBER 17, 2008 REFERS.

AS PER THE ROYAL NEWFOUNDLAND CONSTABULARY INVITATION TO TENDER TERMS AND CONDITIONS, 14 PAGES, ALREADY IN YOUR POSSESSION.

VENDOR CONTACT INFORMATION:

SHERIDAN FROUDE
PHONE: 709-782-4636
FAX: 709-782-4210

ALL SHREDDING SERVICES SHALL BE PERFORMED AT THE FOLLOWING RNC DETACHMENTS:

- ST. JOHN'S (HEADQUARTERS, ANNEX, VIRGINIA PARK PLAZA)
- MOUNT PEARL
- CORNER BROOK

PURPOSE OF SOA - ISOA

THIS STANDING OFFER AGREEMENT SHALL PERMIT THE RNC, DEPARTMENT OF JUSTICE TO PURCHASE ON AN "AS AND WHEN REQUIRED" BASIS THE ITEMS LISTED AT THE PRICE QUOTED.

PERIOD OF STANDING OFFER AGREEMENT

THE TERM OF THE CONTRACT SHALL BE EFFECTIVE FROM THE OFFICIAL AWARD DATE OF THE CONTRACT AND ENDING MARCH 31, 2010. THE RNC RESERVES THE RIGHT TO EXTEND THE SAID CONTRACT FOR UP TO ONE ADDITIONAL TWELVE (12) MONTH PERIOD AT THE SAME



Government of Newfoundland and Labrador

Public Procurement Agency
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St. John's NL
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RATES, TERMS AND CONDITIONS AS ORIGINAL CONTRACT.

QUANTITY

QUANTITIES AND/OR FINANCIAL LIMITATIONS AS STATED ARE ESTIMATES MADE IN GOOD FAITH FOR THE PERIOD OF THE AGREEMENT. THIS STANDING OFFER AGREEMENT SHALL BE LIMITED TO THE ACTUAL SUPPLIES ORDERED AND DELIVERED.

FOB DESTINATION

PRICES SHALL BE FOB DESTINATION WITH ALL TRANSPORTATION CHARGES PREPAID BY THE CONTRACTOR.

AUTHORIZATION FOR DELIVERY

CONSIGNEE SHALL ORDER ANY REQUIRED GOODS USING EITHER A "BLANKET RELEASE", "CONTRACT RELEASE".

PRICE PROTECTION

PRICE(S) QUOTED TO REMAIN UNCHANGED FOR THE AGREEMENT PERIOD.

TAXES

PRICES ARE EXCLUSIVE OF HST & GST. APPLICABLE TAXES WILL BE APPLIED AT THE INVOICING STAGE AND WILL BE LISTED SEPARATELY ON EACH PURCHASE INVOICE.

CANCELLATION

IN THE EVENT THAT THE SUCCESSFUL BIDDER FAILS TO FULFILL ITS RESPONSIBILITIES AND REQUIREMENTS AS SET OUT IN THE CONTRACT, THE RNC MAY TERMINATE, AT ITS SOLE DISCRETION, THE CONTRACT BY PROVIDING A THIRTY DAY WRITTEN NOTICE OF INTENT TO TERMINATE SAID CONTRACT.

1	ON-SITE CONFIDENTIAL SHREDDING SERVICES OF PAPER FOR RNC NORTHEAST AVALON DETACHMENTS.	EACH	9.37
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PRICE PER CONTAINER.

2	ON-SITE CONFIDENTIAL SHREDDING SERVICES OF PAPER FOR RNC CORNER BROOK DETACHMENTS.	EACH	12.50
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PRICE PER CONTAINER.




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A1B 4R4

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	SHIP TO: AS INDICATED BELOW Canada				
TO: IPS-INFORMATION PROTECTION SERVICES LTD 980 Kenmount Rd Paradise, NL A1L 1N2 Canada			BILL TO: Financial Services Division Health & Community Services Box 8700 Confed Bldg, Main Floor, West Block St. John's, NL A1B 4J6 Canada		
Customer No.	Supplier No. 40048707	Ordered / Buyer 25-FEB-09 Blanks, S	Revised / Buyer 28-FEB-12 Blanks, S		
F.O.B: DESTINATION		Requestor:	Contact:		
Effective Start Date		Effective End Date	Amount Agreed (CAD)		
01-APR-2009		31-MAR-2013			
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 28-FEB-12	TOTAL:		
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

ISOA # 208064294, REVISION # 2 CREATED TO EXERCISE ONE YEAR RENEWAL OPTION AS PER THE TERMS AND CONDITIONS OF ORIGINAL CONTRACT.

ISOA # 208064294, REVISION # 1 CREATED TO EXERCISE ONE YEAR RENEWAL OPTION AS PER THE TERMS AND CONDITIONS OF ORIGINAL CONTRACT.

ON-SITE SHREDDING SERVICES FOR THE DEPARTMENT OF HEALTH AND COMMUNITY SERVICES, INDIVIDUAL STANDING OFFER AGREEMENT.

CONFIDENTIAL ON-SITE SHREDDING SERVICES AND THE PROVISION OF LOCKED SECURITY CONSOLE STANDARD SIZE FOR THE LOCATIONS LISTED BELOW:

1 ST FLOOR, WEST BLOCK	7 STANDARD CONSOLES
3 RD FLOOR, WEST BLOCK	1 STANDARD CONSOLE
BLDG. 1242, PLEASANTVILLE	1 STANDARD CONSOLE
BELVEDERE, MARGARET'S PLACE (4 FLOORS)	9 STANDARD CONSOLES

YOUR RESPONSE TO TP108028627 DATED FEBRUARY 20, 2009 REFERS.

VENDOR CONTACT INFORMATION:

ATTN: GREG AYLWARD
 PHONE: 709-782-4636
 FAX: 709-782-4210

PERIOD OF STANDING OFFER AGREEMENT

THIS STANDING OFFER AGREEMENT SHALL BE IN EFFECT FROM APRIL 1, 2009 TO MARCH 31,



Government of Newfoundland and Labrador

Public Procurement Agency
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2011 WITH AN OPTION TO EXTEND THE AGREEMENT BY MUTUAL CONSENT OF BOTH PARTIES FOR UP TO TWO (2) ADDITIONAL YEARS UNDER THE SAME TERMS, CONDITIONS AND PRICING.

PURPOSE OF SOA - ISOA

THIS STANDING OFFER AGREEMENT SHALL PERMIT THE DEPARTMENT OF HEALTH AND COMMUNITY SERVICES TO PURCHASE ON AN "AS AND WHEN REQUIRED" BASIS THE ITEMS LISTED AT THE PRICE QUOTED.

PERIOD OF STANDING OFFER AGREEMENT

THIS STANDING OFFER AGREEMENT SHALL BE IN EFFECT FROM APRIL 1, 2009 TO MARCH 31, 2013.

QUANTITY

QUANTITIES AND/OR FINANCIAL LIMITATIONS AS STATED ARE ESTIMATES MADE IN GOOD FAITH FOR THE PERIOD OF THE AGREEMENT. THIS STANDING OFFER AGREEMENT SHALL BE LIMITED TO THE ACTUAL SUPPLIES ORDERED AND DELIVERED.

FOB DESTINATION

PRICES SHALL BE FOB DESTINATION WITH ALL TRANSPORTATION CHARGES PREPAID BY THE CONTRACTOR.

AUTHORIZATION FOR DELIVERY

CONSIGNEE SHALL ORDER ANY REQUIRED GOODS USING EITHER A "BLANKET RELEASE", "CONTRACT RELEASE".

PRICE PROTECTION

PRICE(S) QUOTED TO REMAIN UNCHANGED FOR THE AGREEMENT PERIOD.

TAXES

PRICES ARE EXCLUSIVE OF HST & GST. APPLICABLE TAXES WILL BE APPLIED AT THE INVOICING STAGE AND WILL BE LISTED SEPARATELY ON EACH PURCHASE INVOICE.

INVOICING

INVOICE(S) SHOWING BOTH STANDING OFFER NUMBER AND ORDER NUMBER, SHOULD BE FORWARDED TO THE INVOICE ADDRESS AS INDICATED ON THE PURCHASE ORDER.

PAYMENT OF INVOICES - ISOA

IT SHALL BE UNDERSTOOD THAT PAYMENT OF INVOICES SHALL BE THE RESPONSIBILITY OF THE APPROPRIATE CONSIGNEE, AND FURTHER UNDERSTOOD THAT THE SUPPLIER SHALL HOLD THE GOVERNMENT PURCHASING AGENCY HARMLESS RESPECTING ANY LOSS, DAMAGE, AND NON-PAYMENT RESULTING FROM OR RELATED TO ANY ORDER PLACED BY THE DEPARTMENT OF HEALTH AND COMMUNITY SERVICES, WITH THE SUPPLIER AGAINST ANY RESULTANT STANDING OFFER AGREEMENT.

CANCELLATION

THIS STANDING OFFER AGREEMENT SHALL BE SUBJECT TO CANCELLATION BY THE GOVERNMENT PURCHASING AGENCY WITH 30 DAYS WRITTEN NOTICE.



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ON-SITE SHREDDING SERVICES:

- COMPANY EMPLOYEES SHALL BE BONDED AND PROOF OF BONDING SHALL BE MADE AVAILABLE TO EXECUTIVE COUNCIL WITHIN 14 DAYS AFTER TENDER CLOSING DATE.
- A LETTER OF GOOD STANDING FROM THE WORKERS COMPENSATION SHALL BE PROVIDED TO EXECUTIVE COUNCIL WITHIN 14 DAYS AFTER TENDER CLOSING DATE.
- PROOF OF INSURANCE SHALL BE PROVIDED TO EXECUTIVE COUNCIL WITHIN 14 DAYS AFTER THE TENDER CLOSING DATE.
- CERTIFICATE OF CONDUCT FROM THE ROYAL NFLD. CONSTABULARY OR THE ROYAL CANADIAN MOUNTED POLICE SHALL BE PROVIDED TO EXECUTIVE COUNCIL UPON REQUEST.
- COMPANY EMPLOYEES SHALL HAVE IDENTIFICATION VISIBLE ON CLOTHING

INDIVIDUAL STANDING OFFER FOR ONE VENDOR TO PROVIDE CONFIDENTIAL ON-SITE SHREDDING SERVICES AND THE PROVISION OF LOCKED SECURITY CONSOLES OF STANDARD CONSOLES TO HEALTH AND COMMUNITY SERVICES AS PER APPENDIX"A"

VENDOR SHALL PROVIDE ONSITE, LOCKED, TAMPER PROOF CONTAINERS, ALL WITH SLOTS SUITABLE TO PLACE DOCUMENTS IN THE CONSOLE; (TO BE PROVIDED AT NO EXTRA COST), FOR SIZES/QUANTITIES SEE APPENDIX"A"


VENDOR SHALL PROVIDE MOBILE SHREDDING UNIT/VEHICLE AT CONFEDERATION BUILDING AND OTHER GOVERNMENT OFFICES WITHIN ST.JOHN'S AND WILL PICK UP CONTENTS OF SECURITY BINS ON A BI-WEEKLY BASIS AND DELIVER CONTENTS TO MOBLIE UNIT FOR CONFIDENTIAL SHREDDING. IT SHALL BE THE SOLE RESPONSIBILITY OF THE VENDOR TO PROVIDE THIS SERVICE SECURELY; ENSURING FULL CONFIDENTIALITY OF DOCUMENTATION DURING THIS PROCESS. AFTER SHREDDING A CERTIFICATE OF DESTRUCTION SHALL BE COMPLETED BY VENDOR AND ATTACHED TO INVOICE FOR SERVICES.

IT WILL BE AN OPTION OF THE DEPARTMENT TO HAVE THE VENDOR ESCORTED TO ALL BIN LOCATIONS BY THE CONTACT PERSON FOR THE THAT DEPARTMENT. CONTACT PERSON TO ACCOMPANY VENDOR TO THE MOBILE SHREDDING UNIT TO WITNESS DOCUMENT SHREDDING.

1	CONFIDENTIAL ONSITE SHREDDING SERVICES AND THE PROVISION OF LOCKED SECURITY CONSOLES (STANDARD SIZE).	EACH	10.25
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COST PER BIN/CONSOLE
(SUPPLY OF UNIT AND BI-WEEKLY PICKUP AND ON SITE DISPOSAL)

End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 209002271	Revision No. 2	Page No. 1
	TO: IPS-INFORMATION PROTECTION SERVICES LTD 980 Kenmount Rd Paradise, NL A1L 1N2 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. DESTINATION		Supplier No. 40048707	Ordered / Buyer 14-APR-09 Martin, M		Revised / Buyer 30-APR-10 Blanks, S
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date 14-APR-2009		Effective End Date 30-APR-2011		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 30-APR-10		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

PO # 209002271, REVISION # 2 CREATED TO EXERCISE RENEWAL OPTION AS PER THE TERMS AND CONDITIONS OF ORIGINAL CONTRACT.

NEW EXPIRY: APRIL 30, 2011

REVISION: PLEASE BE ADVISED THAT CONTACT INFORMATION IS TRANSPOSED.
 CORRECT CONTACT NUMBERS:
 FAX: 782-4210
 PHONE: 782-4636

YOUR RESPONSE TO TP108034211 DATED APRIL 7, 2009, REFERS (SHERIDAN FROUDE)

BOX SIZES CONTAINING DOCUMENTS TO BE SHREDDED SHALL BE APPROXIMATELY 15" (L) X 10" (H) X 10" (W) -(1.0 TO 1.2 CU. FT)

ON SITE SHREDDING (ST. JOHNS - MOUNT PEARL AREA) MASTER STANDING OFFER AGREEMENT

CONTACT INFORMATION:
 IPS
 SHERIDAN FROUDE
 PHONE: 782-4210
 FAX: 782-4636

PURPOSE OF SOA

This Standing Offer Agreement will permit any Government Department, and any Government Funded Body having delegated its authority to tender to the Government Purchasing Agency, to order on an "as and when required basis", the items listed herein at the prices set against each. Adequate stocks shall be kept on hand to cover such requirements.

PERIOD OF STANDING OFFER AGREEMENT

This Standing Offer Agreement shall be in effect from date of issue to April 30, 2010.



Government of Newfoundland and Labrador

Public Procurement Agency
30 Strawberry Marsh Rd.
St. John's NL
A1B 4R4

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QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

FOB DESTINATION

Prices shall be FOB Destination with all transportation charges prepaid by the contractor.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a "Blanket Release", "Contract Release".

PRICE PROTECTION

Price(s) quoted to remain unchanged for the agreement period.

TAXES

Prices are exclusive of HST & GST. Applicable taxes will be applied at the invoicing stage and will be listed separately on each purchase invoice.

INVOICING

Original and three copies of invoice, showing both Standing Offer number and order number, should be forwarded to the invoice address as indicated on the Purchase Order.

PAYMENT OF INVOICES

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier will hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with 30 days written notice.

IF THE TOTAL COST OF THE AQUITIONS EXCEED \$10,000 BY THE END OF THE CONTRACT PERIOD, THE DEPARTMENT SHALL REPORT THE TOTAL COST OF THE ACQUISITIONS IN ACCORDANCE WITH SECTION 10 OF THE PUBLIC TENDER ACT.

1	ON-SITE SHREDDING OF GOVERNMENT DOCUMENTS, GROUND LEVEL LOCATIONS - MINIMUM QUANTITY 25 BOXES	EACH	2.85
2	ON-SITE SHREDDING OF GOVERNMENT	EACH	3.85



Government of Newfoundland and Labrador


Public Procurement Agency
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A1B 4R4

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DOCUMENTS, ABOVE GROUND LEVEL LOCATIONS
(STAIRS AND MULTIPLE LEVELS POSSIBLY
INVOLVED) - MINIMUM QUANTITY 25 BOXES

End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 210056660	Revision No. 1	Page No. 1
	TO: IPS-INFORMATION PROTECTION SERVICES LTD 980 Kenmount Rd Paradise, NL A1L 1N2 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. DESTINATION		Supplier No. 40048707	Ordered / Buyer 14-JAN-11 Blanks, S		Revised / Buyer 21-DEC-11 Blanks, S
Effective Start Date 01-FEB-2011		Effective End Date 31-JAN-2013		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 21-DEC-11		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

ISOA # 210056660, REVISION # 1 CREATED TO EXERCISE RENEWAL OPTION.

SECURE SHREDDING SERVICES FOR DEPARTMENT OF HUMAN RESOURCES, LABOR AND EMPLOYMENT, INDIVIDUAL STANDING OFFER AGREEMENT.

YOUR RESPONSE TO TP110021892 DATED JANUARY 7, 2011 REFERS.

VENDOR CONTACT INFORMATION:

SHERIDAN FROUDE
 PHONE: 709-782-4636
 FAX: 709-782-4210

SPECIFICATIONS:

CONTENTS OF SHREDDING - DOCUMENTS THAT SHOULD NOT BE PLACED IN REGULAR RECYCLING OR GARBAGE.

THERE ARE 9 SECURE CONTAINERS AT VARIOUS LOCATIONS.

THE BIN SIZE MEASURES: 39" HIGH X 19" WIDE X 19" DEEP.

THE BINS SHALL BE EMPTIED AT ALL SITES ONCE A WEEK.

COMPANY EMPLOYEES SHALL HAVE IDENTIFICATION VISIBLE ON CLOTHING.

LOCATION AND NUMBER OF CONTAINERS AS FOLLOWS:

1. 3RD FLOOR, WEST BLOCK - (9)
2. 5TH FLOOR, WEST BLOCK - (1)
3. LABOUR RELATIONS BOARD, 5TH FLOOR, BEOTHUK BUILDING - (1)
4. LABOUR RELATIONS AGENCY, 3RD FLOOR, BEOTHUK BUILDING - (1)
5. WORKPLACE, HEALTH, SAFETY & COMPENSATION REVIEW BOARD, DORSET BUILDING - (1)
6. IMMIGRATION, VIKING BUILDING - (1)



Government of Newfoundland and Labrador

Public Procurement Agency
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St. John's NL
A1B 4R4

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PURPOSE OF SOA - ISOA

THIS STANDING OFFER AGREEMENT SHALL PERMIT THE DEPARTMENT OF HUMAN RESOURCES, LABOUR AND EMPLOYMENT TO PURCHASE ON AN "AS AND WHEN REQUIRED" BASIS THE ITEMS LISTED AT THE PRICE QUOTED.

PERIOD OF STANDING OFFER AGREEMENT

THIS STANDING OFFER AGREEMENT SHALL BE IN EFFECT FROM FEBRUARY 1, 2011 TO JANUARY 31, 2013.

QUANTITY

QUANTITIES AND/OR FINANCIAL LIMITATIONS AS STATED ARE ESTIMATES MADE IN GOOD FAITH FOR THE PERIOD OF THE AGREEMENT. THIS STANDING OFFER AGREEMENT SHALL BE LIMITED TO THE ACTUAL SUPPLIES ORDERED AND DELIVERED.

FOB DESTINATION

PRICES SHALL BE FOB DESTINATION WITH ALL TRANSPORTATION CHARGES PREPAID BY THE CONTRACTOR.

AUTHORIZATION FOR DELIVERY

CONSIGNEE SHALL ORDER ANY REQUIRED GOODS USING EITHER A "BLANKET RELEASE", "CONTRACT RELEASE".

PRICE PROTECTION

PRICE(S) QUOTED SHALL REMAIN UNCHANGED FOR THE AGREEMENT PERIOD.

TAXES

PRICES ARE EXCLUSIVE OF HST & GST. APPLICABLE TAXES SHALL BE APPLIED AT THE INVOICING STAGE AND SHALL BE LISTED SEPARATELY ON EACH PURCHASE INVOICE.

INVOICING

INVOICE(S) SHOWING BOTH STANDING OFFER NUMBER AND ORDER NUMBER, SHALL BE FORWARDED TO THE INVOICE ADDRESS AS INDICATED ON THE PURCHASE ORDER.

PAYMENT OF INVOICES

IT IS TO BE UNDERSTOOD THAT PAYMENT OF INVOICES SHALL BE THE RESPONSIBILITY OF THE APPROPRIATE CONSIGNEE, AND FURTHER UNDERSTOOD THAT THE SUPPLIER SHALL NOT HOLD THE GOVERNMENT PURCHASING AGENCY HARMLESS RESPECTING ANY LOSS, DAMAGE, AND NON-PAYMENT RESULTING FROM OR RELATED TO ANY ORDER PLACED BY A PROVINCIAL GOVERNMENT DEPARTMENT, CORPORATION, AGENCY, BOARD OR AUTHORITY IN THE PROVINCE WITH THE SUPPLIER AGAINST ANY RESULTANT STANDING OFFER AGREEMENT.

CANCELLATION

THIS STANDING OFFER AGREEMENT SHALL BE SUBJECT TO CANCELLATION BY THE GOVERNMENT PURCHASING AGENCY WITH THIRTY (30) DAYS WRITTEN NOTICE.

IF THE SUCCESSFUL VENDOR CANCELS THE CONTRACT FOR ANY REASON, GPA RESERVES THE RIGHT TO CONTRACT WITH THE NEXT LOWEST BIDDER MEETING THE TERMS AND CONDITIONS OF



Government of Newfoundland and Labrador

Public Procurement Agency
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THE ORIGINAL TENDER CALL.

ATLANTIC PROCUREMENT AGREEMENT

THIS PROCUREMENT OPPORTUNITY IS SUBJECT TO THE PROVISIONS OF THE AGREEMENT ON INTERNAL TRADE AND ATLANTIC PROCUREMENT AGREEMENT WITHIN THE DEFINED THRESHOLDS.

1	SECURE SHREDDING SERVICES. PRICE PER CONTAINER.	EACH	7.50		
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End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 211000654	Revision No. 1	Page No. 1
	TO: SHRED-IT INTERNATIONAL ULC 10 Ragged Lake Boulevard Unit 3 Halifax, NS B3S 1C2 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. DESTINATION		Supplier No. 40046433	Ordered / Buyer 05-APR-11 Blanks, S		Revised / Buyer 02-APR-12 Blanks, S
F.O.B: DESTINATION		Requestor:		Contact: RUSS BRYDEN (902) 468-570	
Effective Start Date 01-MAY-2011		Effective End Date 30-APR-2013		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 02-APR-12		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

MSOA # 211000654, REVISION # 1 CREATED TO EXERCISE RENEWAL OPTION.

ON-SITE SHREDDING SERVICES (ST. JOHN'S AND SURROUNDING AREAS), MASTER STANDING OFFER AGREEMENT.

YOUR RESPONSE TO TP110032508 DATED MARCH 23, 2011 REFERS.

VENDOR CONTACT INFORMATION:

SHRED IT
 Phone: 709-722-2722

SHRED IT INTERNATIONAL
 Susan Kosloski
 Phone: 902-468-5706
 Fax: 902-450-0313

ALL ORDERS SHALL BE FAXED TO THE HALIFAX OFFICE AT FAX # 902-450-0313.

1. SPECIFICATIONS

COMPANY EMPLOYEES SHALL HAVE IDENTIFICATION VISIBLE ON CLOTHING

BOX SIZES CONTAINING DOCUMENTS TO BE SHREDDED SHALL BE APPROXIMATELY 15" L x 10" H x 10" W OR 16" L x 10 1/4" H x 10 1/4" W.

MINIMUM QUANTITY OF BOXES TO BE SHREDDED PER LOCATION SHALL BE 25 BOXES.

SHREDDING OF DOCUMENTS SHALL BE CROSS CUT/PIERCE AND TEAR TO A MAXIMUM SIZE OF 1 1/2" x 5/8".

2. PURPOSE

This Standing Offer Agreement shall permit any Government Department and any Government Funded Body having delegated its authority to tender to the Government Purchasing Agency, to order on an as and when required basis, the items listed



Government of Newfoundland and Labrador

Public Procurement Agency
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herein at the prices set against each. Adequate stocks shall be kept on hand to cover such requirements.

3. PERIOD

This Standing Offer Agreement shall be in effect from May 1, 2011 to April 30, 2013.

4. QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

5. FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

6. PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

7. INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

8. AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a 'Blanket Release' or 'Contract Release'.

9. CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government



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Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

10. ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.


1	ON-SITE SHREDDING SERVICES (GROUND LEVEL)	BOX	2.60
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PRICE PER BOX

2	ON-SITE SHREDDING SERVICES (ABOVE GROUND LEVEL)	BOX	2.75
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PRICE PER BOX

End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 211012903	Revision No. 4	Page No. 1
	TO: SHRED-IT INTERNATIONAL ULC 10 Ragged Lake Boulevard Unit 3 Halifax, NS B3S 1C2 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. DESTINATION		Supplier No. 40046433	Ordered / Buyer 26-MAY-11 Blanks, S		Revised / Buyer 25-MAR-14 Blanks, S
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date 26-MAY-2011		Effective End Date 30-APR-2014		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 25-MAR-14		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

PO# 211012903, REVISION # 4 CREATED TO EXTEND CONTRACT UNTIL APRIL 30, 2014.

PO# 211012903, REVISION # 3 CREATED TO EXERCISE RENEWAL OPTION.

PO # 211012903, REVISION # 2 CREATED TO EXERCISE RENEWAL OPTION.

PO # 211012903, REVISION # 1 CREATED TO ADD LINE ITEM # 2, SHREDDING SERVICES:
 CD/DVD/AUDIO/VIDEO & COMPUTER HARD DRIVES FOR THE NORTHEAST AVALON REGION.

INDIVIDUAL STANDING OFFER AGREEMENT FOR THE RNC CONFIDENTIAL ON-SITE SHREDDING OF
 PAPER, CD'S, DVD'S, AUDIO/VIDEO TAPES AND HARD DRIVES FOR NORTHEAST AVALON (ST.
 JOHN'S, MOUNT PEARL, VIRGINIA PARK) AND CORNER BROOK, NL.

YOUR RESPONSE TO TP110032361A DATED APRIL 15, 2011 REFERS.

VENDOR CONTACT INFORMATION:

SUSAN KOSLOSKI
 PHONE: 902-468-5706
 FAX : 902-450-0313
 EMAIL : susan.kosloski@shredit.com

AS PER SPECIFICATIONS ALREADY IN YOUR POSSESSION, 14 PAGES.

THERE ARE A TOTAL OF 56 CONTAINERS AT ALL LOCATIONS.

BREAKDOWN AS FOLLOWS:

HEADQUARTERS BUILDING = 26
 ANNEX BUILDING = 14
 WEST DISTRICT = 4
 EAST DISTRICT = 1 (VIRGINIA PARK)
 MRD LOCATION = 2
 CORNER BROOK = 9



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2. PURPOSE

This Standing Offer Agreement shall permit the Department of Justice, to purchase on an "as and when required" basis the items listed at the price quoted.

3. PERIOD

This Standing Offer Agreement shall be in effect from the official award date of the contract and ending April 30, 2014.

4. QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

5. FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

6. PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

7. INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall not hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

8. AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a "Blanket Release" or "Contract Release".

9. CANCELLATION



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This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

10. ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.


1	PAPER NORTHEAST AVALON	EACH	6.50
	RATE PER CONTAINER		

2	CD/DVD/AUDIO/VIDEO & COMPUTER HARD DRIVES NORTHEAST AVALON	EACH	15.00
	RATE PER CONTAINER		

3	PAPER CORNER BROOK	EACH	6.50
	RATE PER CONTAINER		

4	CD/DVD/AUDIO/VIDEO & COMPUTER HARD DRIVES CORNER BROOK	EACH	15.00
	RATE PER CONTAINER		

End of Document

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		211029179	2	1
TO: SHRED GUARD LTD PO Box 1289 Saint John, NB E2L 4G7 Canada		SHIP TO:	As indicated in blanket release or contract agreement PO Canada	
		BILL TO:	As indicated in blanket release or contract agreement PO Canada	
Customer No.	Supplier No.	Ordered / Buyer		Revised / Buyer
	40098916	11-AUG-11 Hiscock, B		29-JUL-14 Blanks, S
F.O.B:		Requestor:		Contact:
DESTINATION				
Effective Start Date		Effective End Date		Amount Agreed (CAD)
11-AUG-2011		31-AUG-2014		
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.				
AUTHORIZED BY: Blanks, S		DATE: 29-JUL-14	TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price	

Notes:

ISOA # 211029179, REVISION # 2 CREATED TO EXTEND CONTRACT UNTIL AUGUST 31, 2014.

ISOA # 211029179, REVISION # 1 CREATED TO EXERCISE RENEWAL OPTION.

INDIVIDUAL STANDING OFFER AGREEMENT

CONFIDENTIAL ON SITE SHREDDING SERVICES AND THE PROVISION OF LOCKED SECURITY CONSOLES OF VARIOUS SIZES TO FIVE PROVINCIAL GOVERNMENT DEPARTMENTS: EXECUTIVE COUNCIL, FINANCE, LABRADOR AND ABORIGINAL AFFAIRS, PUBLIC SERVICE COMMISSION, AND BUSINESS

YOUR RESPONSE TO TP 111002320A DATED JULY 19, 2011 REFERS

VENDOR INFO

CONTACT: RANDY MURPHY

PHONE: 709-753-0005

PURPOSE OF SOA - ISOA

THIS STANDING OFFER AGREEMENT SHALL PERMIT THE DEPARTMENTS OF EXECUTIVE COUNCIL, FINANCE, LABRADOR AND ABORIGINAL AFFAIRS, THE PUBLIC SERVICE COMMISSION, AND THE DEPARTMENT OF BUSINESS, TO PURCHASE ON AN "AS AND WHEN REQUIRED" BASIS THE ITEMS LISTED AT THE PRICE QUOTED.

PERIOD OF STANDING OFFER AGREEMENT

THIS STANDING OFFER AGREEMENT SHALL BE IN EFFECT FROM DATE OF ISSUE TO AUGUST 31, 2014.

QUANTITY

QUANTITIES AND/OR FINANCIAL LIMITATIONS AS STATED ARE ESTIMATES MADE IN GOOD FAITH FOR THE PERIOD OF THE AGREEMENT. THIS STANDING OFFER AGREEMENT SHALL BE LIMITED TO THE ACTUAL SUPPLIES ORDERED AND DELIVERED.

FOB DESTINATION



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PRICES SHALL BE FOB DESTINATION WITH ALL TRANSPORTATION CHARGES PREPAID BY THE CONTRACTOR.

AUTHORIZATION FOR DELIVERY

CONSIGNEE SHALL ORDER ANY REQUIRED GOODS USING EITHER A "BLANKET RELEASE", "CONTRACT RELEASE".

PRICE PROTECTION

PRICE(S) QUOTED TO REMAIN UNCHANGED FOR THE AGREEMENT PERIOD.

TAXES

PRICES ARE EXCLUSIVE OF HST & GST. APPLICABLE TAXES WILL BE APPLIED AT THE INVOICING STAGE AND WILL BE LISTED SEPARATELY ON EACH PURCHASE INVOICE.

INVOICING

ORIGINAL AND THREE COPIES OF INVOICE, SHOWING BOTH STANDING OFFER NUMBER AND ORDER NUMBER, SHOULD BE FORWARDED TO THE INVOICE ADDRESS AS INDICATED ON THE PURCHASE ORDER.

PAYMENT OF INVOICES - ISOA

IT SHALL BE UNDERSTOOD THAT PAYMENT OF INVOICES SHALL BE THE RESPONSIBILITY OF THE APPROPRIATE CONSIGNEE, AND FURTHER UNDERSTOOD THAT THE SUPPLIER SHALL HOLD THE GOVERNMENT PURCHASING AGENCY HARMLESS RESPECTING ANY LOSS, DAMAGE, AND NON-PAYMENT RESULTING FROM OR RELATED TO ANY ORDER PLACED BY THE DEPARTMENT OF EXECUTIVE COUNCIL, FINANCE, LABRADOR AND ABORIGINAL AFFAIRS, THE PUBLIC SERVICE COMMISSION, AND THE DEPARTMENT OF BUSINESS, WITH THE SUPPLIER AGAINST ANY RESULTANT STANDING OFFER AGREEMENT.

CANCELLATION


THIS STANDING OFFER AGREEMENT SHALL BE SUBJECT TO CANCELLATION BY THE GOVERNMENT PURCHASING AGENCY WITH 30 DAYS WRITTEN NOTICE.

ATLANTIC PROCUREMENT AGREEMENT

THIS PROCUREMENT OPPORTUNITY IS NOT SUBJECT TO THE PROVISIONS OF THE AGREEMENT ON INTERNAL TRADE AND ATLANTIC PROCUREMENT AGREEMENT.

1	WHEELED PLASTIC CART (MAXIMUM 95 GALLON)	EACH	14.83		
2	STANDARD CONSOLE	EACH	5.73		

End of Document

 Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No.	Revision No.	Page No.
		212013062	2	1
TO: IPS-INFORMATION PROTECTION SERVICES LTD 980 Kenmount Rd Paradise, NL A1L 1N2 Canada		SHIP TO: Registry of Deeds 59 Elizabeth Avenue PO Box 8700 St John's, NL A1B 4J6 Canada		
		BILL TO: Registry of Deeds 59 Elizabeth Avenue PO Box 8700 St John's, NL A1B 4J6 Canada		
Customer No.	Supplier No.	Ordered / Buyer		Revised / Buyer
	40048707	24-MAY-12 Blanks, S		06-MAY-14 Blanks, S
F.O.B:		Requestor:		Contact:
DESTINATION				
Effective Start Date		Effective End Date		Amount Agreed (CAD)
31-MAY-2012		06-MAY-2014		
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.				
AUTHORIZED BY: Blanks, S		DATE: 06-MAY-14	TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price	

Notes:

ISOA # 214006994 REPLACES IN ITS ENTIRETY ISOA # 212013062 DUE TO VENDOR NAME CHANGE.

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ISOA # 212013062, REVISION # 1 CREATED TO EXERCISE RENEWAL OPTION.

ON-SITE SHREDDING SERVICES, INDIVIDUAL STANDING OFFER AGREEMENT FOR THE DEPARTMENT OF SERVICE NL.

YOUR RESPONSE TO TP112001798 DATED MAY 8, 2012 REFERS:

Sheridan Froude
 Phone: 709-782-4636
 Fax: 709-782-4210

SPECIFICATIONS

Provision of on-site shredding services for two 95 gallon bins.

Shredding services shall take place once every three (3) weeks at Commercial Registrations Division Office, 59 Elizabeth Avenue, St. John's, NL during Divisional business hours.

Quoted price shall include the provision of two 95 gallon bins.

Prices quoted shall be on a per 95 gallon container basis.

Only staff from assigned shredding company shall have access to unlock the consoles.

Company employees shall have identification visible on clothing.

A signed certificate of destruction shall be presented at the time of shredding.



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The rates quoted shall be all inclusive of any other operating fees including, but not limited to, items such as Fuel Charges, Pick-Up Fees and/or Environmental Fees, but excluding applicable Harmonized Sales Tax (HST), which shall be shown separately on invoices.

Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.

Insurance Requirements

The Successful Bidder shall obtain, at their expense, and maintain public vehicle liability and general commercial liability insurance coverage adequate to its obligations under this agreement for the entire term of the contract.

Minimum Coverage:

- \$2,000,000 vehicle liability, per occurrence;
- \$2,000,000 commercial general liability, per occurrence.

PURPOSE

This Standing Offer Agreement shall permit the Department of Service NL, to purchase on an "as and when required" basis the items listed at the price quoted.

PERIOD

This Standing Offer Agreement shall be in effect from date of issue to May 31, 2014.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.



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INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.


If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

1	On-Site Shredding of 95 Gallon Bin Contents	EACH	22.50		
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End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 212015778	Revision No. 3	Page No. 1
	TO: IPS-INFORMATION PROTECTION SERVICES LTD 980 Kenmount Rd Paradise, NL A1L 1N2 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. DESTINATION		Supplier No. 40048707	Ordered / Buyer 05-JUN-12 Blanks, S		Revised / Buyer 05-MAY-14 Blanks, S
Effective Start Date 06-JUN-2012		Effective End Date 05-MAY-2014		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 05-MAY-14		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

ISOA # 214006699 REPLACES IN ITS ENTIRETY ISOA # 212015778 DUE TO VENDOR NAME CHANGE.

ISOA # 212015778, REVISION # 2 CREATED TO EXERCISE RENEWAL OPTION.

ISOA # 212015778, REVISION # 1 CREATED TO EXERCISE RENEWAL OPTION.

ON-SITE SHREDDING SERVICES, INDIVIDUAL STANDING OFFER AGREEMENT FOR THE DEPARTMENT OF CHILD, YOUTH AND FAMILY SERVICES.

YOUR RESPONSE TO TP111034859 DATED MAY 8, 2012 REFERS.

VENDOR CONTACT INFORMATION:

Sheridan Froude
 Phone: 709-782-4636
 Fax: 709-782-4210

MONTHLY BILLING

SPECIFICATIONS

Standard Locked Console dimensions are 40 x 19 x 19.

Only staff from assigned shredding company shall have access to unlock the consoles.

Company employees shall have identification visible on clothing.
 Each CYFS office will have an assigned staff person to accompany the shredding to the truck to confirm shredding of documents.

A signed certificate of destruction shall be presented at the time of shredding.

The rates quoted shall be all inclusive of any other operating fees including,



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but not limited to, items such as Fuel Charges, Pick-Up Fees and/or Environmental Fees, but excluding applicable Harmonized Sales Tax (HST), which shall be shown separately on invoices.

Shred size shall not exceed 3/8th of an inch and shall use the "pierce and tear" shredding concept.

PURPOSE

This Standing Offer Agreement shall permit the Department of Child, Youth and Family Services, to purchase on an "as and when required" basis the items listed at the price quoted.

PERIOD

This Standing Offer Agreement shall be in effect from date of issue to May 31, 2015.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the



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supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

1	ST. JOHN'S METRO Charles R. Bell 65 Gallon Locked Bin	EACH	10.25		
2	ST. JOHN'S METRO Charles R. Bell Standard Locked Bin	EACH	9.25		
3	ST. JOHN'S METRO Cordage Place 65 Gallon Locked Bin	EACH	10.25		
4	ST. JOHN'S METRO Cordage Place Standard Locked Bin	EACH	9.25		
5	ST. JOHN'S METRO Carter's Hill 65 Gallon Locked Bin	EACH	10.25		



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6	ST. JOHN'S METRO Carter's Hill Standard Locked Bin	EACH	9.25		
7	ST. JOHN'S METRO Viking Building 65 Gallon Locked Bin	EACH	10.25		
8	ST. JOHN'S METRO Viking Building Standard Locked Bin	EACH	9.25		
9	ST. JOHN'S METRO Mount Pearl South 65 Gallon Locked Bin	EACH	10.25		
10	ST. JOHN'S METRO Mount Pearl South Standard Locked Bin	EACH	9.25		
11	CENTRAL EAST Bay Roberts 65 Gallon Locked Bin	EACH	10.25		
12	CENTRAL EAST Bay Roberts Standard Locked Bin	EACH	9.25		
13	CENTRAL EAST Conception Bay South	EACH	10.25		



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65 Gallon Locked Bin

14	CENTRAL EAST Conception Bay South	EACH	9.25		
	Standard Locked Bin				

15	CENTRAL EAST Harbour Grace	EACH	10.25		
	65 Gallon Locked Bin				

16	CENTRAL EAST Harbour Grace	EACH	9.25		
	Standard Locked Bin				

17	CENTRAL EAST Holyrood	EACH	10.25		
	65 Gallon Locked Bin				

18	CENTRAL EAST Holyrood	EACH	9.25		
	Standard Locked Bin				

19	CENTRAL EAST Whitbourne	EACH	10.25		
	65 Gallon Locked Bin				

20	CENTRAL EAST Whitbourne	EACH	9.25		
	Standard Locked Bin				



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21	BURIN-BONAVISTA Clareville 65 Gallon Locked Bin	EACH	10.25		
22	BURIN-BONAVISTA Clareville Standard Locked Bin	EACH	9.25		
23	BURIN-BONAVISTA Gambo 65 Gallon Locked Bin	EACH	10.25		
24	BURIN-BONAVISTA Gambo Standard Locked Bin	EACH	9.25		
25	GREATER CENTRAL Botwood 65 Gallon Locked Bin	EACH	10.25		
26	GREATER CENTRAL Botwood Standard Locked Bin	EACH	10.25		
27	GREATER CENTRAL Gander, McCurdy Building 65 Gallon Locked Bin	EACH	10.25		
28	GREATER CENTRAL Gander, McCurdy Building	EACH	9.25		



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Standard Locked Bin

29	GREATER CENTRAL Gander, Bell Place	EACH	10.25		
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65 Gallon Locked Bin

30	GREATER CENTRAL Gander, Bell Place	EACH	9.25		
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Standard Locked Bin

31	GREATER CENTRAL Grand Falls-Windsor	EACH	10.25		
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65 Gallon Locked Bin

32	GREATER CENTRAL Grand Falls-Windsor	EACH	10.25		
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Standard Locked Bin

33	GREATER CENTRAL Lewisporte	EACH	10.25		
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65 Gallon Locked Bin

34	GREATER CENTRAL Lewisporte	EACH	10.25		
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Standard Locked Bin

35	WESTERN Corner Brook	EACH	10.25		
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65 Gallon Locked Bin



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36	WESTERN Corner Brook Standard Locked Bin	EACH	9.25		
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37	WESTERN Stephenville 65 Gallon Locked Bin	EACH	44.95		
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38	WESTERN Stephenville Standard Locked Bin	EACH	34.95		
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39	WESTERN Stephenville Crossing 65 Gallon Locked Bin	EACH	44.95		
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40	WESTERN Stephenville Crossing Standard Locked Bin	EACH	34.95		
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41	WESTERN Piccadilly 65 Gallon Locked Bin	EACH	44.95		
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42	WESTERN Piccadilly Standard Locked Bin	EACH	34.95		
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43	DEER LAKE & NORTH Deer Lake	EACH	10.25		
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65 Gallon Locked Bin

44	DEER LAKE & NORTH Deer Lake	EACH	9.25
	Standard Locked Bin		

45	DEER LAKE & NORTH Springdale	EACH	44.95
	65 Gallon Locked Bin		

46	DEER LAKE & NORTH Springdale	EACH	34.95
	Standard Locked Bin		

End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 212033048	Revision No. 0	Page No. 1
	TO: IPS-INFORMATION PROTECTION SERVICES LTD 980 Kenmount Rd Paradise, NL A1L 1N2 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. DESTINATION		Supplier No. 40048707	Ordered / Buyer 12-SEP-12 Blanks, S		Revised / Buyer
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date 12-SEP-2012		Effective End Date 31-AUG-2013		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 12-SEP-12		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

ON-SITE SHREDDING SERVICES, INDIVIDUAL STANDING OFFER AGREEMENT FOR THE DEPARTMENT OF CHILD, YOUTH AND FAMILY SERVICES.

YOUR RESPONSE TO TP112011364 DATED SEPTEMBER 5, 2012 REFERS.

VENDOR CONTACT INFORMATION

IPS
 Sheridan Froude
 Phone: 709-782-4636
 Fax: 709-782-4210

CYFS OFFICE LOCATIONS

- 95 Elizabeth Ave
- 1242 East White Hills Road

SPECIFICATIONS

Minimum charges shall not be accepted.

