

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

Travaux publics et Services gouvernementaux
Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6
FAX pour soumissions: (514) 496-3822

**Request For a Standing Offer
Demande d'offre à commandes**

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

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^{ème} étage
Montréal
Québec
H5A 1L6

Title - Sujet Serv. de lavage/Nettoyageàsec	
Solicitation No. - N° de l'invitation W0130-11B213/A	Date 2012-03-06
Client Reference No. - N° de référence du client W0130-11-B213	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-207-11988
File No. - N° de dossier MTA-1-34332 (207)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-03-22	
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Duthoy, Martin	Buyer Id - Id de l'acheteur mta207
Telephone No. - N° de téléphone (514)496-3885 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE QUARTIER MAÎTRE DES CADETS 142 FREEMAN, UNITÉ 11 GATINEAU Québec Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1. Introduction

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

Part 1 General Information: provides a general description of the requirement;

Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Insurance Requirements

Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

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

2. Summary

The purpose of this document is to describe the general and specific requirements relating to a Regional Individual Standing Offer for the provision, when needed, of pick-up, wash and dry cleaning services for clothes and various military equipment on behalf of the Department of National Defence (DND) and for the Cadets Quartermaster (QM) in Gatineau, Quebec.

Pick-up, wash and dry cleaning services for various clothes and military equipment on behalf of the Quartermaster (QM) of the Army Cadet Unit (CadetsQuartermaster, Gatineau, Quebec).

Address for pick-up and delivery:

Cadets Quartermaster
142 Freeman, Unit 11
Gatineau, Quebec
J8Z-2B4

3. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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

The 2006 (2011-05-16) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days

Insert: 120 days

1.2 SACC Manual Clauses

M0019T - Firm Price and/or Rates Date 2007-05-25

2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 10 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Remark to Standing Offer Authority: If soft copies are requested, it is suggested that the same quantity be requested for both hard and soft copies. Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer 3 hard copies.

Section II: Financial Offer 1 hard copy

Section III: Certifications 1 hard copy

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Canada requests that offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

1.1. Financial Evaluation See Annex "B".

2. Basis of Selection

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

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

1.1 Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than a reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

-
- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) () is subject to the requirements of FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/ or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;
- (d) () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

Further information on the FCP is available on the HRSDC Web site.

1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

Is the Offeror a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Offeror must provide the following information:

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

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

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

1.3 SACC Manual Clauses

A3070T (2008-05-12) Evaluation Procedures for Procurement Conditionally Limited to Canadian Content

A3050T (2010-01-11) Title Canadian Content Definition

1.4 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the services offered are Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the bid will result in the services offered being treated as non-Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

Solicitation No. - N° de l'invitation

W0130-11B213/A

Amd. No. - N° de la modif.

File No. - N° du dossier

MTA-1-34332

Buyer ID - Id de l'acheteur

mta207

CCC No./N° CCC - FMS No/ N° VME

Client Ref. No. - N° de réf. du client

W0130-11-B213

PART 6 - INSURANCE

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2011-05-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Periodic Usage Reports - Standing Offer

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

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

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from the date of issue to Decembre 31st 2014.

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional period;

January 1st 2015 to Decembre 31st 2015.

under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Martin Duthoy

Supply Specialist

Supply and Compensation Directorate

Quebec Region

Public Works and Government Services Canada

800 rue de la Gauchetière Ouest, local 7300,

Montréal, Qc.

H5A 1L6

Telephone: (514) 496-3885

Facsimile: (514) 496-3822

E-Mail: martin.duthoy@tpsgc-pwgsc.gc.ca

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

4.2 Project Authority

The Project Authority for the Standing Offer is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

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

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

4.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:
See Article A6 of the Statement of works.

6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form. PWGSC-TPSGC 942, Call-up Against a Standing Offer or electronic document.

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed 60 000.00\$ (Goods and Services Tax or Harmonized Sales Tax included).

8. Financial Limitation - Total

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

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

9. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2011-05-16), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C - General Conditions - Services (Medium Complexity)
Date 2011-05-16
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment (if applicable);
- g) the Offeror's offer _____ (insert date of offer), _____ (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on _____" or "as amended _____". (insert date(s) of clarification(s) or amendment(s) if applicable).

Solicitation No. - N° de l'invitation

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Client Ref. No. - N° de réf. du client

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File No. - N° du dossier

MTA-1-34332

Buyer ID - Id de l'acheteur

mta207

CCC No./N° CCC - FMS No/ N° VME

10. Certifications

10.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ . (Insert the name of the province or territory as specified by the offeror in its offer, if applicable).

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2011-05-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2011-05-16), General Conditions will not apply to payments made by credit cards.

3. Term of Contract

3.1 Delivery Date

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

4. SACC Manual clause

4.1 C6000C (2011-05-16) Limitation of Price (2011-05-16)

4.2 H1001C (2008-05-12) Multiple Payments

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

4.4 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

Instruction to contracting officers: Use the following paragraph when invoices must be accompanied by supporting documents. The documents listed are examples only and must be revised to reflect the requirement. Delete this paragraph if no supporting documents are required.

Each invoice must be supported by:

(a) a copy of the release document and any other documents as specified in the Contract.

2. Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6. Insurance

SACC Manual Clauses G1005C (2008-05-12) Insurance

PICK-UP, WASH AND DRY CLEANING SERVICES
W0130-11-B213 **ANNEX A**
STATEMENT OF NEEDS AND REQUIREMENTS
NATIONAL DEFENCE – 5TH AREA SUPPORT GROUP (5 ASG)
LAND FORCE QUEBEC SECTOR (LFQA)
CADETS QUARTERMASTER, GATINEAU, QUEBEC

SUBJECT

- A1. The purpose of this document is to describe the general and specific requirements relating to a Regional Individual Standing Offer (RISO) for the provision, when needed, of pick-up, wash and dry cleaning services for clothes and various military equipment on behalf of the Department of National Defence (DND) and for the Cadets Quartermaster (QM) in Gatineau, Quebec, as set out below.
- A2. Pick-up, wash and dry cleaning services for various clothes and military equipment on behalf of the Quartermaster (QM) of the Army Cadet Unit (**Cadets Quartermaster, Gatineau, Quebec**).

TASKS

- A3. The services required upon request and according to needs must be provided from Monday to Friday, 08:00 hrs. to 15:00 hrs.
- A3.1 Address for pick-up and delivery:
- Cadets Quartermaster**
142 Freeman, Unit 11
Gatineau, Quebec
J8Z-2B4
- A3.2 Pick-ups and deliveries will be carried out at the request of the representative of the Cadets Quartermaster in Gatineau, Quebec.
- A3.3 The bidder must pick up the items on Monday (if a statutory holiday, Tuesday) and return them on Thursday (AM) of the same week.
- A3.4 The bidder must have a truck with sufficient capacity to pick up all items in one trip.

PICK-UP, WASH AND DRY CLEANING SERVICES

W0130-11-B213

ANNEX A

STATEMENT OF NEEDS AND REQUIREMENTS

NATIONAL DEFENCE – 5TH AREA SUPPORT GROUP (5 ASG)

LAND FORCE QUEBEC SECTOR (LFQA)

CADETS QUARTERMASTER, GATINEAU, QUEBEC

- A3.5 The materials returned must be clean and dry.
- A3.6 The invoice must be detailed, referring to the internal work order number and the standing order, and must be delivered at the same time as the items.
- A3.7 At the time of pick-up, the bidder must sign the slip for the items received.
- A3.8 The bidder must count the items received and advise DND if there are discrepancies with respect to the quantity.

TECHNICAL SPECIFICATIONS

DRY CLEANING

A4. SLEEPING BAG

Fold in two along the length;
Role up from the foot to the head;
Attach each end by two ropes.

A4.1 WOOL BLANKET

Fold along one side in order to have a single fold per item and in order to easily count five (5) items per package.
Attach by two ropes that intersect.

PICK-UP, WASH AND DRY CLEANING SERVICES
W0130-11-B213 **ANNEX A**
STATEMENT OF NEEDS AND REQUIREMENTS
NATIONAL DEFENCE – 5TH AREA SUPPORT GROUP (5 ASG)
LAND FORCE QUEBEC SECTOR (LFQA)
CADETS QUARTERMASTER, GATINEAU, QUEBEC

MACHINE WASHING

A5. PROTECTIVE BAG FOR SLEEPING BAG

Fold along one side in order to have a single fold per item and in order to easily count five (5) items per package.
Attach by two ropes that intersect.

A5.1 LINER FOR SLEEPING BAG

Fold along one side in order to have a single fold per item and in order to easily count five (5) items per package.
Attach by two ropes that intersect.

A5.2 GROUND SHEET

Fold along one side in order to have a single fold per item and in order to easily count five (5) items per package.
Attach by two ropes that intersect.

PICK-UP, WASH AND DRY CLEANING SERVICES
W0130-11-B213 **ANNEX B**
EVALUATION CRITERIA
NATIONAL DEFENCE – 5TH AREA SUPPORT GROUP (5 ASG)
LAND FORCE QUEBEC SECTOR (LFQA)
CADETS QUARTERMASTER, GATINEAU, QUEBEC

B1.

ESTIMATED DRY CLEANING NEEDS					
For two (2) years firm and one (1) year option to extend					
Item no.	DESCRIPTION	Estimated Quantity	Unit of Issue	Unit Price	Total Cost
1	INNER SLEEPING BAG	2200	EACH		
2	OUTER SLEEPING BAG	50	EACH		
3	WOOL BLANKET	300	EACH		
4	PARKA	300	EACH		
5	LINERS MITTS	200	PAIR		
6	RUCKSACK	60	EACH		
7	DUFFLE SOCKS	300	PAIR		

B2.

PICK-UP, WASH AND DRY CLEANING SERVICES

W0130-11-B213

ANNEX B

EVALUATION CRITERIA

NATIONAL DEFENCE – 5TH AREA SUPPORT GROUP (5 ASG)

LAND FORCE QUEBEC SECTOR (LFQA)

CADETS QUARTERMASTER, GATINEAU, QUEBEC

ESTIMATED WASHING NEEDS					
For two (2) years firm and one (1) year option to extend					
Item no.	DESCRIPTION	Estimated Quantity	Unit of Issue	Unit Price	Total Cost
1	protective bag s/b	1800	EACH		
2	liner s/b	2200	EACH		
3	Tent liner	60	EACH		
4	5 man tents	60	EACH		
5	ground sheet	1500	EACH		
6	muckluks boots	300	PAIR		
7	Mittens' outer shell	200	PAIR		

**Annex C
Reporting Requirements**

In compliance with section 3.2 of the Standing Offer, quarterly reports must at a minimum contain the following elements.

QUARTERLY REPORT - (example of reports)

Quarter : Dates to be identified

Standing offer number : W3380-11B213

Name and address of offeror:

Garison	Call-up number (942)	Call-up summary	Value	Total cumulative value
Total cumulative value for the period				
Total cumulative value of the standing offer				