Standard Locked Console dimensions are 40 x 19 x 19.

Only staff from assigned shredding company shall have access to unlock the consoles.

Company employees shall have identification visible on clothing.

Each CYFS office will have an assigned staff person to accompany the shredding to the truck to confirm shredding of documents.

A signed certificate of destruction shall be presented at the time of shredding.

The rates quoted shall be all inclusive of any other operating fees including, but not limited to, items such as Fuel Charges, Pick-Up Fees and/or Environmental



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Fees, but excluding applicable Harmonized Sales Tax (HST), which shall be shown separately on invoices.

Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.

Insurance Requirements

The Successful Bidder shall obtain, at their expense, and maintain public vehicle liability and general commercial liability insurance coverage adequate to its obligations under this agreement for the entire term of the contract.

Minimum Coverage:

- \$2,000,000 vehicle liability, per occurrence;
- \$2,000,000 commercial general liability, per occurrence.

PURPOSE

This Standing Offer Agreement shall permit the Department of Child, Youth and Family Services, to purchase on an "as and when required" basis the items listed at the price quoted.

PERIOD

This Standing Offer Agreement shall be in effect from date of issue to August 31, 2013 with the option to extend the agreement by mutual consent of both parties up to two (2) additional 12 month periods under the same pricing, terms and conditions.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST



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number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

DELIVERY

Delivery conditions are imperative. The successful supplier shall have deliveries completed to participants on the island portion of the province within seven (7) days upon receipt of each purchase order. Deliveries shall be completed to Labrador within ten (10) days upon receipt of each purchase order. Delivery performance shall be monitored for the life of the contract. Government Purchasing Agency reserves the right to cancel this award if delinquent deliveries are experienced.

1	ON-SITE SHREDDING 65 Gallon Locked Bin	EACH	8.95
2	ON-SITE SHREDDING Standard Locked Console	EACH	7.95
3	ON-SITE SHREDDING Bags	EACH	1.00




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		Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 212050055	Revision No. 0	Page No. 1
TO: SHRED GUARD LTD PO Box 1289 Saint John, NB E2L 4G7 Canada		SHIP TO: Justice, Fish & Wildlife Enforcement 115 Riverside Drive, PO Box 2006 Corner Brook, NL A2H 6J8 Canada		BILL TO: Justice, Fish & Wildlife Enforcement 115 Riverside Drive, PO Box 2006 Corner Brook, NL A2H 6J8 Canada		
Customer No.	Supplier No. 40098916	Ordered / Buyer 07-DEC-12 Blanks, S		Revised / Buyer		
F.O.B: DESTINATION		Requestor:		Contact:		
Effective Start Date		Effective End Date		Amount Agreed (CAD)		
11-DEC-2012		31-DEC-2013				
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.						
AUTHORIZED BY: Blanks, S		DATE: 11-DEC-12		TOTAL:		
Line NO:	Item No./Description	UOM	Unit Price			

Notes:

ON-SITE SHREDDING SERVICES, INDIVIDUAL STANDING OFFER AGREEMENT FOR THE DEPARTMENT OF JUSTICE, FISH & WILDLIFE ENFORCEMENT DIVISION.

YOUR RESPONSE TO TP112019657 DATED DECEMBER 6, 2012.

VENDOR CONTACT INFORMATION

Randy Murphy
 Phone: 709-725-4319
 Fax: 506-634-2236

DELIVERY LOCATION

Department of Justice, Fish & Wildlife Enforcement Division
 21 Hallet Crescent
 St. John's, NL A1B 4C4

SPECIFICATIONS

Shredding to be conducted once a month.

Minimum charges shall not be accepted.

Standard Locked Console dimensions are 40 x 19 x 19.

Only staff from assigned shredding company shall have access to unlock the consoles.

Company employees shall have identification visible on clothing.

The Department will have an assigned staff person to accompany the shredding to the truck to confirm shredding of documents.

A signed certificate of destruction shall be presented at the time of shredding.



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The rates quoted shall be all inclusive of any other operating fees including, but not limited to, items such as Fuel Charges, Pick-Up Fees and/or Environmental Fees, but excluding applicable Harmonized Sales Tax (HST), which shall be shown separately on invoices.

Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.

The successful bidder shall provide the following within 14 days of notification from Government Purchasing Agency:

- A letter of good standing from WHSCC.
- Proof of insurance.

Insurance Requirements

The Successful Bidder shall obtain, at their expense, and maintain public vehicle liability and general commercial liability insurance coverage adequate to its obligations under this agreement for the entire term of the contract.

Minimum Coverage:

- \$2,000,000 vehicle liability, per occurrence;
- \$2,000,000 commercial general liability, per occurrence.

PURPOSE

This Standing Offer Agreement shall permit the Department of Justice, Fish & Wildlife Enforcement Division, to purchase on an "as and when required" basis the items listed at the price quoted.

PERIOD

This Standing Offer Agreement shall be in effect from date of issue to December 31, 2013 with the option to extend the agreement by mutual consent of both parties up to an additional 12 month period under the same pricing, terms and conditions.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise



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specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT


This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

DELIVERY

Delivery conditions are imperative. The successful supplier shall have deliveries completed to participants on the island portion of the province within seven (7) days upon receipt of each purchase order. Delivery performance shall be monitored for the life of the contract. Government Purchasing Agency reserves the right to cancel this award if delinquent deliveries are experienced.

1	Standard Locked Console (40 x 19 x 19)	EACH	5.63		
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End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 212058075	Revision No. 2	Page No. 1
	TO: IPS-INFORMATION PROTECTION SERVICES LTD 980 Kenmount Rd Paradise, NL A1L 1N2 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. DESTINATION		Supplier No. 40048707	Ordered / Buyer 28-JAN-13 Blanks, S		Revised / Buyer 06-MAY-14 Blanks, S
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date 01-FEB-2013		Effective End Date 06-MAY-2014		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 06-MAY-14		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

ISOA # 214007006 REPLACES IN ITS ENTIRETY ISOA # 212058075 DUE TO VENDOR NAME CHANGE.

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ISOA # 212058075, REVISION # 1 CREATED TO EXERCISE RENEWAL OPTION.

SECURE SHREDDING SERVICES FOR DEPARTMENT OF ADVANCED EDUCATION AND SKILLS, INDIVIDUAL STANDING OFFER AGREEMENT.

YOUR RESPONSE TO TP112023807 DATED JANUARY 24, 2013 REFERS.

VENDOR CONTACT INFORMATION:

IPS
 Sheridan Froude
 Phone: 709-782-4636
 Fax: 709-782-4210

SPECIFICATIONS:

CONTENTS OF SHREDDING - DOCUMENTS THAT SHOULD NOT BE PLACED IN REGULAR RECYCLING OR GARBAGE.

THERE ARE 23 SECURE CONTAINERS AT VARIOUS LOCATIONS.

THE BIN SIZE MEASURES: 36" HIGH X 19' WIDE X 19" DEEP.

THE BINS SHALL BE SHREDDED ONCE A WEEK.

LOCATION AND NUMBER OF CONTAINERS AS FOLLOWS:

1. 3RD FLOOR, WEST BLOCK - (12)
2. 5TH FLOOR, WEST BLOCK - (3)
3. STUDENT FINANCIAL SERVICES, COUGHLAN COLLEGE - (5)
4. IMMIGRATION - VIKING BUILDING - (1)



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5. APPRENTICESHIP & TRADES, BASEMENT WEST BLOCK - (2)

Minimum charges shall not be accepted.

Only staff from assigned shredding company shall have access to unlock the consoles.

Company employees shall have identification visible on clothing.

A signed certificate of destruction shall be presented at the time of shredding.

The rates quoted shall be all inclusive of any other operating fees including, but not limited to, items such as Fuel Charges, Pick-Up Fees and/or Environmental Fees, but excluding applicable Harmonized Sales Tax (HST), which shall be shown separately on invoices.

Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.

Insurance Requirements

The Successful Bidder shall obtain, at their expense, and maintain public vehicle liability and general commercial liability insurance coverage adequate to its obligations under this agreement for the entire term of the contract.

THE FOLLOWING DOCUMENTATION SHALL BE SUBMITTED WITH BID SUBMISSION OR TENDER SHALL BE DISQUALIFIED:

- PROOF OF BONDING
- LETTER OF GOOD STANDING FROM WORKPLACE, HEALTH, SAFETY AND COMPENSATION COMMISSION
- PROOF OF INSURANCE
- CERTIFICATE OF CONDUCT FOR EMPLOYEES

MINIMUM COVERAGE:

- \$2,000,000 VEHICLE LIABILITY, PER OCCURRENCE;
- \$2,000,000 COMMERCIAL GENERAL LIABILITY, PER OCCURRENCE.

PURPOSE

This Standing Offer Agreement shall permit the Department of Advanced Skill and Education, to purchase on an "as and when required" basis the items listed at the price quoted.

PERIOD

This Standing Offer Agreement shall be in effect from February 1, 2013 to January 31, 2015.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user,



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regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

DELIVERY

Delivery conditions are imperative. The successful supplier shall have deliveries completed to participants on the island portion of the province within



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seven (7) days upon receipt of each purchase order. Deliveries shall be completed to Labrador within ten (10) days upon receipt of each purchase order. Delivery performance shall be monitored for the life of the contract. Government Purchasing Agency reserves the right to cancel this award if delinquent deliveries are experienced.

1	SECURE SHREDDING SERVICES	EACH	4.85		
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COST PER CONTAINER

End of Document

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	TO: IPS-INFORMATION PROTECTION SERVICES LTD 980 Kenmount Rd Paradise, NL A1L 1N2 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. [Blank]		Supplier No. 40048707	Ordered / Buyer 13-MAY-13 Blanks, S		Revised / Buyer 06-MAY-14 Blanks, S
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date 13-MAY-2013		Effective End Date 06-MAY-2014		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 06-MAY-14		TOTAL:	
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Notes:

MSOA # 214007007 REPLACES IN ITS ENTIRETY MSOA # 213008837 DUE TO VENDOR NAME CHANGE.

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ON-SITE SHREDDING SERVICES (ST. JOHN'S AND SURROUNDING AREAS), MASTER STANDING OFFER AGREEMENT.

YOUR RESPONSE TO TP113001148 DATED MAY 9, 2013.

VENDOR CONTACT INFORMATION:

Sheridan Froude
 Phone: 709-782-4636
 Fax: 709-782-4210

SPECIFICATIONS

COMPANY EMPLOYEES SHALL HAVE IDENTIFICATION VISIBLE ON CLOTHING

BOX SIZES CONTAINING DOCUMENTS TO BE SHREDDED SHALL BE APPROXIMATELY 15" L x 10" H x 10" W OR 16" L x 10 1/4" H x 10 1/4" W.

MINIMUM QUANTITY OF BOXES TO BE SHREDDED PER LOCATION SHALL BE 25 BOXES.

SHRED SIZE SHALL NOT EXCEED 5/8TH OF AN INCH AND SHALL USE THE "PIERCE AND TEAR" OR "CROSS CUT" SHREDDING CONCEPT.

A SIGNED CERTIFICATE OF DESTRUCTION SHALL BE PRESENTED AT THE TIME OF SHREDDING.

THE RATES QUOTED SHALL BE ALL INCLUSIVE OF ANY OTHER OPERATING FEES INCLUDING, BUT NOT LIMITED TO, ITEMS SUCH AS FUEL CHARGES, PICK-UP FEES AND/OR ENVIRONMENTAL FEES, BUT EXCLUDING APPLICABLE HARMONIZED SALES TAX (HST), WHICH SHALL BE SHOWN SEPARATELY ON INVOICES.

PURPOSE

This Standing Offer Agreement shall permit any Government Department to order on



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an as and when required basis, the items listed herein at the prices set against each. Adequate stocks shall be kept on hand to cover such requirements.

PERIOD

This Standing Offer Agreement shall be in effect from date of issue to May 31, 2014 with an option to extend the agreement by mutual consent of both parties for one year under the same pricing, terms and conditions.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ;Blanket Release; or ;Contract Release;.

CANCELLATION



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This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.


ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

1	ON-SITE SHREDDING SERVICES (GROUND LEVEL)	BOX	1.47
	PRICE PER BOX		

2	ON-SITE SHREDDING SERVICES (ABOVE GROUND LEVEL, STAIRS AND MULTIPLE LEVELS POSSIBLY INVOLVED)	BOX	1.47
	PRICE PER BOX		

End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 213008869	Revision No. 2	Page No. 1
	TO: IPS-INFORMATION PROTECTION SERVICES LTD 980 Kenmount Rd Paradise, NL A1L 1N2 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. DESTINATION		Supplier No. 40048707	Ordered / Buyer 13-MAY-13 Blanks, S		Revised / Buyer 06-MAY-14 Blanks, S
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date 13-MAY-2013		Effective End Date 06-MAY-2014		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 06-MAY-14		TOTAL:	
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Notes:

ISOA # 214006999 REPLACES IN ITS ENTIRETY ISOA # 213008869 DUE TO VENDOR NAME CHANGE.

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ISOA # 213008869, REVISION # 1 CREATED TO EXERCISE RENEWAL OPTION.

CONFIDENTIAL ON-SITE SHREDDING SERVICES AND THE PROVISION OF LOCKED SECURITY CONSOLES OF STANDARD CONSOLE SIZE, INDIVIDUAL STANDING OFFER AGREEMENT.

YOUR RESPONSE TO TP113001416 DATED APRIL 30, 2013 REFERS.

VENDOR CONTACT INFORMATION:

Sheridan Froude
 Phone: 709-782-4636
 Fax: 709-782-4210

SPECIFICATIONS

Standard Console - measures: 36" high x 19" wide x 19" deep.

Location and number of containers as follows:

1. 1st Floor, West Block - (6)
2. 3rd Floor, West Block - (2)
3. 45 Major's Path - (5) = (Old Location: Belvedere Building)

Minimum charges shall not be accepted.

Vendor shall provide onsite, locked, tamper proof containers. All with slots suitable to place documents in the console; (to be provided at no extra cost).

Security console requirements subject to increase during the term of this standing offer with the price quoted per console/ pickup/ confidential shredding not changing during the term of standing offer.



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Containers shall be emptied of contents on a bi-weekly basis and confidentially shredded using on-site shredding services (mobile shredding vehicle).

Bidder shall bid on on-site confidential shredding; proposals shall be evaluated based on the lowest Unit Cost per Bin for Supply/Pickup/Confidential Shredding (On-Site)

a. On-Site Shredding Services - vendor shall provide mobile shredding unit/vehicle at Confederation Building and other Government Offices within St. John's and will pick up contents of security bins on a bi-weekly basis and deliver content to mobile unit for confidential shredding. It shall be the sole responsibility of the vendor to provide this service securely ensuring full confidentiality of documentation during this process. After shredding a certificate of destruction shall be completed by vendor and attached to invoice for services.

b. It will be an option of the department to have the vendor escorted to all bin locations by the contact person for the Department. Contact person to accompany vendor to the mobile shredding unit to witness document shredding.

Only staff from assigned shredding company shall have access to unlock the consoles.

Company employees shall have identification visible on clothing.

A signed certificate of destruction shall be presented at the time of shredding.

The rates quoted shall be all inclusive of any other operating fees including, but not limited to, items such as Fuel Charges, Pick-Up Fees and/or Environmental Fees, but excluding applicable Harmonized Sales Tax (HST), which shall be shown separately on invoices.

Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.

PURPOSE

This Standing Offer Agreement shall permit the Department of Health and Community Services, to purchase on an "as and when required" basis the items listed at the price quoted.

PERIOD

This Standing Offer Agreement shall be in effect from date of issue to May 31, 2015.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION



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Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

1	ON-SITE SHREDDING SERVICES 1st Floor, West Block	EACH	4.65
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(COST PER STANDARD LOCKED CONSOLE.)

2	ON-SITE SHREDDING SERVICES 3rd Floor, West Block	EACH	4.65
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(COST PER STANDARD LOCKED CONSOLE.)

3	ON-SITE SHREDDING SERVICES Belvedere Building	EACH	4.65
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(COST PER STANDARD LOCKED CONSOLE.)

End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 213013167	Revision No. 0	Page No. 1
	TO: IPS-INFORMATION PROTECTION SERVICES LTD 980 Kenmount Rd Paradise, NL A1L 1N2 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. DESTINATION		Supplier No. 40048707	Ordered / Buyer 03-JUN-13 Mouland, J		Revised / Buyer
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date 30-JUL-2007		Effective End Date 31-JUL-2011		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY:		DATE:		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes: INDIVIDUAL STANDING OFFER AGREEMENT

CONFIDENTIAL ON SITE SHREDDING SERVICES AND PROVISION OF LOCKED SECURITY CONSOLES
 ..

200 - PURPOSE OF SOA

This Standing Offer Agreement shall permit Executive Council, Dept. of Finance, Dept Labrador & Aboriginal Affairs, Public Service Commission & the Dept. of Business to purchase on an "as and when required" basis the service listed at the price quoted.
 ..

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual services ordered and delivered.
 ...

FOB DESTINATION

Prices shall be FOB Destination with all transportation charges prepaid by the contractor.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a "Blanket Release", "Contract Release" or "Government Procurement Card".
 ..

PERIOD OF STANDING OFFER AGREEMENT

DATE OF ISSUE TO JULY 31, 2009, WITH THE OPTION TO RENEW FOR UP TO AN ADDITIONAL TWO (2) YEARS AT THE SAME PRICING, TERMS AND CONDITIONS.
 ..



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PRICE PROTECTION

Price(s) quoted to remain unchanged for the agreement period.

..

INVOICING

It shall be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by Executive Council, Dept. of Finance, Dept. Labrador & Aboriginal Affairs, Public Service Commission & the Dept. of Business with the supplier against any resultant Standing Offer Agreement.

..

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with 30 days written notice.

..

YOUR TENDER TP107002779 REFERS.

CONTACT: GREGORY AYLWARD

TELEPHONE: 709 782-4636

FAX: 709 782-4210

..

TO PROVIDE CONFIDENTIAL ON SITE SHREDDING SERVICES AND THE PROVISION OF LOCKED SECURITY CONSOLES OF VARIOUS SIZES TO FIVE PROVINCIAL GOVERNMENT DEPARTMENTS- EXECUTIVE COUNCIL, FINANCE, LABRADOR AND ABORIGINAL AFFAIRS, PUBLIC SERVICE COMMISSION AND BUSINESS.

..

1	Standard Consoles, First Floor, East Block, Confederation Building. Number of consoles-9	EACH	8.37		
2	Standard Consoles, Third Floor, East Block, Confederation Building. Number of consoles-11	EACH	8.37		
3	95 Gallon Wheeled Plastic Cart, First Floor, East Block, Confederation Building. Quantity - 1	EACH	20.00		
4	95 Gallon Wheeled Plastic Cart, Third Floor, East Block, Confederation Building. Quantity - 1	EACH	20.00		
5	Standard Consoles, Fourth Floor, East Block, Confederation Building.	EACH	8.37		



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Number of Consoles-1

6	Standard Consoles, Fifth Floor, West Block, Confederation Building. Number of Consoles-2	EACH	8.37		
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7	Standard Consoles, Fourth Floor, West Block, Confederation Building. Number of Consoles-2	EACH	8.37		
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8	Public Service Commission, 2 Canada Drive, St. John's; 95 Gallon Wheeled Plastic Cart; Quantity-1	EACH	20.00		
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9	X wave/OCIO Building, 40 Higgins Line, St. John's; Standard Console - Quantity 1.	EACH	8.37		
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10	Government House, Military Road, St. John's; Standard Console - Quantity 1.	EACH	8.37		
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End of Document

		Government of Newfoundland and Labrador Government Purchasing Agency 30 Strawberry Marsh Rd. St. John's NL. A1B 4R4		Purchase Order No. 213018185	Revision No. 1	Page No. 1
TO: SHRED GUARD LTD PO Box 1289 Saint John, NB E2L 4G7 Canada		SHIP TO: Innovation, Business & Rural Development 2nd Floor, Confederation Building P O Box 8700 St John's, NL A1B 4J6 Canada		BILL TO: Innovation, Business & Rural Development PO Box 8700 2nd Floor, Confederation Building, West Block St John's, NL A1B 4J6 Canada		
Customer No.	Supplier No. 40098916	Ordered / Buyer 03-JUL-13 Blanks, S		Revised / Buyer 28-JUL-14 Blanks, S		
F.O.B: DESTINATION		Requestor:		Contact:		
Effective Start Date 03-JUL-2013		Effective End Date 31-JUL-2015		Amount Agreed (CAD)		
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.						
AUTHORIZED BY: Blanks, S		DATE: 28-JUL-14		TOTAL:		
Line NO:	Item No./Description	UOM	Unit Price			

Notes:

ISOA # 213018185. REVISION # 1, CREATED TO EXERCISE RENEWAL OPTION

CONFIDENTIAL ON-SITE SHREDDING SERVICES AND THE PROVISION OF LOCKED SECURITY BINS, INDIVIDUAL STANDING OFFER AGREEMENT.

YOUR RESPONSE TO TP113006436 DATED JULY 2, 2013 REFERS.

VENDOR CONTACT INFORMATION:

Shred Guard
 Randy Murphy
 Phone: 709-753-0005
 Fax: 506-634-2236

SPECIFICATIONS

Vendor shall supply Department with required wooden and 95 gallon bins. The cost of the bins shall be included in the on-site shredding cost per bin.

Wooden Bins - measures: 40" high x 19' wide x 19" deep.

Location and number of containers required as follows:

1. 2nd Floor, West Block - (6: wooden bins)
2. 2nd Floor, West Block - (1: 95 gallon bin)

Minimum charges shall not be accepted.

Vendor shall provide onsite, locked, tamper proof containers. All with slots suitable to place documents in the console; (to be provided at no extra cost).

Security console requirements subject to increase during the term of this standing offer with the price quoted per console/ pickup/ confidential shredding not changing during the term of standing offer.



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Containers shall be emptied of contents on a bi-weekly basis and confidentially shredded using on-site shredding services (mobile shredding vehicle).

Bidder shall bid on on-site confidential shredding; proposals shall be evaluated based on the lowest Unit Cost per Bin for Supply/Pickup/Confidential Shredding (On-Site)

a. On-Site Shredding Services - vendor shall provide mobile shredding unit/vehicle at Confederation Building and other Government Offices within St. John's and will pick up contents of security bins on a bi-weekly basis and deliver content to mobile unit for confidential shredding. It shall be the sole responsibility of the vendor to provide this service securely ensuring full confidentiality of documentation during this process. After shredding a certificate of destruction shall be completed by vendor and attached to invoice for services.

b. It will be an option of the department to have the vendor escorted to all bin locations by the contact person for the Department. Contact person to accompany vendor to the mobile shredding unit to witness document shredding.

Only staff from assigned shredding company shall have access to unlock the consoles.

Company employees shall have identification visible on clothing.

A signed certificate of destruction shall be presented at the time of shredding.

The rates quoted shall be all inclusive of any other operating fees including, but not limited to, items such as Fuel Charges, Pick-Up Fees and/or Environmental Fees, but excluding applicable Harmonized Sales Tax (HST), which shall be shown separately on invoices.

Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.

PURPOSE

This Standing Offer Agreement shall permit the Department of Innovation, Business & Rural Development, to purchase on an "as and when required" basis the items listed at the price quoted.

PERIOD

This Standing Offer Agreement shall be in effect from date of issue to July 31, 2015.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION



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Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

1	ON-SITE SHREDDING Wooden Locked Bin (40 x 19 x 19)	EACH	4.23		
2	ON-SITE SHREDDING 95 Gallon Locked Bin	EACH	14.83		




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TO: SGS LASER-PAPER PLUS INC PO Box 8041, Station A 14 Austin Street St John's, NL A1B 3M7 Canada				SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. _____				Supplier No. 40022624		
Ordered / Buyer 05-MAY-14 Blanks, S				Revised / Buyer _____		
F.O.B: DESTINATION				Requestor: _____		Contact: _____
Effective Start Date 06-JUN-2012		Effective End Date 31-MAY-2015		Amount Agreed (CAD) _____		
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.						
AUTHORIZED BY: Blanks, S		DATE: 05-MAY-14		TOTAL: _____		
Line NO:	Item No./Description	UOM	Unit Price			

Notes:

ISOA # 214006699 REPLACES IN ITS ENTIRETY ISOA # 212015778 DUE TO VENDOR NAME CHANGE.

ON-SITE SHREDDING SERVICES, INDIVIDUAL STANDING OFFER AGREEMENT FOR THE DEPARTMENT OF CHILD, YOUTH AND FAMILY SERVICES.

YOUR RESPONSE TO TP111034859 DATED MAY 8, 2012 REFERS.

VENDOR CONTACT INFORMATION:

Sheridan Froude
 Phone: 709-782-4636
 Fax: 709-782-4210

MONTHLY BILLING

SPECIFICATIONS

Standard Locked Console dimensions are 40 x 19 x 19.

Only staff from assigned shredding company shall have access to unlock the consoles.

Company employees shall have identification visible on clothing.
 Each CYFS office will have an assigned staff person to accompany the shredding to the truck to confirm shredding of documents.

A signed certificate of destruction shall be presented at the time of shredding.

The rates quoted shall be all inclusive of any other operating fees including, but not limited to, items such as Fuel Charges, Pick-Up Fees and/or Environmental Fees, but excluding applicable Harmonized Sales Tax (HST), which shall be shown separately on invoices.

Shred size shall not exceed 3/8th of an inch and shall use the "pierce and tear" shredding concept.



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PURPOSE

This Standing Offer Agreement shall permit the Department of Child, Youth and Family Services, to purchase on an "as and when required" basis the items listed at the price quoted.

PERIOD

This Standing Offer Agreement shall be in effect from date of issue to May 31, 2015.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a "Blanket Release" or "Contract Release".



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CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

1	ST. JOHN'S METRO Charles R. Bell 65 Gallon Locked Bin	EACH	10.25		
2	ST. JOHN'S METRO Charles R. Bell Standard Locked Bin	EACH	9.25		
3	ST. JOHN'S METRO Cordage Place 65 Gallon Locked Bin	EACH	10.25		
4	ST. JOHN'S METRO Cordage Place Standard Locked Bin	EACH	9.25		
5	ST. JOHN'S METRO Carter's Hill 65 Gallon Locked Bin	EACH	10.25		
6	ST. JOHN'S METRO Carter's Hill Standard Locked Bin	EACH	9.25		



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7	ST. JOHN'S METRO Viking Building 65 Gallon Locked Bin	EACH	10.25		
8	ST. JOHN'S METRO Viking Building Standard Locked Bin	EACH	9.25		
9	ST. JOHN'S METRO Mount Pearl South 65 Gallon Locked Bin	EACH	10.25		
10	ST. JOHN'S METRO Mount Pearl South Standard Locked Bin	EACH	9.25		
11	CENTRAL EAST Bay Roberts 65 Gallon Locked Bin	EACH	10.25		
12	CENTRAL EAST Bay Roberts Standard Locked Bin	EACH	9.25		
13	CENTRAL EAST Conception Bay South 65 Gallon Locked Bin	EACH	10.25		
14	CENTRAL EAST Conception Bay South	EACH	9.25		



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Standard Locked Bin

15	CENTRAL EAST Harbour Grace	EACH	10.25		
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65 Gallon Locked Bin

16	CENTRAL EAST Harbour Grace	EACH	9.25		
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Standard Locked Bin

17	CENTRAL EAST Holyrood	EACH	10.25		
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65 Gallon Locked Bin

18	CENTRAL EAST Holyrood	EACH	9.25		
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Standard Locked Bin

19	CENTRAL EAST Whitbourne	EACH	10.25		
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65 Gallon Locked Bin

20	CENTRAL EAST Whitbourne	EACH	9.25		
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Standard Locked Bin

21	BURIN-BONAVISTA Clareville	EACH	10.25		
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65 Gallon Locked Bin



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22 BURIN-BONAVISTA
Clareville
Standard Locked Bin EACH 9.25

23 BURIN-BONAVISTA
Gambo
65 Gallon Locked Bin EACH 10.25

24 BURIN-BONAVISTA
Gambo
Standard Locked Bin EACH 9.25

25 GREATER CENTRAL
Botwood
65 Gallon Locked Bin EACH 10.25

26 GREATER CENTRAL
Botwood
Standard Locked Bin EACH 10.25

27 GREATER CENTRAL
Gander, McCurdy Building
65 Gallon Locked Bin EACH 10.25

28 GREATER CENTRAL
Gander, McCurdy Building
Standard Locked Bin EACH 9.25

29 GREATER CENTRAL
Gander, Bell Place EACH 10.25



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65 Gallon Locked Bin

30	GREATER CENTRAL Gander, Bell Place Standard Locked Bin	EACH	9.25		
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31	GREATER CENTRAL Grand Falls-Windsor 65 Gallon Locked Bin	EACH	10.25		
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32	GREATER CENTRAL Grand Falls-Windsor Standard Locked Bin	EACH	10.25		
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33	GREATER CENTRAL Lewisporte 65 Gallon Locked Bin	EACH	10.25		
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34	GREATER CENTRAL Lewisporte Standard Locked Bin	EACH	10.25		
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35	WESTERN Corner Brook 65 Gallon Locked Bin	EACH	10.25		
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36	WESTERN Corner Brook Standard Locked Bin	EACH	9.25		
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37	WESTERN Stephenville 65 Gallon Locked Bin	EACH	44.95		
38	WESTERN Stephenville Standard Locked Bin	EACH	34.95		
39	WESTERN Stephenville Crossing 65 Gallon Locked Bin	EACH	44.95		
40	WESTERN Stephenville Crossing Standard Locked Bin	EACH	34.95		
41	WESTERN Piccadilly 65 Gallon Locked Bin	EACH	44.95		
42	WESTERN Piccadilly Standard Locked Bin	EACH	34.95		
43	DEER LAKE & NORTH Deer Lake 65 Gallon Locked Bin	EACH	10.25		
44	DEER LAKE & NORTH Deer Lake	EACH	9.25		



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Standard Locked Bin


45	DEER LAKE & NORTH Springdale	EACH	44.95		
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65 Gallon Locked Bin

46	DEER LAKE & NORTH Springdale	EACH	34.95		
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Standard Locked Bin

End of Document

		Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 214006994	Revision No. 0	Page No. 1
TO: SGS LASER-PAPER PLUS INC o/a IPS- Information Protection Services PO Box 8041, Station A St John's, NL A1B 3M7 Canada		SHIP TO: Registry of Deeds 59 Elizabeth Avenue PO Box 8700 St John's, NL A1B 4J6 Canada		BILL TO: Registry of Deeds 59 Elizabeth Avenue PO Box 8700 St John's, NL A1B 4J6 Canada		
Customer No.	Supplier No. 40022624	Ordered / Buyer 06-MAY-14 Blanks, S	Revised / Buyer			
F.O.B: DESTINATION		Requestor:	Contact:			
Effective Start Date		Effective End Date	Amount Agreed (CAD)			
31-MAY-2012		31-MAY-2014				
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.						
AUTHORIZED BY: Blanks, S		DATE: 06-MAY-14	TOTAL:			
Line NO:	Item No./Description	UOM	Unit Price			

Notes:

ISOA # 214006994 REPLACES IN ITS ENTIRETY ISOA # 212013062 DUE TO VENDOR NAME CHANGE.

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ISOA # 212013062, REVISION # 1 CREATED TO EXERCISE RENEWAL OPTION.

ON-SITE SHREDDING SERVICES, INDIVIDUAL STANDING OFFER AGREEMENT FOR THE DEPARTMENT OF SERVICE NL.

YOUR RESPONSE TO TP112001798 DATED MAY 8, 2012 REFERS:

Sheridan Froude
 Phone: 709-782-4636
 Fax: 709-782-4210

SPECIFICATIONS

Provision of on-site shredding services for two 95 gallon bins.

Shredding services shall take place once every three (3) weeks at Commercial Registrations Division Office, 59 Elizabeth Avenue, St. John's, NL during Divisional business hours.

Quoted price shall include the provision of two 95 gallon bins.

Prices quoted shall be on a per 95 gallon container basis.

Only staff from assigned shredding company shall have access to unlock the consoles.

Company employees shall have identification visible on clothing.

A signed certificate of destruction shall be presented at the time of shredding.



Government of Newfoundland and Labrador

Public Procurement Agency
30 Strawberry Marsh Rd.
St. John's NL
A1B 4R4

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Line NO:	Item No./Description	UOM	Unit Price		
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The rates quoted shall be all inclusive of any other operating fees including, but not limited to, items such as Fuel Charges, Pick-Up Fees and/or Environmental Fees, but excluding applicable Harmonized Sales Tax (HST), which shall be shown separately on invoices.

Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.

Insurance Requirements

The Successful Bidder shall obtain, at their expense, and maintain public vehicle liability and general commercial liability insurance coverage adequate to its obligations under this agreement for the entire term of the contract.

Minimum Coverage:

- \$2,000,000 vehicle liability, per occurrence;
- \$2,000,000 commercial general liability, per occurrence.

PURPOSE

This Standing Offer Agreement shall permit the Department of Service NL, to purchase on an "as and when required" basis the items listed at the price quoted.

PERIOD

This Standing Offer Agreement shall be in effect from date of issue to May 31, 2014.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.



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A1B 4R4

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INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.


If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

1	On-Site Shredding of 95 Gallon Bin Contents	EACH	22.50
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End of Document

	Government of Newfoundland and Labrador Government Purchasing Agency 30 Strawberry Marsh Rd. St. John's NL. A1B 4R4		Purchase Order No. 214006999	Revision No. 0	Page No. 1
	TO: SGS LASER-PAPER PLUS INC PO Box 8041, Station A 14 Austin Street St John's, NL A1B 3M7 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. DESTINATION		Supplier No. 40022624	Ordered / Buyer 06-MAY-14 Blanks, S		Revised / Buyer
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date 13-MAY-2013		Effective End Date 31-MAY-2015		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 06-MAY-14		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

ISOA # 214006999 REPLACES IN ITS ENTIRETY ISOA # 213008869 DUE TO VENDOR NAME CHANGE.

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ISOA # 213008869, REVISION # 1 CREATED TO EXXERCISE RENEWAL OPTION.

CONFIDENTIAL ON-SITE SHREDDING SERVICES AND THE PROVISION OF LOCKED SECURITY CONSOLES OF STANDARD CONSOLE SIZE, INDIVIDUAL STANDING OFFER AGREEMENT.

YOUR RESPONSE TO TP113001416 DATED APRIL 30, 2013 REFERS.

VENDOR CONTACT INFORMATION:

Sheridan Froude
 Phone: 709-782-4636
 Fax: 709-782-4210

SPECIFICATIONS

Standard Console - measures: 36" high x 19' wide x 19" deep.

Location and number of containers as follows:

1. 1st Floor, West Block - (6)
2. 3rd Floor, West Block - (2)
3. 45 Major's Path - (5) = (Old Location: Belvedere Building)

Minimum charges shall not be accepted.

Vendor shall provide onsite, locked, tamper proof containers. All with slots suitable to place documents in the console; (to be provided at no extra cost).

Security console requirements subject to increase during the term of this standing offer with the price quoted per console/ pickup/ confidential shredding not changing during the term of standing offer.



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Containers shall be emptied of contents on a bi-weekly basis and confidentially shredded using on-site shredding services (mobile shredding vehicle).

Bidder shall bid on on-site confidential shredding; proposals shall be evaluated based on the lowest Unit Cost per Bin for Supply/Pickup/Confidential Shredding (On-Site)

a. On-Site Shredding Services - vendor shall provide mobile shredding unit/vehicle at Confederation Building and other Government Offices within St. John's and will pick up contents of security bins on a bi-weekly basis and deliver content to mobile unit for confidential shredding. It shall be the sole responsibility of the vendor to provide this service securely ensuring full confidentiality of documentation during this process. After shredding a certificate of destruction shall be completed by vendor and attached to invoice for services.

b. It will be an option of the department to have the vendor escorted to all bin locations by the contact person for the Department. Contact person to accompany vendor to the mobile shredding unit to witness document shredding.

Only staff from assigned shredding company shall have access to unlock the consoles.

Company employees shall have identification visible on clothing.

A signed certificate of destruction shall be presented at the time of shredding.

The rates quoted shall be all inclusive of any other operating fees including, but not limited to, items such as Fuel Charges, Pick-Up Fees and/or Environmental Fees, but excluding applicable Harmonized Sales Tax (HST), which shall be shown separately on invoices.

Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.

PURPOSE

This Standing Offer Agreement shall permit the Department of Health and Community Services, to purchase on an "as and when required" basis the items listed at the price quoted.

PERIOD

This Standing Offer Agreement shall be in effect from date of issue to May 31, 2015.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION



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Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

1	ON-SITE SHREDDING SERVICES 1st Floor, West Block	EACH	4.65
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(COST PER STANDARD LOCKED CONSOLE.)

2	ON-SITE SHREDDING SERVICES 3rd Floor, West Block	EACH	4.65
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(COST PER STANDARD LOCKED CONSOLE.)

3 ON-SITE SHREDDING SERVICES EACH 4.65
Belvedere Building

(COST PER STANDARD LOCKED CONSOLE.)

End of Document

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		214007006	0	1
TO: SGS LASER-PAPER PLUS INC o/a IPS- Information Protection Services PO Box 8041, Station A St John's, NL A1B 3M7 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
		BILL TO: As indicated in blanket release or contract agreement PO Canada		
Customer No.	Supplier No.	Ordered / Buyer		Revised / Buyer
	40022624	06-MAY-14 Blanks, S		
F.O.B: DESTINATION		Requestor:		Contact:
Effective Start Date		Effective End Date		Amount Agreed (CAD)
01-FEB-2013		31-JAN-2015		
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.				
AUTHORIZED BY: Blanks, S		DATE: 06-MAY-14	TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price	

Notes:

ISOA # 214007006 REPLACES IN ITS ENTIRETY ISOA # 212058075 DUE TO VENDOR NAME CHANGE.

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ISOA # 212058075, REVISION # 1 CREATED TO EXERCISE RENEWAL OPTION.

SECURE SHREDDING SERVICES FOR DEPARTMENT OF ADVANCED EDUCATION AND SKILLS, INDIVIDUAL STANDING OFFER AGREEMENT.

YOUR RESPONSE TO TP112023807 DATED JANUARY 24, 2013 REFERS.

VENDOR CONTACT INFORMATION:

IPS
 Sheridan Froude
 Phone: 709-782-4636
 Fax: 709-782-4210

SPECIFICATIONS:

CONTENTS OF SHREDDING - DOCUMENTS THAT SHOULD NOT BE PLACED IN REGULAR RECYCLING OR GARBAGE.

THERE ARE 23 SECURE CONTAINERS AT VARIOUS LOCATIONS.

THE BIN SIZE MEASURES: 36" HIGH X 19' WIDE X 19" DEEP.

THE BINS SHALL BE SHREDDED ONCE A WEEK.

LOCATION AND NUMBER OF CONTAINERS AS FOLLOWS:

1. 3RD FLOOR, WEST BLOCK - (12)
2. 5TH FLOOR, WEST BLOCK - (3)
3. STUDENT FINANCIAL SERVICES, COUGHLAN COLLEGE - (5)
4. IMMIGRATION - VIKING BUILDING - (1)



Government of Newfoundland and Labrador

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5. APPRENTICESHIP & TRADES, BASEMENT WEST BLOCK - (2)

Minimum charges shall not be accepted.

Only staff from assigned shredding company shall have access to unlock the consoles.

Company employees shall have identification visible on clothing.

A signed certificate of destruction shall be presented at the time of shredding.

The rates quoted shall be all inclusive of any other operating fees including, but not limited to, items such as Fuel Charges, Pick-Up Fees and/or Environmental Fees, but excluding applicable Harmonized Sales Tax (HST), which shall be shown separately on invoices.

Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.

Insurance Requirements

The Successful Bidder shall obtain, at their expense, and maintain public vehicle liability and general commercial liability insurance coverage adequate to its obligations under this agreement for the entire term of the contract.

THE FOLLOWING DOCUMENTATION SHALL BE SUBMITTED WITH BID SUBMISSION OR TENDER SHALL BE DISQUALIFIED:

- PROOF OF BONDING
- LETTER OF GOOD STANDING FROM WORKPLACE, HEALTH, SAFETY AND COMPENSATION COMMISSION
- PROOF OF INSURANCE
- CERTIFICATE OF CONDUCT FOR EMPLOYEES

MINIMUM COVERAGE:

- \$2,000,000 VEHICLE LIABILITY, PER OCCURRENCE;
- \$2,000,000 COMMERCIAL GENERAL LIABILITY, PER OCCURRENCE.

PURPOSE

This Standing Offer Agreement shall permit the Department of Advanced Skill and Education, to purchase on an "as and when required" basis the items listed at the price quoted.

PERIOD

This Standing Offer Agreement shall be in effect from February 1, 2013 to January 31, 2015.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user,



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A1B 4R4

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regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

DELIVERY

Delivery conditions are imperative. The successful supplier shall have deliveries completed to participants on the island portion of the province within



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seven (7) days upon receipt of each purchase order. Deliveries shall be completed to Labrador within ten (10) days upon receipt of each purchase order. Delivery performance shall be monitored for the life of the contract. Government Purchasing Agency reserves the right to cancel this award if delinquent deliveries are experienced.

1	SECURE SHREDDING SERVICES	EACH	4.85	
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COST PER CONTAINER

End of Document

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		214007007	1	1
TO: SGS LASER-PAPER PLUS INC PO Box 8041, Station A 14 Austin Street St John's, NL A1B 3M7 Canada		SHIP TO:	As indicated in blanket release or contract agreement PO Canada	
		BILL TO:	As indicated in blanket release or contract agreement PO Canada	
Customer No.	Supplier No.	Ordered / Buyer		Revised / Buyer
	40022624	06-MAY-14 Blanks, S		06-MAY-14 Blanks, S
F.O.B:		Requestor:		Contact:
DESTINATION				
Effective Start Date		Effective End Date		Amount Agreed (CAD)
13-MAY-2013		31-MAY-2015		
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.				
AUTHORIZED BY: Blanks, S		DATE: 06-MAY-14	TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price	

Notes:

MSOA # 214007007, REVISION # 1 CREATED TO EXERCISE RENEWAL OPTION.

MSOA # 214007007 REPLACES IN ITS ENTIRETY MSOA # 213008837 DUE TO VENDOR NAME CHANGE.

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ON-SITE SHREDDING SERVICES (ST. JOHN'S AND SURROUNDING AREAS), MASTER STANDING OFFER AGREEMENT.

YOUR RESPONSE TO TP113001148 DATED MAY 9, 2013.

VENDOR CONTACT INFORMATION:

Sheridan Froude
 Phone: 709-782-4636
 Fax: 709-782-4210

SPECIFICATIONS

COMPANY EMPLOYEES SHALL HAVE IDENTIFICATION VISIBLE ON CLOTHING

BOX SIZES CONTAINING DOCUMENTS TO BE SHREDDED SHALL BE APPROXIMATELY 15" L x 10" H x 10" W OR 16" L x 10 1/4" H x 10 1/4" W.

MINIMUM QUANTITY OF BOXES TO BE SHREDDED PER LOCATION SHALL BE 25 BOXES.

SHRED SIZE SHALL NOT EXCEED 5/8TH OF AN INCH AND SHALL USE THE "PIERCE AND TEAR" OR "CROSS CUT" SHREDDING CONCEPT.

A SIGNED CERTIFICATE OF DESTRUCTION SHALL BE PRESENTED AT THE TIME OF SHREDDING.

THE RATES QUOTED SHALL BE ALL INCLUSIVE OF ANY OTHER OPERATING FEES INCLUDING, BUT NOT LIMITED TO, ITEMS SUCH AS FUEL CHARGES, PICK-UP FEES AND/OR ENVIRONMENTAL FEES, BUT EXCLUDING APPLICABLE HARMONIZED SALES TAX (HST), WHICH SHALL BE SHOWN SEPARATELY ON INVOICES.



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PURPOSE

This Standing Offer Agreement shall permit any Government Department to order on an as and when required basis, the items listed herein at the prices set against each. Adequate stocks shall be kept on hand to cover such requirements.

PERIOD

This Standing Offer Agreement shall be in effect from date of issue to May 31, 2015.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.



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CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.


1	ON-SITE SHREDDING SERVICES (GROUND LEVEL)	BOX	1.47		
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PRICE PER BOX

2	ON-SITE SHREDDING SERVICES (ABOVE GROUND LEVEL, STAIRS AND MULTIPLE LEVELS POSSIBLY INVOLVED)	BOX	1.47		
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PRICE PER BOX

End of Document

 Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No.	Revision No.	Page No.
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TO: SGS LASER-PAPER PLUS INC o/a IPS- Information Protection Services PO Box 8041, Station A St John's, NL A1B 3M7 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
		BILL TO: Department of Justice Accounts Division P O Box 8700 St John's, NL A1B 4J6 Canada		
Customer No.	Supplier No.	Ordered / Buyer		Revised / Buyer
	40022624	15-MAY-14 Blanks, S		
F.O.B:		Requestor:		Contact:
DESTINATION				
Effective Start Date		Effective End Date		Amount Agreed (CAD)
15-MAY-2014		31-MAR-2015		
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.				
AUTHORIZED BY: Blanks, S		DATE: 15-MAY-14	TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price	

Notes:

INDIVIDUAL STANDING OFFER AGREEMENT FOR THE RNC CONFIDENTIAL ON-SITE SHREDDING OF PAPER, CD'S, DVD'S, AUDIO/VIDEO TAPES AND HARD DRIVES FOR NORTHEAST AVALON AND CORNER BROOK, NL.

YOUR RESPONSE TO TP114001291 DATED MAY 7, 2014 REFERS.

VENDOR CONTACT INFORMATION:

Sheridan Froude
 Phone: 709-782-4636
 Fax: 709-782-4210

THERE ARE A TOTAL OF 61 CONTAINERS AT ALL LOCATIONS.

BREAKDOWN AS FOLLOWS:

HEADQUARTERS BUILDING = 41 (37 PAPER & 4 MEDIA)
 MT PEARL = 4 (PAPER)
 SCHOOL FOR THE DEAF = 6 (PAPER)
 CORNER BROOK = 10 (9 PAPER & 1 MEDIA)

PURPOSE

This Standing Offer Agreement shall permit the Department of Justice, to purchase on an "as and when required" basis the items listed at the price quoted.

PERIOD

This Standing Offer Agreement shall be in effect from the official award date of the contract and ending March 31, 2015. The RNC reserves the right to extend the said contract for up to two additional twelve month (12) periods at the same rates, terms and conditions as the original contract.

QUANTITY



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Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall not hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.



Government of Newfoundland and Labrador

Public Procurement Agency
30 Strawberry Marsh Rd.
St. John's NL
A1B 4R4

Purchase Order No.	Revision No.	Page No.
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Line NO:	Item No./Description	UOM	Unit Price		
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1	PAPER NORTHEAST AVALON	EACH	4.63		
	RATE PER CONTAINER				

2	CD/DVD/AUDIO/VIDEO & COMPUTER HARD DRIVES NORTHEAST AVALON	EACH	8.25		
	RATE PER CONTAINER				

3	PAPER CORNER BROOK	EACH	4.63		
	RATE PER CONTAINER				

4	CD/DVD/AUDIO/VIDEO & COMPUTER HARD DRIVES CORNER BROOK	EACH	8.25		
	RATE PER CONTAINER				

End of Document

 Government of Newfoundland and Labrador Government Purchasing Agency 30 Strawberry Marsh Rd. St. John's NL. A1B 4R4		Purchase Order No.	Revision No.	Page No.
		214011403	1	1
TO: SGS LASER-PAPER PLUS INC PO Box 8041, Station A 14 Austin Street St John's, NL A1B 3M7 Canada		SHIP TO:	Registry of Deeds 59 Elizabeth Avenue PO Box 8700 St John's, NL A1B 4J6 Canada	
		BILL TO:	Registry of Deeds 59 Elizabeth Avenue PO Box 8700 St John's, NL A1B 4J6 Canada	
Customer No.	Supplier No.	Ordered / Buyer		Revised / Buyer
	40022624	26-MAY-14 Blanks, S		22-APR-15 Blanks, S
F.O.B:		Requestor:		Contact:
DESTINATION				
Effective Start Date		Effective End Date		Amount Agreed (CAD)
01-JUN-2014		31-MAY-2016		
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.				
AUTHORIZED BY: Vickers, J		DATE: 22-APR-15	TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price	

Notes:

REVISION # 1 CREATED TO EXERCISE RENEWAL OPTION.

ON-SITE SHREDDING SERVICES, INDIVIDUAL STANDING OFFER AGREEMENT FOR THE DEPARTMENT OF SERVICE NL, REGISTRY OF DEEDS.

YOUR RESPONSE TO TP114002285 DATED MAY 20, 2014 REFERS:

Sheridan Froude
 Phone: 709-782-4636
 Fax: 709-782-4210

SPECIFICATIONS

Provision of on-site shredding services of one 95 gallon bin.

Shredding services shall take place once every three (3) weeks at Commercial Registrations Division Office, 59 Elizabeth Avenue, St. John's, NL during Divisional business hours.

Quoted price shall include the provision of one 95 gallon bin.

Prices quoted shall be on a per 95 gallon container basis.

Only staff from assigned shredding company shall have access to unlock the consoles.

Company employees shall have identification visible on clothing.

A signed certificate of destruction shall be presented at the time of shredding.

The rates quoted shall be all inclusive of any other operating fees including, but not limited to, items such as Fuel Charges, Pick-Up Fees and/or Environmental Fees, but excluding applicable Harmonized Sales Tax (HST), which shall be shown separately on invoices.

Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear"



Government of Newfoundland and Labrador

Government Purchasing Agency
30 Strawberry Marsh Rd.
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shredding concept.

The successful bidder shall provide the following within 14 days of notification from Government Purchasing Agency:

- A letter of good standing from WHSCC.
- Proof of insurance.

Insurance Requirements

The Successful Bidder shall obtain, at their expense, and maintain public vehicle liability and general commercial liability insurance coverage adequate to its obligations under this agreement for the entire term of the contract.

Minimum Coverage:

- \$2,000,000 vehicle liability, per occurrence;
- \$2,000,000 commercial general liability, per occurrence.

PURPOSE

This Standing Offer Agreement shall permit the Department of Service NL, to purchase on an "as and when required" basis the items listed at the price quoted.

PERIOD

This Standing Offer Agreement shall be in effect from June 1, 2014 to May 31, 2016.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.



Government of Newfoundland and Labrador

Government Purchasing Agency
30 Strawberry Marsh Rd.
St. John's NL.
A1B 4R4

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INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.


If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

1	On-Site Shredding of 95 Gallon Bin Contents	EACH	18.00		
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End of Document

 Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4	Purchase Order No.	Revision No.	Page No.
	215000088	3	1
TO: SHRED-IT INTERNATIONAL ULC H9005 PO Box 2050, CROHX Halifax, NS B3J 2Z1 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada	
		BILL TO: Department of Finance Accounts Payable Processing PO Box 8700 3rd Floor East Block Confederation Bldg St John's, NL A1B 4J6 Canada	
Customer No.	Supplier No. 40046433	Ordered / Buyer 01-APR-15 Vickers, J	Revised / Buyer 28-MAR-18 Belbin, L
F.O.B: DESTINATION		Requestor:	Contact:
Effective Start Date		Effective End Date	Amount Agreed (CAD)
01-APR-2015		30-APR-2018	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.			
AUTHORIZED BY:		DATE:	TOTAL:
Line NO:	Item No./Description	UOM	Unit Price

Notes:

ISOA # 217050731 REPLACES IN ITS ENTIRETY ISOA # 215000088

REV# 3 TO RENEWAL OPTION 1 , NEW EXPIRY APRIL 30, 2018.

REV# 2 TO RENEWAL OPTION 1 , NEW EXPIRY MARCH 31, 2018.

REV# 1 TO RENEWAL OPTION 1 , NEW EXPIRY MARCH 31, 2017.

INDIVIDUAL STANDING OFFER AGREEMENT FOR THE RNC CONFIDENTIAL ON-SITE SHREDDING OF PAPER, CD'S, DVD'S, AUDIO/VIDEO TAPES AND HARD DRIVES FOR NORTHEAST AVALON AND CORNER BROOK, NL.

PLEASE PROVIDE COPIES OF RNC CRIMINAL SCREENING CERTIFICATES TO PERRY CAHILL AT PerryCahill@rnc.gov.nl.ca

YOUR RESPONSE TO TP114028414 DATED MARCH 30, 2015 REFERS.

VENDOR CONTACT INFORMATION:

Rob Jarvis
 Phone: 902-402-9322
 Phone: 902-468-5706
 Fax: 902-450-0313
 Email: rob.jarvis@shredit.com

THERE ARE A TOTAL OF 61 CONTAINERS AT ALL LOCATIONS.

BREAKDOWN AS FOLLOWS:

HEADQUARTERS BUILDING = 41 (37 PAPER & 4 MEDIA)
 MT PEARL = 4 (PAPER)
 SCHOOL FOR THE DEAF = 6 (PAPER)
 CORNER BROOK = 10 (9 PAPER & 1 MEDIA)

PURPOSE

This Standing Offer Agreement shall permit the Department of Justice, to purchase on an "as and when required" basis the items listed at the price quoted.



Government of Newfoundland and Labrador

Public Procurement Agency
30 Strawberry Marsh Rd.
St. John's NL
A1B 4R4

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PERIOD

This Standing Offer Agreement shall be in effect from the official award date of the contract and ending March 31, 2016. The RNC reserves the right to extend the said contract for up to two additional twelve month (12) periods at the same rates, terms and conditions as the original contract.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall not hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.



Government of Newfoundland and Labrador

Public Procurement Agency
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A1B 4R4

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If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

1	PAPER NORTHEAST AVALON	EACH	4.50
	RATE PER CONTAINER		

2	CD/DVD/AUDIO/VIDEO & COMPUTER HARD DRIVES NORTHEAST AVALON	EACH	10.00
	RATE PER CONTAINER		

3	PAPER CORNER BROOK	EACH	4.50
	RATE PER CONTAINER		

4	CD/DVD/AUDIO/VIDEO & COMPUTER HARD DRIVES CORNER BROOK	EACH	10.00
	RATE PER CONTAINER		

End of Document



Government of Newfoundland and Labrador

Government Purchasing Agency
30 Strawberry Marsh Rd.
St. John's NL.
A1B 4R4

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SHIP TO: As indicated in blanket release
or
contract agreement PO
Canada

TO: SHRED-IT INTERNATIONAL ULC
H9005
PO Box 2050, CROHX
Halifax, NS
B3J 2Z1
Canada

BILL TO: Department of Finance
Corporate Financial Services
657 Topsail Road
St John's, NL A1E 2E3
Canada

Customer No.	Supplier No.	Ordered / Buyer	Revised / Buyer
	40046433	01-MAY-15 Blanks, S	30-AUG-17 O'Leary, V

F.O.B:	Requestor:	Contact:
DESTINATION		

Effective Start Date	Effective End Date	Amount Agreed (CAD)
01-JUN-2015	30-NOV-2017	

IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.
AUTHORIZED BY: Blanks, S **DATE:** 30-AUG-17 **TOTAL:**

Line NO:	Item No./Description	UOM	Unit Price
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Notes:

REVISION #4 CREATED TO EXTEND CONTRACT FOR AN ADDITIONAL THREE (3) MONTH PERIOD.
NEW EXPIRY: NOVEMBER 30, 2017
REVISION #3 CREATED TO EXTEND CONTRACT FOR 3 ADDITIONAL MONTHS. EXPIRY: AUGUST 31, 2017.
REVISION #2 CREATED TO EXERCISE OPTION TO RENEW. EXPIRY MAY 31, 2017.
REVISION # 1 CREATED TO CHANGE BUYER

ON-SITE SHREDDING SERVICES (ST. JOHN'S AND SURROUNDING AREAS), MASTER STANDING OFFER AGREEMENT.

YOUR RESPONSE TO TP115001028 DATED APRIL 29, 2015.

VENDOR CONTACT INFORMATION:

Robert Jarvis
Phone: 902-468-5706
Fax: 902-450-0313
Email: rob.jarvis@shredit.com

SPECIFICATIONS

COMPANY EMPLOYEES SHALL HAVE IDENTIFICATION VISIBLE ON CLOTHING

BOX SIZES CONTAINING DOCUMENTS TO BE SHREDDED SHALL BE APPROXIMATELY 15" L x 10" H x 10" W OR 16" L x 10 1/4" H x 10 1/4" W.

MINIMUM QUANTITY OF BOXES TO BE SHREDDED PER LOCATION SHALL BE 25 BOXES.

SHRED SIZE SHALL NOT EXCEED 5/8TH OF AN INCH AND SHALL USE THE "PIERCE AND TEAR" OR "CROSS CUT" SHREDDING CONCEPT.

A SIGNED CERTIFICATE OF DESTRUCTION SHALL BE PRESENTED AT THE TIME OF SHREDDING.

THE RATES QUOTED SHALL BE ALL INCLUSIVE OF ANY OTHER OPERATING FEES INCLUDING, BUT NOT LIMITED TO, ITEMS SUCH AS FUEL CHARGES, PICK-UP FEES AND/OR ENVIRONMENTAL FEES, BUT EXCLUDING APPLICABLE HARMONIZED SALES TAX (HST), WHICH SHALL BE SHOWN



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Government Purchasing Agency
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A1B 4R4

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SEPARATELY ON INVOICES.

PURPOSE

This Standing Offer Agreement shall permit any Government Department to order on an as and when required basis, the items listed herein at the prices set against each. Adequate stocks shall be kept on hand to cover such requirements.

PERIOD

This Standing Offer Agreement shall be in effect from June 1, 2015 to May 31, 2016 with an option to extend the agreement by mutual consent of both parties for one year under the same pricing, terms and conditions.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY



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St. John's NL.
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Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.


1	ON-SITE SHREDDING SERVICES (GROUND LEVEL)	BOX	1.89
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PRICE PER BOX

2	ON-SITE SHREDDING SERVICES (ABOVE GROUND LEVEL, STAIRS AND MULTIPLE LEVELS POSSIBLY INVOLVED)	BOX	1.99
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PRICE PER BOX

End of Document

	Government of Newfoundland and Labrador Government Purchasing Agency 30 Strawberry Marsh Rd. St. John's NL. A1B 4R4		Purchase Order No. 215011031	Revision No. 3	Page No. 1
	TO: SHRED-IT INTERNATIONAL ULC H9005 PO Box 2050, CROHX Halifax, NS B3J 2Z1 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
		BILL TO: Department of Finance Corporate Financial Services 657 Topsail Road St John's, NL A1E 2E3 Canada			
Customer No.	Supplier No. 40046433	Ordered / Buyer 25-MAY-15 Vickers, J		Revised / Buyer 31-AUG-17 Hynes, J	
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date		Effective End Date		Amount Agreed (CAD)	
01-JUN-2015		30-NOV-2017			
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 31-AUG-17		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

REVISION # 3 ISSUED TO EXTEND CONTACT FOR AN ADDITIONAL THREE (3) MONTHS UNDER THE SAME PRICING, TERMS AND CONDITIONS. NEW EXPIRY: NOVEMBER 30, 2017

REVISION # 2 ISSUED TO EXTEND CONTACT FOR AN ADDITIONAL THREE (3) MONTHS UNDER THE SAME PRICING, TERMS AND CONDITIONS. NEW EXPIRY: AUGUST 31, 2017

REVISION #1 TO EXERCISE OPTION TO RENEW. EXPIRY MAY 31, 2017.

CONFIDENTIAL ON-SITE SHREDDING SERVICES AND THE PROVISION OF LOCKED SECURITY CONSOLES OF STANDARD CONSOLE SIZE, INDIVIDUAL STANDING OFFER AGREEMENT.

YOUR RESPONSE TO TP115002932 DATED May 25, 2015 REFERS.

VENDOR CONTACT INFORMATION:

Robert Jarvis
 Phone: 902-468-5706
 Fax: 902-450-0313
 Email: rob.jarvis@shredit.com

SPECIFICATIONS

Standard Console - measures: 36" high x 19' wide x 19" deep.

Location and number of containers as follows:

1. 1st Floor, West Block - (6)
2. 3rd Floor, West Block - (2)
3. 45 Major's Path - (9)

Minimum charges shall not be accepted.

Vendor shall provide onsite, locked, tamper proof containers. All with slots suitable to place documents in the console; (to be provided at no extra cost).

Security console requirements subject to increase during the term of this



Government of Newfoundland and Labrador

Government Purchasing Agency
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standing offer with the price quoted per console/ pickup/ confidential shredding not changing during the term of standing offer.

Containers shall be emptied of contents on a bi-weekly basis and confidentially shredded using on-site shredding services (mobile shredding vehicle).

Bidder shall bid on on-site confidential shredding; proposals shall be evaluated based on the lowest Unit Cost per Bin for Supply/Pickup/Confidential Shredding (On-Site)

a. On-Site Shredding Services - vendor shall provide mobile shredding unit/vehicle at Confederation Building and other Government Offices within St. John's and will pick up contents of security bins on a bi-weekly basis and deliver content to mobile unit for confidential shredding. It shall be the sole responsibility of the vendor to provide this service ensuring full confidentiality of documentation during this process. After shredding a certificate of destruction shall be completed by vendor and attached to invoice for services.

b. It will be an option of the department to have the vendor escorted to all bin locations by the contact person for the Department. Contact person to accompany vendor to the mobile shredding unit to witness document shredding.

Only staff from assigned shredding company shall have access to unlock the consoles.

Company employees shall have identification visible on clothing.

A signed certificate of destruction shall be presented at the time of shredding.

The rates quoted shall be all inclusive of any other operating fees including, but not limited to, items such as Fuel Charges, Pick-Up Fees and/or Environmental Fees, but excluding applicable Harmonized Sales Tax (HST), which shall be shown separately on invoices.

Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.

PURPOSE

This Standing Offer Agreement shall permit the Department of Health and Community Services, to purchase on an "as and when required" basis the items listed at the price quoted.

PERIOD

This Standing Offer Agreement shall be in effect from June 1, 2015 to May 31, 2016 with an option to extend the agreement by mutual consent of both parties up to an additional one year under the same pricing, terms and conditions.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.



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The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

1	ON-SITE SHREDDING SERVICES 1st Floor, West Block	EACH	4.5		
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(COST PER STANDARD LOCKED CONSOLE.)



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2	ON-SITE SHREDDING SERVICES 3rd Floor, West Block (COST PER STANDARD LOCKED CONSOLE.)	EACH	4.5		
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3	ON-SITE SHREDDING SERVICES MCP - 45 Major's Path (COST PER STANDARD LOCKED CONSOLE.)	EACH	4.5		
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End of Document

	Government of Newfoundland and Labrador Government Purchasing Agency 30 Strawberry Marsh Rd. St. John's NL. A1B 4R4		Purchase Order No. 215016877	Revision No. 3	Page No. 1
	TO: SHRED GUARD LTD PO Box 1289 Saint John, NB E2L 4G7 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
		BILL TO: Department of Finance Corporate Financial Services 657 Topsail Road St John's, NL A1E 2E3 Canada			
Customer No.	Supplier No. 40098916	Ordered / Buyer 19-JUN-15 Vickers, J		Revised / Buyer 30-AUG-17 Hynes, J	
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date		Effective End Date		Amount Agreed (CAD)	
19-JUN-2015		30-NOV-2017			
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 30-AUG-17		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

REVISION #3 ISSUED TO EXTEND AGREEMENT FOR AN ADDITIONAL THREE (3) MONTH PERIOD.
 NEW EXPIRY: NOVEMBER 30, 2017

REVISION #2 ISSUED TO EXTEND AGREEMENT FOR AN ADDITIONAL TWO (2) MONTH PERIOD.
 NEW EXPIRY: AUGUST 31, 2017

REVISION #1 - OPTION TO EXTEND AGREEMENT FOR ONE YEAR EXERCISED. NEW EXPIRY: JUNE 30, 2017.

ON-SITE SHREDDING SERVICES DEPARTMENT OF CHILD YOUTH & FAMILY SERVICES, CENTRAL & WESTERN REGION, INDIVIDUAL STANDING OFFER AGREEMENT.

1. SPECIFICATIONS

COMPANY EMPLOYEES SHALL HAVE IDENTIFICATION VISIBLE ON CLOTHING. ONLY STAFF FROM ASSIGNED SHREDDING COMPANY SHALL HAVE ACCESS TO UNLOCKED CONSOLES. AN ASSIGNED STAFF PERSON FROM CHILD YOUTH & FAMILY SERVICES MUST ACCOMPANY THESE BINS TO THE SHREDDING TRUCK TO CONFIRM THE SHREDDING OF THE DOCUMENTS.

BIN SIZES SHOULD BE AS FOLLOWS:

- 65 GALLON LOCKED BINS
- STANDARD LOCKED CONCOLES (40 X 19 X 19)

ON SITE SHREDDING (MONTHLY BASIS): BINS MUST NOT BE UNLOCKED UNTIL THEY ARE LOADED INTO TRUCK FOR SHREDDING. BILLING WILL BE ON A MONTHLY BASIS.

SHRED SIZE SHALL NOT EXCEED 5/8TH OF AN INCH AND SHALL USE THE "PIERCE AND TEAR" OR "CROSS CUT" SHREDDING CONCEPT.

A SIGNED CERTIFICATE OF DESTRUCTION SHALL BE PRESENTED AT THE TIME OF SHREDDING.

THE RATES QUOTED SHALL BE ALL INCLUSIVE OF ANY OTHER OPERATING FEES INCLUDING, BUT NOT LIMITED TO, ITEMS SUCH AS FUEL CHARGES, PICK-UP FEES AND/OR ENVIRONMENTAL FEES, BUT EXCLUDING APPLICABLE HARMONIZED SALES TAX (HST), WHICH SHALL BE SHOWN SEPARATELY ON INVOICES.



Government of Newfoundland and Labrador

Government Purchasing Agency
30 Strawberry Marsh Rd.
St. John's NL.
A1B 4R4

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2. PURPOSE

This Standing Offer Agreement shall permit the Department of Child, Youth & Family Services, Central & Western Region to purchase on an "as and when required" basis the items listed at the price quoted.

3. PERIOD

This Standing Offer Agreement shall be in effect from date of issue to June 30, 2016 with an option to extend the agreement by mutual consent of both parties for one year under the same pricing, terms and conditions.

4. QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

5. FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

6. PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

7. INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

8. AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a "Blanket Release" or "Contract Release".



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9. CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

10. PUBLIC TENDER ACT

All tenders are called under the Public Tender Act 1984 and subsequent amendments thereof.

11. ATLANTIC PROVINCES STANDARD TERMS AND CONDITIONS

The Atlantic Standard Terms and Conditions apply to this tender/RFQ and may be obtained from the Government Purchasing Agency, or by way of the internet at: www.gpa.gov.nl.ca.

12. ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

Direct Deposit for Payment

The method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit). The successful bidder/proponent should ensure they are enrolled with the Province to receive direct deposit payments. Enrolment forms can be obtained from the Department of Finance web site at: <http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

In accordance with this initiative, businesses and individuals currently receiving cheques have until December 31, 2016 to register to receive payments by direct deposit. Direct deposit enrolment forms can be obtained from the Department of Finance website or from the department responsible for the payment. For any new payment, the only payment method offered will be direct deposit. To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

1	BAY ROBERTS - 65 GALLON	EACH	12.5
2	CONCEPTION BAY - 40X19X19	EACH	8.96
3	HARBOUR GRACE - 65 GALLON	EACH	12.5



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4	HOLYROOD - 40X19X19	EACH	8.96		
5	PLACENTIA - 40X19X19	EACH	8.96		
6	WHITBOURNE - 65 GALLON	EACH	12.5		
7	BONAVISTA - 65 GALLON	EACH	12.5		
8	CLARENVILLE - 65 GALLON	EACH	12.5		
9	GAMBO - 40X19X19	EACH	8.96		
10	MARYSTOWN - 65 GALLON	EACH	12.5		
11	MUSGRAVE HARBOUR - 40X19X19	EACH	75		
12	BOTWOOD - 40X19X19	EACH	8.96		
13	GANDER (TWO LOCATION) - 65 GALLON	EACH	12.5		
14	GRAND FALLS WINDSRO - 65 GALLON	EACH	12.5		
15	LEWISPORTE - 65 GALLON	EACH	12.5		
16	CORNER BROOK - 65 GALLON	EACH	12.5		



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17	STEPHENVILLE - 65 GALLON	EACH	12.5		
18	STEPHENVILLE CROSSING - 65 GALLON	EACH	12.5		
19	PICADILLY - 65 GALLON	EACH	75		
20	DEER LAKE - 65 GALLON	EACH	12.5		
21	BAIE VERTE - 65 GALLON	EACH	12.5		
22	SPRINGDALE - 65 GALLON	EACH	12.5		

End of Document

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	Government Purchasing Agency 30 Strawberry Marsh Rd. St. John's NL. A1B 4R4		215018456	4	1
TO: SHRED-IT INTERNATIONAL ULC PO Box 15617, Station A Toronto, ON M5W 1C1 Canada			SHIP TO: As indicated in blanket release or contract agreement PO Canada		
			BILL TO: Department of Finance Corporate Financial Services 657 Topsail Road St John's, NL A1E 2E3 Canada		
Customer No.	Supplier No.	Ordered / Buyer		Revised / Buyer	
	40046433	26-JUN-15 Vickers, J		04-APR-18 Martin, M	
F.O.B:		Requestor:		Contact:	
DESTINATION					
Effective Start Date		Effective End Date		Amount Agreed (CAD)	
29-JUN-2015		04-APR-2018			
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Martin, M		DATE: 04-APR-18		TOTAL:	
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Notes:

Revision 4 to extend agreement to allow increase in PO to allow payments on old contract. This extension will expire same day.

REVISION # 3 CREATED TO EXTEND CONTRACT UNTIL NOVEMBER 30, 2017.

Revision to change buyer name to allow final close

REVISION # 1 - ISSUED TO EXERCISE RENEWAL OPTION.

INDIVIDUAL STANDING OFFER AGREEMENT, ON-SITE SHREDDING FOR DEPARTMENT OF FINANCE.

AS PER SPECIFICATIONS ALREADY IN YOUR POSSESSION.

VENDOR CONTACT:
 ROB JARVIS
 PHONE: 902-468-5706
 FAX: 902-450-0313
 EMAIL: rob.jarvis@shredit.com

PERIOD OF STANDING OFFER AGREEMENT

THIS STANDING OFFER AGREEMENT SHALL BE IN EFFECT FROM DATE OF ISSUE TO 1 YEAR WITH AN OPTION TO RENEW FOR AN ADDITIONAL 24 MONTHS AT THE SAME PRICES, TERMS AND CONDITIONS UPON AGREEMENT.

QUANTITY

QUANTITIES AND/OR FINANCIAL LIMITATIONS AS STATED ARE ESTIMATES MADE IN GOOD FAITH FOR THE PERIOD OF THE AGREEMENT. THIS STANDING OFFER AGREEMENT SHALL BE LIMITED TO THE ACTUAL SUPPLIES ORDERED AND DELIVERED.

FOB DESTINATION

PRICES SHALL BE FOB DESTINATION WITH ALL TRANSPORTATION CHARGES PREPAID BY THE CONTRACTOR.



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AUTHORIZATION FOR DELIVERY

CONSIGNEE SHALL ORDER ANY REQUIRED GOODS USING EITHER A "BLANKET RELEASE", "CONTRACT RELEASE".

PRICE PROTECTION

PRICE(S) QUOTED TO REMAIN UNCHANGED FOR THE AGREEMENT PERIOD.

TAXES

PRICES ARE EXCLUSIVE OF HST & GST. APPLICABLE TAXES WILL BE APPLIED AT THE INVOICING STAGE AND WILL BE LISTED SEPARATELY ON EACH PURCHASE INVOICE.

INVOICING

ALL INVOICES APPLICABLE TO THIS STANDING OFFER MUST BE DIRECTED TO CORPORATE FINANCIAL SERVICES, TOPSAIL ROAD, ST. JOHN'S, NL AND INCLUDE A:

BILL TO: CORPORATE FINANCIAL SERVICES

SHIP TO: DEPARTMENT OF FINANCE (APPROPRIATE BRANCH/DIVISION MUST BE INDICATED ALONG WITH THE LOCATION OF THE SHREDDING ACTIVITY)

PAYMENT OF INVOICES - ISOA

IT SHALL BE UNDERSTOOD THAT PAYMENT OF INVOICES SHALL BE THE RESPONSIBILITY OF THE APPROPRIATE CONSIGNEE, AND FURTHER UNDERSTOOD THAT THE SUPPLIER SHALL HOLD THE GOVERNMENT PURCHASING AGENCY HARMLESS RESPECTING ANY LOSS, DAMAGE, AND NON-PAYMENT RESULTING FROM OR RELATED TO ANY ORDER PLACED BY THE DEPARTMENT OF FINANCE, WITH THE SUPPLIER AGAINST ANY RESULTANT STANDING OFFER AGREEMENT.

CANCELLATION

THIS STANDING OFFER AGREEMENT SHALL BE SUBJECT TO CANCELLATION BY THE GOVERNMENT PURCHASING AGENCY WITH 30 DAYS WRITTEN NOTICE.

ATLANTIC PROCUREMENT AGREEMENT

THIS PROCUREMENT OPPORTUNITY IS NOT SUBJECT TO THE PROVISIONS OF THE AGREEMENT ON INTERNAL TRADE AND ATLANTIC PROCUREMENT AGREEMENT.

Direct Deposit for Payment

The method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit). The successful bidder/proponent should ensure they are enrolled with the Province to receive direct deposit payments. Enrolment forms can be obtained from the Department of Finance web site at: <http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

In accordance with this initiative, businesses and individuals currently receiving cheques have until December 31, 2016 to register to receive payments by direct deposit. Direct deposit enrolment forms can be obtained from the



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Department of Finance website or from the department responsible for the payment.
 For any new payment, the only payment method offered will be direct deposit.
 To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

1	SECURED 95 GALLON WHEELED PLASTIC CART	EACH	13.50
2	SECURED CONSOLE	EACH	4.50
3	BOX (MICROFILM) ROLLS	EACH	10.00
4	BOX (MICROFILM) REELS	EACH	10.00

End of Document

	Government of Newfoundland and Labrador Government Purchasing Agency 30 Strawberry Marsh Rd. St. John's NL. A1B 4R4		Purchase Order No. 215019760	Revision No. 1	Page No. 1
	TO: SHRED GUARD LTD PO Box 1289 Saint John, NB E2L 4G7 Canada		SHIP TO: AS INDICATED BELOW Canada		
		BILL TO: Department of Finance Corporate Financial Services 657 Topsail Road St John's, NL A1E 2E3 Canada			
Customer No.	Supplier No. 40098916	Ordered / Buyer 07-JUL-15 Vickers, J		Revised / Buyer 29-JUN-16 Murphy, D	
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date		Effective End Date		Amount Agreed (CAD)	
07-JUL-2015		30-JUN-2017			
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Murphy, D		DATE: 29-JUN-16		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

REV#1 TO USE RENEWAL OPTION, NEW EXPIRY DATE JUNE 30, 2017

ON-SITE SHREDDING SERVICES, DEPARTMENT OF ADVANCED EDUCATION & SKILLS, INDIVIDUAL STANDING OFFER AGREEMENT.

AS PER YOUR RESPONSE TO TP115005006A DATED 17/06/15

VENDOR CONTACT:

Randy Murphy
 Phone: 709-753-0005
 Fax: 506-634-2236
 Email: rmurphy@shredguard.com

1. SPECIFICATIONS

COMPANY EMPLOYEES SHALL HAVE IDENTIFICATION VISIBLE ON CLOTHING

BIN SIZES CONTAINING DOCUMENTS TO BE SHREDDED SHALL BE APPROXIMATELY 36" HIGH X 19" WIDE X 19" DEEP.

SHRED SIZE SHALL NOT EXCEED 5/8TH OF AN INCH AND SHALL USE THE "PIERCE AND TEAR" OR "CROSS CUT" SHREDDING CONCEPT.

A SIGNED CERTIFICATE OF DESTRUCTION SHALL BE PRESENTED AT THE TIME OF SHREDDING.

THE RATES QUOTED SHALL BE ALL INCLUSIVE OF ANY OTHER OPERATING FEES INCLUDING, BUT NOT LIMITED TO, ITEMS SUCH AS FUEL CHARGES, PICK-UP FEES AND/OR ENVIRONMENTAL FEES, BUT EXCLUDING APPLICABLE HARMONIZED SALES TAX (HST), WHICH SHALL BE SHOWN SEPARATELY ON INVOICES.

BINS SHALL BE SHREDDED ONCE PER WEEK. SUCCESSFUL VENDOR CAN DISCUSS THE SCHEDULE ARRANGEMENTS WITH THE DEPARTMENT.

BIN LOCATIONS ARE AS FOLLOWS:

- 3RD FLOOR, WEST BLOCK, CONFEDERATION BUILDING (12 BINS)
- 4THE FLOOR, WEST BLOCK, CONFEDERATION BUILDING (3 BINS)
- STUDENT FINANCIAL SERVICES, COUGHLAN COLLEGE (5 BINS)



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- IMMIGRATION, BASEMENT, WEST BLOCK (1 BIN)
MINIMUM CHARGES SHALL NOT BE ACCEPTED.

ONLY STAFF FROM ASSIGNED SHREDDING COMPANY SHALL HAVE ACCESS TO UNLOCK THE CONSOLES.

2. PURPOSE

This Standing Offer Agreement shall permit the Department of Advanced Education & Skills to purchase on an "as and when required" basis the items listed at the price quoted.

3. PERIOD

This Standing Offer Agreement shall be in effect from date of issue to June 30, 2016 with an option to extend the agreement by mutual consent of both parties for one year under the same pricing, terms and conditions.

4. QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

5. FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

6. PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

7. INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the



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supplier against any resultant Standing Offer Agreement.

8. AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a "Blanket Release" or "Contract Release".

9. CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

10. PUBLIC TENDER ACT

All tenders are called under the Public Tender Act 1984 and subsequent amendments thereof.

11. ATLANTIC PROVINCES STANDARD TERMS AND CONDITIONS

The Atlantic Standard Terms and Conditions apply to this tender/RFQ and may be obtained from the Government Purchasing Agency, or by way of the internet at: www.gpa.gov.nl.ca.

12. ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

Direct Deposit for Payment

The method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit). The successful bidder/proponent should ensure they are enrolled with the Province to receive direct deposit payments. Enrolment forms can be obtained from the Department of Finance web site at: <http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

In accordance with this initiative, businesses and individuals currently receiving cheques have until December 31, 2016 to register to receive payments by direct deposit. Direct deposit enrolment forms can be obtained from the Department of Finance website or from the department responsible for the payment. For any new payment, the only payment method offered will be direct deposit. To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

1	ON-SITE SHREDDING FOR BINS APPROXIMATELY 36" HIGH X 19" WIDE X 19" DEEP	EACH	4.11
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	TO: SHRED GUARD LTD PO Box 1289 Saint John, NB E2L 4G7 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
		BILL TO: Department of Finance Corporate Financial Services 657 Topsail Road St John's, NL A1E 2E3 Canada			
Customer No.	Supplier No. 40098916	Ordered / Buyer 20-AUG-15 O'Leary, V		Revised / Buyer 30-AUG-17 Belbin, L	
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date		Effective End Date		Amount Agreed (CAD)	
20-AUG-2015		30-NOV-2017			
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 30-AUG-17		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

REVISION #2 ISSUED TO EXTEND AGREEMENT FOR AN ADDITIONAL THREE (3) MONTH PERIOD.
 NEW EXPIRY: NOVEMBER 30, 2017

REVISION #1: OPTION TO EXTEND. EXPIRY DATE AUGUST 31, 2017

CONFIDENTIAL ON-SITE SHREDDING SERVICES AND THE PROVISION OF LOCKED SECURITY BINS, DEPARTMENT OF INNOVATION, BUSINESS AND RURAL DEVELOPMENT, CONFEDERATION BUILDING, INDIVIDUAL STANDING OFFER AGREEMENT.

VENDOR CONTACT:
 MR. RANDY MURPHY
 TELEPHONE: 709-753-0005
 FAX: 506-634-2236

1. SPECIFICATIONS

COMPANY EMPLOYEES SHALL HAVE IDENTIFICATION VISIBLE ON CLOTHING. ONLY STAFF FROM ASSIGNED SHREDDING COMPANY SHALL HAVE ACCESS TO UNLOCKED CONSOLES. IT WILL BE AN OPTION OF THE DEPARTMENT TO HAVE THE VENDOR ESCORTED TO ALL BIN LOCATIONS BY THE CONTACT PERSON FOR THE DEPARTMENT. CONTACT PERSON TO ACCOMPANY VENDOR TO THE MOBILE SHREDDING UNIT TO WITNESS DOCUMENT SHREDDING.

WOODEN BINS - MEASURES: 40" HIGH X 19" WIDE X 19" DEEP

LOCATON AND NUMBER OF CONTAINERS REQUIRED AS FOLLOWS:

1. 2ND FLOOR, WEST BLOCK - (6: WOODEN BINS)
2. 2ND FLOOR, WEST BLOCK - (1: 95 GALLON BIN)

VENDOR SHALL PROVIDE ONSITE, LOCKED, TAMPER BROOK CONTAINERS, ALL WITH SLOTS SUITABLE TO PLACE DOCUMENTS IN THE CONSOLE; (TO BE PROVIDED AT NO EXTRA COST).

SECURITY CONSOLE REQUIREMENTS SUBJECT TO INCREASE DURING THE TERM OF THIS STANDING OFFER WITH THE PRICE QUOTED PER CONSOLE/PICKUP/CONFIDENTIAL SHREDDING NOT CHANGING DURING THE TERM OF STANDING OFFER.



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CONTAINERS SHALL BE EMPTIED OF CONTENTS ON A BI-WEEKLY BASIS AND CONFIDENTIALLY SHREDDED USING ON-SITE SHREDDING SERVICES (MOBILE SHREDDING VEHICLE).

SHRED SIZE SHALL NOT EXCEED 5/8TH OF AN INCH AND SHALL USE THE "PIERCE AND TEAR" OR "CROSS CUT" SHREDDING CONCEPT.

A SIGNED CERTIFICATE OF DESTRUCTION SHALL BE PRESENTED AT THE TIME OF SHREDDING.

THE RATES QUOTED SHALL BE ALL INCLUSIVE OF ANY OTHER OPERATING FEES INCLUDING, BUT NOT LIMITED TO, ITEMS SUCH AS FUEL CHARGES, PICK-UP FEES AND/OR ENVIRONMENTAL FEES, BUT EXCLUDING APPLICABLE HARMONIZED SALES TAX (HST), WHICH SHALL BE SHOWN SEPARATELY ON INVOICES.

2. PURPOSE

This Standing Offer Agreement shall permit the Department of Innovation, Business & Rural Development, Confederation Building, to purchase on an "as and when required" basis the items listed at the price quoted.

3. PERIOD

This Standing Offer Agreement shall be in effect from date of issue to August 31, 2016 with an option to extend the agreement by mutual consent of both parties for one year under the same pricing, terms and conditions.

4. QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

5. FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

6. PRICING & TAXES


Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

7. INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice

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address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

8. AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a "Blanket Release" or "Contract Release".

9. CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

10. PUBLIC TENDER ACT

All tenders are called under the Public Tender Act 1984 and subsequent amendments thereof.

11. ATLANTIC PROVINCES STANDARD TERMS AND CONDITIONS

The Atlantic Standard Terms and Conditions apply to this tender/RFQ and may be obtained from the Government Purchasing Agency, or by way of the internet at: www.gpa.gov.nl.ca.

12. ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

Direct Deposit for Payment

The method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit). The successful bidder/proponent should ensure they are enrolled with the Province to receive direct deposit payments. Enrolment forms can be obtained from the Department of Finance web site at: <http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

In accordance with this initiative, businesses and individuals currently receiving cheques have until December 31, 2016 to register to receive payments by direct deposit. Direct deposit enrolment forms can be obtained from the Department of Finance website or from the department responsible for the payment. For any new payment, the only payment method offered will be direct deposit. To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.



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Line NO:	Item No./Description	UOM	Unit Price		
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1	Wooden Locked Bin (40" high x 19" wide x 19" deep) - (6 Bins)	EACH	4.23		
2	96 Gallon Locked Bin - (1 Bin)	EACH	14.83		

End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 215048099	Revision No. 1	Page No. 1
	TO: SHRED-IT INTERNATIONAL ULC PO Box 15617, Station A Toronto, ON M5W 1C1 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. DESTINATION		Supplier No. 40046433	Ordered / Buyer 16-DEC-15 O'Leary, V		Revised / Buyer 28-FEB-17 O'Leary, V
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date 16-DEC-2015		Effective End Date 28-FEB-2018		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: O'Leary, V		DATE: 28-FEB-17		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

REVISION #1 - ISSUED TO RENEW CONTRACT UNTIL FEBRUARY 28, 2018.

INDIVIDUAL STANDING OFFER AGREEMENT FOR ON-SITE CONFIDENTIAL SHREDDING SERVICE, DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT.

AS PER SPECIFICATIONS ALEADY IN YOUR POSSESSION.

- 3 - 95 GALLON BINS (2 BINS ON THE 3RD FLOOR, WEST BLOCK, CONFEDERATION BUILDING; 1 BIN IN MT. PEARL SQUARE)
- REGULARLY SCHEDULED SERVICED ON A WEEKLY BASIS
- 2 SETS OF KEYS REQUIRED FOR EECD
- CERTIFICATE OF DESTRUCTION REQUIRED

VENDOR CONTACT INFORMATION:

ROB JARVIS
 PHONE: 902-468-5706
 FAX: 902-450-0313
 EMAIL: rob.rarvis@shredit.com

PURPOSE OF SOA - ISOA

This Standing Offer Agreement shall permit the Department of Education and Early Childhood Development to purchase on an "as and when required" basis the items listed at the price quoted.

PERIOD OF STANDING OFFER AGREEMENT

This Standing Offer Agreement shall be in effect from date of issue to February 28, 2017 with an option to renew for an additional 12 months at the same prices,



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terms and conditions upon agreement by both parties.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

FOB DESTINATION

Prices shall be FOB Destination with all transportation charges prepaid by the contractor.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a "Blanket Release", "Contract Release".

PRICE PROTECTION

Price(s) quoted to remain unchanged for the agreement period.

TAXES

Prices are exclusive of HST & GST. Applicable taxes will be applied at the invoicing stage and will be listed separately on each purchase invoice.

INVOICING

Original and three copies of invoice, showing both Standing Offer number and order number, should be forwarded to the invoice address as indicated on the Purchase Order.

PAYMENT OF INVOICES - ISOA

It shall be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by the Department of Education and Early Childhood Development, with the supplier against any resultant Standing Offer Agreement.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with 30 days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

DIRECT DEPOSIT FOR PAYMENT



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THE METHOD OF PAYMENT TO THE SUCCESSFUL BIDDER/PROPONENT FOR ANY GOODS OR SERVICES PROVIDED AS A RESULT OF THIS PROCUREMENT OPPORTUNITY WILL BE DIRECT DEPOSIT (OTHER COST EFFECTIVE PAYMENT METHODS MAY BE USED FOR CERTAIN INTERNATIONAL SUPPLIERS WHERE BANKING TECHNOLOGIES PREVENT THE USE OF DIRECT DEPOSIT). THE SUCCESSFUL BIDDER/PROPONENT SHOULD ENSURE THEY ARE ENROLLED WITH THE PROVINCE TO RECEIVE DIRECT DEPOSIT PAYMENTS. ENROLMENT FORMS CAN BE OBTAINED FROM THE DEPARTMENT OF FINANCE WEBSITE AT:
<http://www.releases.gov.no.ca/releases/2014/fin/0808n02.aspx>.

IN ACCORDANCE WITH THIS INITIATIVE, BUSINESSES AND INDIVIDUALS CURRENTLY RECEIVING CHEQUES HAVE UNTIL DECEMBER 31, 2016 TO REGISTER TO RECEIVE PAYMENTS BY DIRECT DEPOSIT. DIRECT DEPOSIT ENROLMENT FORMS CAN BE OBTAINED FROM THE DEPARTMENT OF FINANCE WEBSITE AT OR FROM THE DEPARTMENT RESPONSIBLE FOR THE PAYMENT. FOR ANY NEW PAYMENT, THE ONLY PAYMENT METHOD OFFERED WILL BE DIRECT DEPOSIT. TO ENROL FOR DIRECT DEPOSIT, PLEASE VISIT www.gov.nl.ca/fin or call 1-888-729-6199.

1	Secure, Locked Containers (8 executive style consoles)	EACH	4.50
2	95 Gallon Bins & Locks (3 Bins)	EACH	13.50

End of Document

	Government of Newfoundland and Labrador Government Purchasing Agency 30 Strawberry Marsh Rd. St. John's NL. A1B 4R4		Purchase Order No. 216010069	Revision No. 0	Page No. 1
	TO: SGS LASER-PAPER PLUS INC PO Box 8041, Station A 14 Austin Street St John's, NL A1B 3M7 Canada		SHIP TO: AS INDICATED BELOW Canada		
Customer No. DESTINATION		Supplier No. 40022624	Ordered / Buyer 25-MAY-16 Belbin, L		Revised / Buyer
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date 01-JUN-2016		Effective End Date 31-MAY-2017		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Belbin, L		DATE: 25-MAY-16		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

YOUR RESPONSE TO TP116002554 DATED MAY 24, 2016. REFER (GREG AYLWARD)

DEPARTMENT CONTACT: AMANDA PENNEY. 709-729-3301

VENDOR CONTACT: GREG AYLWARD. 709-782-4636. gaylward@nl.rogers.com

ISOA, ON SITE SHREDDING 95 GALLON BIN, SNL, LCB

SHREDDING SITE:
 SERVICE NL.
 COMMERCIAL REGISTRATIONS DIVISION
 59 ELIZABETH AVENUE
 ST. JOHN'S NL.

PURPOSE

This Standing Offer Agreement will permit SERVICE NL, COMMERCIAL REGISTRATIONS DIVISION, to order the required services indicated below.

Required Services:

- Provision of on-site secure shredding services of one 95 gallon bin.
 - Shredding services to take place once every three weeks during divisional business hours at Commercial Registrations Division, 59 Elizabeth Avenue, St. John's, NL.
 - Quoted price shall include the provision of one 95 gallon bin.
- Prices quoted must be on a per 95 gallon container basis.

PERIOD

This Standing Offer Agreement shall be in effect from JUNE 01, 2016 to MAY 31, 2017. with an option to renew for an additional 12 months at the same price, terms and conditions upon agreement by both parties

QUANTITY



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Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a "Blanket Release" or "Contract Release".

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.

If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

CANCELLATION



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In the event the preferred bidder fails to comply with any or all conditions specified in this tender, the Department reserves the right to follow the three strike rule. First, notification by telephone/fax/email from the Department or designate; second, a formal letter of complaint sent to the preferred bidder; third, written notification of cancellation of the contract within ten (1) business days.

RETURNS

In the event of a defective product, any participating Department reserves the right to return it to the supplier, for full credit, notwithstanding intermediate payment by the purchaser.

Claims for either shortages or damaged merchandise shall be submitted to vendor within thirty days of invoice.

DIRECT DEPOSIT FOR PAYMENT


THE METHOD OF PAYMENT TO THE SUCCESSFUL BIDDER/PROPONENT FOR ANY GOODS OR SERVICES PROVIDED AS A RESULT OF THIS PROCUREMENT OPPORTUNITY WILL BE DIRECT DEPOSIT (OTHER COST EFFECTIVE PAYMENT METHODS MAY BE USED FOR CERTAIN INTERNATIONAL SUPPLIERS WHERE BANKING TECHNOLOGIES PREVENT THE USE OF DIRECT DEPOSIT). THE SUCCESSFUL BIDDER/PROPONENT SHOULD ENSURE THEY ARE ENROLLED WITH THE PROVINCE TO RECEIVE DIRECT DEPOSIT PAYMENTS. ENROLMENT FORMS CAN BE OBTAINED FROM THE DEPARTMENT OF FINANCE WEB SITE AT:
[HTTP://WWW.RELEASES.GOV.NL.CA/RELEASES/2014/FIN/0808N02.ASPX](http://www.releases.gov.nl.ca/releases/2014/fin/0808N02.aspx)

IN ACCORDANCE WITH THIS INITIATIVE, BUSINESSES AND INDIVIDUALS CURRENTLY RECEIVING CHEQUES HAVE UNTIL DECEMBER 31, 2016 TO REGISTER TO RECEIVE PAYMENTS BY DIRECT DEPOSIT. DIRECT DEPOSIT ENROLMENT FORMS CAN BE OBTAINED FROM THE DEPARTMENT OF FINANCE WEBSITE OR FROM THE DEPARTMENT RESPONSIBLE FOR THE PAYMENT. FOR ANY NEW PAYMENT, THE ONLY PAYMENT METHOD OFFERED WILL BE DIRECT DEPOSIT.

TO ENROLL FOR DIRECT DEPOSIT, PLEASE VISIT [WWW.GOV.NL.CA/FIN](http://www.gov.nl.ca/fin) OR CALL 1-888-729-6199.

1	ON SITE SECURE SHREDDING 95 GALLON BIN	EACH	15.7
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End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 217045617	Revision No. 1	Page No. 1
	TO: SHRED GUARD LTD PO Box 1289 Saint John, NB E2L 4G7 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
		BILL TO: As indicated in blanket release or contract agreement PO Canada			
Customer No.	Supplier No. 40098916	Ordered / Buyer 16-FEB-18 Blanks, S	Revised / Buyer 03-JUL-18 Blanks, S		
F.O.B: DESTINATION		Requestor:	Contact:		
Effective Start Date		Effective End Date	Amount Agreed (CAD)		
16-FEB-2018		10-JUL-2018			
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 10-JUL-18	TOTAL:		
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

REVISION #1 - MSOA #218013957 replaces MSOA#217045617 due to vendor address change.

Master Standing Offer Agreement for SHREDDING SERVICES - Region 2 - Western.

The resulting Standing Offer Agreement shall permit any Government Department, and any Government Funded Body having delegated its authority to tender to the Central Purchasing Authority to order, on an "as and when required basis", the items listed herein at the prices set against each.

This ITT shall form part of the contract.

PERIOD OF CONTRACT: The term of the Agreement is to be for a period of 24 months, with an option in favour of Central Purchasing Authority to extend the Agreement on the same terms and conditions up to an additional 2 x 12 months.

YOUR RESPONSE TO TP117019248 DATED JANUARY 31, 2018 REFERS.

VENDOR CONTACT INFORMATION:

Shred Guard Inc

Phone: 709-753-0005
 Fax: 709-364-4905

RANDY MURPHY
 Cell: 709-725-4319
 rmurphy@shredguard.com

MIKE SILVA
 msilva@shredguard.com

NO GUARANTEE OF VOLUME OF WORK

Central Purchasing Authority makes no guarantee as to the value or volume of the



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Deliverables. The Agreement with the preferred bidder, as defined in the Public Tender Act, will be an exclusive contract for the provision of the Deliverables.

SPECIFICATIONS

Console/Bin Sizes:

- Standard LOCKED Console (approx. 19"w x 19"d x 36" h).
- 65 Gallon LOCKED Bin on wheels with hinged lid.
- 95 Gallon LOCKED Bin on wheels with hinged lid.

Box Sizes:

- Box sizes shall be approximately (15"l x 10"h x 10"w or 16"d x 10¼"h x 10¼"w).
- Minimum quantity of boxes to be shredded per location shall be 25 boxes.

Pricing:

- Prices quoted shall be on a per load/tip basis.
- Bidders shall provide onsite, locked and tamper proof console/bin(s) at no additional cost. Bidders must provide enough security consoles/bins to ensure proper numbers in the locations throughout the Government of Newfoundland and Labrador and Government Funded Bodies to ensure maximum storage requirements. If required, bidders must replace damaged bins or locks at no extra charge and without disruption of service.
- Console/Bin(s) shall be returned to successful bidder upon expiry of contract.
- Minimum charges shall not be accepted.
- Prices quoted shall be all inclusive of waiting times, pick-up and disposal fees, environmental fees, operating fees, rental fees and all other expenses for the fulfillment of the contract (ie: delivery receipt print charge and invoice print charge).
- Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in each region.
- The end user shall not be held responsible for payment of any additional fees and/or charges for items outside those identified on this Invitation to Tender/Contract.
- Rates for scheduled services and call in services shall be the same.

Specifications:

- Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.
- A signed Certificate of Destruction shall be presented following the completion of shredding services. The certificate of destruction shall show the amount of documents that were destroyed, the date of the service, the name and signature of the person who conducted the destruction.
- Once paper is picked up and shredded on-site, it must then be transferred for recycling. Paper is not permitted to go to landfill. Shredded paper to be brought to a recycling depot of vendor's choice.
- Repercussions arising from improperly shredded or disposed documents will be cause for immediate cancellation of the contract. Liability for any such occurrence will be solely with the successful bidder.
- Successful bidder may set up a delivery schedule for shredding services for end users, if requested.
- Only staff from assigned shredding company shall have access to unlock the consoles.
- Company employees shall have identification visible on clothing.

THE DELIVERABLES



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Regional boundaries are outlined in Appendix D - Newfoundland and Labrador Map.

A separate contract shall be issued for each of the five (5) regions. When placing orders, end users shall use the contract that is in place for the region corresponding to the delivery location.

Deliveries shall be made in accordance with dates and delivery location stated on participating organization's Purchase Order. Deliveries will only be accepted during the regular business hours of the organization.

Summer business hours for all Transportation Depots are 7:00 a.m. to 5:30 p.m. effective May to September from Monday to Thursday.

All shipments/deliveries shall state Purchase Order number.

The successful supplier shall have deliveries completed to participants within seven (7) days upon receipt of each purchase order. Delivery performance shall be monitored for the life of the contract. Central Purchasing Authority reserves the right to cancel this award if delinquent deliveries are experienced.

When shipping, suppliers are required to supply up-to-date Material Safety Data Sheets - applicable to anything regulated under transportation of dangerous goods, or the shipment cannot be accepted.

PERFORMANCE TERMS AND CONDITIONS

CANCELLATION OF CONTRACT

Any contract issued as a result of this ITT shall be subject to cancellation by either party within 90 days of written notification. Payment of goods on order or in the process of being delivered will be honoured.

WARRANTY

The vendor guarantees all equipment, materials, workmanship, and labourer's liens. The vendor warrants title to commodities supplied and warrants them free from defects and/or imperfections, and will indemnify and hold the purchaser harmless against any or all suits, claims, demands and/or expenses, patent, litigation infringement, or any claim by third parties in or to the commodities mentioned and supplied by him.

RETURNS

In the event of a defective product, any participating organization reserves the right to return it to the supplier, for full credit, notwithstanding intermediate payment by the purchaser. All delivery and return costs will be the responsibility of the supplier.

Claims for either shortages or damaged merchandise will be submitted to vendor within thirty days of invoice.

SUBSTITUTIONS

During the term of a contract, no product shall be substituted for another without agreement from the Central Purchasing Authority. Upon agreement by all parties items may be substituted by similar products of equal size and cost and quality. All requests to substitute shall be accompanied by full specification,



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literature or catalogues.

REPORTING

The successful supplier SHALL provide quarterly usage reports regarding the individual product usage for all the items listed on this ITT, in a format and time frame determined by the Central Purchasing Authority (ie: items procured by entities, product usage, delivery, order-fill rates, backorders).

The successful bidder may be requested to provide usage reports on related items not listed on this document for future reference.

ADDITIONAL TERMS AND CONDITIONS

Each participating organization will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder.

Any government department or government funded body reserves the right to utilize a procurement card in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurements cards are tendered for payment.

TRAINING

The successful bidder must provide product training for all end users to ensure safe, effective and proper use of products, if requested.

QUANTITY

The quantities listed herein are projected usages for the contract period and are estimates made in good faith and are not a guarantee of the quantities that may be ordered. The contract shall be limited to the actual quantities ordered and delivered during the contract period.

The successful supplier shall maintain adequate stock to cover requirements when requested.

The estimated quantities on Appendix B, reflect undetermined estimates required during the period of the contract.

PRICES

Prices are exclusive of HST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. HST number for Government Departments is 107442683.

Prices quoted shall be in Canadian funds.

Prices quoted shall remain unchanged for the duration of the contract.

Prices quoted shall be considered net and inclusive of all discounts.

Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in St. John's. For shipments that are outside St.



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John's delivery points, delivery charges may apply.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

INVOICING

Invoices shall be submitted directly to each participating organization who obtain the goods.

It is to be understood that payment of invoices will be the responsibility of the ordering government funded body and further understood that the successful supplier (s) will hold the Central Purchasing Authority harmless respecting any loss, damage and non-payment resulting from or relating to any order placed with the supplier against any contract resulting from this Invitation to Tender.

The successful supplier shall ensure that the company name, address and contact details (phone number, fax number) provided on the tender response shall also be used on all invoicing presented for payment. (ie: The company name and address on monthly invoices submitted for payment shall be the same as the company name and address submitted on tender bid).

Government Departments Only

The Government of Newfoundland and Labrador (GNL) has expanded its financial management system and streamlining the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS).

To receive payment on a timely basis, please mail or email invoices to:

Department of Finance
Corporate Financial Services Division
657 Topsail Road, St. John's, NL A1E 2E3
Email: gnlinvoices@gov.nl.ca

DIRECT DEPOSIT FOR PAYMENT

Government Departments Only:


The preferred method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit).

Enrolment forms can be obtained from the Department of Finance web site at: <http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

APPENDIX D - Newfoundland and Labrador Map

Regions are as follows:

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- Labrador, Western, Central, Eastern, and Avalon.

The breakdown of the Province of Newfoundland and Labrador by Region can be viewed at: http://www.comeexplorecanada.com/newfoundland_labrador/

PARTICIPANTS

All Government Departments

The following Government Funded Bodies:

* Entities that have contracts currently in place for shredding services will continue with their existing contracts until expiry (ie: Eastern Health, Workplace NL and College of the North Atlantic). Once existing contracts have expired, Eastern Health, Workplace NL and College of the North Atlantic will use the contract issued as a result of this ITT.

C.A. Pippy Park Commission
 Central Health
 City of Corner Brook
 City of St. John's
 College of the North Atlantic (current contract expires March 31, 2018)
 Eastern Health (current contract expires March 8, 2021)
 Labrador-Grenfell Health
 Multi Materials Stewardship Board
 NL Centre for Health Information
 NL English School District
 NL Legal Aid Commission
 NL Liquor Corporation
 Provincial Information & Library Resources Board
 Town of Birchy Bay
 Town of Bishop's Falls
 Town of Brighton
 Town of Carbonear
 Town of Fogo
 Town of Harbour Grace
 Town of Heart's Delight - Islington
 Town of Marystown
 Town of La Scie
 Town of Paradise
 Town of Placentia
 Town of St. George's
 Town of Torbay
 Town of Victoria
 WorkplaceNL (current contract expires July 23, 2018)



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1	Shredding Services Standard Secure Console	EACH	.87		
2	Shredding Services 65 Gallon Bin	EACH	1.87		
3	Shredding Services 95 Gallon Bin	EACH	1.87		
4	Purging Services (Boxes: Ground Level)	EACH	1.37		
5	Purging Services (Boxes: Above Ground Level - stairs and multiple levels possibly involved)	EACH	1.95		

End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 217045618	Revision No. 1	Page No. 1
	TO: SHRED GUARD LTD PO Box 1289 Saint John, NB E2L 4G7 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
		BILL TO: As indicated in blanket release or contract agreement PO Canada			
Customer No.	Supplier No. 40098916	Ordered / Buyer 16-FEB-18 Blanks, S	Revised / Buyer 03-JUL-18 Blanks, S		
F.O.B: DESTINATION		Requestor:	Contact:		
Effective Start Date		Effective End Date	Amount Agreed (CAD)		
16-FEB-2018		10-JUL-2018			
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 10-JUL-18	TOTAL:		
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

REVISION #1 MSOA #218013959 replaces MSOA#217045618 due to vendor address change.

Master Standing Offer Agreement for SHREDDING SERVICES - Region 3 - Central.

The resulting Standing Offer Agreement shall permit any Government Department, and any Government Funded Body having delegated its authority to tender to the Central Purchasing Authority to order, on an "as and when required basis", the items listed herein at the prices set against each.

This ITT shall form part of the contract.

PERIOD OF CONTRACT: The term of the Agreement is to be for a period of 24 months, with an option in favour of Central Purchasing Authority to extend the Agreement on the same terms and conditions up to an additional 2 x 12 months.

YOUR RESPONSE TO TP117019248 DATED JANUARY 31, 2018 REFERS.

VENDOR CONTACT INFORMATION:

Shred Guard Inc

Phone: 709-753-0005
 Fax: 709-364-4905

RANDY MURPHY
 Cell: 709-725-4319
 rmurphy@shredguard.com

MIKE SILVA
 msilva@shredguard.com

NO GUARANTEE OF VOLUME OF WORK

Central Purchasing Authority makes no guarantee as to the value or volume of the



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Deliverables. The Agreement with the preferred bidder, as defined in the Public Tender Act, will be an exclusive contract for the provision of the Deliverables.

SPECIFICATIONS

Console/Bin Sizes:

- Standard LOCKED Console (approx. 19"w x 19"d x 36" h).
- 65 Gallon LOCKED Bin on wheels with hinged lid.
- 95 Gallon LOCKED Bin on wheels with hinged lid.

Box Sizes:

- Box sizes shall be approximately (15"l x 10"h x 10"w or 16"d x 10¼"h x 10¼"w).
- Minimum quantity of boxes to be shredded per location shall be 25 boxes.

Pricing:

- Prices quoted shall be on a per load/tip basis.
- Bidders shall provide onsite, locked and tamper proof console/bin(s) at no additional cost. Bidders must provide enough security consoles/bins to ensure proper numbers in the locations throughout the Government of Newfoundland and Labrador and Government Funded Bodies to ensure maximum storage requirements. If required, bidders must replace damaged bins or locks at no extra charge and without disruption of service.
- Console/Bin(s) shall be returned to successful bidder upon expiry of contract.
- Minimum charges shall not be accepted.
- Prices quoted shall be all inclusive of waiting times, pick-up and disposal fees, environmental fees, operating fees, rental fees and all other expenses for the fulfillment of the contract (ie: delivery receipt print charge and invoice print charge).
- Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in each region.
- The end user shall not be held responsible for payment of any additional fees and/or charges for items outside those identified on this Invitation to Tender/Contract.
- Rates for scheduled services and call in services shall be the same.

Specifications:

- Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.
- A signed Certificate of Destruction shall be presented following the completion of shredding services. The certificate of destruction shall show the amount of documents that were destroyed, the date of the service, the name and signature of the person who conducted the destruction.
- Once paper is picked up and shredded on-site, it must then be transferred for recycling. Paper is not permitted to go to landfill. Shredded paper to be brought to a recycling depot of vendor's choice.
- Repercussions arising from improperly shredded or disposed documents will be cause for immediate cancellation of the contract. Liability for any such occurrence will be solely with the successful bidder.
- Successful bidder may set up a delivery schedule for shredding services for end users, if requested.
- Only staff from assigned shredding company shall have access to unlock the consoles.
- Company employees shall have identification visible on clothing.

THE DELIVERABLES



Government of Newfoundland and Labrador

Public Procurement Agency
30 Strawberry Marsh Rd.
St. John's NL
A1B 4R4

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Line NO:	Item No./Description	UOM	Unit Price
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Regional boundaries are outlined in Appendix D - Newfoundland and Labrador Map.

A separate contract shall be issued for each of the five (5) regions. When placing orders, end users shall use the contract that is in place for the region corresponding to the delivery location.

Deliveries shall be made in accordance with dates and delivery location stated on participating organization's Purchase Order. Deliveries will only be accepted during the regular business hours of the organization.

Summer business hours for all Transportation Depots are 7:00 a.m. to 5:30 p.m. effective May to September from Monday to Thursday.

All shipments/deliveries shall state Purchase Order number.

The successful supplier shall have deliveries completed to participants within seven (7) days upon receipt of each purchase order. Delivery performance shall be monitored for the life of the contract. Central Purchasing Authority reserves the right to cancel this award if delinquent deliveries are experienced.

When shipping, suppliers are required to supply up-to-date Material Safety Data Sheets - applicable to anything regulated under transportation of dangerous goods, or the shipment cannot be accepted.

PERFORMANCE TERMS AND CONDITIONS

CANCELLATION OF CONTRACT

Any contract issued as a result of this ITT shall be subject to cancellation by either party within 90 days of written notification. Payment of goods on order or in the process of being delivered will be honoured.

WARRANTY

The vendor guarantees all equipment, materials, workmanship, and labourer's liens. The vendor warrants title to commodities supplied and warrants them free from defects and/or imperfections, and will indemnify and hold the purchaser harmless against any or all suits, claims, demands and/or expenses, patent, litigation infringement, or any claim by third parties in or to the commodities mentioned and supplied by him.

RETURNS

In the event of a defective product, any participating organization reserves the right to return it to the supplier, for full credit, notwithstanding intermediate payment by the purchaser. All delivery and return costs will be the responsibility of the supplier.

Claims for either shortages or damaged merchandise will be submitted to vendor within thirty days of invoice.

SUBSTITUTIONS

During the term of a contract, no product shall be substituted for another without agreement from the Central Purchasing Authority. Upon agreement by all parties items may be substituted by similar products of equal size and cost and quality. All requests to substitute shall be accompanied by full specification,



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Public Procurement Agency
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St. John's NL
A1B 4R4

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Line NO:	Item No./Description	UOM	Unit Price		
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literature or catalogues.

REPORTING

The successful supplier SHALL provide quarterly usage reports regarding the individual product usage for all the items listed on this ITT, in a format and time frame determined by the Central Purchasing Authority (ie: items procured by entities, product usage, delivery, order-fill rates, backorders).

The successful bidder may be requested to provide usage reports on related items not listed on this document for future reference.

ADDITIONAL TERMS AND CONDITIONS

Each participating organization will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder.

Any government department or government funded body reserves the right to utilize a procurement card in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurements cards are tendered for payment.

TRAINING

The successful bidder must provide product training for all end users to ensure safe, effective and proper use of products, if requested.

QUANTITY

The quantities listed herein are projected usages for the contract period and are estimates made in good faith and are not a guarantee of the quantities that may be ordered. The contract shall be limited to the actual quantities ordered and delivered during the contract period.

The successful supplier shall maintain adequate stock to cover requirements when requested.

The estimated quantities on Appendix B, reflect undetermined estimates required during the period of the contract.

PRICES

Prices are exclusive of HST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. HST number for Government Departments is 107442683.

Prices quoted shall be in Canadian funds.

Prices quoted shall remain unchanged for the duration of the contract.

Prices quoted shall be considered net and inclusive of all discounts.

Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in St. John's. For shipments that are outside St.



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Line NO:	Item No./Description	UOM	Unit Price
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John's delivery points, delivery charges may apply.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

INVOICING

Invoices shall be submitted directly to each participating organization who obtain the goods.

It is to be understood that payment of invoices will be the responsibility of the ordering government funded body and further understood that the successful supplier (s) will hold the Central Purchasing Authority harmless respecting any loss, damage and non-payment resulting from or relating to any order placed with the supplier against any contract resulting from this Invitation to Tender.

The successful supplier shall ensure that the company name, address and contact details (phone number, fax number) provided on the tender response shall also be used on all invoicing presented for payment. (ie: The company name and address on monthly invoices submitted for payment shall be the same as the company name and address submitted on tender bid).

Government Departments Only

The Government of Newfoundland and Labrador (GNL) has expanded its financial management system and streamlining the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS).

To receive payment on a timely basis, please mail or email invoices to:

Department of Finance
Corporate Financial Services Division
657 Topsail Road, St. John's, NL A1E 2E3
Email: gnlinvoices@gov.nl.ca

DIRECT DEPOSIT FOR PAYMENT

Government Departments Only:

The preferred method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit).

Enrolment forms can be obtained from the Department of Finance web site at: <http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

APPENDIX D - Newfoundland and Labrador Map

Regions are as follows:



Government of Newfoundland and Labrador

Public Procurement Agency
30 Strawberry Marsh Rd.
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- Labrador, Western, Central, Eastern, and Avalon.

The breakdown of the Province of Newfoundland and Labrador by Region can be viewed at: http://www.comeexplorecanada.com/newfoundland_labrador/

PARTICIPANTS

All Government Departments

The following Government Funded Bodies:

* Entities that have contracts currently in place for shredding services will continue with their existing contracts until expiry (ie: Eastern Health, Workplace NL and College of the North Atlantic). Once existing contracts have expired, Eastern Health, Workplace NL and College of the North Atlantic will use the contract issued as a result of this ITT.

- C.A. Pippy Park Commission
- Central Health
- City of Corner Brook
- City of St. John's
- College of the North Atlantic (current contract expires March 31, 2018)
- Eastern Health (current contract expires March 8, 2021)
- Labrador-Grenfell Health
- Multi Materials Stewardship Board
- NL Centre for Health Information
- NL English School District
- NL Legal Aid Commission
- NL Liquor Corporation
- Provincial Information & Library Resources Board
- Town of Birchy Bay
- Town of Bishop's Falls
- Town of Brighton
- Town of Carbonear
- Town of Fogo
- Town of Harbour Grace
- Town of Heart's Delight - Islington
- Town of Marystown
- Town of La Scie
- Town of Paradise
- Town of Placentia
- Town of St. George's
- Town of Torbay
- Town of Victoria
- WorkplaceNL (current contract expires July 23, 2018)



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Line NO:	Item No./Description	UOM	Unit Price		
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1	Shredding Services Standard Secure Console	EACH	.87		
2	Shredding Services 65 Gallon Bin	EACH	1.87		
3	Shredding Services 95 Gallon Bin	EACH	1.87		
4	Purging Services (Boxes: Ground Level)	EACH	1.37		
5	Purging Services (Boxes: Above Ground Level - stairs and multiple levels possibly involved)	EACH	1.95		

End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 217045619	Revision No. 1	Page No. 1
	TO: SHRED GUARD LTD PO Box 1289 Saint John, NB E2L 4G7 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
		BILL TO: As indicated in blanket release or contract agreement PO Canada			
Customer No.	Supplier No. 40098916	Ordered / Buyer 16-FEB-18 Blanks, S	Revised / Buyer 03-JUL-18 Blanks, S		
F.O.B: DESTINATION		Requestor:	Contact:		
Effective Start Date		Effective End Date	Amount Agreed (CAD)		
16-FEB-2018		10-JUL-2018			
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 10-JUL-18	TOTAL:		
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

REVISION #1 MSOA #218013964 replaces MSOA#217045619 due to vendor address change.

Master Standing Offer Agreement for SHREDDING SERVICES - Region 4 - Eastern.

The resulting Standing Offer Agreement shall permit any Government Department, and any Government Funded Body having delegated its authority to tender to the Central Purchasing Authority to order, on an "as and when required basis", the items listed herein at the prices set against each.

This ITT shall form part of the contract.

PERIOD OF CONTRACT: The term of the Agreement is to be for a period of 24 months, with an option in favour of Central Purchasing Authority to extend the Agreement on the same terms and conditions up to an additional 2 x 12 months.

YOUR RESPONSE TO TP117019248 DATED JANUARY 31, 2018 REFERS.

VENDOR CONTACT INFORMATION:

Shred Guard Inc

Phone: 709-753-0005
 Fax: 709-364-4905

RANDY MURPHY
 Cell: 709-725-4319
 rmurphy@shredguard.com

MIKE SILVA
 msilva@shredguard.com

NO GUARANTEE OF VOLUME OF WORK

Central Purchasing Authority makes no guarantee as to the value or volume of the



Government of Newfoundland and Labrador

Public Procurement Agency
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Line NO:	Item No./Description	UOM	Unit Price		
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Deliverables. The Agreement with the preferred bidder, as defined in the Public Tender Act, will be an exclusive contract for the provision of the Deliverables.

SPECIFICATIONS

Console/Bin Sizes:

- Standard LOCKED Console (approx. 19"w x 19"d x 36" h).
- 65 Gallon LOCKED Bin on wheels with hinged lid.
- 95 Gallon LOCKED Bin on wheels with hinged lid.

Box Sizes:

- Box sizes shall be approximately (15"l x 10"h x 10"w or 16"d x 10¼"h x 10¼"w).
- Minimum quantity of boxes to be shredded per location shall be 25 boxes.

Pricing:

- Prices quoted shall be on a per load/tip basis.
- Bidders shall provide onsite, locked and tamper proof console/bin(s) at no additional cost. Bidders must provide enough security consoles/bins to ensure proper numbers in the locations throughout the Government of Newfoundland and Labrador and Government Funded Bodies to ensure maximum storage requirements. If required, bidders must replace damaged bins or locks at no extra charge and without disruption of service.
- Console/Bin(s) shall be returned to successful bidder upon expiry of contract.
- Minimum charges shall not be accepted.
- Prices quoted shall be all inclusive of waiting times, pick-up and disposal fees, environmental fees, operating fees, rental fees and all other expenses for the fulfillment of the contract (ie: delivery receipt print charge and invoice print charge).
- Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in each region.
- The end user shall not be held responsible for payment of any additional fees and/or charges for items outside those identified on this Invitation to Tender/Contract.
- Rates for scheduled services and call in services shall be the same.

Specifications:

- Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.
- A signed Certificate of Destruction shall be presented following the completion of shredding services. The certificate of destruction shall show the amount of documents that were destroyed, the date of the service, the name and signature of the person who conducted the destruction.
- Once paper is picked up and shredded on-site, it must then be transferred for recycling. Paper is not permitted to go to landfill. Shredded paper to be brought to a recycling depot of vendor's choice.
- Repercussions arising from improperly shredded or disposed documents will be cause for immediate cancellation of the contract. Liability for any such occurrence will be solely with the successful bidder.
- Successful bidder may set up a delivery schedule for shredding services for end users, if requested.
- Only staff from assigned shredding company shall have access to unlock the consoles.
- Company employees shall have identification visible on clothing.

THE DELIVERABLES



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Line NO:	Item No./Description	UOM	Unit Price		
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Regional boundaries are outlined in Appendix D - Newfoundland and Labrador Map.

A separate contract shall be issued for each of the five (5) regions. When placing orders, end users shall use the contract that is in place for the region corresponding to the delivery location.

Deliveries shall be made in accordance with dates and delivery location stated on participating organization's Purchase Order. Deliveries will only be accepted during the regular business hours of the organization.

Summer business hours for all Transportation Depots are 7:00 a.m. to 5:30 p.m. effective May to September from Monday to Thursday.

All shipments/deliveries shall state Purchase Order number.

The successful supplier shall have deliveries completed to participants within seven (7) days upon receipt of each purchase order. Delivery performance shall be monitored for the life of the contract. Central Purchasing Authority reserves the right to cancel this award if delinquent deliveries are experienced.

When shipping, suppliers are required to supply up-to-date Material Safety Data Sheets - applicable to anything regulated under transportation of dangerous goods, or the shipment cannot be accepted.

PERFORMANCE TERMS AND CONDITIONS

CANCELLATION OF CONTRACT

Any contract issued as a result of this ITT shall be subject to cancellation by either party within 90 days of written notification. Payment of goods on order or in the process of being delivered will be honoured.

WARRANTY

The vendor guarantees all equipment, materials, workmanship, and labourer's liens. The vendor warrants title to commodities supplied and warrants them free from defects and/or imperfections, and will indemnify and hold the purchaser harmless against any or all suits, claims, demands and/or expenses, patent, litigation infringement, or any claim by third parties in or to the commodities mentioned and supplied by him.

RETURNS

In the event of a defective product, any participating organization reserves the right to return it to the supplier, for full credit, notwithstanding intermediate payment by the purchaser. All delivery and return costs will be the responsibility of the supplier.

Claims for either shortages or damaged merchandise will be submitted to vendor within thirty days of invoice.

SUBSTITUTIONS

During the term of a contract, no product shall be substituted for another without agreement from the Central Purchasing Authority. Upon agreement by all parties items may be substituted by similar products of equal size and cost and quality. All requests to substitute shall be accompanied by full specification,



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Line NO:	Item No./Description	UOM	Unit Price		
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literature or catalogues.

REPORTING

The successful supplier SHALL provide quarterly usage reports regarding the individual product usage for all the items listed on this ITT, in a format and time frame determined by the Central Purchasing Authority (ie: items procured by entities, product usage, delivery, order-fill rates, backorders).

The successful bidder may be requested to provide usage reports on related items not listed on this document for future reference.

ADDITIONAL TERMS AND CONDITIONS

Each participating organization will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder.

Any government department or government funded body reserves the right to utilize a procurement card in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurements cards are tendered for payment.

TRAINING

The successful bidder must provide product training for all end users to ensure safe, effective and proper use of products, if requested.

QUANTITY

The quantities listed herein are projected usages for the contract period and are estimates made in good faith and are not a guarantee of the quantities that may be ordered. The contract shall be limited to the actual quantities ordered and delivered during the contract period.

The successful supplier shall maintain adequate stock to cover requirements when requested.

The estimated quantities on Appendix B, reflect undetermined estimates required during the period of the contract.

PRICES

Prices are exclusive of HST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. HST number for Government Departments is 107442683.

Prices quoted shall be in Canadian funds.

Prices quoted shall remain unchanged for the duration of the contract.

Prices quoted shall be considered net and inclusive of all discounts.

Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in St. John's. For shipments that are outside St.



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Line NO:	Item No./Description	UOM	Unit Price
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John's delivery points, delivery charges may apply.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

INVOICING

Invoices shall be submitted directly to each participating organization who obtain the goods.

It is to be understood that payment of invoices will be the responsibility of the ordering government funded body and further understood that the successful supplier (s) will hold the Central Purchasing Authority harmless respecting any loss, damage and non-payment resulting from or relating to any order placed with the supplier against any contract resulting from this Invitation to Tender.

The successful supplier shall ensure that the company name, address and contact details (phone number, fax number) provided on the tender response shall also be used on all invoicing presented for payment. (ie: The company name and address on monthly invoices submitted for payment shall be the same as the company name and address submitted on tender bid).

Government Departments Only

The Government of Newfoundland and Labrador (GNL) has expanded its financial management system and streamlining the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS).

To receive payment on a timely basis, please mail or email invoices to:

Department of Finance
Corporate Financial Services Division
657 Topsail Road, St. John's, NL A1E 2E3
Email: gnlinvoices@gov.nl.ca

DIRECT DEPOSIT FOR PAYMENT

Government Departments Only:

The preferred method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit).

Enrolment forms can be obtained from the Department of Finance web site at: <http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

APPENDIX D - Newfoundland and Labrador Map

Regions are as follows:



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Line NO:	Item No./Description	UOM	Unit Price		
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- Labrador, Western, Central, Eastern, and Avalon.

The breakdown of the Province of Newfoundland and Labrador by Region can be viewed at: http://www.comeexplorecanada.com/newfoundland_labrador/

PARTICIPANTS

All Government Departments

The following Government Funded Bodies:

* Entities that have contracts currently in place for shredding services will continue with their existing contracts until expiry (ie: Eastern Health, Workplace NL and College of the North Atlantic). Once existing contracts have expired, Eastern Health, Workplace NL and College of the North Atlantic will use the contract issued as a result of this ITT.

- C.A. Pippy Park Commission
- Central Health
- City of Corner Brook
- City of St. John's
- College of the North Atlantic (current contract expires March 31, 2018)
- Eastern Health (current contract expires March 8, 2021)
- Labrador-Grenfell Health
- Multi Materials Stewardship Board
- NL Centre for Health Information
- NL English School District
- NL Legal Aid Commission
- NL Liquor Corporation
- Provincial Information & Library Resources Board
- Town of Birchy Bay
- Town of Bishop's Falls
- Town of Brighton
- Town of Carbonear
- Town of Fogo
- Town of Harbour Grace
- Town of Heart's Delight - Islington
- Town of Marystown
- Town of La Scie
- Town of Paradise
- Town of Placentia
- Town of St. George's
- Town of Torbay
- Town of Victoria
- WorkplaceNL (current contract expires July 23, 2018)



Government of Newfoundland and Labrador


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Line NO:	Item No./Description	UOM	Unit Price		
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1	Shredding Services Standard Secure Console	EACH	.87		
2	Shredding Services 65 Gallon Bin	EACH	1.87		
3	Shredding Services 95 Gallon Bin	EACH	1.87		
4	Purging Services (Boxes: Ground Level)	EACH	1.37		
5	Purging Services (Boxes: Above Ground Level - stairs and multiple levels possibly involved)	EACH	1.95		

End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 217045620	Revision No. 1	Page No. 1
	TO: SHRED GUARD LTD PO Box 1289 Saint John, NB E2L 4G7 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
		BILL TO: As indicated in blanket release or contract agreement PO Canada			
Customer No.	Supplier No. 40098916	Ordered / Buyer 16-FEB-18 Blanks, S		Revised / Buyer 03-JUL-18 Blanks, S	
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date		Effective End Date		Amount Agreed (CAD)	
16-FEB-2018		05-JUL-2018			
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 05-JUL-18		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

REVISION #1 - MSOA #218013965 replaces MSOA#217045620 due to vendor address change.

Master Standing Offer Agreement for SHREDDING SERVICES - Region 5 - Avalon.

The resulting Standing Offer Agreement shall permit any Government Department, and any Government Funded Body having delegated its authority to tender to the Central Purchasing Authority to order, on an "as and when required basis", the items listed herein at the prices set against each.

This ITT shall form part of the contract.

PERIOD OF CONTRACT: The term of the Agreement is to be for a period of 24 months, with an option in favour of Central Purchasing Authority to extend the Agreement on the same terms and conditions up to an additional 2 x 12 months.

YOUR RESPONSE TO TP117019248 DATED JANUARY 31, 2018 REFERS.

VENDOR CONTACT INFORMATION:

Shred Guard Inc

Phone: 709-753-0005
 Fax: 709-364-4905

RANDY MURPHY
 Cell: 709-725-4319
 rmurphy@shredguard.com

MIKE SILVA
 msilva@shredguard.com

NO GUARANTEE OF VOLUME OF WORK

Central Purchasing Authority makes no guarantee as to the value or volume of the



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Line NO:	Item No./Description	UOM	Unit Price		
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Deliverables. The Agreement with the preferred bidder, as defined in the Public Tender Act, will be an exclusive contract for the provision of the Deliverables.

SPECIFICATIONS

Console/Bin Sizes:

- Standard LOCKED Console (approx. 19"w x 19"d x 36" h).
- 65 Gallon LOCKED Bin on wheels with hinged lid.
- 95 Gallon LOCKED Bin on wheels with hinged lid.

Box Sizes:

- Box sizes shall be approximately (15"l x 10"h x 10"w or 16"d x 10¼"h x 10¼"w).
- Minimum quantity of boxes to be shredded per location shall be 25 boxes.

Pricing:

- Prices quoted shall be on a per load/tip basis.
- Bidders shall provide onsite, locked and tamper proof console/bin(s) at no additional cost. Bidders must provide enough security consoles/bins to ensure proper numbers in the locations throughout the Government of Newfoundland and Labrador and Government Funded Bodies to ensure maximum storage requirements. If required, bidders must replace damaged bins or locks at no extra charge and without disruption of service.
- Console/Bin(s) shall be returned to successful bidder upon expiry of contract.
- Minimum charges shall not be accepted.
- Prices quoted shall be all inclusive of waiting times, pick-up and disposal fees, environmental fees, operating fees, rental fees and all other expenses for the fulfillment of the contract (ie: delivery receipt print charge and invoice print charge).
- Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in each region.
- The end user shall not be held responsible for payment of any additional fees and/or charges for items outside those identified on this Invitation to Tender/Contract.
- Rates for scheduled services and call in services shall be the same.

Specifications:

- Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.
- A signed Certificate of Destruction shall be presented following the completion of shredding services. The certificate of destruction shall show the amount of documents that were destroyed, the date of the service, the name and signature of the person who conducted the destruction.
- Once paper is picked up and shredded on-site, it must then be transferred for recycling. Paper is not permitted to go to landfill. Shredded paper to be brought to a recycling depot of vendor's choice.
- Repercussions arising from improperly shredded or disposed documents will be cause for immediate cancellation of the contract. Liability for any such occurrence will be solely with the successful bidder.
- Successful bidder may set up a delivery schedule for shredding services for end users, if requested.
- Only staff from assigned shredding company shall have access to unlock the consoles.
- Company employees shall have identification visible on clothing.

THE DELIVERABLES



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Regional boundaries are outlined in Appendix D - Newfoundland and Labrador Map.

A separate contract shall be issued for each of the five (5) regions. When placing orders, end users shall use the contract that is in place for the region corresponding to the delivery location.

Deliveries shall be made in accordance with dates and delivery location stated on participating organization's Purchase Order. Deliveries will only be accepted during the regular business hours of the organization.

Summer business hours for all Transportation Depots are 7:00 a.m. to 5:30 p.m. effective May to September from Monday to Thursday.

All shipments/deliveries shall state Purchase Order number.

The successful supplier shall have deliveries completed to participants within seven (7) days upon receipt of each purchase order. Delivery performance shall be monitored for the life of the contract. Central Purchasing Authority reserves the right to cancel this award if delinquent deliveries are experienced.

When shipping, suppliers are required to supply up-to-date Material Safety Data Sheets - applicable to anything regulated under transportation of dangerous goods, or the shipment cannot be accepted.

PERFORMANCE TERMS AND CONDITIONS

CANCELLATION OF CONTRACT

Any contract issued as a result of this ITT shall be subject to cancellation by either party within 90 days of written notification. Payment of goods on order or in the process of being delivered will be honoured.

WARRANTY

The vendor guarantees all equipment, materials, workmanship, and labourer's liens. The vendor warrants title to commodities supplied and warrants them free from defects and/or imperfections, and will indemnify and hold the purchaser harmless against any or all suits, claims, demands and/or expenses, patent, litigation infringement, or any claim by third parties in or to the commodities mentioned and supplied by him.

RETURNS

In the event of a defective product, any participating organization reserves the right to return it to the supplier, for full credit, notwithstanding intermediate payment by the purchaser. All delivery and return costs will be the responsibility of the supplier.

Claims for either shortages or damaged merchandise will be submitted to vendor within thirty days of invoice.

SUBSTITUTIONS

During the term of a contract, no product shall be substituted for another without agreement from the Central Purchasing Authority. Upon agreement by all parties items may be substituted by similar products of equal size and cost and quality. All requests to substitute shall be accompanied by full specification,



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literature or catalogues.

REPORTING

The successful supplier SHALL provide quarterly usage reports regarding the individual product usage for all the items listed on this ITT, in a format and time frame determined by the Central Purchasing Authority (ie: items procured by entities, product usage, delivery, order-fill rates, backorders).

The successful bidder may be requested to provide usage reports on related items not listed on this document for future reference.

ADDITIONAL TERMS AND CONDITIONS

Each participating organization will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder.

Any government department or government funded body reserves the right to utilize a procurement card in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurements cards are tendered for payment.

TRAINING

The successful bidder must provide product training for all end users to ensure safe, effective and proper use of products, if requested.

QUANTITY

The quantities listed herein are projected usages for the contract period and are estimates made in good faith and are not a guarantee of the quantities that may be ordered. The contract shall be limited to the actual quantities ordered and delivered during the contract period.

The successful supplier shall maintain adequate stock to cover requirements when requested.

The estimated quantities on Appendix B, reflect undetermined estimates required during the period of the contract.

PRICES

Prices are exclusive of HST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. HST number for Government Departments is 107442683.

Prices quoted shall be in Canadian funds.

Prices quoted shall remain unchanged for the duration of the contract.

Prices quoted shall be considered net and inclusive of all discounts.

Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in St. John's. For shipments that are outside St.



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John's delivery points, delivery charges may apply.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

INVOICING

Invoices shall be submitted directly to each participating organization who obtain the goods.

It is to be understood that payment of invoices will be the responsibility of the ordering government funded body and further understood that the successful supplier (s) will hold the Central Purchasing Authority harmless respecting any loss, damage and non-payment resulting from or relating to any order placed with the supplier against any contract resulting from this Invitation to Tender.

The successful supplier shall ensure that the company name, address and contact details (phone number, fax number) provided on the tender response shall also be used on all invoicing presented for payment. (ie: The company name and address on monthly invoices submitted for payment shall be the same as the company name and address submitted on tender bid).

Government Departments Only

The Government of Newfoundland and Labrador (GNL) has expanded its financial management system and streamlining the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS).

To receive payment on a timely basis, please mail or email invoices to:

Department of Finance
Corporate Financial Services Division
657 Topsail Road, St. John's, NL A1E 2E3
Email: gnlinvoices@gov.nl.ca

DIRECT DEPOSIT FOR PAYMENT

Government Departments Only:

The preferred method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit).

Enrolment forms can be obtained from the Department of Finance web site at: <http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

APPENDIX D - Newfoundland and Labrador Map

Regions are as follows:



Government of Newfoundland and Labrador

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- Labrador, Western, Central, Eastern, and Avalon.

The breakdown of the Province of Newfoundland and Labrador by Region can be viewed at: http://www.comeexplorecanada.com/newfoundland_labrador/

PARTICIPANTS

All Government Departments

The following Government Funded Bodies:

* Entities that have contracts currently in place for shredding services will continue with their existing contracts until expiry (ie: Eastern Health, Workplace NL and College of the North Atlantic). Once existing contracts have expired, Eastern Health, Workplace NL and College of the North Atlantic will use the contract issued as a result of this ITT.

- C.A. Pippy Park Commission
- Central Health
- City of Corner Brook
- City of St. John's
- College of the North Atlantic (current contract expires March 31, 2018)
- Eastern Health (current contract expires March 8, 2021)
- Labrador-Grenfell Health
- Multi Materials Stewardship Board
- NL Centre for Health Information
- NL English School District
- NL Legal Aid Commission
- NL Liquor Corporation
- Provincial Information & Library Resources Board
- Town of Birchy Bay
- Town of Bishop's Falls
- Town of Brighton
- Town of Carbonear
- Town of Fogo
- Town of Harbour Grace
- Town of Heart's Delight - Islington
- Town of Marystown
- Town of La Scie
- Town of Paradise
- Town of Placentia
- Town of St. George's
- Town of Torbay
- Town of Victoria
- WorkplaceNL (current contract expires July 23, 2018)



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1	Shredding Services Standard Secure Console	EACH	.87		
2	Shredding Services 65 Gallon Bin	EACH	1.87		
3	Shredding Services 95 Gallon Bin	EACH	1.87		
4	Purging Services (Boxes: Ground Level)	EACH	1.37		
5	Purging Services (Boxes: Above Ground Level - stairs and multiple levels possibly involved)	EACH	1.95		

End of Document

	Government of Newfoundland and Labrador Government Purchasing Agency 30 Strawberry Marsh Rd. St. John's NL. A1B 4R4		Purchase Order No. 217050731	Revision No. 0	Page No. 1
	TO: SHRED-IT INTERNATIONAL ULC PO Box 15781, Station A Toronto, ON M5W 1C1 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
		BILL TO: Department of Finance Corporate Financial Services 657 Topsail Road St John's, NL A1E 2E3 Canada			
Customer No.	Supplier No. 40046433	Ordered / Buyer 28-MAR-18 Belbin, L		Revised / Buyer	
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date		Effective End Date		Amount Agreed (CAD)	
01-APR-2015		30-APR-2018			
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Blanks, S		DATE: 28-MAR-18		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

ISOA # 217050731 REPLACES IN ITS ENTIRETY ISOA # 215000088.

REV# 3 TO RENEWAL OPTION 1 , NEW EXPIRY APRIL 30, 2018.

REV# 2 TO RENEWAL OPTION 1 , NEW EXPIRY MARCH 31, 2018.

REV# 1 TO RENEWAL OPTION 1 , NEW EXPIRY MARCH 31, 2017.

INDIVIDUAL STANDING OFFER AGREEMENT FOR THE RNC CONFIDENTIAL ON-SITE SHREDDING OF PAPER, CD'S, DVD'S, AUDIO/VIDEO TAPES AND HARD DRIVES FOR NORTHEAST AVALON AND CORNER BROOK, NL.

PLEASE PROVIDE COPIES OF RNC CRIMINAL SCREENING CERTIFICATES TO PERRY CAHILL AT PerryCahill@rnc.gov.nl.ca

YOUR RESPONSE TO TP114028414 DATED MARCH 30, 2015 REFERS.

VENDOR CONTACT INFORMATION:

Rob Jarvis
 Phone: 902-402-9322
 Phone: 902-468-5706
 Fax: 902-450-0313
 Email: rob.jarvis@shredit.com

THERE ARE A TOTAL OF 61 CONTAINERS AT ALL LOCATIONS.

BREAKDOWN AS FOLLOWS:

HEADQUARTERS BUILDING = 41 (37 PAPER & 4 MEDIA)
 MT PEARL = 4 (PAPER)
 SCHOOL FOR THE DEAF = 6 (PAPER)
 CORNER BROOK = 10 (9 PAPER & 1 MEDIA)

PURPOSE

This Standing Offer Agreement shall permit the Department of Justice, to purchase on an "as and when required" basis the items listed at the price quoted.



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PERIOD

This Standing Offer Agreement shall be in effect from the official award date of the contract and ending March 31, 2016. The RNC reserves the right to extend the said contract for up to two additional twelve month (12) periods at the same rates, terms and conditions as the original contract.

QUANTITY

Quantities and/or Financial Limitations as stated are estimates made in good faith for the period of the Agreement. This Standing Offer Agreement shall be limited to the actual supplies ordered and delivered.

The supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

The successful supplier shall maintain adequate stock to cover requirements when requested.

FOB DESTINATION

Prices shall be FOB destination with all transportation charges prepaid by the contractor.

PRICING & TAXES

Price(s) quoted SHALL remain unchanged for the agreement period unless otherwise specified.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

Prices are exclusive of HST & GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. Our HST number is 107442683.

INVOICING

Invoice(s) showing standing offer number shall be forwarded to the invoice address as indicated on the purchase order.

It is to be understood that payment of invoices shall be the responsibility of the appropriate consignee, and further understood that the supplier shall not hold the Government Purchasing Agency harmless respecting any loss, damage, and non-payment resulting from or related to any order placed by a Provincial Government Department, Corporation, Agency, Board or Authority in the Province with the supplier against any resultant Standing Offer Agreement.

AUTHORIZATION FOR DELIVERY

Consignee shall order any required goods using either a ¿Blanket Release¿ or ¿Contract Release¿.

CANCELLATION

This Standing Offer Agreement shall be subject to cancellation by the Government Purchasing Agency with thirty (30) days written notice.



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If the successful vendor cancels the contract for any reason, GPA reserves the right to contract with the next lowest bidder meeting the terms and conditions of the original tender call.

ATLANTIC PROCUREMENT AGREEMENT

This procurement opportunity is subject to the provisions of the Agreement on Internal Trade and Atlantic Procurement Agreement within the defined thresholds.

1	PAPER NORTHEAST AVALON RATE PER CONTAINER	EACH	4.50		
2	CD/DVD/AUDIO/VIDEO & COMPUTER HARD DRIVES NORTHEAST AVALON RATE PER CONTAINER	EACH	10.00		
3	PAPER CORNER BROOK RATE PER CONTAINER	EACH	4.50		
4	CD/DVD/AUDIO/VIDEO & COMPUTER HARD DRIVES CORNER BROOK RATE PER CONTAINER	EACH	10.00		

End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 218013957	Revision No. 1	Page No. 1
	TO: SHRED GUARD LTD 175 Hilyard Street Building D, Suite 120 Saint John, NB E2K 4V2 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. DESTINATION		Supplier No. 40098916	Ordered / Buyer 03-JUL-18 Bishop, D		Revised / Buyer 08-MAY-19 Bishop, D
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date 16-FEB-2018		Effective End Date 13-JUN-2019		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Bishop, D		DATE: 08-MAY-19		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

REVISION #2, created to change the Expiry Date to June 13th, 2019.

MSOA #218013957 replaces MSOA#217045617 due to vendor address change.

Master Standing Offer Agreement for SHREDDING SERVICES - Region 2 - Western.

The resulting Standing Offer Agreement shall permit any Government Department, and any Government Funded Body having delegated its authority to tender to the Central Purchasing Authority to order, on an "as and when required basis", the items listed herein at the prices set against each.

This ITT shall form part of the contract.

PERIOD OF CONTRACT: The term of the Agreement is to be for a period of 24 months, with an option in favour of Central Purchasing Authority to extend the Agreement on the same terms and conditions up to an additional 2 x 12 months.

YOUR RESPONSE TO TP117019248 DATED JANUARY 31, 2018 REFERS.

VENDOR CONTACT INFORMATION:

Shred Guard Inc

Phone: 709-753-0005

Fax: 709-364-4905

RANDY MURPHY

Cell: 709-725-4319

rmurphy@shredguard.com

MIKE SILVA

msilva@shredguard.com

NO GUARANTEE OF VOLUME OF WORK



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Central Purchasing Authority makes no guarantee as to the value or volume of the Deliverables. The Agreement with the preferred bidder, as defined in the Public Tender Act, will be an exclusive contract for the provision of the Deliverables.

SPECIFICATIONS

Console/Bin Sizes:

- Standard LOCKED Console (approx. 19"w x 19"d x 36" h).
- 65 Gallon LOCKED Bin on wheels with hinged lid.
- 95 Gallon LOCKED Bin on wheels with hinged lid.

Box Sizes:

- Box sizes shall be approximately (15"l x 10"h x 10"w or 16"d x 10¼"h x 10¼"w).
- Minimum quantity of boxes to be shredded per location shall be 25 boxes.

Pricing:

- Prices quoted shall be on a per load/tip basis.
- Bidders shall provide onsite, locked and tamper proof console/bin(s) at no additional cost. Bidders must provide enough security consoles/bins to ensure proper numbers in the locations throughout the Government of Newfoundland and Labrador and Government Funded Bodies to ensure maximum storage requirements. If required, bidders must replace damaged bins or locks at no extra charge and without disruption of service.
- Console/Bin(s) shall be returned to successful bidder upon expiry of contract.
- Minimum charges shall not be accepted.
- Prices quoted shall be all inclusive of waiting times, pick-up and disposal fees, environmental fees, operating fees, rental fees and all other expenses for the fulfillment of the contract (ie: delivery receipt print charge and invoice print charge).
- Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in each region.
- The end user shall not be held responsible for payment of any additional fees and/or charges for items outside those identified on this Invitation to Tender/Contract.
- Rates for scheduled services and call in services shall be the same.

Specifications:

- Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.
- A signed Certificate of Destruction shall be presented following the completion of shredding services. The certificate of destruction shall show the amount of documents that were destroyed, the date of the service, the name and signature of the person who conducted the destruction.
- Once paper is picked up and shredded on-site, it must then be transferred for recycling. Paper is not permitted to go to landfill. Shredded paper to be brought to a recycling depot of vendor's choice.
- Repercussions arising from improperly shredded or disposed documents will be cause for immediate cancellation of the contract. Liability for any such occurrence will be solely with the successful bidder.
- Successful bidder may set up a delivery schedule for shredding services for end users, if requested.
- Only staff from assigned shredding company shall have access to unlock the consoles.
- Company employees shall have identification visible on clothing.

THE DELIVERABLES



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Regional boundaries are outlined in Appendix D - Newfoundland and Labrador Map.

A separate contract shall be issued for each of the five (5) regions. When placing orders, end users shall use the contract that is in place for the region corresponding to the delivery location.

Deliveries shall be made in accordance with dates and delivery location stated on participating organization's Purchase Order. Deliveries will only be accepted during the regular business hours of the organization.

Summer business hours for all Transportation Depots are 7:00 a.m. to 5:30 p.m. effective May to September from Monday to Thursday.

All shipments/deliveries shall state Purchase Order number.

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When shipping, suppliers are required to supply up-to-date Material Safety Data Sheets - applicable to anything regulated under transportation of dangerous goods, or the shipment cannot be accepted.

PERFORMANCE TERMS AND CONDITIONS

CANCELLATION OF CONTRACT

Any contract issued as a result of this ITT shall be subject to cancellation by either party within 90 days of written notification. Payment of goods on order or in the process of being delivered will be honoured.

WARRANTY

The vendor guarantees all equipment, materials, workmanship, and labourer's liens. The vendor warrants title to commodities supplied and warrants them free from defects and/or imperfections, and will indemnify and hold the purchaser harmless against any or all suits, claims, demands and/or expenses, patent, litigation infringement, or any claim by third parties in or to the commodities mentioned and supplied by him.

RETURNS

In the event of a defective product, any participating organization reserves the right to return it to the supplier, for full credit, notwithstanding intermediate payment by the purchaser. All delivery and return costs will be the responsibility of the supplier.

Claims for either shortages or damaged merchandise will be submitted to vendor within thirty days of invoice.

SUBSTITUTIONS

During the term of a contract, no product shall be substituted for another without agreement from the Central Purchasing Authority. Upon agreement by all parties items may be substituted by similar products of equal size and cost and quality. All requests to substitute shall be accompanied by full specification,



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literature or catalogues.

REPORTING

The successful supplier SHALL provide quarterly usage reports regarding the individual product usage for all the items listed on this ITT, in a format and time frame determined by the Central Purchasing Authority (ie: items procured by entities, product usage, delivery, order-fill rates, backorders).

The successful bidder may be requested to provide usage reports on related items not listed on this document for future reference.

ADDITIONAL TERMS AND CONDITIONS

Each participating organization will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder.

Any government department or government funded body reserves the right to utilize a procurement card in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurements cards are tendered for payment.

TRAINING

The successful bidder must provide product training for all end users to ensure safe, effective and proper use of products, if requested.

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The estimated quantities on Appendix B, reflect undetermined estimates required during the period of the contract.

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Prices are exclusive of HST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. HST number for Government Departments is 107442683.

Prices quoted shall be in Canadian funds.

Prices quoted shall remain unchanged for the duration of the contract.

Prices quoted shall be considered net and inclusive of all discounts.

Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in St. John's. For shipments that are outside St.



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John's delivery points, delivery charges may apply.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

INVOICING

Invoices shall be submitted directly to each participating organization who obtain the goods.

It is to be understood that payment of invoices will be the responsibility of the ordering government funded body and further understood that the successful supplier (s) will hold the Central Purchasing Authority harmless respecting any loss, damage and non-payment resulting from or relating to any order placed with the supplier against any contract resulting from this Invitation to Tender.

The successful supplier shall ensure that the company name, address and contact details (phone number, fax number) provided on the tender response shall also be used on all invoicing presented for payment. (ie: The company name and address on monthly invoices submitted for payment shall be the same as the company name and address submitted on tender bid).

Government Departments Only

The Government of Newfoundland and Labrador (GNL) has expanded its financial management system and streamlining the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS).

To receive payment on a timely basis, please mail or email invoices to:

Department of Finance
Corporate Financial Services Division
657 Topsail Road, St. John's, NL A1E 2E3
Email: gnlinvoices@gov.nl.ca

DIRECT DEPOSIT FOR PAYMENT

Government Departments Only:

The preferred method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit).

Enrolment forms can be obtained from the Department of Finance web site at: <http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

APPENDIX D - Newfoundland and Labrador Map

Regions are as follows:



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- Labrador, Western, Central, Eastern, and Avalon.

The breakdown of the Province of Newfoundland and Labrador by Region can be viewed at: http://www.comeexplorecanada.com/newfoundland_labrador/

PARTICIPANTS

All Government Departments

The following Government Funded Bodies:

* Entities that have contracts currently in place for shredding services will continue with their existing contracts until expiry (ie: Eastern Health, Workplace NL and College of the North Atlantic). Once existing contracts have expired, Eastern Health, Workplace NL and College of the North Atlantic will use the contract issued as a result of this ITT.

- C.A. Pippy Park Commission
- Central Health
- City of Corner Brook
- City of St. John's
- College of the North Atlantic (current contract expires March 31, 2018)
- Eastern Health (current contract expires March 8, 2021)
- Labrador-Grenfell Health
- Multi Materials Stewardship Board
- NL Centre for Health Information
- NL English School District
- NL Legal Aid Commission
- NL Liquor Corporation
- Provincial Information & Library Resources Board
- Town of Birchy Bay
- Town of Bishop's Falls
- Town of Brighton
- Town of Carbonear
- Town of Fogo
- Town of Harbour Grace
- Town of Heart's Delight - Islington
- Town of Marystown
- Town of La Scie
- Town of Paradise
- Town of Placentia
- Town of St. George's
- Town of Torbay
- Town of Victoria
- WorkplaceNL (current contract expires July 23, 2018)



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Line NO:	Item No./Description	UOM	Unit Price		
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1	Shredding Services Standard Secure Console	EACH	.87		
2	Shredding Services 65 Gallon Bin	EACH	1.87		
3	Shredding Services 95 Gallon Bin	EACH	1.87		
4	Purging Services (Boxes: Ground Level)	EACH	1.37		
5	Purging Services (Boxes: Above Ground Level - stairs and multiple levels possibly involved)	EACH	1.95		

End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 218013959	Revision No. 1	Page No. 1
	TO: SHRED GUARD LTD 175 Hilyard Street Building D, Suite 120 Saint John, NB E2K 4V2 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. DESTINATION		Supplier No. 40098916	Ordered / Buyer 03-JUL-18 Bishop, D		Revised / Buyer 08-MAY-19 Bishop, D
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date 16-FEB-2018		Effective End Date 13-JUN-2019		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Bishop, D		DATE: 08-MAY-19		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

REVISION #2, created to change the Expiry Date to June 13th, 2019.

MSOA #218013959 replaces MSOA#217045618 due to vendor address change.

Master Standing Offer Agreement for SHREDDING SERVICES - Region 3 - Central.

The resulting Standing Offer Agreement shall permit any Government Department, and any Government Funded Body having delegated its authority to tender to the Central Purchasing Authority to order, on an "as and when required basis", the items listed herein at the prices set against each.

This ITT shall form part of the contract.

PERIOD OF CONTRACT: The term of the Agreement is to be for a period of 24 months, with an option in favour of Central Purchasing Authority to extend the Agreement on the same terms and conditions up to an additional 2 x 12 months.

YOUR RESPONSE TO TP117019248 DATED JANUARY 31, 2018 REFERS.

VENDOR CONTACT INFORMATION:

Shred Guard Inc

Phone: 709-753-0005

Fax: 709-364-4905

RANDY MURPHY

Cell: 709-725-4319

rmurphy@shredguard.com

MIKE SILVA

msilva@shredguard.com

NO GUARANTEE OF VOLUME OF WORK



Government of Newfoundland and Labrador

Public Procurement Agency
30 Strawberry Marsh Rd.
St. John's NL
A1B 4R4

Purchase Order No.	Revision No.	Page No.
218013959	1	2

Line NO:	Item No./Description	UOM	Unit Price		
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Central Purchasing Authority makes no guarantee as to the value or volume of the Deliverables. The Agreement with the preferred bidder, as defined in the Public Tender Act, will be an exclusive contract for the provision of the Deliverables.

SPECIFICATIONS

Console/Bin Sizes:

- Standard LOCKED Console (approx. 19"w x 19"d x 36" h).
- 65 Gallon LOCKED Bin on wheels with hinged lid.
- 95 Gallon LOCKED Bin on wheels with hinged lid.

Box Sizes:

- Box sizes shall be approximately (15"l x 10"h x 10"w or 16"d x 10¼"h x 10¼"w).
- Minimum quantity of boxes to be shredded per location shall be 25 boxes.

Pricing:

- Prices quoted shall be on a per load/tip basis.
- Bidders shall provide onsite, locked and tamper proof console/bin(s) at no additional cost. Bidders must provide enough security consoles/bins to ensure proper numbers in the locations throughout the Government of Newfoundland and Labrador and Government Funded Bodies to ensure maximum storage requirements. If required, bidders must replace damaged bins or locks at no extra charge and without disruption of service.
- Console/Bin(s) shall be returned to successful bidder upon expiry of contract.
- Minimum charges shall not be accepted.
- Prices quoted shall be all inclusive of waiting times, pick-up and disposal fees, environmental fees, operating fees, rental fees and all other expenses for the fulfillment of the contract (ie: delivery receipt print charge and invoice print charge).
- Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in each region.
- The end user shall not be held responsible for payment of any additional fees and/or charges for items outside those identified on this Invitation to Tender/Contract.
- Rates for scheduled services and call in services shall be the same.

Specifications:

- Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.
- A signed Certificate of Destruction shall be presented following the completion of shredding services. The certificate of destruction shall show the amount of documents that were destroyed, the date of the service, the name and signature of the person who conducted the destruction.
- Once paper is picked up and shredded on-site, it must then be transferred for recycling. Paper is not permitted to go to landfill. Shredded paper to be brought to a recycling depot of vendor's choice.
- Repercussions arising from improperly shredded or disposed documents will be cause for immediate cancellation of the contract. Liability for any such occurrence will be solely with the successful bidder.
- Successful bidder may set up a delivery schedule for shredding services for end users, if requested.
- Only staff from assigned shredding company shall have access to unlock the consoles.
- Company employees shall have identification visible on clothing.

THE DELIVERABLES



Government of Newfoundland and Labrador

Public Procurement Agency
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St. John's NL
A1B 4R4

Purchase Order No.	Revision No.	Page No.
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Line NO:	Item No./Description	UOM	Unit Price		
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Regional boundaries are outlined in Appendix D - Newfoundland and Labrador Map.

A separate contract shall be issued for each of the five (5) regions. When placing orders, end users shall use the contract that is in place for the region corresponding to the delivery location.

Deliveries shall be made in accordance with dates and delivery location stated on participating organization's Purchase Order. Deliveries will only be accepted during the regular business hours of the organization.

Summer business hours for all Transportation Depots are 7:00 a.m. to 5:30 p.m. effective May to September from Monday to Thursday.

All shipments/deliveries shall state Purchase Order number.

The successful supplier shall have deliveries completed to participants within seven (7) days upon receipt of each purchase order. Delivery performance shall be monitored for the life of the contract. Central Purchasing Authority reserves the right to cancel this award if delinquent deliveries are experienced.

When shipping, suppliers are required to supply up-to-date Material Safety Data Sheets - applicable to anything regulated under transportation of dangerous goods, or the shipment cannot be accepted.

PERFORMANCE TERMS AND CONDITIONS

CANCELLATION OF CONTRACT

Any contract issued as a result of this ITT shall be subject to cancellation by either party within 90 days of written notification. Payment of goods on order or in the process of being delivered will be honoured.

WARRANTY

The vendor guarantees all equipment, materials, workmanship, and labourer's liens. The vendor warrants title to commodities supplied and warrants them free from defects and/or imperfections, and will indemnify and hold the purchaser harmless against any or all suits, claims, demands and/or expenses, patent, litigation infringement, or any claim by third parties in or to the commodities mentioned and supplied by him.

RETURNS

In the event of a defective product, any participating organization reserves the right to return it to the supplier, for full credit, notwithstanding intermediate payment by the purchaser. All delivery and return costs will be the responsibility of the supplier.

Claims for either shortages or damaged merchandise will be submitted to vendor within thirty days of invoice.

SUBSTITUTIONS

During the term of a contract, no product shall be substituted for another without agreement from the Central Purchasing Authority. Upon agreement by all parties items may be substituted by similar products of equal size and cost and quality. All requests to substitute shall be accompanied by full specification,



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Public Procurement Agency
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Line NO:	Item No./Description	UOM	Unit Price		
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literature or catalogues.

REPORTING

The successful supplier SHALL provide quarterly usage reports regarding the individual product usage for all the items listed on this ITT, in a format and time frame determined by the Central Purchasing Authority (ie: items procured by entities, product usage, delivery, order-fill rates, backorders).

The successful bidder may be requested to provide usage reports on related items not listed on this document for future reference.

ADDITIONAL TERMS AND CONDITIONS

Each participating organization will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder.

Any government department or government funded body reserves the right to utilize a procurement card in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurements cards are tendered for payment.

TRAINING

The successful bidder must provide product training for all end users to ensure safe, effective and proper use of products, if requested.

QUANTITY

The quantities listed herein are projected usages for the contract period and are estimates made in good faith and are not a guarantee of the quantities that may be ordered. The contract shall be limited to the actual quantities ordered and delivered during the contract period.

The successful supplier shall maintain adequate stock to cover requirements when requested.

The estimated quantities on Appendix B, reflect undetermined estimates required during the period of the contract.

PRICES

Prices are exclusive of HST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. HST number for Government Departments is 107442683.

Prices quoted shall be in Canadian funds.

Prices quoted shall remain unchanged for the duration of the contract.

Prices quoted shall be considered net and inclusive of all discounts.

Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in St. John's. For shipments that are outside St.



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Purchase Order No.	Revision No.	Page No.
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Line NO:	Item No./Description	UOM	Unit Price
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John's delivery points, delivery charges may apply.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

INVOICING

Invoices shall be submitted directly to each participating organization who obtain the goods.

It is to be understood that payment of invoices will be the responsibility of the ordering government funded body and further understood that the successful supplier (s) will hold the Central Purchasing Authority harmless respecting any loss, damage and non-payment resulting from or relating to any order placed with the supplier against any contract resulting from this Invitation to Tender.

The successful supplier shall ensure that the company name, address and contact details (phone number, fax number) provided on the tender response shall also be used on all invoicing presented for payment. (ie: The company name and address on monthly invoices submitted for payment shall be the same as the company name and address submitted on tender bid).

Government Departments Only

The Government of Newfoundland and Labrador (GNL) has expanded its financial management system and streamlining the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS).

To receive payment on a timely basis, please mail or email invoices to:

Department of Finance
Corporate Financial Services Division
657 Topsail Road, St. John's, NL A1E 2E3
Email: gnlinvoices@gov.nl.ca

DIRECT DEPOSIT FOR PAYMENT

Government Departments Only:

The preferred method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit).

Enrolment forms can be obtained from the Department of Finance web site at: <http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

APPENDIX D - Newfoundland and Labrador Map

Regions are as follows:



Government of Newfoundland and Labrador

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Line NO:	Item No./Description	UOM	Unit Price		
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- Labrador, Western, Central, Eastern, and Avalon.

The breakdown of the Province of Newfoundland and Labrador by Region can be viewed at: http://www.comeexplorecanada.com/newfoundland_labrador/

PARTICIPANTS

All Government Departments

The following Government Funded Bodies:

* Entities that have contracts currently in place for shredding services will continue with their existing contracts until expiry (ie: Eastern Health, Workplace NL and College of the North Atlantic). Once existing contracts have expired, Eastern Health, Workplace NL and College of the North Atlantic will use the contract issued as a result of this ITT.

- C.A. Pippy Park Commission
- Central Health
- City of Corner Brook
- City of St. John's
- College of the North Atlantic (current contract expires March 31, 2018)
- Eastern Health (current contract expires March 8, 2021)
- Labrador-Grenfell Health
- Multi Materials Stewardship Board
- NL Centre for Health Information
- NL English School District
- NL Legal Aid Commission
- NL Liquor Corporation
- Provincial Information & Library Resources Board
- Town of Birchy Bay
- Town of Bishop's Falls
- Town of Brighton
- Town of Carbonear
- Town of Fogo
- Town of Harbour Grace
- Town of Heart's Delight - Islington
- Town of Marystown
- Town of La Scie
- Town of Paradise
- Town of Placentia
- Town of St. George's
- Town of Torbay
- Town of Victoria
- WorkplaceNL (current contract expires July 23, 2018)



Government of Newfoundland and Labrador


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Purchase Order No.	Revision No.	Page No.
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Line NO:	Item No./Description	UOM	Unit Price		
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1	Shredding Services Standard Secure Console	EACH	.87		
2	Shredding Services 65 Gallon Bin	EACH	1.87		
3	Shredding Services 95 Gallon Bin	EACH	1.87		
4	Purging Services (Boxes: Ground Level)	EACH	1.37		
5	Purging Services (Boxes: Above Ground Level - stairs and multiple levels possibly involved)	EACH	1.95		

End of Document

 Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No.	Revision No.	Page No.
		218013964	1	1
TO: SHRED GUARD LTD 175 Hilyard Street Building D, Suite 120 Saint John, NB E2K 4V2 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
		BILL TO: As indicated in blanket release or contract agreement PO Canada		
Customer No.	Supplier No.	Ordered / Buyer		Revised / Buyer
	40098916	03-JUL-18 Bishop, D		08-MAY-19 Bishop, D
F.O.B: DESTINATION		Requestor:		Contact:
Effective Start Date		Effective End Date		Amount Agreed (CAD)
16-FEB-2018		13-JUN-2019		
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.				
AUTHORIZED BY: Bishop, D		DATE: 08-MAY-19	TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price	

Notes:

REVISION #2, created to change the Expiry Date to June 13th, 2019.

MSOA #218013964 replaces MSOA#217045619 due to vendor address change.

Master Standing Offer Agreement for SHREDDING SERVICES - Region 4 - Eastern.

The resulting Standing Offer Agreement shall permit any Government Department, and any Government Funded Body having delegated its authority to tender to the Central Purchasing Authority to order, on an "as and when required basis", the items listed herein at the prices set against each.

This ITT shall form part of the contract.

PERIOD OF CONTRACT: The term of the Agreement is to be for a period of 24 months, with an option in favour of Central Purchasing Authority to extend the Agreement on the same terms and conditions up to an additional 2 x 12 months.

YOUR RESPONSE TO TP117019248 DATED JANUARY 31, 2018 REFERS.

VENDOR CONTACT INFORMATION:

Shred Guard Inc

Phone: 709-753-0005

Fax: 709-364-4905

RANDY MURPHY

Cell: 709-725-4319

rmurphy@shredguard.com

MIKE SILVA

msilva@shredguard.com

NO GUARANTEE OF VOLUME OF WORK



Government of Newfoundland and Labrador

Public Procurement Agency
30 Strawberry Marsh Rd.
St. John's NL
A1B 4R4

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Line NO:	Item No./Description	UOM	Unit Price		
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Central Purchasing Authority makes no guarantee as to the value or volume of the Deliverables. The Agreement with the preferred bidder, as defined in the Public Tender Act, will be an exclusive contract for the provision of the Deliverables.

SPECIFICATIONS

Console/Bin Sizes:

- Standard LOCKED Console (approx. 19"w x 19"d x 36" h).
- 65 Gallon LOCKED Bin on wheels with hinged lid.
- 95 Gallon LOCKED Bin on wheels with hinged lid.

Box Sizes:

- Box sizes shall be approximately (15"l x 10"h x 10"w or 16"d x 10¼"h x 10¼"w).
- Minimum quantity of boxes to be shredded per location shall be 25 boxes.

Pricing:

- Prices quoted shall be on a per load/tip basis.
- Bidders shall provide onsite, locked and tamper proof console/bin(s) at no additional cost. Bidders must provide enough security consoles/bins to ensure proper numbers in the locations throughout the Government of Newfoundland and Labrador and Government Funded Bodies to ensure maximum storage requirements. If required, bidders must replace damaged bins or locks at no extra charge and without disruption of service.
- Console/Bin(s) shall be returned to successful bidder upon expiry of contract.
- Minimum charges shall not be accepted.
- Prices quoted shall be all inclusive of waiting times, pick-up and disposal fees, environmental fees, operating fees, rental fees and all other expenses for the fulfillment of the contract (ie: delivery receipt print charge and invoice print charge).
- Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in each region.
- The end user shall not be held responsible for payment of any additional fees and/or charges for items outside those identified on this Invitation to Tender/Contract.
- Rates for scheduled services and call in services shall be the same.

Specifications:

- Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.
- A signed Certificate of Destruction shall be presented following the completion of shredding services. The certificate of destruction shall show the amount of documents that were destroyed, the date of the service, the name and signature of the person who conducted the destruction.
- Once paper is picked up and shredded on-site, it must then be transferred for recycling. Paper is not permitted to go to landfill. Shredded paper to be brought to a recycling depot of vendor's choice.
- Repercussions arising from improperly shredded or disposed documents will be cause for immediate cancellation of the contract. Liability for any such occurrence will be solely with the successful bidder.
- Successful bidder may set up a delivery schedule for shredding services for end users, if requested.
- Only staff from assigned shredding company shall have access to unlock the consoles.
- Company employees shall have identification visible on clothing.

THE DELIVERABLES



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Purchase Order No.	Revision No.	Page No.
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Line NO:	Item No./Description	UOM	Unit Price		
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Regional boundaries are outlined in Appendix D - Newfoundland and Labrador Map.

A separate contract shall be issued for each of the five (5) regions. When placing orders, end users shall use the contract that is in place for the region corresponding to the delivery location.

Deliveries shall be made in accordance with dates and delivery location stated on participating organization's Purchase Order. Deliveries will only be accepted during the regular business hours of the organization.

Summer business hours for all Transportation Depots are 7:00 a.m. to 5:30 p.m. effective May to September from Monday to Thursday.

All shipments/deliveries shall state Purchase Order number.

The successful supplier shall have deliveries completed to participants within seven (7) days upon receipt of each purchase order. Delivery performance shall be monitored for the life of the contract. Central Purchasing Authority reserves the right to cancel this award if delinquent deliveries are experienced.

When shipping, suppliers are required to supply up-to-date Material Safety Data Sheets - applicable to anything regulated under transportation of dangerous goods, or the shipment cannot be accepted.

PERFORMANCE TERMS AND CONDITIONS

CANCELLATION OF CONTRACT

Any contract issued as a result of this ITT shall be subject to cancellation by either party within 90 days of written notification. Payment of goods on order or in the process of being delivered will be honoured.

WARRANTY

The vendor guarantees all equipment, materials, workmanship, and labourer's liens. The vendor warrants title to commodities supplied and warrants them free from defects and/or imperfections, and will indemnify and hold the purchaser harmless against any or all suits, claims, demands and/or expenses, patent, litigation infringement, or any claim by third parties in or to the commodities mentioned and supplied by him.

RETURNS

In the event of a defective product, any participating organization reserves the right to return it to the supplier, for full credit, notwithstanding intermediate payment by the purchaser. All delivery and return costs will be the responsibility of the supplier.

Claims for either shortages or damaged merchandise will be submitted to vendor within thirty days of invoice.

SUBSTITUTIONS

During the term of a contract, no product shall be substituted for another without agreement from the Central Purchasing Authority. Upon agreement by all parties items may be substituted by similar products of equal size and cost and quality. All requests to substitute shall be accompanied by full specification,



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Line NO:	Item No./Description	UOM	Unit Price		
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literature or catalogues.

REPORTING

The successful supplier SHALL provide quarterly usage reports regarding the individual product usage for all the items listed on this ITT, in a format and time frame determined by the Central Purchasing Authority (ie: items procured by entities, product usage, delivery, order-fill rates, backorders).

The successful bidder may be requested to provide usage reports on related items not listed on this document for future reference.

ADDITIONAL TERMS AND CONDITIONS

Each participating organization will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder.

Any government department or government funded body reserves the right to utilize a procurement card in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurements cards are tendered for payment.

TRAINING

The successful bidder must provide product training for all end users to ensure safe, effective and proper use of products, if requested.

QUANTITY

The quantities listed herein are projected usages for the contract period and are estimates made in good faith and are not a guarantee of the quantities that may be ordered. The contract shall be limited to the actual quantities ordered and delivered during the contract period.

The successful supplier shall maintain adequate stock to cover requirements when requested.

The estimated quantities on Appendix B, reflect undetermined estimates required during the period of the contract.

PRICES

Prices are exclusive of HST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. HST number for Government Departments is 107442683.

Prices quoted shall be in Canadian funds.

Prices quoted shall remain unchanged for the duration of the contract.

Prices quoted shall be considered net and inclusive of all discounts.

Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in St. John's. For shipments that are outside St.



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Public Procurement Agency
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A1B 4R4

Purchase Order No.	Revision No.	Page No.
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Line NO:	Item No./Description	UOM	Unit Price		
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John's delivery points, delivery charges may apply.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

INVOICING

Invoices shall be submitted directly to each participating organization who obtain the goods.

It is to be understood that payment of invoices will be the responsibility of the ordering government funded body and further understood that the successful supplier (s) will hold the Central Purchasing Authority harmless respecting any loss, damage and non-payment resulting from or relating to any order placed with the supplier against any contract resulting from this Invitation to Tender.

The successful supplier shall ensure that the company name, address and contact details (phone number, fax number) provided on the tender response shall also be used on all invoicing presented for payment. (ie: The company name and address on monthly invoices submitted for payment shall be the same as the company name and address submitted on tender bid).

Government Departments Only

The Government of Newfoundland and Labrador (GNL) has expanded its financial management system and streamlining the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS).

To receive payment on a timely basis, please mail or email invoices to:

Department of Finance
Corporate Financial Services Division
657 Topsail Road, St. John's, NL A1E 2E3
Email: gnlinvoices@gov.nl.ca

DIRECT DEPOSIT FOR PAYMENT

Government Departments Only:

The preferred method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit).

Enrolment forms can be obtained from the Department of Finance web site at: <http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

APPENDIX D - Newfoundland and Labrador Map

Regions are as follows:



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A1B 4R4

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Line NO:	Item No./Description	UOM	Unit Price		
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- Labrador, Western, Central, Eastern, and Avalon.

The breakdown of the Province of Newfoundland and Labrador by Region can be viewed at: http://www.comeexplorecanada.com/newfoundland_labrador/

PARTICIPANTS

All Government Departments

The following Government Funded Bodies:

* Entities that have contracts currently in place for shredding services will continue with their existing contracts until expiry (ie: Eastern Health, Workplace NL and College of the North Atlantic). Once existing contracts have expired, Eastern Health, Workplace NL and College of the North Atlantic will use the contract issued as a result of this ITT.

- C.A. Pippy Park Commission
- Central Health
- City of Corner Brook
- City of St. John's
- College of the North Atlantic (current contract expires March 31, 2018)
- Eastern Health (current contract expires March 8, 2021)
- Labrador-Grenfell Health
- Multi Materials Stewardship Board
- NL Centre for Health Information
- NL English School District
- NL Legal Aid Commission
- NL Liquor Corporation
- Provincial Information & Library Resources Board
- Town of Birchy Bay
- Town of Bishop's Falls
- Town of Brighton
- Town of Carbonear
- Town of Fogo
- Town of Harbour Grace
- Town of Heart's Delight - Islington
- Town of Marystown
- Town of La Scie
- Town of Paradise
- Town of Placentia
- Town of St. George's
- Town of Torbay
- Town of Victoria
- WorkplaceNL (current contract expires July 23, 2018)



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Purchase Order No.	Revision No.	Page No.
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Line NO:	Item No./Description	UOM	Unit Price		
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1	Shredding Services Standard Secure Console	EACH	.87		
2	Shredding Services 65 Gallon Bin	EACH	1.87		
3	Shredding Services 95 Gallon Bin	EACH	1.87		
4	Purging Services (Boxes: Ground Level)	EACH	1.37		
5	Purging Services (Boxes: Above Ground Level - stairs and multiple levels possibly involved)	EACH	1.95		

End of Document

	Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 218013965	Revision No. 2	Page No. 1
	TO: SHRED GUARD LTD 175 Hilyard Street Building D, Suite 120 Saint John, NB E2K 4V2 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
Customer No. DESTINATION		Supplier No. 40098916	Ordered / Buyer 03-JUL-18 Bishop, D		Revised / Buyer 08-MAY-19 Bishop, D
F.O.B: DESTINATION		Requestor:		Contact:	
Effective Start Date 16-FEB-2018		Effective End Date 13-JUN-2019		Amount Agreed (CAD)	
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.					
AUTHORIZED BY: Bishop, D		DATE: 08-MAY-19		TOTAL:	
Line NO:	Item No./Description	UOM	Unit Price		

Notes:

REVISION #2, created to change the Expiry Date to June 13th, 2019.

MSOA #218013965 replaces MSOA#217045620 due to vendor address change.

Master Standing Offer Agreement for SHREDDING SERVICES - Region 5 - Avalon.

The resulting Standing Offer Agreement shall permit any Government Department, and any Government Funded Body having delegated its authority to tender to the Central Purchasing Authority to order, on an "as and when required basis", the items listed herein at the prices set against each.

This ITT shall form part of the contract.

PERIOD OF CONTRACT: The term of the Agreement is to be for a period of 24 months, with an option in favour of Central Purchasing Authority to extend the Agreement on the same terms and conditions up to an additional 2 x 12 months.

YOUR RESPONSE TO TP117019248 DATED JANUARY 31, 2018 REFERS.

VENDOR CONTACT INFORMATION:

Shred Guard Inc

Phone: 709-753-0005

Fax: 709-364-4905

RANDY MURPHY

Cell: 709-725-4319

rmurphy@shredguard.com

MIKE SILVA

msilva@shredguard.com

NO GUARANTEE OF VOLUME OF WORK



Government of Newfoundland and Labrador

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Central Purchasing Authority makes no guarantee as to the value or volume of the Deliverables. The Agreement with the preferred bidder, as defined in the Public Tender Act, will be an exclusive contract for the provision of the Deliverables.

SPECIFICATIONS

Console/Bin Sizes:

- Standard LOCKED Console (approx. 19"w x 19"d x 36" h).
- 65 Gallon LOCKED Bin on wheels with hinged lid.
- 95 Gallon LOCKED Bin on wheels with hinged lid.

Box Sizes:

- Box sizes shall be approximately (15"l x 10"h x 10"w or 16"d x 10¼"h x 10¼"w).
- Minimum quantity of boxes to be shredded per location shall be 25 boxes.

Pricing:

- Prices quoted shall be on a per load/tip basis.
- Bidders shall provide onsite, locked and tamper proof console/bin(s) at no additional cost. Bidders must provide enough security consoles/bins to ensure proper numbers in the locations throughout the Government of Newfoundland and Labrador and Government Funded Bodies to ensure maximum storage requirements. If required, bidders must replace damaged bins or locks at no extra charge and without disruption of service.
- Console/Bin(s) shall be returned to successful bidder upon expiry of contract.
- Minimum charges shall not be accepted.
- Prices quoted shall be all inclusive of waiting times, pick-up and disposal fees, environmental fees, operating fees, rental fees and all other expenses for the fulfillment of the contract (ie: delivery receipt print charge and invoice print charge).
- Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in each region.
- The end user shall not be held responsible for payment of any additional fees and/or charges for items outside those identified on this Invitation to Tender/Contract.
- Rates for scheduled services and call in services shall be the same.

Specifications:

- Shred size shall not exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept.
- A signed Certificate of Destruction shall be presented following the completion of shredding services. The certificate of destruction shall show the amount of documents that were destroyed, the date of the service, the name and signature of the person who conducted the destruction.
- Once paper is picked up and shredded on-site, it must then be transferred for recycling. Paper is not permitted to go to landfill. Shredded paper to be brought to a recycling depot of vendor's choice.
- Repercussions arising from improperly shredded or disposed documents will be cause for immediate cancellation of the contract. Liability for any such occurrence will be solely with the successful bidder.
- Successful bidder may set up a delivery schedule for shredding services for end users, if requested.
- Only staff from assigned shredding company shall have access to unlock the consoles.
- Company employees shall have identification visible on clothing.

THE DELIVERABLES



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Regional boundaries are outlined in Appendix D - Newfoundland and Labrador Map.

A separate contract shall be issued for each of the five (5) regions. When placing orders, end users shall use the contract that is in place for the region corresponding to the delivery location.

Deliveries shall be made in accordance with dates and delivery location stated on participating organization's Purchase Order. Deliveries will only be accepted during the regular business hours of the organization.

Summer business hours for all Transportation Depots are 7:00 a.m. to 5:30 p.m. effective May to September from Monday to Thursday.

All shipments/deliveries shall state Purchase Order number.

The successful supplier shall have deliveries completed to participants within seven (7) days upon receipt of each purchase order. Delivery performance shall be monitored for the life of the contract. Central Purchasing Authority reserves the right to cancel this award if delinquent deliveries are experienced.

When shipping, suppliers are required to supply up-to-date Material Safety Data Sheets - applicable to anything regulated under transportation of dangerous goods, or the shipment cannot be accepted.

PERFORMANCE TERMS AND CONDITIONS

CANCELLATION OF CONTRACT

Any contract issued as a result of this ITT shall be subject to cancellation by either party within 90 days of written notification. Payment of goods on order or in the process of being delivered will be honoured.

WARRANTY

The vendor guarantees all equipment, materials, workmanship, and labourer's liens. The vendor warrants title to commodities supplied and warrants them free from defects and/or imperfections, and will indemnify and hold the purchaser harmless against any or all suits, claims, demands and/or expenses, patent, litigation infringement, or any claim by third parties in or to the commodities mentioned and supplied by him.

RETURNS

In the event of a defective product, any participating organization reserves the right to return it to the supplier, for full credit, notwithstanding intermediate payment by the purchaser. All delivery and return costs will be the responsibility of the supplier.

Claims for either shortages or damaged merchandise will be submitted to vendor within thirty days of invoice.

SUBSTITUTIONS

During the term of a contract, no product shall be substituted for another without agreement from the Central Purchasing Authority. Upon agreement by all parties items may be substituted by similar products of equal size and cost and quality. All requests to substitute shall be accompanied by full specification,



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literature or catalogues.

REPORTING

The successful supplier SHALL provide quarterly usage reports regarding the individual product usage for all the items listed on this ITT, in a format and time frame determined by the Central Purchasing Authority (ie: items procured by entities, product usage, delivery, order-fill rates, backorders).

The successful bidder may be requested to provide usage reports on related items not listed on this document for future reference.

ADDITIONAL TERMS AND CONDITIONS

Each participating organization will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder.

Any government department or government funded body reserves the right to utilize a procurement card in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurements cards are tendered for payment.

TRAINING

The successful bidder must provide product training for all end users to ensure safe, effective and proper use of products, if requested.

QUANTITY

The quantities listed herein are projected usages for the contract period and are estimates made in good faith and are not a guarantee of the quantities that may be ordered. The contract shall be limited to the actual quantities ordered and delivered during the contract period.

The successful supplier shall maintain adequate stock to cover requirements when requested.

The estimated quantities on Appendix B, reflect undetermined estimates required during the period of the contract.

PRICES

Prices are exclusive of HST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. HST number for Government Departments is 107442683.

Prices quoted shall be in Canadian funds.

Prices quoted shall remain unchanged for the duration of the contract.

Prices quoted shall be considered net and inclusive of all discounts.

Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for deliveries in St. John's. For shipments that are outside St.



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John's delivery points, delivery charges may apply.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

INVOICING

Invoices shall be submitted directly to each participating organization who obtain the goods.

It is to be understood that payment of invoices will be the responsibility of the ordering government funded body and further understood that the successful supplier (s) will hold the Central Purchasing Authority harmless respecting any loss, damage and non-payment resulting from or relating to any order placed with the supplier against any contract resulting from this Invitation to Tender.

The successful supplier shall ensure that the company name, address and contact details (phone number, fax number) provided on the tender response shall also be used on all invoicing presented for payment. (ie: The company name and address on monthly invoices submitted for payment shall be the same as the company name and address submitted on tender bid).

Government Departments Only

The Government of Newfoundland and Labrador (GNL) has expanded its financial management system and streamlining the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS).

To receive payment on a timely basis, please mail or email invoices to:

Department of Finance
Corporate Financial Services Division
657 Topsail Road, St. John's, NL A1E 2E3
Email: gnlinvoices@gov.nl.ca

DIRECT DEPOSIT FOR PAYMENT

Government Departments Only:

The preferred method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit).

Enrolment forms can be obtained from the Department of Finance web site at: <http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

APPENDIX D - Newfoundland and Labrador Map

Regions are as follows:



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- Labrador, Western, Central, Eastern, and Avalon.

The breakdown of the Province of Newfoundland and Labrador by Region can be viewed at: http://www.comeexplorecanada.com/newfoundland_labrador/

PARTICIPANTS

All Government Departments

The following Government Funded Bodies:

* Entities that have contracts currently in place for shredding services will continue with their existing contracts until expiry (ie: Eastern Health, Workplace NL and College of the North Atlantic). Once existing contracts have expired, Eastern Health, Workplace NL and College of the North Atlantic will use the contract issued as a result of this ITT.

- C.A. Pippy Park Commission
- Central Health
- City of Corner Brook
- City of St. John's
- College of the North Atlantic (current contract expires March 31, 2018)
- Eastern Health (current contract expires March 8, 2021)
- Labrador-Grenfell Health
- Multi Materials Stewardship Board
- NL Centre for Health Information
- NL English School District
- NL Legal Aid Commission
- NL Liquor Corporation
- Provincial Information & Library Resources Board
- Town of Birchy Bay
- Town of Bishop's Falls
- Town of Brighton
- Town of Carbonear
- Town of Fogo
- Town of Harbour Grace
- Town of Heart's Delight - Islington
- Town of Marystown
- Town of La Scie
- Town of Paradise
- Town of Placentia
- Town of St. George's
- Town of Torbay
- Town of Victoria
- WorkplaceNL (current contract expires July 23, 2018)



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1	Shredding Services Standard Secure Console	EACH	.87		
2	Shredding Services 65 Gallon Bin	EACH	1.87		
3	Shredding Services 95 Gallon Bin	EACH	1.87		
4	Purging Services (Boxes: Ground Level)	EACH	1.37		
5	Purging Services (Boxes: Above Ground Level - stairs and multiple levels possibly involved)	EACH	1.95		

End of Document

 Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No.	Revision No.	Page No.
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TO: SHRED-IT INTERNATIONAL ULC PO Box 15781, Station A Toronto, ON M5W 1C1 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
		BILL TO: Department of Finance Corporate Financial Services 657 Topsail Road St John's, NL A1E 2E3 Canada		
Customer No.	Supplier No.	Ordered / Buyer		Revised / Buyer
	40046433	30-JUL-19 Bishop, D		14-AUG-19 Bishop, D
F.O.B: DESTINATION		Requestor:		Contact:
Effective Start Date		Effective End Date		Amount Agreed (CAD)
01-AUG-2019		31-JUL-2021		
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.				
AUTHORIZED BY: Bishop, D		DATE: 14-AUG-19	TOTAL:	
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Notes:

REVISION #1 and #2 - Created to insert awarded vendor bin/console size/volume dimensions.

MSOA for SECURE ON-SITE SHREDDING SERVICES, (Region 1 - Avalon).

The resulting Master Standing Offer Agreement shall permit any Government Department, and any Public Body having delegated its authority to tender to the Public Procurement Agency to order, on an "as and when required basis", the items listed herein at the prices set against each.

This RFP118028820 shall form part of the contract.

PERIOD OF CONTRACT:

The preferred bidder will be required to enter into an agreement with Public Procurement Agency for the provision of the Deliverables. It is the intention of Public Procurement Agency to enter into the Agreement for a period of two (2) Years, beginning August 1, 2019 until July 31, 2021, with an option to extend the Agreement upon mutual consent of both parties, the same pricing, terms and conditions for three (3) additional years, reviewed each year (with possible CPI Pricing Adjustments for year 3, 4 & 5).

VENDOR CONTACT INFORMATION:

To arrange for Secure On-Site Shredding Service and Schedule Set-Up:

- Participant contacts Company with a service request;
- Company submits request to appropriate branch and a schedule date is discussed;
- Company contacts the participant to advise of proposed scheduled date;
- Company's Customer Service Representative reviews service reports via tracking mechanisms to confirm completion of request.

In the event you wish to change frequency of service; add extra bin/console equipment; add a new location, etc. all request are directed to the Sales Team 'Primary Contact', and Garry Levere should be CC'd.



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Company has dedicated an Inside Sales Executive to process ONE-TIME PURGE REQUEST, James (Ryan) Lovie (See contact information below).

Sales Team:

Primary Contact:
BRYAN DANIEL
Sales Executive - Atlantic Canada
Mobile: (902) 719-7842
Office: (902) 468-5706
Email: bryan.daniel@stericycle.com

COREY O'DONNELL
Sales Executive - Atlantic Canada
Mobile: (902) 877-2643
Office: (902) 468-5706
Email: corey.odonnell@stericycle.com

GARRY LEVERE
District Sales Manager - Ottawa, Quebec & Atlantic Canada
Mobile: (613) 795-5509
Email: garry.levere@stericycle.com

JAMES (RYAN) LOVIE [for One-Time Purge Service only]
Inside Sales Executive - Atlantic Canada
Mobile: (613) 292-6772
Email: james.lovie@stericycle.com

To inquire about an Accounting Issue (ie. Invoice Discrepancy); Address a Concern; or File a Complaint:

Customer should send inquiry directly to our Operations Team 'Primary Contact', and Garry Levere and Rob Jarvis both CC'd.

Operations Team:

Primary Contact (in NL):
SHANE REGULAR
Transportation Manager - Newfoundland
Mobile: (709) 770-2817
Email: shane.regular@stericycle.com

SERGE LEGERE
Route Manager - Atlantic Canada
Mobile: (902) 943-2467
Office: 1-800-69-SHRED
Email: serge.legere@stericycle.com

WAYNE FRANKLIN



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Service Manager - Atlantic Canada
 Mobile: (506) 870-0168
 Office: (506) 855-5543
 Email: wayne.franklin@stericycle.com

ROBERT JARVIS
 District Operations Manager - Atlantic Canada
 Stericycle, Inc. - Halifax, Nova Scotia
 Mobile: (902)-402-9322
 Office: (902)-468-5706
 Email: rob.jarvis@stericycle.com

GARRY LEVERE
 District Sales Manager - Ottawa, Quebec & Atlantic Canada
 Mobile: (613) 795-5509
 Email: garry.levere@stericycle.com

PPA Contact:
 Diane Bishop
 Phone: 709-729-3332
 dianebishop@gov.nl.ca

VOLUME OF WORK AND EXCLUSIVITY OF CONTRACT:
 Public Procurement Agency makes no guarantee as to the value or volume of the Deliverables to the successful bidder(s). The Agreement with the preferred bidder(s), as defined in the Public Procurement Act, will be an exclusive contract for the provision of the Deliverables.

PUBLIC PROCUREMENT ACT, REGULATIONS, POLICIES & TRADE AGREEMENTS:
 This agreement is subject to Public Procurement Agency's Legislative Framework: The Public Procurement Act, Public Procurement Regulations and Public Procurement Policy. Bidder(s) should note that procurements falling within the scope of The Canadian Free Trade Agreement (CFTA) and the Atlantic Procurement Agreement are subject to those trade agreements but that the rights and obligations of the parties shall be governed by the specific terms of this ITT. The Atlantic Standard Terms and Conditions apply to this ITT and may be obtained from Public Procurement Agency, or by way of the internet at: www.ppa.gov.nl.ca.

DISCLOSURE OF INFORMATION:
 The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process. This procurement process is subject to the Access to Information and Protection of Privacy Act, 2015. The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015 has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption



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under subsection 39(1) of the Access to Information and Protection of Privacy Act.

THE DELIVERABLES:

Regional boundaries are outlined in a separate attachment - NEWFOUNDLAND AND LABRADOR REGIONS MAP. A separate contract shall be issued for each of the five (5) regions. When placing orders, participants shall use the contract that is in place for the region corresponding to the delivery location:

- Region 1 - Avalon
- Region 2 - Eastern
- Region 3 - Central
- Region 4 - Western
- Region 5 - Labrador

Deliveries shall be made in accordance with dates and delivery location stated on participating organization's "Purchase Order". All shipments/deliveries shall state Purchase Order Number.

PRODUCT SPECIFICATIONS:

Console/Bin Sizes:

- 32 Gallon - Standard Locked Office Console (approximate size, 36"H x 20".5W x 16"D);
- 65 Gallon - Locked Bin on wheels with Hinged Lid (approximate size);
- 95 Gallon - Locked Bin on wheels with Hinged Lid (approximate size)

Box Sizes:

- Box sizes shall be 'Standard'- Letter/Legal approximately (15"L x 12"W x 10"D), 1.1 Cubic Feet;
- Minimum quantity of standard boxes to be shredded per location shall be 10 boxes.

Shred Size:

- Shred size SHALL NOT exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept;
- The vendor may be required to provide a `sample' on demand, if requested, by participant any time during the contract.

Bin Identification:

- Each bin/console SHALL clearly identify Supplier Name and Contact Information;
- Well maintained, aesthetically pleasing bins are expected.

Certificate of Destruction:

- Vendor SHALL provide a signed `Certificate of Destruction' to the



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on-site client immediately upon completion of secure on-site shredding services that shows the amount of documents destroyed, date of the service, name and signature of the company person who conducted the destruction.

Delivery Schedules:

- Delivery Schedules can be set up by the end-user for regular pick-up service ie. Every 2, 4 or 8 weeks or on a call-in or 'as and when required basis';
- Deliveries will only be accepted during the regular business hours of the organization;
- The vendor shall have deliveries completed to participants within seven (7) days upon receipt of each purchase order;
- Delivery performance shall be monitored for the life of the contract.
- Public Procurement Agency reserves the right to cancel this agreement if delinquent deliveries are experienced;
- Should the vendor miss a scheduled pickup due to unforeseen circumstances, they must inform entity of delay/cancellation and arrange alternate pick-up time;
- In the event a regular scheduled service falls on a government holiday, the supplier will provide shredding service on the next business day;
- Each delivery location shall provide to the successful supplier a 'point of contact' upon entering the Public Body premises and advise if contact is to escort/oversee the shredding staff during the removal of secure bins/containers. Out of fairness and respect to the supplier (who is operating on a fixed schedule), participants should appoint an 'alternate point of contact' to cover off the 1st point of contacts vacation, break, or lunch etc. However, vendor should accept that some entities operate on a 12:00-2:00pm lunch period whereby no point of contact will be available and such cases shall be noted on a pre-set delivery schedule;
- A designated representative from a Public Body shall be permitted to accompany the shredding staff when picking up the bins / containers / boxes and during the shredding process.

Bin Labeling & Bin Locations:

- Primary material being destroyed consists of paper documents. Bins are to include 'Labeling Instructions' as to the type of paper contents permitted in bins. (i.e. Acceptable paper materials: White and Coloured Bond Copy Paper; Newsprint; Store Flyers; Glossy Magazines; Catalogues; Brochures; Telephone Directories; Paper Back Books; Envelopes; Notepads; Sticky Notes; Paper Gift Wrap; Greeting Cards; Calendars; File Folders; Posters; and Card Stock);
- Vendor shall be responsible for maintaining a list of console/bin locations, accessible to PPA and provide quarterly reports to the Agency of any additions or deletions of consoles and bins.

Enclosed Locked Bin:

- All documents SHALL be removed from the client's location in an enclosed locked bin and shredded on site, at the time of pick up;



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- Only employees from assigned shredding company, or mutually approved staff of participating public bodies shall have access to unlock the bins/consoles.

Inappropriate Contents Placed in Bins/Consoles:

- Should inappropriate contents be placed in a console, the Vendor will advise and work with the Public Body to have item(s) removed. The public body shall abide by and enforce proper use of the bins at all times. Contents that contaminate the bins will not be serviced by the supplier and removal of irregular items will be the responsibility of the end-user (ie. Binders, Metals, Plastics, Garbage etc.).

Purging of Standard Size Boxes:

- If a government department or public body chooses to avail of the purging of standard sized boxes instead of using bins / consoles, a 'minimum quantity of boxes to be purged per location shall be 10 boxes';
- The purging of boxes can be included with regular scheduled service of bin/console shredding or on its own on an 'as and when required' basis. (I.e. small municipalities may only require shredding service 2 or 3 times a year).

Disposing of already shredded paper by In-House Shredders:


- Vendor shall accept and provide a method for disposing of already shredded paper at public bodies by staff with in-house shredders, contained in plastic bags. (I.e. can be charged as a volume equivalent of X # of standard boxes).

Company On-The-Ground Employees:

- Company employees SHALL have identification visible on clothing at all times;
- Company employees SHALL have a current certificate of conduct, be insured and bondable;
- Vendor should provide sufficient staff to meet the demands of each shred event on site;
- Under no circumstances should Public Body employees assist Company Staff with the actual shred event;
- Vendor and on-the-ground staff SHALL be responsible for all means and methods relating to safety and comply with all local, provincial and federal requirements.

Disposal of Shredded Material:

- All shredded material is NOT permitted to go to the landfill and must be recycled accordingly at a recycling depot of vendor's choice;
- Improperly shredded or disposed documents will be cause for immediate cancellation of the contract. Liability for any such occurrence will be solely with the successful bidder.

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Use of Subcontractors:

- The use of 'sub-contractors' will only be permitted off the Avalon Peninsula (Region 1), so Regions 2, 3, 4 and 5; and will be subject to all specifications, terms and conditions of agreement.

Opting-In / Opting-Out of the Agreement:

- Additional participants/public bodies may be added to the agreement or "opt-in" during the duration of the contract, at discretion and approval of the Vendor and PPA, for the same pricing, terms and conditions as original agreement;
- In the event a single participant/public body request to exit the agreement or "opt-out", they may do so only after a 3rd letter of complaint/non-compliance has been filed with the company and no resolution forthcoming.

GENERAL PRODUCT/SERVICE REQUIREMENTS:

SCOPE OF WORK:

The resulting MSOA shall be for a period of two (2) Years, with the option to renew, upon mutual consent by both parties, an additional three (3) 1-Year terms, reviewed each year. Agreement will commence on Date of Award and expire on July 31, 2021.

The Master Standing Offer Agreement (MSOA) shall provide Secure On-Site Shredding Services of paper for the five (5) Regions of the Province of Newfoundland and Labrador (Avalon / Eastern / Central / Western / Labrador).

SUPPLY AND DELIVERY OF GOODS/SERVICES:

Prices SHALL remain fixed for the first two (2) years of the contract. Price increases or additional charges not expressly set out in the Master Standing Offer Agreement will not be effective unless agreed to in writing by Public Procurement Agency. Unauthorized rate increases will result in immediate termination of the contract.

- Year 1 and 2 - Date of Award until July 31, 2021
- Year 3 - from Aug 1st, 2021 until July 31, 2022
- Year 4 - from Aug 1st, 2022 until July 31, 2023
- Year 5 - from Aug 1st, 2023 until July 31, 2024

PRICES:

-- Prices are exclusive of HST and GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. HST number for Government Departments is 107442683.

-- Prices quoted shall be in Canadian funds.

-- Prices quoted shall remain unchanged for the 2 year duration of the contract.



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- Prices quoted shall be considered net and inclusive of all discounts.
- Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for all acquisitions equal to or above minimum order value for deliveries to each region, as listed:
 - Region #1 - Avalon
 - Region #2 - Eastern
 - Region #3 - Central
 - Region #4 - Western
 - Region #5 - Labrador
- Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.
- Prices quoted SHALL be on a per bin/tip basis.
- Bidders SHALL provide onsite, locked and tamper proof bins/containers at no additional cost.
- Bidders SHALL provide enough locked, tamper proof bins/containers to ensure proper numbers throughout 5 Regions of the Province (Avalon/Eastern/Central/Western/Labrador) for the Government of Newfoundland and Labrador and all participating Public Bodies.
- Bidders SHALL replace damaged bins/containers or locks at no extra charge and without disruption of service.
- Prices quoted SHALL be all inclusive of waiting times, pick-up and disposal fees, environmental fees, operating fees, rental fees and all other expenses for the fulfillment of the contract and include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the Province, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- Prices quoted SHALL be FOB destination with all transportation charges prepaid by the Vendor for deliveries in each region.
- No minimum charges shall apply for bin tips.
- Any separate or additional charges outside this MSOA shall be on a separate invoice.
- The end user shall not be held responsible for payment of any additional fees and/or charges for items outside those identified on this RFP Contract.
- The supplier will be responsible for all expenses including travel, labour, machinery, equipment and tools to perform the service. The Agency will not be liable for any loss or damage to such.

PRICING ADJUSTMENT MECHANISM:
Prices quoted shall remain unchanged for the first two (2) years of the contract.



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If the renewal option is exercised, for year three (3), four (4) and year five (5) or portion thereof, Public Procurement Agency will accept, for consideration, a written submission of a price increase beyond the vendor's control due to an increase affecting the price of Secure On-Site Shredding Services.

Supporting documentation shall be provided by the vendor justifying the request for a price increase. The increase shall not exceed that of the Consumer Price Index (CPI) All-Items.

Price adjustment requests shall be submitted 30 days prior to date of renewal.

The following table shall be used for the completion of the annual pricing adjustment:

Consumer Price Index, by province (monthly) (Newfoundland and Labrador)

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000413&pickMembers%5B0%5D=1.3>

Index Base Period:

Year 3 Renewal: CPI Period April 2020 - April 2021
(for contract year 3 from July 1, 2021 - June 30, 2022)

Year 4 Renewal: CPI Period April 2021 - April 2022
(for contract year 4 from July 1, 2022 - June 30, 2023)

Year 5 Renewal: CPI Period April 2022 - April 2023
(for contract year 4 from July 1, 2023 - June 30, 2024)

For Example:

(Year 3) The CPI All-Items from April 2020 - April 2021 in Newfoundland has risen by 2.5%.

Line Item # 1

Contract Price: \$10.00

Percent Change: 2.5%

Increase Amount: \$0.25 rounded to 2 decimal points

New Price: \$10.25

PERFORMANCE TERMS AND CONDITIONS:

WARRANTY SERVICE:

The supplier guarantees all equipment, materials, workmanship, and labourer's liens. The supplier warrants title to commodities supplied and warrants them free from defects and/or imperfections, and will indemnify and hold the purchaser harmless against any or all suits, claims, demands and/or expenses, patent, litigation infringement, or any claim by third parties in or to the commodities



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mentioned and supplied by him.

The supplier warrants to the Agency that all services performed shall: exercise a degree of professionalism, skill, diligence, care, judgment, and integrity which would reasonably be expected from a skilled and experienced service provider; be in accordance with all terms, conditions, specifications, policies, guidelines, by-laws and codes of conduct applicable to Supplier; and use only personnel legally entitled to work in Canada and who possess the skills, training, expertise, and qualifications necessary to carry out the Services.

CONFIDENTIALITY:

Supplier shall implement and maintain security standards and procedures for the safeguarding of Public Bodies confidential information. Supplier agrees to promptly notify the Agency in writing upon becoming aware of a breach of either Supplier's security standards and procedures or PPA's security policies, or any unauthorized disclosure of Confidential Information that Supplier is required to keep confidential. Supplier shall take immediate steps to mitigate any breach or unauthorized disclosure.

NOTICE OF NON-COMPLIANCE:

If for any reason supplier does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, supplier must promptly notify the Agency of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Any agreement issued pursuant to this invitation to tender shall be issued in the name of the vendor exactly as that bidder's personal or corporate name is stated in the tender document. Under no circumstances will an agreement be issued to an individual or corporation other than that named in the tender document. Similarly, payment shall only be issued in the name of the vendor as stated in the tender document.

CANCELLATION OF CONTRACT:

The cancellation of the entire MSOA contract can only be administered by PPA with 30 days notice.

Any contract issued as a result of this RFP shall be subject to cancellation by Public Procurement Agency within 30 days of written notification and by the Supplier within 90 days written notice. Payment of goods on order or in the process of being delivered will be honoured.

Public Procurement Agency shall be entitled to suspend and/or terminate the Agreement for cause, upon the occurrence of any of the following events:

i. Supplier breaches or fails to comply with the Agreement and such security breach or failure is not remedied by Supplier to the reasonable satisfaction of the Agency within ten (10) days after written notice from PPA to remedy the breach or failure;

ii. Supplier becomes insolvent, commits an act of bankruptcy, makes an



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assignment for the benefit of creditors, or otherwise acknowledges its insolvency, or a receiver or receiver manager is appointed for any property of Supplier;

iii. Supplier repudiates its obligations under the Agreement; or

iv. The Agency determines that any statement, representation or warranty made by Supplier in its Supplier Proposal or in the Agreement was untrue or incorrect.

Upon the supplier not complying with the terms and conditions set forth in the contract, they will receive a maximum of two (2) written notices from Public Procurement Agency. After a third incident the Agency will reserve its right to cancel the contract.

Upon termination or suspension of the Agreement, Supplier shall be responsible for and shall reimburse Public Procurement Agency for all loss, costs and damages incurred by the Agency as a result of or arising from event of default.

Public Procurement Agency may, at its sole discretion, and at any time, terminate the Agreement without cause upon giving thirty (30) days prior written notice of termination to Supplier. In such event, Supplier shall be entitled to receive payment for the goods it has delivered to the Agency and for which acceptance has been provided, and for services it has satisfactorily performed up to the date of termination. Payments to Supplier of the foregoing amounts shall constitute full and final satisfaction of the Agency's obligations to Supplier under the Agreement.

In the event the Agreement is terminated by Public Procurement Agency pursuant to this Section, Supplier shall not be reimbursed for any profits that may have been anticipated but not earned up to the termination date, and Supplier shall not have any claim or entitlement to any additional compensation or damages arising from such termination.

In the event the Supplier fails to enter into agreement or terminates the contract, for any reason, Public Procurement Agency reserves the right to contract with the next preferred bidder that meets the terms and conditions set out in the original RFP.

RETURNS:

In the event of a defective product, any participating organization reserves the right to return it to the supplier. All delivery and return costs will be the responsibility of the supplier. Claims for either shortages or damaged merchandise will be submitted to vendor within thirty days of invoice. Incorrect items supplied will be returned to supplier at NO cost to the Department & NO restocking charge shall be considered. All costs for restocking and transportation shall be the responsibility of the supplier.

SUBSTITUTIONS:

During the term of a contract, no product shall be substituted for another without agreement from the Public Procurement Agency. Upon agreement by all parties, items may be substituted by similar products of equal size and cost and quality. All requests to substitute shall be accompanied by full specification, literature or catalogues.



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REPORTING:

The successful supplier SHALL provide quarterly usage reports regarding the individual product usage for all the items listed on this RFP, in a format and time frame determined by the Public Procurement Agency (i.e. items procured by entities, product usage, delivery, order-fill rates, and backorders). The successful bidder may be requested to provide usage reports on related items not listed on this document for future reference.

ADDITIONAL TERMS AND CONDITIONS:

Each participating organization will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder.

QUANTITY:

The quantities listed herein are projected usages for the contract period and are estimates made in good faith and are not a guarantee of the quantities that may be ordered. The contract shall be limited to the actual quantities ordered and delivered during the contract period. The successful supplier shall maintain adequate stock to cover requirements when requested. The suppliers shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

INVOICING:

Each participating Public Body will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder. Any agreement issued pursuant to this invitation to tender shall be issued in the name of the vendor exactly as that bidder's personal or corporate name is stated in the tender document. Under no circumstances will an agreement be issued to an individual or corporation other than that named in the tender document. Payment shall only be issued in the name of the vendor as stated in the tender document.

Any Government Department or Public Body reserves the right to utilize a procurement card (P-CARD) in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurements cards are tendered for payment.

Invoices shall be submitted directly to each participating organization who obtain the goods. It is to be understood that payment of invoices will be the responsibility of the ordering Public Body and further understood that the successful supplier(s) will hold the Public Procurement Agency harmless respecting any loss, damage and non-payment resulting from or relating to any order placed with the supplier against any contract resulting from this Invitation to Tender.

The successful supplier shall ensure that the company name, address and contact details (phone number, fax number) provided on the tender response shall also be used on all invoicing presented for payment. (ie: The company name and address on monthly invoices submitted for payment shall be the same as the company name and



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address submitted on tender bid). Payment terms will be net 30 days following completion of any services and receipt of invoice.

Government Departments Only:

The Government of Newfoundland and Labrador (GNL) has expanded its financial management system and streamlining the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS).

To receive payment on a timely basis, please mail or email invoices to:

Department of Finance
Corporate Financial Services Division
657 Topsail Road, St. John's, NL
A1E 2E3

Email: gnlinvoices@gov.nl.ca

DIRECT DEPOSIT FOR PAYMENT:

Government Departments Only:

The preferred method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit).

As of December 31, 2016, all payments issued to businesses and individuals shall be direct deposit. The successful bidder is encouraged to register to receive payments by direct deposit if not currently enrolled with the Province.

Enrolment forms can be obtained from the Department of Finance web site at: <http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

PARTICIPANTS

All Government Departments

Entities:

- College of the North Atlantic
- Legal Aid NL
- Memorial University of Newfoundland & Labrador
- Newfoundland & Labrador Centre for Health Information
- Newfoundland & Labrador English School District
- Newfoundland & Labrador Housing Corporation
- Newfoundland & Labrador Hydro
- Newfoundland Labrador Liquor Corporation



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Workplace NL

Municipalities:

- City of Corner Brook
- City of St. John's
- Baie Verte
- Brighton
- Glovertown
- Lewisporte
- St. George's
- St. Anthony

1	Shredding Service, Standard Secure Office Console, (32 Gallon), 20".5'W x 16"D x 36"H	EACH	4.00
2	Shredding Service, (65 Gallon Bin), Locked, on 4 Wheels for Safe Movement	EACH	8.00
3	Shredding Service, (95 Gallon Bin), Locked, on 4 Wheels for Safe Movement	EACH	12.00
4	Purging Service, (Standard Size Boxes - Ground Level)	EACH	1.80
5	Purging Service, (Standard Size Boxes - Above Ground / Stairs / Multiple Levels)	EACH	1.90

End of Document

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TO: SHRED-IT INTERNATIONAL ULC PO Box 15781, Station A Toronto, ON M5W 1C1 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
		BILL TO: Department of Finance Corporate Financial Services 657 Topsail Road St John's, NL A1E 2E3 Canada		
Customer No.	Supplier No. 40046433	Ordered / Buyer 31-JUL-19 Bishop, D		Revised / Buyer 14-AUG-19 Bishop, D
F.O.B: DESTINATION		Requestor:		Contact:
Effective Start Date		Effective End Date		Amount Agreed (CAD)
01-AUG-2019		31-JUL-2021		
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.				
AUTHORIZED BY: Bishop, D		DATE: 14-AUG-19	TOTAL:	
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Notes:

REVISION #1 and #2 - Created to insert awarded vendor bin/console size/volume dimensions.

MSOA for SECURE ON-SITE SHREDDING SERVICES, (Region 2 - Eastern).

The resulting Master Standing Offer Agreement shall permit any Government Department, and any Public Body having delegated its authority to tender to the Public Procurement Agency to order, on an "as and when required basis", the items listed herein at the prices set against each.

This RFP118028820 shall form part of the contract.

PERIOD OF CONTRACT:

The preferred bidder will be required to enter into an agreement with Public Procurement Agency for the provision of the Deliverables. It is the intention of Public Procurement Agency to enter into the Agreement for a period of two (2) Years, beginning August 1, 2019 until July 31, 2021, with an option to extend the Agreement upon mutual consent of both parties, the same pricing, terms and conditions for three (3) additional years, reviewed each year (with possible CPI Pricing Adjustments for year 3, 4 & 5).

VENDOR CONTACT INFORMATION:

To arrange for Secure On-Site Shredding Service and Schedule Set-Up:

- Participant contacts Company with a service request;
- Company submits request to appropriate branch and a schedule date is discussed;
- Company contacts the participant to advise of proposed scheduled date;
- Company's Customer Service Representative reviews service reports via tracking mechanisms to confirm completion of request.

In the event you wish to change frequency of service; add extra bin/console equipment; add a new location, etc. all request are directed to the Sales Team 'Primary Contact', and Garry Levere should be CC'd.



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Company has dedicated an Inside Sales Executive to process ONE-TIME PURGE REQUEST, James (Ryan) Lovie (See contact information below).

Sales Team:

Primary Contact:
BRYAN DANIEL
Sales Executive - Atlantic Canada
Mobile: (902) 719-7842
Office: (902) 468-5706
Email: bryan.daniel@stericycle.com

COREY O'DONNELL
Sales Executive - Atlantic Canada
Mobile: (902) 877-2643
Office: (902) 468-5706
Email: corey.odonnell@stericycle.com

GARRY LEVERE
District Sales Manager - Ottawa, Quebec & Atlantic Canada
Mobile: (613) 795-5509
Email: garry.levere@stericycle.com

JAMES (RYAN) LOVIE [for One-Time Purge Service only]
Inside Sales Executive - Atlantic Canada
Mobile: (613) 292-6772
Email: james.lovie@stericycle.com

To inquire about an Accounting Issue (ie. Invoice Discrepancy); Address a Concern; or File a Complaint:

Customer should send inquiry directly to our Operations Team 'Primary Contact', and Garry Levere and Rob Jarvis both CC'd.

Operations Team:

Primary Contact (in NL):
SHANE REGULAR
Transportation Manager - Newfoundland
Mobile: (709) 770-2817
Email: shane.regular@stericycle.com

SERGE LEGERE
Route Manager - Atlantic Canada
Mobile: (902) 943-2467
Office: 1-800-69-SHRED
Email: serge.legere@stericycle.com

WAYNE FRANKLIN
Service Manager - Atlantic Canada
Mobile: (506) 870-0168



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Office: (506) 855-5543
Email: wayne.franklin@stericycle.com

ROBERT JARVIS
District Operations Manager - Atlantic Canada
Stericycle, Inc. - Halifax, Nova Scotia
Mobile: (902)-402-9322
Office: (902)-468-5706
Email: rob.jarvis@stericycle.com

GARRY LEVERE
District Sales Manager - Ottawa, Quebec & Atlantic Canada
Mobile: (613) 795-5509
Email: garry.levere@stericycle.com

PPA Contact:
Diane Bishop
Phone: 709-729-3332
dianebishop@gov.nl.ca

VOLUME OF WORK AND EXCLUSIVITY OF CONTRACT:
Public Procurement Agency makes no guarantee as to the value or volume of the Deliverables to the successful bidder(s). The Agreement with the preferred bidder(s), as defined in the Public Procurement Act, will be an exclusive contract for the provision of the Deliverables.

PUBLIC PROCUREMENT ACT, REGULATIONS, POLICIES & TRADE AGREEMENTS:
This agreement is subject to Public Procurement Agency's Legislative Framework: The Public Procurement Act, Public Procurement Regulations and Public Procurement Policy. Bidder(s) should note that procurements falling within the scope of The Canadian Free Trade Agreement (CFTA) and the Atlantic Procurement Agreement are subject to those trade agreements but that the rights and obligations of the parties shall be governed by the specific terms of this ITT. The Atlantic Standard Terms and Conditions apply to this ITT and may be obtained from Public Procurement Agency, or by way of the internet at: www.ppa.gov.nl.ca.

DISCLOSURE OF INFORMATION:
The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process. This procurement process is subject to the Access to Information and Protection of Privacy Act, 2015. The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015 has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the Access to Information and Protection of Privacy Act.



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THE DELIVERABLES:

Regional boundaries are outlined in a separate attachment - NEWFOUNDLAND AND LABRADOR REGIONS MAP. A separate contract shall be issued for each of the five (5) regions. When placing orders, participants shall use the contract that is in place for the region corresponding to the delivery location:

- Region 1 - Avalon
- Region 2 - Eastern
- Region 3 - Central
- Region 4 - Western
- Region 5 - Labrador

Deliveries shall be made in accordance with dates and delivery location stated on participating organization's "Purchase Order". All shipments/deliveries shall state Purchase Order Number.

PRODUCT SPECIFICATIONS:

Console/Bin Sizes:

- 32 Gallon - Standard Locked Office Console (approximate size, 36"H x 20".5"W x 16"D);
- 65 Gallon - Locked Bin on wheels with Hinged Lid (approximate size);
- 95 Gallon - Locked Bin on wheels with Hinged Lid (approximate size)

Box Sizes:

- Box sizes shall be 'Standard'- Letter/Legal approximately (15"L x 12"W x 10"D), 1.1 Cubic Feet;
- Minimum quantity of standard boxes to be shredded per location shall be 10 boxes.

Shred Size:

- Shred size SHALL NOT exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept;
- The vendor may be required to provide a `sample' on demand, if requested, by participant any time during the contract.

Bin Identification:

- Each bin/console SHALL clearly identify Supplier Name and Contact Information;
- Well maintained, aesthetically pleasing bins are expected.

Certificate of Destruction:

- Vendor SHALL provide a signed `Certificate of Destruction' to the on-site client immediately upon completion of secure on-site shredding services that shows the amount of documents destroyed, date of the service, name and signature of the company person who conducted the



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destruction.

Delivery Schedules:

- Delivery Schedules can be set up by the end-user for regular pick-up service ie. Every 2, 4 or 8 weeks or on a call-in or 'as and when required basis';
- Deliveries will only be accepted during the regular business hours of the organization;
- The vendor shall have deliveries completed to participants within seven (7) days upon receipt of each purchase order;
- Delivery performance shall be monitored for the life of the contract.
- Public Procurement Agency reserves the right to cancel this agreement if delinquent deliveries are experienced;
- Should the vendor miss a scheduled pickup due to unforeseen circumstances, they must inform entity of delay/cancellation and arrange alternate pick-up time;
- In the event a regular scheduled service falls on a government holiday, the supplier will provide shredding service on the next business day;
- Each delivery location shall provide to the successful supplier a 'point of contact' upon entering the Public Body premises and advise if contact is to escort/oversee the shredding staff during the removal of secure bins/containers. Out of fairness and respect to the supplier (who is operating on a fixed schedule), participants should appoint an 'alternate point of contact' to cover off the 1st point of contacts vacation, break, or lunch etc. However, vendor should accept that some entities operate on a 12:00-2:00pm lunch period whereby no point of contact will be available and such cases shall be noted on a pre-set delivery schedule;
- A designated representative from a Public Body shall be permitted to accompany the shredding staff when picking up the bins / consoles / boxes and during the shredding process.

Bin Labeling & Bin Locations:

- Primary material being destroyed consists of paper documents. Bins are to include 'Labeling Instructions' as to the type of paper contents permitted in bins. (i.e. Acceptable paper materials: White and Coloured Bond Copy Paper; Newsprint; Store Flyers; Glossy Magazines; Catalogues; Brochures; Telephone Directories; Paper Back Books; Envelopes; Notepads; Sticky Notes; Paper Gift Wrap; Greeting Cards; Calendars; File Folders; Posters; and Card Stock);
- Vendor shall be responsible for maintaining a list of console/bin locations, accessible to PPA and provide quarterly reports to the Agency of any additions or deletions of consoles and bins.

Enclosed Locked Bin:

- All documents SHALL be removed from the client's location in an enclosed locked bin and shredded on site, at the time of pick up;
- Only employees from assigned shredding company, or mutually approved staff of participating public bodies shall have access to unlock the bins/containers.



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Inappropriate Contents Placed in Bins/Consoles:

- Should inappropriate contents be placed in a console, the Vendor will advise and work with the Public Body to have item(s) removed. The public body shall abide by and enforce proper use of the bins at all times. Contents that contaminate the bins will not be serviced by the supplier and removal of irregular items will be the responsibility of the end-user (ie. Binders, Metals, Plastics, Garbage etc.).

Purging of Standard Size Boxes:

- If a government department or public body chooses to avail of the purging of standard sized boxes instead of using bins / consoles, a 'minimum quantity of boxes to be purged per location shall be 10 boxes';
- The purging of boxes can be included with regular scheduled service of bin/console shredding or on its own on an 'as and when required' basis. (I.e. small municipalities may only require shredding service 2 or 3 times a year).

Disposing of already shredded paper by In-House Shredders:

- Vendor shall accept and provide a method for disposing of already shredded paper at public bodies by staff with in-house shredders, contained in plastic bags. (I.e. can be charged as a volume equivalent of X # of standard boxes).

Company On-The-Ground Employees:

- Company employees SHALL have identification visible on clothing at all times;
- Company employees SHALL have a current certificate of conduct, be insured and bondable;
- Vendor should provide sufficient staff to meet the demands of each shred event on site;
- Under no circumstances should Public Body employees assist Company Staff with the actual shred event;
- Vendor and on-the-ground staff SHALL be responsible for all means and methods relating to safety and comply with all local, provincial and federal requirements.

Disposal of Shredded Material:

- All shredded material is NOT permitted to go to the landfill and must be recycled accordingly at a recycling depot of vendor's choice;
- Improperly shredded or disposed documents will be cause for immediate cancellation of the contract. Liability for any such occurrence will be solely with the successful bidder.

Use of Subcontractors:

- The use of 'sub-contractors' will only be permitted



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off the Avalon Peninsula (Region 1), so Regions 2, 3, 4 and 5; and will be subject to all specifications, terms and conditions of agreement.

Opting-In / Opting-Out of the Agreement:

- Additional participants/public bodies may be added to the agreement or "opt-in" during the duration of the contract, at discretion and approval of the Vendor and PPA, for the same pricing, terms and conditions as original agreement;
- In the event a single participant/public body request to exit the agreement or "opt-out", they may do so only after a 3rd letter of complaint/non-compliance has been filed with the company and no resolution forthcoming.

GENERAL PRODUCT/SERVICE REQUIREMENTS:

SCOPE OF WORK:

The resulting MSOA shall be for a period of two (2) Years, with the option to renew, upon mutual consent by both parties, an additional three (3) 1-Year terms, reviewed each year. Agreement will commence on Date of Award and expire on July 31, 2021.

The Master Standing Offer Agreement (MSOA) shall provide Secure On-Site Shredding Services of paper for the five (5) Regions of the Province of Newfoundland and Labrador (Avalon / Eastern / Central / Western / Labrador).

SUPPLY AND DELIVERY OF GOODS/SERVICES:

Prices SHALL remain fixed for the first two (2) years of the contract. Price increases or additional charges not expressly set out in the Master Standing Offer Agreement will not be effective unless agreed to in writing by Public Procurement Agency. Unauthorized rate increases will result in immediate termination of the contract.

- Year 1 and 2 - Date of Award until July 31, 2021
- Year 3 - from Aug 1st, 2021 until July 31, 2022
- Year 4 - from Aug 1st, 2022 until July 31, 2023
- Year 5 - from Aug 1st, 2023 until July 31, 2024

PRICES:

-- Prices are exclusive of HST and GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. HST number for Government Departments is 107442683.

-- Prices quoted shall be in Canadian funds.

-- Prices quoted shall remain unchanged for the 2 year duration of the contract.

-- Prices quoted shall be considered net and inclusive of all discounts.

-- Prices quoted shall be FOB destination with all transportation charges prepaid



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by the contractor for all acquisitions equal to or above minimum order value for deliveries to each region, as listed:

- Region #1 - Avalon
- Region #2 - Eastern
- Region #3 - Central
- Region #4 - Western
- Region #5 - Labrador

-- Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

-- Prices quoted SHALL be on a per bin/tip basis.

-- Bidders SHALL provide onsite, locked and tamper proof bins/consoles at no additional cost.

-- Bidders SHALL provide enough locked, tamper proof bins/consoles to ensure proper numbers throughout 5 Regions of the Province (Avalon/Eastern/Central/Western/Labrador) for the Government of Newfoundland and Labrador and all participating Public Bodies.

-- Bidders SHALL replace damaged bins/consoles or locks at no extra charge and without disruption of service.

-- Prices quoted SHALL be all inclusive of waiting times, pick-up and disposal fees, environmental fees, operating fees, rental fees and all other expenses for the fulfillment of the contract and include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the Province, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

-- Prices quoted SHALL be FOB destination with all transportation charges prepaid by the Vendor for deliveries in each region.

-- No minimum charges shall apply for bin tips.

-- Any separate or additional charges outside this MSOA shall be on a separate invoice.

-- The end user shall not be held responsible for payment of any additional fees and/or charges for items outside those identified on this RFP Contract.

-- The supplier will be responsible for all expenses including travel, labour, machinery, equipment and tools to perform the service. The Agency will not be liable for any loss or damage to such.

PRICING ADJUSTMENT MECHANISM:

Prices quoted shall remain unchanged for the first two (2) years of the contract.

If the renewal option is exercised, for year three (3), four (4) and year five (5) or portion thereof, Public Procurement Agency will accept, for consideration, a written submission of a price increase beyond the vendor's control due to an



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increase affecting the price of Secure On-Site Shredding Services.

Supporting documentation shall be provided by the vendor justifying the request for a price increase. The increase shall not exceed that of the Consumer Price Index (CPI) All-Items.

Price adjustment requests shall be submitted 30 days prior to date of renewal.

The following table shall be used for the completion of the annual pricing adjustment:

Consumer Price Index, by province (monthly) (Newfoundland and Labrador)

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000413&pickMembers%5B0%5D=1.3>

Index Base Period:

Year 3 Renewal: CPI Period April 2020 - April 2021
(for contract year 3 from July 1, 2021 - June 30, 2022)

Year 4 Renewal: CPI Period April 2021 - April 2022
(for contract year 4 from July 1, 2022 - June 30, 2023)

Year 5 Renewal: CPI Period April 2022 - April 2023
(for contract year 4 from July 1, 2023 - June 30, 2024)

For Example:

(Year 3) The CPI All-Items from April 2020 - April 2021 in Newfoundland has risen by 2.5%.

Line Item # 1

Contract Price: \$10.00

Percent Change: 2.5%

Increase Amount: \$0.25 rounded to 2 decimal points

New Price: \$10.25

PERFORMANCE TERMS AND CONDITIONS:

WARRANTY SERVICE:

The supplier guarantees all equipment, materials, workmanship, and labourer's liens. The supplier warrants title to commodities supplied and warrants them free from defects and/or imperfections, and will indemnify and hold the purchaser harmless against any or all suits, claims, demands and/or expenses, patent, litigation infringement, or any claim by third parties in or to the commodities mentioned and supplied by him.

The supplier warrants to the Agency that all services performed shall: exercise a



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degree of professionalism, skill, diligence, care, judgment, and integrity which would reasonably be expected from a skilled and experienced service provider; be in accordance with all terms, conditions, specifications, policies, guidelines, by-laws and codes of conduct applicable to Supplier; and use only personnel legally entitled to work in Canada and who possess the skills, training, expertise, and qualifications necessary to carry out the Services.

CONFIDENTIALITY:

Supplier shall implement and maintain security standards and procedures for the safeguarding of Public Bodies confidential information. Supplier agrees to promptly notify the Agency in writing upon becoming aware of a breach of either Supplier's security standards and procedures or PPA's security policies, or any unauthorized disclosure of Confidential Information that Supplier is required to keep confidential. Supplier shall take immediate steps to mitigate any breach or unauthorized disclosure.

NOTICE OF NON-COMPLIANCE:

If for any reason supplier does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, supplier must promptly notify the Agency of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Any agreement issued pursuant to this invitation to tender shall be issued in the name of the vendor exactly as that bidder's personal or corporate name is stated in the tender document. Under no circumstances will an agreement be issued to an individual or corporation other than that named in the tender document. Similarly, payment shall only be issued in the name of the vendor as stated in the tender document.

CANCELLATION OF CONTRACT:

The cancellation of the entire MSOA contract can only be administered by PPA with 30 days notice.

Any contract issued as a result of this RFP shall be subject to cancellation by Public Procurement Agency within 30 days of written notification and by the Supplier within 90 days written notice. Payment of goods on order or in the process of being delivered will be honoured.

Public Procurement Agency shall be entitled to suspend and/or terminate the Agreement for cause, upon the occurrence of any of the following events:

- i. Supplier breaches or fails to comply with the Agreement and such security breach or failure is not remedied by Supplier to the reasonable satisfaction of the Agency within ten (10) days after written notice from PPA to remedy the breach or failure;
- ii. Supplier becomes insolvent, commits an act of bankruptcy, makes an assignment for the benefit of creditors, or otherwise acknowledges its insolvency, or a receiver or receiver manager is appointed for any property of Supplier;



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iii. Supplier repudiates its obligations under the Agreement; or

iv. The Agency determines that any statement, representation or warranty made by Supplier in its Supplier Proposal or in the Agreement was untrue or incorrect.

Upon the supplier not complying with the terms and conditions set forth in the contract, they will receive a maximum of two (2) written notices from Public Procurement Agency. After a third incident the Agency will reserve its right to cancel the contract.

Upon termination or suspension of the Agreement, Supplier shall be responsible for and shall reimburse Public Procurement Agency for all loss, costs and damages incurred by the Agency as a result of or arising from event of default.

Public Procurement Agency may, at its sole discretion, and at any time, terminate the Agreement without cause upon giving thirty (30) days prior written notice of termination to Supplier. In such event, Supplier shall be entitled to receive payment for the goods it has delivered to the Agency and for which acceptance has been provided, and for services it has satisfactorily performed up to the date of termination. Payments to Supplier of the foregoing amounts shall constitute full and final satisfaction of the Agency's obligations to Supplier under the Agreement.

In the event the Agreement is terminated by Public Procurement Agency pursuant to this Section, Supplier shall not be reimbursed for any profits that may have been anticipated but not earned up to the termination date, and Supplier shall not have any claim or entitlement to any additional compensation or damages arising from such termination.

In the event the Supplier fails to enter into agreement or terminates the contract, for any reason, Public Procurement Agency reserves the right to contract with the next preferred bidder that meets the terms and conditions set out in the original RFP.

RETURNS:

In the event of a defective product, any participating organization reserves the right to return it to the supplier. All delivery and return costs will be the responsibility of the supplier. Claims for either shortages or damaged merchandise will be submitted to vendor within thirty days of invoice. Incorrect items supplied will be returned to supplier at NO cost to the Department & NO restocking charge shall be considered. All costs for restocking and transportation shall be the responsibility of the supplier.

SUBSTITUTIONS:

During the term of a contract, no product shall be substituted for another without agreement from the Public Procurement Agency. Upon agreement by all parties, items may be substituted by similar products of equal size and cost and quality. All requests to substitute shall be accompanied by full specification, literature or catalogues.

REPORTING:



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The successful supplier SHALL provide quarterly usage reports regarding the individual product usage for all the items listed on this RFP, in a format and time frame determined by the Public Procurement Agency (i.e. items procured by entities, product usage, delivery, order-fill rates, and backorders). The successful bidder may be requested to provide usage reports on related items not listed on this document for future reference.

ADDITIONAL TERMS AND CONDITIONS:

Each participating organization will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder.

QUANTITY:

The quantities listed herein are projected usages for the contract period and are estimates made in good faith and are not a guarantee of the quantities that may be ordered. The contract shall be limited to the actual quantities ordered and delivered during the contract period. The successful supplier shall maintain adequate stock to cover requirements when requested. The suppliers shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

INVOICING:

Each participating Public Body will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder. Any agreement issued pursuant to this invitation to tender shall be issued in the name of the vendor exactly as that bidder's personal or corporate name is stated in the tender document. Under no circumstances will an agreement be issued to an individual or corporation other than that named in the tender document. Payment shall only be issued in the name of the vendor as stated in the tender document.

Any Government Department or Public Body reserves the right to utilize a procurement card (P-CARD) in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurements cards are tendered for payment.

Invoices shall be submitted directly to each participating organization who obtain the goods. It is to be understood that payment of invoices will be the responsibility of the ordering Public Body and further understood that the successful supplier(s) will hold the Public Procurement Agency harmless respecting any loss, damage and non-payment resulting from or relating to any order placed with the supplier against any contract resulting from this Invitation to Tender.

The successful supplier shall ensure that the company name, address and contact details (phone number, fax number) provided on the tender response shall also be used on all invoicing presented for payment. (ie: The company name and address on monthly invoices submitted for payment shall be the same as the company name and address submitted on tender bid). Payment terms will be net 30 days following completion of any services and receipt of invoice.



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Government Departments Only:

The Government of Newfoundland and Labrador (GNL) has expanded its financial management system and streamlining the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS).

To receive payment on a timely basis, please mail or email invoices to:

Department of Finance
Corporate Financial Services Division
657 Topsail Road, St. John's, NL
A1E 2E3

Email: gnlinvoices@gov.nl.ca

DIRECT DEPOSIT FOR PAYMENT:

Government Departments Only:

The preferred method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit).

As of December 31, 2016, all payments issued to businesses and individuals shall be direct deposit. The successful bidder is encouraged to register to receive payments by direct deposit if not currently enrolled with the Province.

Enrolment forms can be obtained from the Department of Finance web site at: <http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

PARTICIPANTS

All Government Departments

Entities:

- College of the North Atlantic
- Legal Aid NL
- Memorial University of Newfoundland & Labrador
- Newfoundland & Labrador Centre for Health Information
- Newfoundland & Labrador English School District
- Newfoundland & Labrador Housing Corporation
- Newfoundland & Labrador Hydro
- Newfoundland Labrador Liquor Corporation
- Workplace NL

Municipalities:



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City of Corner Brook
 City of St. John's
 Baie Verte
 Brighton
 Glovertown
 Lewisporte
 St. George's
 St. Anthony

1	Shredding Service, Standard Secure Office Console, (32 Gallon), 20".5'W x 16"D x 36"H	EACH	6.00
2	Shredding Service, (65 Gallon Bin), Locked, on 4 Wheels for Safe Movement	EACH	12.00
3	Shredding Service, (95 Gallon Bin), Locked, on 4 Wheels for Safe Movement	EACH	18.00
4	Purging Service, (Standard Size Boxes - Ground Level)	EACH	1.80
5	Purging Service, (Standard Size Boxes - Above Ground / Stairs / Multiple Levels)	EACH	1.90

End of Document

		Government of Newfoundland and Labrador Public Procurement Agency 30 Strawberry Marsh Rd. St. John's NL A1B 4R4		Purchase Order No. 219014170	Revision No. 2	Page No. 1
TO: SHRED-IT INTERNATIONAL ULC PO Box 15781, Station A Toronto, ON M5W 1C1 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada				
		BILL TO: Department of Finance Corporate Financial Services 657 Topsail Road St John's, NL A1E 2E3 Canada				
Customer No.	Supplier No. 40046433	Ordered / Buyer 31-JUL-19 Bishop, D		Revised / Buyer 14-AUG-19 Bishop, D		
F.O.B: DESTINATION		Requestor:		Contact:		
Effective Start Date		Effective End Date		Amount Agreed (CAD)		
01-AUG-2019		31-JUL-2021				
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.						
AUTHORIZED BY: Bishop, D		DATE: 14-AUG-19		TOTAL:		
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Notes:

REVISION #1 and #2 - Created to insert awarded vendor bin/console size/volume dimensions.

MSOA for SECURE ON-SITE SHREDDING SERVICES, (Region 3 - Central).

The resulting Master Standing Offer Agreement shall permit any Government Department, and any Public Body having delegated its authority to tender to the Public Procurement Agency to order, on an "as and when required basis", the items listed herein at the prices set against each.

This RFP118028820 shall form part of the contract.

PERIOD OF CONTRACT:

The preferred bidder will be required to enter into an agreement with Public Procurement Agency for the provision of the Deliverables. It is the intention of Public Procurement Agency to enter into the Agreement for a period of two (2) Years, beginning August 1, 2019 until July 31, 2021, with an option to extend the Agreement upon mutual consent of both parties, the same pricing, terms and conditions for three (3) additional years, reviewed each year (with possible CPI Pricing Adjustments for year 3, 4 & 5).

VENDOR CONTACT INFORMATION:

To arrange for Secure On-Site Shredding Service and Schedule Set-Up:

- Participant contacts Company with a service request;
- Company submits request to appropriate branch and a schedule date is discussed;
- Company contacts the participant to advise of proposed scheduled date;
- Company's Customer Service Representative reviews service reports via tracking mechanisms to confirm completion of request.

In the event you wish to change frequency of service; add extra bin/console equipment; add a new location, etc. all request are directed to the Sales Team 'Primary Contact', and Garry Levere should be CC'd.



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Company has dedicated an Inside Sales Executive to process ONE-TIME PURGE REQUEST, James (Ryan) Lovie (See contact information below).

Sales Team:

Primary Contact:
BRYAN DANIEL
Sales Executive - Atlantic Canada
Mobile: (902) 719-7842
Office: (902) 468-5706
Email: bryan.daniel@stericycle.com

COREY O'DONNELL
Sales Executive - Atlantic Canada
Mobile: (902) 877-2643
Office: (902) 468-5706
Email: corey.odonnell@stericycle.com

GARRY LEVERE
District Sales Manager - Ottawa, Quebec & Atlantic Canada
Mobile: (613) 795-5509
Email: garry.levere@stericycle.com

JAMES (RYAN) LOVIE [for One-Time Purge Service only]
Inside Sales Executive - Atlantic Canada
Mobile: (613) 292-6772
Email: james.lovie@stericycle.com

To inquire about an Accounting Issue (ie. Invoice Discrepancy); Address a Concern; or File a Complaint:

Customer should send inquiry directly to our Operations Team 'Primary Contact', and Garry Levere and Rob Jarvis both CC'd.

Operations Team:

Primary Contact (in NL):
SHANE REGULAR
Transportation Manager - Newfoundland
Mobile: (709) 770-2817
Email: shane.regular@stericycle.com

SERGE LEGERE
Route Manager - Atlantic Canada
Mobile: (902) 943-2467
Office: 1-800-69-SHRED
Email: serge.legere@stericycle.com

WAYNE FRANKLIN
Service Manager - Atlantic Canada



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Mobile: (506) 870-0168
Office: (506) 855-5543
Email: wayne.franklin@stericycle.com

ROBERT JARVIS
District Operations Manager - Atlantic Canada
Stericycle, Inc. - Halifax, Nova Scotia
Mobile: (902)-402-9322
Office: (902)-468-5706
Email: rob.jarvis@stericycle.com

GARRY LEVERE
District Sales Manager - Ottawa, Quebec & Atlantic Canada
Mobile: (613) 795-5509
Email: garry.levere@stericycle.com

PPA Contact:
Diane Bishop
Phone: 709-729-3332
dianebishop@gov.nl.ca

VOLUME OF WORK AND EXCLUSIVITY OF CONTRACT:


Public Procurement Agency makes no guarantee as to the value or volume of the Deliverables to the successful bidder(s). The Agreement with the preferred bidder(s), as defined in the Public Procurement Act, will be an exclusive contract for the provision of the Deliverables.

PUBLIC PROCUREMENT ACT, REGULATIONS, POLICIES & TRADE AGREEMENTS:

This agreement is subject to Public Procurement Agency's Legislative Framework: The Public Procurement Act, Public Procurement Regulations and Public Procurement Policy. Bidder(s) should note that procurements falling within the scope of The Canadian Free Trade Agreement (CFTA) and the Atlantic Procurement Agreement are subject to those trade agreements but that the rights and obligations of the parties shall be governed by the specific terms of this ITT. The Atlantic Standard Terms and Conditions apply to this ITT and may be obtained from Public Procurement Agency, or by way of the internet at: www.ppa.gov.nl.ca.

DISCLOSURE OF INFORMATION:

The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process. This procurement process is subject to the Access to Information and Protection of Privacy Act, 2015. The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015 has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the Access to Information and Protection of Privacy

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Act.

THE DELIVERABLES:

Regional boundaries are outlined in a separate attachment - NEWFOUNDLAND AND LABRADOR REGIONS MAP. A separate contract shall be issued for each of the five (5) regions. When placing orders, participants shall use the contract that is in place for the region corresponding to the delivery location:

- Region 1 - Avalon
- Region 2 - Eastern
- Region 3 - Central
- Region 4 - Western
- Region 5 - Labrador

Deliveries shall be made in accordance with dates and delivery location stated on participating organization's "Purchase Order". All shipments/deliveries shall state Purchase Order Number.

PRODUCT SPECIFICATIONS:

Console/Bin Sizes:

- 32 Gallon - Standard Locked Office Console (approximate size, 36"H x 20".5"W x 16"D);
- 65 Gallon - Locked Bin on wheels with Hinged Lid (approximate size);
- 95 Gallon - Locked Bin on wheels with Hinged Lid (approximate size)

Box Sizes:

- Box sizes shall be 'Standard'- Letter/Legal approximately (15"L x 12"W x 10"D), 1.1 Cubic Feet;
- Minimum quantity of standard boxes to be shredded per location shall be 10 boxes.

Shred Size:

- Shred size SHALL NOT exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept;
- The vendor may be required to provide a `sample' on demand, if requested, by participant any time during the contract.

Bin Identification:

- Each bin/console SHALL clearly identify Supplier Name and Contact Information;
- Well maintained, aesthetically pleasing bins are expected.

Certificate of Destruction:

- Vendor SHALL provide a signed `Certificate of Destruction' to the on-site client immediately upon completion of secure on-site shredding



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services that shows the amount of documents destroyed, date of the service, name and signature of the company person who conducted the destruction.

Delivery Schedules:

- Delivery Schedules can be set up by the end-user for regular pick-up service ie. Every 2, 4 or 8 weeks or on a call-in or 'as and when required basis';
- Deliveries will only be accepted during the regular business hours of the organization;
- The vendor shall have deliveries completed to participants within seven (7) days upon receipt of each purchase order;
- Delivery performance shall be monitored for the life of the contract.
- Public Procurement Agency reserves the right to cancel this agreement if delinquent deliveries are experienced;
- Should the vendor miss a scheduled pickup due to unforeseen circumstances, they must inform entity of delay/cancellation and arrange alternate pick-up time;
- In the event a regular scheduled service falls on a government holiday, the supplier will provide shredding service on the next business day;
- Each delivery location shall provide to the successful supplier a 'point of contact' upon entering the Public Body premises and advise if contact is to escort/oversee the shredding staff during the removal of secure bins/containers. Out of fairness and respect to the supplier (who is operating on a fixed schedule), participants should appoint an 'alternate point of contact' to cover off the 1st point of contacts vacation, break, or lunch etc. However, vendor should accept that some entities operate on a 12:00-2:00pm lunch period whereby no point of contact will be available and such cases shall be noted on a pre-set delivery schedule;
- A designated representative from a Public Body shall be permitted to accompany the shredding staff when picking up the bins / consoles / boxes and during the shredding process.

Bin Labeling & Bin Locations:

- Primary material being destroyed consists of paper documents. Bins are to include 'Labeling Instructions' as to the type of paper contents permitted in bins. (i.e. Acceptable paper materials: White and Coloured Bond Copy Paper; Newsprint; Store Flyers; Glossy Magazines; Catalogues; Brochures; Telephone Directories; Paper Back Books; Envelopes; Notepads; Sticky Notes; Paper Gift Wrap; Greeting Cards; Calendars; File Folders; Posters; and Card Stock);
- Vendor shall be responsible for maintaining a list of console/bin locations, accessible to PPA and provide quarterly reports to the Agency of any additions or deletions of consoles and bins.

Enclosed Locked Bin:

- All documents SHALL be removed from the client's location in an enclosed locked bin and shredded on site, at the time of pick up;
- Only employees from assigned shredding company, or



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mutually approved staff of participating public bodies shall have access to unlock the bins/conssoles.

Inappropriate Contents Placed in Bins/Consoles:

- Should inappropriate contents be place in a console, the Vendor will advise and work with the Public Body to have item(s) removed. The public body shall abide by and enforce proper use of the bins at all times. Contents that contaminate the bins will not be serviced by the supplier and removal of irregular items will be the responsibility of the end-user (ie. Binders, Metals, Plastics, Garbage etc.).

Purging of Standard Size Boxes:

- If a government department or public body choses to avail of the purging of standard sized boxes instead of using bins / consoles, a `minimum quantity of boxes to be purged per location shall be 10 boxes';
- The purging of boxes can be included with regular scheduled service of bin/console shredding or on its own on an `as and when required' basis. (I.e. small municipalities may only require shredding service 2 or 3 times a year).

Disposing of already shredded paper by In-House Shredders:

- Vendor shall accept and provide a method for disposing of already shredded paper at public bodies by staff with in-house shredders, contained in plastic bags. (I.e. can be charged as a volume equivalent of X # of standard boxes).

Company On-The-Ground Employees:

- Company employees SHALL have identification visible on clothing at all times;
- Company employees SHALL have a current certificate of conduct, be insured and bondable;
- Vendor should provide sufficient staff to meet the demands of each shred event on site;
- Under no circumstances should Public Body employees assist Company Staff with the actual shred event;
- Vendor and on-the-ground staff SHALL be responsible for all means and methods relating to safety and comply with all local, provincial and federal requirements.

Disposal of Shredded Material:

- All shredded material is NOT permitted to go to the landfill and must be recycled accordingly at a recycling depot of vendor's choice;
- Improperly shredded or disposed documents will be cause for immediate cancellation of the contract. Liability for any such occurrence will be solely with the successful bidder.



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Use of Subcontractors:

- The use of 'sub-contractors' will only be permitted off the Avalon Peninsula (Region 1), so Regions 2, 3, 4 and 5; and will be subject to all specifications, terms and conditions of agreement.

Opting-In / Opting-Out of the Agreement:

- Additional participants/public bodies may be added to the agreement or "opt-in" during the duration of the contract, at discretion and approval of the Vendor and PPA, for the same pricing, terms and conditions as original agreement;
- In the event a single participant/public body request to exit the agreement or "opt-out", they may do so only after a 3rd letter of complaint/non-compliance has been filed with the company and no resolution forthcoming.

GENERAL PRODUCT/SERVICE REQUIREMENTS:

SCOPE OF WORK:

The resulting MSOA shall be for a period of two (2) Years, with the option to renew, upon mutual consent by both parties, an additional three (3) 1-Year terms, reviewed each year. Agreement will commence on Date of Award and expire on July 31, 2021.

The Master Standing Offer Agreement (MSOA) shall provide Secure On-Site Shredding Services of paper for the five (5) Regions of the Province of Newfoundland and Labrador (Avalon / Eastern / Central / Western / Labrador).

SUPPLY AND DELIVERY OF GOODS/SERVICES:

Prices SHALL remain fixed for the first two (2) years of the contract. Price increases or additional charges not expressly set out in the Master Standing Offer Agreement will not be effective unless agreed to in writing by Public Procurement Agency. Unauthorized rate increases will result in immediate termination of the contract.

- Year 1 and 2 - Date of Award until July 31, 2021
- Year 3 - from Aug 1st, 2021 until July 31, 2022
- Year 4 - from Aug 1st, 2022 until July 31, 2023
- Year 5 - from Aug 1st, 2023 until July 31, 2024

PRICES:

-- Prices are exclusive of HST and GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. HST number for Government Departments is 107442683.

-- Prices quoted shall be in Canadian funds.

-- Prices quoted shall remain unchanged for the 2 year duration of the contract.

-- Prices quoted shall be considered net and inclusive of all discounts.



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-- Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for all acquisitions equal to or above minimum order value for deliveries to each region, as listed:

- Region #1 - Avalon
- Region #2 - Eastern
- Region #3 - Central
- Region #4 - Western
- Region #5 - Labrador

-- Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

-- Prices quoted SHALL be on a per bin/tip basis.

-- Bidders SHALL provide onsite, locked and tamper proof bins/consoles at no additional cost.

-- Bidders SHALL provide enough locked, tamper proof bins/consoles to ensure proper numbers throughout 5 Regions of the Province (Avalon/Eastern/Central/Western/Labrador) for the Government of Newfoundland and Labrador and all participating Public Bodies.

-- Bidders SHALL replace damaged bins/consoles or locks at no extra charge and without disruption of service.

-- Prices quoted SHALL be all inclusive of waiting times, pick-up and disposal fees, environmental fees, operating fees, rental fees and all other expenses for the fulfillment of the contract and include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the Province, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

-- Prices quoted SHALL be FOB destination with all transportation charges prepaid by the Vendor for deliveries in each region.

-- No minimum charges shall apply for bin tips.

-- Any separate or additional charges outside this MSOA shall be on a separate invoice.

-- The end user shall not be held responsible for payment of any additional fees and/or charges for items outside those identified on this RFP Contract.

-- The supplier will be responsible for all expenses including travel, labour, machinery, equipment and tools to perform the service. The Agency will not be liable for any loss or damage to such.

PRICING ADJUSTMENT MECHANISM:

Prices quoted shall remain unchanged for the first two (2) years of the contract.

If the renewal option is exercised, for year three (3), four (4) and year five (5) or portion thereof, Public Procurement Agency will accept, for consideration,



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a written submission of a price increase beyond the vendor's control due to an increase affecting the price of Secure On-Site Shredding Services.

Supporting documentation shall be provided by the vendor justifying the request for a price increase. The increase shall not exceed that of the Consumer Price Index (CPI) All-Items.

Price adjustment requests shall be submitted 30 days prior to date of renewal.

The following table shall be used for the completion of the annual pricing adjustment:

Consumer Price Index, by province (monthly) (Newfoundland and Labrador)

<https://www150.statcan.gc.ca/t1/tb11/en/tv.action?pid=1810000413&pickMembers%5B0%5D=1.3>

Index Base Period:

Year 3 Renewal: CPI Period April 2020 - April 2021
(for contract year 3 from July 1, 2021 - June 30, 2022)

Year 4 Renewal: CPI Period April 2021 - April 2022
(for contract year 4 from July 1, 2022 - June 30, 2023)

Year 5 Renewal: CPI Period April 2022 - April 2023
(for contract year 4 from July 1, 2023 - June 30, 2024)

For Example:

(Year 3) The CPI All-Items from April 2020 - April 2021 in Newfoundland has risen by 2.5%.

Line Item # 1

Contract Price: \$10.00

Percent Change: 2.5%

Increase Amount: \$0.25 rounded to 2 decimal points

New Price: \$10.25

PERFORMANCE TERMS AND CONDITIONS:

WARRANTY SERVICE:

The supplier guarantees all equipment, materials, workmanship, and labourer's liens. The supplier warrants title to commodities supplied and warrants them free from defects and/or imperfections, and will indemnify and hold the purchaser harmless against any or all suits, claims, demands and/or expenses, patent, litigation infringement, or any claim by third parties in or to the commodities mentioned and supplied by him.



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The supplier warrants to the Agency that all services performed shall: exercise a degree of professionalism, skill, diligence, care, judgment, and integrity which would reasonably be expected from a skilled and experienced service provider; be in accordance with all terms, conditions, specifications, policies, guidelines, by-laws and codes of conduct applicable to Supplier; and use only personnel legally entitled to work in Canada and who possess the skills, training, expertise, and qualifications necessary to carry out the Services.

CONFIDENTIALITY:

Supplier shall implement and maintain security standards and procedures for the safeguarding of Public Bodies confidential information. Supplier agrees to promptly notify the Agency in writing upon becoming aware of a breach of either Supplier's security standards and procedures or PPA's security policies, or any unauthorized disclosure of Confidential Information that Supplier is required to keep confidential. Supplier shall take immediate steps to mitigate any breach or unauthorized disclosure.

NOTICE OF NON-COMPLIANCE:

If for any reason supplier does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, supplier must promptly notify the Agency of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Any agreement issued pursuant to this invitation to tender shall be issued in the name of the vendor exactly as that bidder's personal or corporate name is stated in the tender document. Under no circumstances will an agreement be issued to an individual or corporation other than that named in the tender document. Similarly, payment shall only be issued in the name of the vendor as stated in the tender document.

CANCELLATION OF CONTRACT:

The cancellation of the entire MSOA contract can only be administered by PPA with 30 days notice.

Any contract issued as a result of this RFP shall be subject to cancellation by Public Procurement Agency within 30 days of written notification and by the Supplier within 90 days written notice. Payment of goods on order or in the process of being delivered will be honoured.

Public Procurement Agency shall be entitled to suspend and/or terminate the Agreement for cause, upon the occurrence of any of the following events:

- i. Supplier breaches or fails to comply with the Agreement and such security breach or failure is not remedied by Supplier to the reasonable satisfaction of the Agency within ten (10) days after written notice from PPA to remedy the breach or failure;
- ii. Supplier becomes insolvent, commits an act of bankruptcy, makes an assignment for the benefit of creditors, or otherwise acknowledges its insolvency, or a receiver or receiver manager is appointed for any property of



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Supplier;

iii. Supplier repudiates its obligations under the Agreement; or

iv. The Agency determines that any statement, representation or warranty made by Supplier in its Supplier Proposal or in the Agreement was untrue or incorrect.

Upon the supplier not complying with the terms and conditions set forth in the contract, they will receive a maximum of two (2) written notices from Public Procurement Agency. After a third incident the Agency will reserve its right to cancel the contract.

Upon termination or suspension of the Agreement, Supplier shall be responsible for and shall reimburse Public Procurement Agency for all loss, costs and damages incurred by the Agency as a result of or arising from event of default.

Public Procurement Agency may, at its sole discretion, and at any time, terminate the Agreement without cause upon giving thirty (30) days prior written notice of termination to Supplier. In such event, Supplier shall be entitled to receive payment for the goods it has delivered to the Agency and for which acceptance has been provided, and for services it has satisfactorily performed up to the date of termination. Payments to Supplier of the foregoing amounts shall constitute full and final satisfaction of the Agency's obligations to Supplier under the Agreement.

In the event the Agreement is terminated by Public Procurement Agency pursuant to this Section, Supplier shall not be reimbursed for any profits that may have been anticipated but not earned up to the termination date, and Supplier shall not have any claim or entitlement to any additional compensation or damages arising from such termination.

In the event the Supplier fails to enter into agreement or terminates the contract, for any reason, Public Procurement Agency reserves the right to contract with the next preferred bidder that meets the terms and conditions set out in the original RFP.

RETURNS:

In the event of a defective product, any participating organization reserves the right to return it to the supplier. All delivery and return costs will be the responsibility of the supplier. Claims for either shortages or damaged merchandise will be submitted to vendor within thirty days of invoice. Incorrect items supplied will be returned to supplier at NO cost to the Department & NO restocking charge shall be considered. All costs for restocking and transportation shall be the responsibility of the supplier.

SUBSTITUTIONS:

During the term of a contract, no product shall be substituted for another without agreement from the Public Procurement Agency. Upon agreement by all parties, items may be substituted by similar products of equal size and cost and quality. All requests to substitute shall be accompanied by full specification, literature or catalogues.



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REPORTING:

The successful supplier SHALL provide quarterly usage reports regarding the individual product usage for all the items listed on this RFP, in a format and time frame determined by the Public Procurement Agency (i.e. items procured by entities, product usage, delivery, order-fill rates, and backorders). The successful bidder may be requested to provide usage reports on related items not listed on this document for future reference.

ADDITIONAL TERMS AND CONDITIONS:

Each participating organization will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder.

QUANTITY:

The quantities listed herein are projected usages for the contract period and are estimates made in good faith and are not a guarantee of the quantities that may be ordered. The contract shall be limited to the actual quantities ordered and delivered during the contract period. The successful supplier shall maintain adequate stock to cover requirements when requested. The suppliers shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

INVOICING:

Each participating Public Body will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder. Any agreement issued pursuant to this invitation to tender shall be issued in the name of the vendor exactly as that bidder's personal or corporate name is stated in the tender document. Under no circumstances will an agreement be issued to an individual or corporation other than that named in the tender document. Payment shall only be issued in the name of the vendor as stated in the tender document.

Any Government Department or Public Body reserves the right to utilize a procurement card (P-CARD) in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurements cards are tendered for payment.

Invoices shall be submitted directly to each participating organization who obtain the goods. It is to be understood that payment of invoices will be the responsibility of the ordering Public Body and further understood that the successful supplier(s) will hold the Public Procurement Agency harmless respecting any loss, damage and non-payment resulting from or relating to any order placed with the supplier against any contract resulting from this Invitation to Tender.

The successful supplier shall ensure that the company name, address and contact details (phone number, fax number) provided on the tender response shall also be used on all invoicing presented for payment. (ie: The company name and address on monthly invoices submitted for payment shall be the same as the company name and address submitted on tender bid). Payment terms will be net 30 days following completion of any services and receipt of invoice.



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Government Departments Only:

The Government of Newfoundland and Labrador (GNL) has expanded its financial management system and streamlining the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS).

To receive payment on a timely basis, please mail or email invoices to:

Department of Finance
Corporate Financial Services Division
657 Topsail Road, St. John's, NL
A1E 2E3

Email: gnlinvoices@gov.nl.ca

DIRECT DEPOSIT FOR PAYMENT:

Government Departments Only:

The preferred method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit).

As of December 31, 2016, all payments issued to businesses and individuals shall be direct deposit. The successful bidder is encouraged to register to receive payments by direct deposit if not currently enrolled with the Province.

Enrolment forms can be obtained from the Department of Finance web site at:
<http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

PARTICIPANTS

All Government Departments

Entities:

- College of the North Atlantic
- Legal Aid NL
- Memorial University of Newfoundland & Labrador
- Newfoundland & Labrador Centre for Health Information
- Newfoundland & Labrador English School District
- Newfoundland & Labrador Housing Corporation
- Newfoundland & Labrador Hydro
- Newfoundland Labrador Liquor Corporation
- Workplace NL



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Municipalities:
City of Corner Brook
City of St. John's
Baie Verte
Brighton
Glovertown
Lewisporte
St. George's
St. Anthony

1	Shredding Service, Standard Secure Office Console, (32 Gallon), 20".5'W x 16"D x 36"H	EACH	6.00		
2	Shredding Service, (65 Gallon Bin), Locked, on 4 Wheels for Safe Movement	EACH	10.00		
3	Shredding Service, (95 Gallon Bin), Locked, on 4 Wheels for Safe Movement	EACH	14.00		
4	Purging Service, (Standard Size Boxes - Ground Level)	EACH	2.00		
5	Purging Service, (Standard Size Boxes - Above Ground / Stairs / Multiple Levels)	EACH	2.00		

End of Document

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TO: SHRED-IT INTERNATIONAL ULC PO Box 15781, Station A Toronto, ON M5W 1C1 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
		BILL TO: Department of Finance Corporate Financial Services 657 Topsail Road St John's, NL A1E 2E3 Canada		
Customer No.	Supplier No. 40046433	Ordered / Buyer 31-JUL-19 Bishop, D		Revised / Buyer 14-AUG-19 Bishop, D
F.O.B: DESTINATION		Requestor:		Contact:
Effective Start Date		Effective End Date		Amount Agreed (CAD)
01-AUG-2019		31-JUL-2021		
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.				
AUTHORIZED BY: Bishop, D		DATE: 14-AUG-19	TOTAL:	
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Notes:

REVISION #1 and #2 - Created to insert awarded vendor bin/console size/volume dimensions.

MSOA for SECURE ON-SITE SHREDDING SERVICES, (Region 4 - Western).

The resulting Master Standing Offer Agreement shall permit any Government Department, and any Public Body having delegated its authority to tender to the Public Procurement Agency to order, on an "as and when required basis", the items listed herein at the prices set against each.

This RFP118028820 shall form part of the contract.

PERIOD OF CONTRACT:

The preferred bidder will be required to enter into an agreement with Public Procurement Agency for the provision of the Deliverables. It is the intention of Public Procurement Agency to enter into the Agreement for a period of two (2) Years, beginning August 1, 2019 until July 31, 2021, with an option to extend the Agreement upon mutual consent of both parties, the same pricing, terms and conditions for three (3) additional years, reviewed each year (with possible CPI Pricing Adjustments for year 3, 4 & 5).

VENDOR CONTACT INFORMATION:

To arrange for Secure On-Site Shredding Service and Schedule Set-Up:

- Participant contacts Company with a service request;
- Company submits request to appropriate branch and a schedule date is discussed;
- Company contacts the participant to advise of proposed scheduled date;
- Company's Customer Service Representative reviews service reports via tracking mechanisms to confirm completion of request.

In the event you wish to change frequency of service; add extra bin/console equipment; add a new location, etc. all request are directed to the Sales Team 'Primary Contact', and Garry Levere should be CC'd.



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Company has dedicated an Inside Sales Executive to process ONE-TIME PURGE REQUEST, James (Ryan) Lovie (See contact information below).

Sales Team:

Primary Contact:
BRYAN DANIEL
Sales Executive - Atlantic Canada
Mobile: (902) 719-7842
Office: (902) 468-5706
Email: bryan.daniel@stERICYCLE.COM

COREY O'DONNELL
Sales Executive - Atlantic Canada
Mobile: (902) 877-2643
Office: (902) 468-5706
Email: corey.odonnell@stERICYCLE.COM

GARRY LEVERE
District Sales Manager - Ottawa, Quebec & Atlantic Canada
Mobile: (613) 795-5509
Email: garry.levere@stERICYCLE.COM

JAMES (RYAN) LOVIE [for One-Time Purge Service only]
Inside Sales Executive - Atlantic Canada
Mobile: (613) 292-6772
Email: james.lovie@stERICYCLE.COM

To inquire about an Accounting Issue (ie. Invoice Discrepancy); Address a Concern; or File a Complaint:

Customer should send inquiry directly to our Operations Team 'Primary Contact', and Garry Levere and Rob Jarvis both CC'd.

Operations Team:

Primary Contact (in NL):
SHANE REGULAR
Transportation Manager - Newfoundland
Mobile: (709) 770-2817
Email: shane.regular@stERICYCLE.COM

SERGE LEGERE
Route Manager - Atlantic Canada
Mobile: (902) 943-2467
Office: 1-800-69-SHRED
Email: serge.legere@stERICYCLE.COM

WAYNE FRANKLIN
Service Manager - Atlantic Canada



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Mobile: (506) 870-0168
Office: (506) 855-5543
Email: wayne.franklin@stericycle.com

ROBERT JARVIS
District Operations Manager - Atlantic Canada
Stericycle, Inc. - Halifax, Nova Scotia
Mobile: (902)-402-9322
Office: (902)-468-5706
Email: rob.jarvis@stericycle.com

GARRY LEVERE
District Sales Manager - Ottawa, Quebec & Atlantic Canada
Mobile: (613) 795-5509
Email: garry.levere@stericycle.com

PPA Contact:
Diane Bishop
Phone: 709-729-3332
dianebishop@gov.nl.ca

VOLUME OF WORK AND EXCLUSIVITY OF CONTRACT:

Public Procurement Agency makes no guarantee as to the value or volume of the Deliverables to the successful bidder(s). The Agreement with the preferred bidder(s), as defined in the Public Procurement Act, will be an exclusive contract for the provision of the Deliverables.

PUBLIC PROCUREMENT ACT, REGULATIONS, POLICIES & TRADE AGREEMENTS:

This agreement is subject to Public Procurement Agency's Legislative Framework: The Public Procurement Act, Public Procurement Regulations and Public Procurement Policy. Bidder(s) should note that procurements falling within the scope of The Canadian Free Trade Agreement (CFTA) and the Atlantic Procurement Agreement are subject to those trade agreements but that the rights and obligations of the parties shall be governed by the specific terms of this ITT. The Atlantic Standard Terms and Conditions apply to this ITT and may be obtained from Public Procurement Agency, or by way of the internet at: www.ppa.gov.nl.ca.

DISCLOSURE OF INFORMATION:

The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process. This procurement process is subject to the Access to Information and Protection of Privacy Act, 2015. The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015 has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the Access to Information and Protection of Privacy



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Act.

THE DELIVERABLES:

Regional boundaries are outlined in a separate attachment - NEWFOUNDLAND AND LABRADOR REGIONS MAP. A separate contract shall be issued for each of the five (5) regions. When placing orders, participants shall use the contract that is in place for the region corresponding to the delivery location:

- Region 1 - Avalon
- Region 2 - Eastern
- Region 3 - Central
- Region 4 - Western
- Region 5 - Labrador

Deliveries shall be made in accordance with dates and delivery location stated on participating organization's "Purchase Order". All shipments/deliveries shall state Purchase Order Number.

PRODUCT SPECIFICATIONS:

Console/Bin Sizes:

- 32 Gallon - Standard Locked Office Console (approximate size, 36"H x 20".5"W x 16"D);
- 65 Gallon - Locked Bin on wheels with Hinged Lid (approximate size);
- 95 Gallon - Locked Bin on wheels with Hinged Lid (approximate size)

Box Sizes:

- Box sizes shall be 'Standard'- Letter/Legal approximately (15"L x 12"W x 10"D), 1.1 Cubic Feet;
- Minimum quantity of standard boxes to be shredded per location shall be 10 boxes.

Shred Size:

- Shred size SHALL NOT exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept;
- The vendor may be required to provide a `sample' on demand, if requested, by participant any time during the contract.

Bin Identification:

- Each bin/console SHALL clearly identify Supplier Name and Contact Information;
- Well maintained, aesthetically pleasing bins are expected.

Certificate of Destruction:

- Vendor SHALL provide a signed `Certificate of Destruction' to the on-site client immediately upon completion of secure on-site shredding



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services that shows the amount of documents destroyed, date of the service, name and signature of the company person who conducted the destruction.

Delivery Schedules:

- Delivery Schedules can be set up by the end-user for regular pick-up service ie. Every 2, 4 or 8 weeks or on a call-in or 'as and when required basis';
- Deliveries will only be accepted during the regular business hours of the organization;
- The vendor shall have deliveries completed to participants within seven (7) days upon receipt of each purchase order;
- Delivery performance shall be monitored for the life of the contract.
- Public Procurement Agency reserves the right to cancel this agreement if delinquent deliveries are experienced;
- Should the vendor miss a scheduled pickup due to unforeseen circumstances, they must inform entity of delay/cancellation and arrange alternate pick-up time;
- In the event a regular scheduled service falls on a government holiday, the supplier will provide shredding service on the next business day;
- Each delivery location shall provide to the successful supplier a 'point of contact' upon entering the Public Body premises and advise if contact is to escort/oversee the shredding staff during the removal of secure bins/containers. Out of fairness and respect to the supplier (who is operating on a fixed schedule), participants should appoint an 'alternate point of contact' to cover off the 1st point of contacts vacation, break, or lunch etc. However, vendor should accept that some entities operate on a 12:00-2:00pm lunch period whereby no point of contact will be available and such cases shall be noted on a pre-set delivery schedule;
- A designated representative from a Public Body shall be permitted to accompany the shredding staff when picking up the bins / consoles / boxes and during the shredding process.

Bin Labeling & Bin Locations:

- Primary material being destroyed consists of paper documents. Bins are to include 'Labeling Instructions' as to the type of paper contents permitted in bins. (i.e. Acceptable paper materials: White and Coloured Bond Copy Paper; Newsprint; Store Flyers; Glossy Magazines; Catalogues; Brochures; Telephone Directories; Paper Back Books; Envelopes; Notepads; Sticky Notes; Paper Gift Wrap; Greeting Cards; Calendars; File Folders; Posters; and Card Stock);
- Vendor shall be responsible for maintaining a list of console/bin locations, accessible to PPA and provide quarterly reports to the Agency of any additions or deletions of consoles and bins.

Enclosed Locked Bin:

- All documents SHALL be removed from the client's location in an enclosed locked bin and shredded on site, at the time of pick up;
- Only employees from assigned shredding company, or



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mutually approved staff of participating public bodies shall have access to unlock the bins/consoles.

Inappropriate Contents Placed in Bins/Consoles:

- Should inappropriate contents be placed in a console, the Vendor will advise and work with the Public Body to have item(s) removed. The public body shall abide by and enforce proper use of the bins at all times. Contents that contaminate the bins will not be serviced by the supplier and removal of irregular items will be the responsibility of the end-user (ie. Binders, Metals, Plastics, Garbage etc.).

Purging of Standard Size Boxes:

- If a government department or public body chooses to avail of the purging of standard sized boxes instead of using bins / consoles, a 'minimum quantity of boxes to be purged per location shall be 10 boxes';
- The purging of boxes can be included with regular scheduled service of bin/console shredding or on its own on an 'as and when required' basis. (I.e. small municipalities may only require shredding service 2 or 3 times a year).

Disposing of already shredded paper by In-House Shredders:

- Vendor shall accept and provide a method for disposing of already shredded paper at public bodies by staff with in-house shredders, contained in plastic bags. (I.e. can be charged as a volume equivalent of X # of standard boxes).

Company On-The-Ground Employees:

- Company employees SHALL have identification visible on clothing at all times;
- Company employees SHALL have a current certificate of conduct, be insured and bondable;
- Vendor should provide sufficient staff to meet the demands of each shred event on site;
- Under no circumstances should Public Body employees assist Company Staff with the actual shred event;
- Vendor and on-the-ground staff SHALL be responsible for all means and methods relating to safety and comply with all local, provincial and federal requirements.

Disposal of Shredded Material:

- All shredded material is NOT permitted to go to the landfill and must be recycled accordingly at a recycling depot of vendor's choice;
- Improperly shredded or disposed documents will be cause for immediate cancellation of the contract. Liability for any such occurrence will be solely with the successful bidder.



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Use of Subcontractors:

- The use of 'sub-contractors' will only be permitted off the Avalon Peninsula (Region 1), so Regions 2, 3, 4 and 5; and will be subject to all specifications, terms and conditions of agreement.

Opting-In / Opting-Out of the Agreement:

- Additional participants/public bodies may be added to the agreement or "opt-in" during the duration of the contract, at discretion and approval of the Vendor and PPA, for the same pricing, terms and conditions as original agreement;
- In the event a single participant/public body request to exit the agreement or "opt-out", they may do so only after a 3rd letter of complaint/non-compliance has been filed with the company and no resolution forthcoming.

GENERAL PRODUCT/SERVICE REQUIREMENTS:

SCOPE OF WORK:

The resulting MSOA shall be for a period of two (2) Years, with the option to renew, upon mutual consent by both parties, an additional three (3) 1-Year terms, reviewed each year. Agreement will commence on Date of Award and expire on July 31, 2021.

The Master Standing Offer Agreement (MSOA) shall provide Secure On-Site Shredding Services of paper for the five (5) Regions of the Province of Newfoundland and Labrador (Avalon / Eastern / Central / Western / Labrador).

SUPPLY AND DELIVERY OF GOODS/SERVICES:

Prices SHALL remain fixed for the first two (2) years of the contract. Price increases or additional charges not expressly set out in the Master Standing Offer Agreement will not be effective unless agreed to in writing by Public Procurement Agency. Unauthorized rate increases will result in immediate termination of the contract.

- Year 1 and 2 - Date of Award until July 31, 2021
- Year 3 - from Aug 1st, 2021 until July 31, 2022
- Year 4 - from Aug 1st, 2022 until July 31, 2023
- Year 5 - from Aug 1st, 2023 until July 31, 2024

PRICES:

-- Prices are exclusive of HST and GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. HST number for Government Departments is 107442683.

-- Prices quoted shall be in Canadian funds.

-- Prices quoted shall remain unchanged for the 2 year duration of the contract.

-- Prices quoted shall be considered net and inclusive of all discounts.



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-- Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for all acquisitions equal to or above minimum order value for deliveries to each region, as listed:

- Region #1 - Avalon
- Region #2 - Eastern
- Region #3 - Central
- Region #4 - Western
- Region #5 - Labrador

-- Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

-- Prices quoted SHALL be on a per bin/tip basis.

-- Bidders SHALL provide onsite, locked and tamper proof bins/consoles at no additional cost.

-- Bidders SHALL provide enough locked, tamper proof bins/consoles to ensure proper numbers throughout 5 Regions of the Province (Avalon/Eastern/Central/Western/Labrador) for the Government of Newfoundland and Labrador and all participating Public Bodies.

-- Bidders SHALL replace damaged bins/consoles or locks at no extra charge and without disruption of service.

-- Prices quoted SHALL be all inclusive of waiting times, pick-up and disposal fees, environmental fees, operating fees, rental fees and all other expenses for the fulfillment of the contract and include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the Province, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

-- Prices quoted SHALL be FOB destination with all transportation charges prepaid by the Vendor for deliveries in each region.

-- No minimum charges shall apply for bin tips.

-- Any separate or additional charges outside this MSOA shall be on a separate invoice.

-- The end user shall not be held responsible for payment of any additional fees and/or charges for items outside those identified on this RFP Contract.

-- The supplier will be responsible for all expenses including travel, labour, machinery, equipment and tools to perform the service. The Agency will not be liable for any loss or damage to such.

PRICING ADJUSTMENT MECHANISM:

Prices quoted shall remain unchanged for the first two (2) years of the contract.

If the renewal option is exercised, for year three (3), four (4) and year five (5) or portion thereof, Public Procurement Agency will accept, for consideration,



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a written submission of a price increase beyond the vendor's control due to an increase affecting the price of Secure On-Site Shredding Services.

Supporting documentation shall be provided by the vendor justifying the request for a price increase. The increase shall not exceed that of the Consumer Price Index (CPI) All-Items.

Price adjustment requests shall be submitted 30 days prior to date of renewal.

The following table shall be used for the completion of the annual pricing adjustment:

Consumer Price Index, by province (monthly) (Newfoundland and Labrador)

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000413&pickMembers%5B0%5D=1.3>

Index Base Period:

Year 3 Renewal: CPI Period April 2020 - April 2021
(for contract year 3 from July 1, 2021 - June 30, 2022)

Year 4 Renewal: CPI Period April 2021 - April 2022
(for contract year 4 from July 1, 2022 - June 30, 2023)

Year 5 Renewal: CPI Period April 2022 - April 2023
(for contract year 4 from July 1, 2023 - June 30, 2024)

For Example:

(Year 3) The CPI All-Items from April 2020 - April 2021 in Newfoundland has risen by 2.5%.

Line Item # 1

Contract Price: \$10.00

Percent Change: 2.5%

Increase Amount: \$0.25 rounded to 2 decimal points

New Price: \$10.25

PERFORMANCE TERMS AND CONDITIONS:

WARRANTY SERVICE:

The supplier guarantees all equipment, materials, workmanship, and labourer's liens. The supplier warrants title to commodities supplied and warrants them free from defects and/or imperfections, and will indemnify and hold the purchaser harmless against any or all suits, claims, demands and/or expenses, patent, litigation infringement, or any claim by third parties in or to the commodities mentioned and supplied by him.



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The supplier warrants to the Agency that all services performed shall: exercise a degree of professionalism, skill, diligence, care, judgment, and integrity which would reasonably be expected from a skilled and experienced service provider; be in accordance with all terms, conditions, specifications, policies, guidelines, by-laws and codes of conduct applicable to Supplier; and use only personnel legally entitled to work in Canada and who possess the skills, training, expertise, and qualifications necessary to carry out the Services.

CONFIDENTIALITY:

Supplier shall implement and maintain security standards and procedures for the safeguarding of Public Bodies confidential information. Supplier agrees to promptly notify the Agency in writing upon becoming aware of a breach of either Supplier's security standards and procedures or PPA's security policies, or any unauthorized disclosure of Confidential Information that Supplier is required to keep confidential. Supplier shall take immediate steps to mitigate any breach or unauthorized disclosure.

NOTICE OF NON-COMPLIANCE:

If for any reason supplier does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, supplier must promptly notify the Agency of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Any agreement issued pursuant to this invitation to tender shall be issued in the name of the vendor exactly as that bidder's personal or corporate name is stated in the tender document. Under no circumstances will an agreement be issued to an individual or corporation other than that named in the tender document. Similarly, payment shall only be issued in the name of the vendor as stated in the tender document.

CANCELLATION OF CONTRACT:

The cancellation of the entire MSOA contract can only be administered by PPA with 30 days notice.

Any contract issued as a result of this RFP shall be subject to cancellation by Public Procurement Agency within 30 days of written notification and by the Supplier within 90 days written notice. Payment of goods on order or in the process of being delivered will be honoured.

Public Procurement Agency shall be entitled to suspend and/or terminate the Agreement for cause, upon the occurrence of any of the following events:

- i. Supplier breaches or fails to comply with the Agreement and such security breach or failure is not remedied by Supplier to the reasonable satisfaction of the Agency within ten (10) days after written notice from PPA to remedy the breach or failure;
- ii. Supplier becomes insolvent, commits an act of bankruptcy, makes an assignment for the benefit of creditors, or otherwise acknowledges its insolvency, or a receiver or receiver manager is appointed for any property of



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Supplier;

iii. Supplier repudiates its obligations under the Agreement; or

iv. The Agency determines that any statement, representation or warranty made by Supplier in its Supplier Proposal or in the Agreement was untrue or incorrect.

Upon the supplier not complying with the terms and conditions set forth in the contract, they will receive a maximum of two (2) written notices from Public Procurement Agency. After a third incident the Agency will reserve its right to cancel the contract.

Upon termination or suspension of the Agreement, Supplier shall be responsible for and shall reimburse Public Procurement Agency for all loss, costs and damages incurred by the Agency as a result of or arising from event of default.

Public Procurement Agency may, at its sole discretion, and at any time, terminate the Agreement without cause upon giving thirty (30) days prior written notice of termination to Supplier. In such event, Supplier shall be entitled to receive payment for the goods it has delivered to the Agency and for which acceptance has been provided, and for services it has satisfactorily performed up to the date of termination. Payments to Supplier of the foregoing amounts shall constitute full and final satisfaction of the Agency's obligations to Supplier under the Agreement.

In the event the Agreement is terminated by Public Procurement Agency pursuant to this Section, Supplier shall not be reimbursed for any profits that may have been anticipated but not earned up to the termination date, and Supplier shall not have any claim or entitlement to any additional compensation or damages arising from such termination.

In the event the Supplier fails to enter into agreement or terminates the contract, for any reason, Public Procurement Agency reserves the right to contract with the next preferred bidder that meets the terms and conditions set out in the original RFP.

RETURNS:

In the event of a defective product, any participating organization reserves the right to return it to the supplier. All delivery and return costs will be the responsibility of the supplier. Claims for either shortages or damaged merchandise will be submitted to vendor within thirty days of invoice. Incorrect items supplied will be returned to supplier at NO cost to the Department & NO restocking charge shall be considered. All costs for restocking and transportation shall be the responsibility of the supplier.

SUBSTITUTIONS:

During the term of a contract, no product shall be substituted for another without agreement from the Public Procurement Agency. Upon agreement by all parties, items may be substituted by similar products of equal size and cost and quality. All requests to substitute shall be accompanied by full specification, literature or catalogues.



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REPORTING:

The successful supplier SHALL provide quarterly usage reports regarding the individual product usage for all the items listed on this RFP, in a format and time frame determined by the Public Procurement Agency (i.e. items procured by entities, product usage, delivery, order-fill rates, and backorders). The successful bidder may be requested to provide usage reports on related items not listed on this document for future reference.

ADDITIONAL TERMS AND CONDITIONS:

Each participating organization will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder.

QUANTITY:

The quantities listed herein are projected usages for the contract period and are estimates made in good faith and are not a guarantee of the quantities that may be ordered. The contract shall be limited to the actual quantities ordered and delivered during the contract period. The successful supplier shall maintain adequate stock to cover requirements when requested. The suppliers shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

INVOICING:

Each participating Public Body will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder. Any agreement issued pursuant to this invitation to tender shall be issued in the name of the vendor exactly as that bidder's personal or corporate name is stated in the tender document. Under no circumstances will an agreement be issued to an individual or corporation other than that named in the tender document. Payment shall only be issued in the name of the vendor as stated in the tender document.

Any Government Department or Public Body reserves the right to utilize a procurement card (P-CARD) in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurements cards are tendered for payment.

Invoices shall be submitted directly to each participating organization who obtain the goods. It is to be understood that payment of invoices will be the responsibility of the ordering Public Body and further understood that the successful supplier(s) will hold the Public Procurement Agency harmless respecting any loss, damage and non-payment resulting from or relating to any order placed with the supplier against any contract resulting from this Invitation to Tender.

The successful supplier shall ensure that the company name, address and contact details (phone number, fax number) provided on the tender response shall also be used on all invoicing presented for payment. (ie: The company name and address on monthly invoices submitted for payment shall be the same as the company name and address submitted on tender bid). Payment terms will be net 30 days following completion of any services and receipt of invoice.



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Government Departments Only:

The Government of Newfoundland and Labrador (GNL) has expanded its financial management system and streamlining the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS).

To receive payment on a timely basis, please mail or email invoices to:

Department of Finance
Corporate Financial Services Division
657 Topsail Road, St. John's, NL
A1E 2E3

Email: gnlinvoices@gov.nl.ca

DIRECT DEPOSIT FOR PAYMENT:

Government Departments Only:

The preferred method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit).

As of December 31, 2016, all payments issued to businesses and individuals shall be direct deposit. The successful bidder is encouraged to register to receive payments by direct deposit if not currently enrolled with the Province.

Enrolment forms can be obtained from the Department of Finance web site at:
<http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

PARTICIPANTS

All Government Departments

Entities:

- College of the North Atlantic
- Legal Aid NL
- Memorial University of Newfoundland & Labrador
- Newfoundland & Labrador Centre for Health Information
- Newfoundland & Labrador English School District
- Newfoundland & Labrador Housing Corporation
- Newfoundland & Labrador Hydro
- Newfoundland Labrador Liquor Corporation
- Workplace NL



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Municipalities:
 City of Corner Brook
 City of St. John's
 Baie Verte
 Brighton
 Glovertown
 Lewisporte
 St. George's
 St. Anthony

1	Shredding Service, Standard Secure Office Console, (32 Gallon), 20".5'W x 16"D x 36"H	EACH	5.25		
2	Shredding Service, (65 Gallon Bin), Locked, on 4 Wheels for Safe Movement	EACH	10.00		
3	Shredding Service, (95 Gallon Bin), Locked, on 4 Wheels for Safe Movement	EACH	14.00		
4	Purging Service, (Standard Size Boxes - Ground Level)	EACH	1.80		
5	Purging Service, (Standard Size Boxes - Above Ground / Stairs / Multiple Levels)	EACH	1.90		

End of Document

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TO: SHRED-IT INTERNATIONAL ULC PO Box 15781, Station A Toronto, ON M5W 1C1 Canada		SHIP TO: As indicated in blanket release or contract agreement PO Canada		
		BILL TO: Department of Finance Corporate Financial Services 657 Topsail Road St John's, NL A1E 2E3 Canada		
Customer No.	Supplier No. 40046433	Ordered / Buyer 31-JUL-19 Bishop, D		Revised / Buyer 14-AUG-19 Bishop, D
F.O.B: DESTINATION		Requestor:		Contact:
Effective Start Date		Effective End Date		Amount Agreed (CAD)
01-AUG-2019		31-JUL-2021		
IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.				
AUTHORIZED BY: Bishop, D		DATE: 14-AUG-19	TOTAL:	
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Notes:

REVISION #1 and #2 - Created to insert awarded vendor bin/console size/volume dimensions.

MSOA for SECURE ON-SITE SHREDDING SERVICES, (Region 5 - Labrador).

The resulting Master Standing Offer Agreement shall permit any Government Department, and any Public Body having delegated its authority to tender to the Public Procurement Agency to order, on an "as and when required basis", the items listed herein at the prices set against each.

This RFP118028820 shall form part of the contract.

PERIOD OF CONTRACT:

The preferred bidder will be required to enter into an agreement with Public Procurement Agency for the provision of the Deliverables. It is the intention of Public Procurement Agency to enter into the Agreement for a period of two (2) Years, beginning August 1, 2019 until July 31, 2021, with an option to extend the Agreement upon mutual consent of both parties, the same pricing, terms and conditions for three (3) additional years, reviewed each year (with possible CPI Pricing Adjustments for year 3, 4 & 5).

VENDOR CONTACT INFORMATION:

To arrange for Secure On-Site Shredding Service and Schedule Set-Up:

- Participant contacts Company with a service request;
- Company submits request to appropriate branch and a schedule date is discussed;
- Company contacts the participant to advise of proposed scheduled date;
- Company's Customer Service Representative reviews service reports via tracking mechanisms to confirm completion of request.

In the event you wish to change frequency of service; add extra bin/console equipment; add a new location, etc. all request are directed to the Sales Team 'Primary Contact', and Garry Levere should be CC'd.



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Company has dedicated an Inside Sales Executive to process ONE-TIME PURGE REQUEST, James (Ryan) Lovie (See contact information below).

Sales Team:

Primary Contact:
BRYAN DANIEL
Sales Executive - Atlantic Canada
Mobile: (902) 719-7842
Office: (902) 468-5706
Email: bryan.daniel@stERICYCLE.COM

COREY O'DONNELL
Sales Executive - Atlantic Canada
Mobile: (902) 877-2643
Office: (902) 468-5706
Email: corey.odonnell@stERICYCLE.COM

GARRY LEVERE
District Sales Manager - Ottawa, Quebec & Atlantic Canada
Mobile: (613) 795-5509
Email: garry.levere@stERICYCLE.COM

JAMES (RYAN) LOVIE [for One-Time Purge Service only]
Inside Sales Executive - Atlantic Canada
Mobile: (613) 292-6772
Email: james.lovie@stERICYCLE.COM

To inquire about an Accounting Issue (ie. Invoice Discrepancy); Address a Concern; or File a Complaint:

Customer should send inquiry directly to our Operations Team 'Primary Contact', and Garry Levere and Rob Jarvis both CC'd.

Operations Team:

Primary Contact (in NL):
SHANE REGULAR
Transportation Manager - Newfoundland
Mobile: (709) 770-2817
Email: shane.regular@stERICYCLE.COM

SERGE LEGERE
Route Manager - Atlantic Canada
Mobile: (902) 943-2467
Office: 1-800-69-SHRED
Email: serge.legerere@stERICYCLE.COM

WAYNE FRANKLIN
Service Manager - Atlantic Canada



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Mobile: (506) 870-0168
Office: (506) 855-5543
Email: wayne.franklin@stericycle.com

ROBERT JARVIS
District Operations Manager - Atlantic Canada
Stericycle, Inc. - Halifax, Nova Scotia
Mobile: (902)-402-9322
Office: (902)-468-5706
Email: rob.jarvis@stericycle.com

GARRY LEVERE
District Sales Manager - Ottawa, Quebec & Atlantic Canada
Mobile: (613) 795-5509
Email: garry.levere@stericycle.com

PPA Contact:
Diane Bishop
Phone: 709-729-3332
dianebishop@gov.nl.ca

VOLUME OF WORK AND EXCLUSIVITY OF CONTRACT:

Public Procurement Agency makes no guarantee as to the value or volume of the Deliverables to the successful bidder(s). The Agreement with the preferred bidder(s), as defined in the Public Procurement Act, will be an exclusive contract for the provision of the Deliverables.

PUBLIC PROCUREMENT ACT, REGULATIONS, POLICIES & TRADE AGREEMENTS:

This agreement is subject to Public Procurement Agency's Legislative Framework: The Public Procurement Act, Public Procurement Regulations and Public Procurement Policy. Bidder(s) should note that procurements falling within the scope of The Canadian Free Trade Agreement (CFTA) and the Atlantic Procurement Agreement are subject to those trade agreements but that the rights and obligations of the parties shall be governed by the specific terms of this ITT. The Atlantic Standard Terms and Conditions apply to this ITT and may be obtained from Public Procurement Agency, or by way of the internet at: www.ppa.gov.nl.ca.

DISCLOSURE OF INFORMATION:

The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process. This procurement process is subject to the Access to Information and Protection of Privacy Act, 2015. The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015 has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the Access to Information and Protection of Privacy



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Act.

THE DELIVERABLES:

Regional boundaries are outlined in a separate attachment - NEWFOUNDLAND AND LABRADOR REGIONS MAP. A separate contract shall be issued for each of the five (5) regions. When placing orders, participants shall use the contract that is in place for the region corresponding to the delivery location:

- Region 1 - Avalon
- Region 2 - Eastern
- Region 3 - Central
- Region 4 - Western
- Region 5 - Labrador

Deliveries shall be made in accordance with dates and delivery location stated on participating organization's "Purchase Order". All shipments/deliveries shall state Purchase Order Number.

PRODUCT SPECIFICATIONS:

Console/Bin Sizes:

- 32 Gallon - Standard Locked Office Console (approximate size, 36"H x 20".5"W x 16"D);
- 65 Gallon - Locked Bin on wheels with Hinged Lid (approximate size);
- 95 Gallon - Locked Bin on wheels with Hinged Lid (approximate size)

Box Sizes:

- Box sizes shall be 'Standard'- Letter/Legal approximately (15"L x 12"W x 10"D), 1.1 Cubic Feet;
- Minimum quantity of standard boxes to be shredded per location shall be 10 boxes.

Shred Size:

- Shred size SHALL NOT exceed 5/8th of an inch and shall use the "pierce and tear" or "cross cut" shredding concept;
- The vendor may be required to provide a `sample' on demand, if requested, by participant any time during the contract.

Bin Identification:

- Each bin/console SHALL clearly identify Supplier Name and Contact Information;
- Well maintained, aesthetically pleasing bins are expected.

Certificate of Destruction:

- Vendor SHALL provide a signed `Certificate of Destruction' to the on-site client immediately upon completion of secure on-site shredding



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services that shows the amount of documents destroyed, date of the service, name and signature of the company person who conducted the destruction.

Delivery Schedules:

- Delivery Schedules can be set up by the end-user for regular pick-up service ie. Every 2, 4 or 8 weeks or on a call-in or 'as and when required basis';
- Deliveries will only be accepted during the regular business hours of the organization;
- The vendor shall have deliveries completed to participants within seven (7) days upon receipt of each purchase order;
- Delivery performance shall be monitored for the life of the contract.
- Public Procurement Agency reserves the right to cancel this agreement if delinquent deliveries are experienced;
- Should the vendor miss a scheduled pickup due to unforeseen circumstances, they must inform entity of delay/cancellation and arrange alternate pick-up time;
- In the event a regular scheduled service falls on a government holiday, the supplier will provide shredding service on the next business day;
- Each delivery location shall provide to the successful supplier a 'point of contact' upon entering the Public Body premises and advise if contact is to escort/oversee the shredding staff during the removal of secure bins/containers. Out of fairness and respect to the supplier (who is operating on a fixed schedule), participants should appoint an 'alternate point of contact' to cover off the 1st point of contacts vacation, break, or lunch etc. However, vendor should accept that some entities operate on a 12:00-2:00pm lunch period whereby no point of contact will be available and such cases shall be noted on a pre-set delivery schedule;
- A designated representative from a Public Body shall be permitted to accompany the shredding staff when picking up the bins / consoles / boxes and during the shredding process.

Bin Labeling & Bin Locations:

- Primary material being destroyed consists of paper documents. Bins are to include 'Labeling Instructions' as to the type of paper contents permitted in bins. (i.e. Acceptable paper materials: White and Coloured Bond Copy Paper; Newsprint; Store Flyers; Glossy Magazines; Catalogues; Brochures; Telephone Directories; Paper Back Books; Envelopes; Notepads; Sticky Notes; Paper Gift Wrap; Greeting Cards; Calendars; File Folders; Posters; and Card Stock);
- Vendor shall be responsible for maintaining a list of console/bin locations, accessible to PPA and provide quarterly reports to the Agency of any additions or deletions of consoles and bins.

Enclosed Locked Bin:

- All documents SHALL be removed from the client's location in an enclosed locked bin and shredded on site, at the time of pick up;
- Only employees from assigned shredding company, or



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mutually approved staff of participating public bodies shall have access to unlock the bins/consoles.

Inappropriate Contents Placed in Bins/Consoles:

- Should inappropriate contents be placed in a console, the Vendor will advise and work with the Public Body to have item(s) removed. The public body shall abide by and enforce proper use of the bins at all times. Contents that contaminate the bins will not be serviced by the supplier and removal of irregular items will be the responsibility of the end-user (ie. Binders, Metals, Plastics, Garbage etc.).

Purging of Standard Size Boxes:

- If a government department or public body chooses to avail of the purging of standard sized boxes instead of using bins / consoles, a 'minimum quantity of boxes to be purged per location shall be 10 boxes';
- The purging of boxes can be included with regular scheduled service of bin/console shredding or on its own on an 'as and when required' basis. (I.e. small municipalities may only require shredding service 2 or 3 times a year).

Disposing of already shredded paper by In-House Shredders:

- Vendor shall accept and provide a method for disposing of already shredded paper at public bodies by staff with in-house shredders, contained in plastic bags. (I.e. can be charged as a volume equivalent of X # of standard boxes).

Company On-The-Ground Employees:

- Company employees SHALL have identification visible on clothing at all times;
- Company employees SHALL have a current certificate of conduct, be insured and bondable;
- Vendor should provide sufficient staff to meet the demands of each shred event on site;
- Under no circumstances should Public Body employees assist Company Staff with the actual shred event;
- Vendor and on-the-ground staff SHALL be responsible for all means and methods relating to safety and comply with all local, provincial and federal requirements.

Disposal of Shredded Material:

- All shredded material is NOT permitted to go to the landfill and must be recycled accordingly at a recycling depot of vendor's choice;
- Improperly shredded or disposed documents will be cause for immediate cancellation of the contract. Liability for any such occurrence will be solely with the successful bidder.



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Use of Subcontractors:

- The use of 'sub-contractors' will only be permitted off the Avalon Peninsula (Region 1), so Regions 2, 3, 4 and 5; and will be subject to all specifications, terms and conditions of agreement.

Opting-In / Opting-Out of the Agreement:

- Additional participants/public bodies may be added to the agreement or "opt-in" during the duration of the contract, at discretion and approval of the Vendor and PPA, for the same pricing, terms and conditions as original agreement;
- In the event a single participant/public body request to exit the agreement or "opt-out", they may do so only after a 3rd letter of complaint/non-compliance has been filed with the company and no resolution forthcoming.

GENERAL PRODUCT/SERVICE REQUIREMENTS:

SCOPE OF WORK:

The resulting MSOA shall be for a period of two (2) Years, with the option to renew, upon mutual consent by both parties, an additional three (3) 1-Year terms, reviewed each year. Agreement will commence on Date of Award and expire on July 31, 2021.

The Master Standing Offer Agreement (MSOA) shall provide Secure On-Site Shredding Services of paper for the five (5) Regions of the Province of Newfoundland and Labrador (Avalon / Eastern / Central / Western / Labrador).

SUPPLY AND DELIVERY OF GOODS/SERVICES:

Prices SHALL remain fixed for the first two (2) years of the contract. Price increases or additional charges not expressly set out in the Master Standing Offer Agreement will not be effective unless agreed to in writing by Public Procurement Agency. Unauthorized rate increases will result in immediate termination of the contract.

- Year 1 and 2 - Date of Award until July 31, 2021
- Year 3 - from Aug 1st, 2021 until July 31, 2022
- Year 4 - from Aug 1st, 2022 until July 31, 2023
- Year 5 - from Aug 1st, 2023 until July 31, 2024

PRICES:

-- Prices are exclusive of HST and GST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. HST number for Government Departments is 107442683.

-- Prices quoted shall be in Canadian funds.

-- Prices quoted shall remain unchanged for the 2 year duration of the contract.

-- Prices quoted shall be considered net and inclusive of all discounts.



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-- Prices quoted shall be FOB destination with all transportation charges prepaid by the contractor for all acquisitions equal to or above minimum order value for deliveries to each region, as listed:

- Region #1 - Avalon
- Region #2 - Eastern
- Region #3 - Central
- Region #4 - Western
- Region #5 - Labrador

-- Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

-- Prices quoted SHALL be on a per bin/tip basis.

-- Bidders SHALL provide onsite, locked and tamper proof bins/consoles at no additional cost.

-- Bidders SHALL provide enough locked, tamper proof bins/consoles to ensure proper numbers throughout 5 Regions of the Province (Avalon/Eastern/Central/Western/Labrador) for the Government of Newfoundland and Labrador and all participating Public Bodies.

-- Bidders SHALL replace damaged bins/consoles or locks at no extra charge and without disruption of service.

-- Prices quoted SHALL be all inclusive of waiting times, pick-up and disposal fees, environmental fees, operating fees, rental fees and all other expenses for the fulfillment of the contract and include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the Province, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

-- Prices quoted SHALL be FOB destination with all transportation charges prepaid by the Vendor for deliveries in each region.

-- No minimum charges shall apply for bin tips.

-- Any separate or additional charges outside this MSOA shall be on a separate invoice.

-- The end user shall not be held responsible for payment of any additional fees and/or charges for items outside those identified on this RFP Contract.

-- The supplier will be responsible for all expenses including travel, labour, machinery, equipment and tools to perform the service. The Agency will not be liable for any loss or damage to such.

PRICING ADJUSTMENT MECHANISM:

Prices quoted shall remain unchanged for the first two (2) years of the contract.

If the renewal option is exercised, for year three (3), four (4) and year five (5) or portion thereof, Public Procurement Agency will accept, for consideration,



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a written submission of a price increase beyond the vendor's control due to an increase affecting the price of Secure On-Site Shredding Services.

Supporting documentation shall be provided by the vendor justifying the request for a price increase. The increase shall not exceed that of the Consumer Price Index (CPI) All-Items.

Price adjustment requests shall be submitted 30 days prior to date of renewal.

The following table shall be used for the completion of the annual pricing adjustment:

Consumer Price Index, by province (monthly) (Newfoundland and Labrador)

<https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000413&pickMembers%5B0%5D=1.3>

Index Base Period:

Year 3 Renewal: CPI Period April 2020 - April 2021
(for contract year 3 from July 1, 2021 - June 30, 2022)

Year 4 Renewal: CPI Period April 2021 - April 2022
(for contract year 4 from July 1, 2022 - June 30, 2023)

Year 5 Renewal: CPI Period April 2022 - April 2023
(for contract year 4 from July 1, 2023 - June 30, 2024)

For Example:

(Year 3) The CPI All-Items from April 2020 - April 2021 in Newfoundland has risen by 2.5%.

Line Item # 1

Contract Price: \$10.00

Percent Change: 2.5%

Increase Amount: \$0.25 rounded to 2 decimal points

New Price: \$10.25

PERFORMANCE TERMS AND CONDITIONS:

WARRANTY SERVICE:

The supplier guarantees all equipment, materials, workmanship, and labourer's liens. The supplier warrants title to commodities supplied and warrants them free from defects and/or imperfections, and will indemnify and hold the purchaser harmless against any or all suits, claims, demands and/or expenses, patent, litigation infringement, or any claim by third parties in or to the commodities mentioned and supplied by him.



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The supplier warrants to the Agency that all services performed shall: exercise a degree of professionalism, skill, diligence, care, judgment, and integrity which would reasonably be expected from a skilled and experienced service provider; be in accordance with all terms, conditions, specifications, policies, guidelines, by-laws and codes of conduct applicable to Supplier; and use only personnel legally entitled to work in Canada and who possess the skills, training, expertise, and qualifications necessary to carry out the Services.

CONFIDENTIALITY:

Supplier shall implement and maintain security standards and procedures for the safeguarding of Public Bodies confidential information. Supplier agrees to promptly notify the Agency in writing upon becoming aware of a breach of either Supplier's security standards and procedures or PPA's security policies, or any unauthorized disclosure of Confidential Information that Supplier is required to keep confidential. Supplier shall take immediate steps to mitigate any breach or unauthorized disclosure.

NOTICE OF NON-COMPLIANCE:

If for any reason supplier does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, supplier must promptly notify the Agency of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Any agreement issued pursuant to this invitation to tender shall be issued in the name of the vendor exactly as that bidder's personal or corporate name is stated in the tender document. Under no circumstances will an agreement be issued to an individual or corporation other than that named in the tender document. Similarly, payment shall only be issued in the name of the vendor as stated in the tender document.

CANCELLATION OF CONTRACT:

The cancellation of the entire MSOA contract can only be administered by PPA with 30 days notice.

Any contract issued as a result of this RFP shall be subject to cancellation by Public Procurement Agency within 30 days of written notification and by the Supplier within 90 days written notice. Payment of goods on order or in the process of being delivered will be honoured.

Public Procurement Agency shall be entitled to suspend and/or terminate the Agreement for cause, upon the occurrence of any of the following events:

- i. Supplier breaches or fails to comply with the Agreement and such security breach or failure is not remedied by Supplier to the reasonable satisfaction of the Agency within ten (10) days after written notice from PPA to remedy the breach or failure;
- ii. Supplier becomes insolvent, commits an act of bankruptcy, makes an assignment for the benefit of creditors, or otherwise acknowledges its insolvency, or a receiver or receiver manager is appointed for any property of



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Supplier;

iii. Supplier repudiates its obligations under the Agreement; or

iv. The Agency determines that any statement, representation or warranty made by Supplier in its Supplier Proposal or in the Agreement was untrue or incorrect.

Upon the supplier not complying with the terms and conditions set forth in the contract, they will receive a maximum of two (2) written notices from Public Procurement Agency. After a third incident the Agency will reserve its right to cancel the contract.

Upon termination or suspension of the Agreement, Supplier shall be responsible for and shall reimburse Public Procurement Agency for all loss, costs and damages incurred by the Agency as a result of or arising from event of default.

Public Procurement Agency may, at its sole discretion, and at any time, terminate the Agreement without cause upon giving thirty (30) days prior written notice of termination to Supplier. In such event, Supplier shall be entitled to receive payment for the goods it has delivered to the Agency and for which acceptance has been provided, and for services it has satisfactorily performed up to the date of termination. Payments to Supplier of the foregoing amounts shall constitute full and final satisfaction of the Agency's obligations to Supplier under the Agreement.

In the event the Agreement is terminated by Public Procurement Agency pursuant to this Section, Supplier shall not be reimbursed for any profits that may have been anticipated but not earned up to the termination date, and Supplier shall not have any claim or entitlement to any additional compensation or damages arising from such termination.

In the event the Supplier fails to enter into agreement or terminates the contract, for any reason, Public Procurement Agency reserves the right to contract with the next preferred bidder that meets the terms and conditions set out in the original RFP.

RETURNS:

In the event of a defective product, any participating organization reserves the right to return it to the supplier. All delivery and return costs will be the responsibility of the supplier. Claims for either shortages or damaged merchandise will be submitted to vendor within thirty days of invoice. Incorrect items supplied will be returned to supplier at NO cost to the Department & NO restocking charge shall be considered. All costs for restocking and transportation shall be the responsibility of the supplier.

SUBSTITUTIONS:

During the term of a contract, no product shall be substituted for another without agreement from the Public Procurement Agency. Upon agreement by all parties, items may be substituted by similar products of equal size and cost and quality. All requests to substitute shall be accompanied by full specification, literature or catalogues.



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REPORTING:

The successful supplier SHALL provide quarterly usage reports regarding the individual product usage for all the items listed on this RFP, in a format and time frame determined by the Public Procurement Agency (i.e. items procured by entities, product usage, delivery, order-fill rates, and backorders). The successful bidder may be requested to provide usage reports on related items not listed on this document for future reference.

ADDITIONAL TERMS AND CONDITIONS:

Each participating organization will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder.

QUANTITY:

The quantities listed herein are projected usages for the contract period and are estimates made in good faith and are not a guarantee of the quantities that may be ordered. The contract shall be limited to the actual quantities ordered and delivered during the contract period. The successful supplier shall maintain adequate stock to cover requirements when requested. The suppliers shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/supplier's standard packaging.

INVOICING:

Each participating Public Body will be responsible for issuing its own contract/purchase orders(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder. Any agreement issued pursuant to this invitation to tender shall be issued in the name of the vendor exactly as that bidder's personal or corporate name is stated in the tender document. Under no circumstances will an agreement be issued to an individual or corporation other than that named in the tender document. Payment shall only be issued in the name of the vendor as stated in the tender document.

Any Government Department or Public Body reserves the right to utilize a procurement card (P-CARD) in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurements cards are tendered for payment.

Invoices shall be submitted directly to each participating organization who obtain the goods. It is to be understood that payment of invoices will be the responsibility of the ordering Public Body and further understood that the successful supplier(s) will hold the Public Procurement Agency harmless respecting any loss, damage and non-payment resulting from or relating to any order placed with the supplier against any contract resulting from this Invitation to Tender.

The successful supplier shall ensure that the company name, address and contact details (phone number, fax number) provided on the tender response shall also be used on all invoicing presented for payment. (ie: The company name and address on monthly invoices submitted for payment shall be the same as the company name and address submitted on tender bid). Payment terms will be net 30 days following completion of any services and receipt of invoice.



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Government Departments Only:

The Government of Newfoundland and Labrador (GNL) has expanded its financial management system and streamlining the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS).

To receive payment on a timely basis, please mail or email invoices to:

Department of Finance
Corporate Financial Services Division
657 Topsail Road, St. John's, NL
A1E 2E3

Email: gnlinvoices@gov.nl.ca

DIRECT DEPOSIT FOR PAYMENT:

Government Departments Only:

The preferred method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit).

As of December 31, 2016, all payments issued to businesses and individuals shall be direct deposit. The successful bidder is encouraged to register to receive payments by direct deposit if not currently enrolled with the Province.

Enrolment forms can be obtained from the Department of Finance web site at: <http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.

PARTICIPANTS

All Government Departments

Entities:

- College of the North Atlantic
- Legal Aid NL
- Memorial University of Newfoundland & Labrador
- Newfoundland & Labrador Centre for Health Information
- Newfoundland & Labrador English School District
- Newfoundland & Labrador Housing Corporation
- Newfoundland & Labrador Hydro
- Newfoundland Labrador Liquor Corporation
- Workplace NL



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Municipalities:
 City of Corner Brook
 City of St. John's
 Baie Verte
 Brighton
 Glovertown
 Lewisporte
 St. George's
 St. Anthony

1	Shredding Service, Standard Secure Office Console, (32 Gallon), 20".5'W x 16"D x 36"H	EACH	25.00		
2	Shredding Service, (65 Gallon Bin), Locked, on 4 Wheels for Safe Movement	EACH	35.00		
3	Shredding Service, (95 Gallon Bin), Locked, on 4 Wheels for Safe Movement	EACH	45.00		
4	Purging Service, (Standard Size Boxes - Ground Level)	EACH	15.00		
5	Purging Service, (Standard Size Boxes - Above Ground / Stairs / Multiple Levels)	EACH	15.00		

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