

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave. Jaspe
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet Kitchen/Hospital-Laundry/Drycleanin	
Solicitation No. - N° de l'invitation W0127-12P006/A	Date 2012-09-21
Client Reference No. - N° de référence du client W0127-12P006	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-204-9548	
File No. - N° de dossier EDM-2-35139 (204)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-11-05	Time Zone Fuseau horaire Mountain Standard Time MST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Selinger, Dale	Buyer Id - Id de l'acheteur edm204
Telephone No. - N° de téléphone (780) 497-3536 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE EDMONTON, ALBERTA SEE HEREIN	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Telus Plaza North/Plaza Telus Nord
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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

KITCHEN/HOSPITAL - LAUNDRY/DRY CLEANING SERVICES

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PART 1 - GENERAL INFORMATION**1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the DND 626 Task Authorization Form, and the Task Authorization Usage Report.

2. Summary

For the supply of all labour, materials, tools, equipment, transportation, and supervision necessary to provide kitchen and hospital laundry and dry cleaning services, (including pick up and delivery of items), to the Department of National Defence at various locations at Edmonton Garrison, Edmonton, Alberta, on a scheduled and on an "as and when requested" basis in accordance with the terms and conditions contained in the Request For Proposal for the period of December 1, 2012 to November 30, 2015, (estimated).

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), Canada-Peru Free Trade Agreement (FTA), Canada-Colombia Free Trade Agreement (FTA), and the Agreement on Internal Trade (AIT).

3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012-07-11) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Bid of 2003 referenced above is replaced by:

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to provide such a list within the required time frame will render the bid non-responsive. Bidders must always submit the list of directors before contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification form](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html) - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaire-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Bid of 2003 referenced above is replaced by:

The Bidder must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid, and must also provide Canada, when requested, with the corresponding Consent Forms. The Bidder will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any contract arising from this bid solicitation.

2. Submission of Bids

Bids 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 bid solicitation.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than four (4) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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

5. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least four (4) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) 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: Financial Bid

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

Section II: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Financial Evaluation

In Annex "B", Basis of Payment, for each year, the firm unit prices quoted for items 1 to 50 will be multiplied by the estimated annual usages shown. The resulting amounts will be added together to obtain a total evaluated price.

NOTE: A quote **must** be provided for items 51 and 52, however, these items will not be included in the evaluation.

1.1.1 SACC Manual Clauses A0220T (2007-05-25), Evaluation of Price

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

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

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

1. Code of Conduct Certifications - Certifications Required Precedent to Contract Award

Bidders should provide, with their bid or promptly thereafter, a complete list of names of all individuals who are currently directors of the Bidder. If such a list has not been received by the time the evaluation of bids is completed, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Bidders must submit the list of directors before contract award, failure to provide such a list within the required time frame will render the bid non-responsive.

The Contracting Authority may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals named in the aforementioned list within a specified delay. Failure to provide such Consent Forms within the delay will result in the bid being declared non-responsive.

2. Certifications Precedent to Contract Award

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

2.1 Federal Contractors Program - Certification

Federal Contractors Program - \$200,000 or more

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive 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 the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
(<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>)
3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder 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;
<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html>
- (c) () is subject to the requirements of the 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), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to the FCP, and has a valid certificate number as follows:
_____ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.
(<http://www.hrsdc.gc.ca/eng/labour/equality/fcp/index.shtml>)

2.2 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, bidders 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 Bidder a FPS in receipt of a pension as defined above? **YES** () **NO** ()

If so, the Bidder 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 Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES** () **NO** ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force 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 a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Requirement

For the supply of all labour, materials, tools, equipment, transportation, and supervision necessary to provide kitchen and hospital laundry and dry cleaning services, (including pick up and delivery of items), to the Department of National Defence at various locations at Edmonton Garrison, Edmonton, Alberta, on a scheduled and on an "as and when requested" basis in accordance with the terms and conditions contained herein for the period of the Contract.

1.1 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

1.2 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form, attached as Annex "C".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

1.3 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$20,000.00, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

1.4 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

1.5 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below and in Annex "D". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

The quarterly periods are defined as follows: *(to be completed upon award)*

1st quarter:

2nd quarter:

3rd quarter:

4th quarter:

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- (i) the authorized task number or task revision number(s);
- (ii) a title or a brief description of each authorized task;
- (iii) the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;

-
- (iv) the total amount, GST or HST extra, expended to date against each authorized task;
 - (v) the start and completion date for each authorized task; and
 - (vi) the active status of each authorized task, as applicable.

For all authorized tasks:

- (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- (ii) the total amount, GST or HST extra, expended to date against all authorized TAs.

1.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Department of National Defence, 1 Service Battalion, 1 Area Support Group. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

2. Standard Clauses and Conditions

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

2.1 General Conditions

2035 (2012-07-16), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

The text under Subsection 4 of Section 41 - Code of Conduct and Certifications - Contract of 2035 referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

3. Term of Contract**3.1 Period of the Contract**

The period of the Contract is from December 1, 2012 to November 30, 2015, inclusive, (estimated).

4. Authorities

4.1 Contracting Authority

The Contracting Authority for the Contract is:

Dale Selinger, Supply Specialist
Public Works and Government Services Canada
Western Region, Acquisitions Branch
Telus Plaza North
5th Floor, 10025 Jasper Avenue
Edmonton, Alberta T5J 1S6
Telephone: 780- 497-3536
Facsimile: 780-497-3510
E-mail address: dale.selinger@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

4.2 Project Authority

The Project Authority for the Contract is:

(to be named in the Contract)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

4.3 Contractor's Representative

Name _____

(to be completed by bidder)

Telephone _____

Facsimile: _____

E-mail address _____

5. Payment

5.1 Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$(*to be inserted at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$(*to be inserted at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the contract expiry date, or
 - (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

5.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
C2000C (2007-11-30), Taxes - Foreign-based Contractor (*if applicable*)
H1008C (2008-05-12), Monthly Payment

6. Invoicing Instructions

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

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.

7. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8. Applicable Laws

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

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 Articles of Agreement;
- (b) the general conditions 2035 (2012-07-16), General Conditions - Higher Complexity - Services;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", DND 626, Task Authorization Form;
- (f) Annex "D", Task Authorization Usage Report;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated *(to be completed upon award)*.

10. SACC Manual Clauses

A9006C	Defence Contract	2012-07-16
A9062C	Canadian Forces Site Regulations	2011-05-16
G1005C	Insurance	2008-05-12

ANNEX "A"

STATEMENT OF WORK

REQUIREMENT

For the supply of all labour, materials, tools, equipment, transportation and supervision necessary to provide kitchen and hospital laundry and dry cleaning services, (including pick up and delivery of items), to the Department of National Defence, Edmonton Garrison, Edmonton, AB on a scheduled and on an "as and when requested" basis.

CLEANING STANDARDS

1. All items will be laundered/dry-cleaned in accordance with the processing requirements stated.
2. All coloured items are to be sorted by Contractor prior to laundry services being performed.
3. Cook's clothing, (including aprons), are to be wrapped in plastic after cleaning.
4. To reduce wrinkles, tablecloths are to be folded when cold. Contractor shall consult with end user to determine the proper method of folding tablecloths and napkins to reduce the number of fold marks.
5. Bedding, garments, cloths, etc., from the Garrison Hospital may be contaminated with blood, bodily fluids, lice, etc. These items will be double bagged and marked "Contaminated". These items are to be laundered separately from all other laundry items.
6. Sheets, bedding, shirts, etc., are to be wrapped in plastic separately from each other.
7. Bloodstains are common on Cook's clothing. Articles are to be pre-treated as necessary. Yellow stains are not acceptable.
8. Green towels sent from the Hospital must be laundered and packed separately from other lint bearing material. These towels are used in surgery and must be lint free in order to prevent infection. Instructions to handling these towels can be found in the Health Canada report "Canada Communicable Disease Report-Infection Control Guidelines" found at www.phac-aspc.gc.ca.

RESPONSE TIME

1. Response time of the Contractor is to be within 24 hours of receipt of an authorized request or as per scheduled pick up times. Laundered items are to be returned within 3 calendar days of pick up, dry cleaning to be returned within 7 calendar days from pick up, (unless otherwise directed/authorized by Site Authority).
2. Contractor's facility must be open for business at least 6 days a week.
3. All deliveries must be made to the same address as the original pick up.
4. All pick ups and deliveries are to be made between 0730 -1500 hrs. No pick ups or deliveries will be made on Friday PM or Monday AM.
5. All pick-ups will be listed on authorized request.

6. All deliveries are to be completed as per original authorized request, no partial deliveries will be accepted.
7. No substitution of items will be accepted . All actual items picked up are to be returned to DND.
8. Written communication will occur between the Site/Project Authority and the Contractor identified in the Contract and will be exchanged either by fax, e-mail or through the laundry pick up driver.
9. Changes to pick up addresses will be provided by the Project Authority as they occur.

OTHER

1. The Contractor's delivery agent shall accept the Department of National Defence's count of soiled garments, towels, and sheets, which he may check and shall sign a delivery slip to be kept by DND.
2. After delivery to the Contractor's facility and prior to laundry and dry cleaning services being performed, the Contractor will confirm the number and types of items delivered against DND's count.
3. Any errors or discrepancies shall be reported immediately to DND prior to the service commencement. Written notification of errors or discrepancies can be delivered by fax or e-mail to the Site Authority.
4. DND will sign the Contractor's delivery slips for cleaned items.
5. Any discrepancies found by DND upon return that were not reported as per item 3. above, will be deemed the Contractor's responsibility and will be investigated by the Contractor to the satisfaction of DND. Discrepancies include, but are not limited to:
 - a. Missing Items:
 - i) Items deemed to be missing will be based on a comparison of the quantity shown by the delivery slip or amended notification but not received upon delivery.
 - ii) If it is determined that the Contractor is responsible for the missing items, the Contractor will replace the items or provide compensation.
 - iii) Compensation and/or replacement shall be based on documented industry standard rates. Replacement items must be deemed acceptable by the Site Authority.
 - b. Damaged Items:
 - i) Items deemed to be damaged is damage linked to the laundry or dry cleaning processes.
 - ii) If it is determined that the damage is derived through improper or faulty mechanical or procedural processes, the Contractor shall repair or replace the damaged item or provide compensation.
 - iii) Compensation and/or replacement shall be based on documented industry standard rates. Replacement items must be deemed acceptable by the Site Authority.

-
- iv) The Contractor shall not be held responsible for damages relating to missing buttons or damaged zippers.
 - c. Items Improperly Cleaned/Missed During Cleaning Process:
 - i) These are items that are returned to DND that do not meet the cleaning standards outlined in Section entitled "Cleaning Standards".
 - ii) The Department of National Defence reserves the right to inspect the items and if specified standards are not met, items will be re-laundered until specifications are met. This will be done at no additional cost to the Department of National Defence.
 - 6. The contractor will provide the necessary forms or procedure for submitting complaints and/or claims to the Project Authority.
 - 7. DND will have 7 calendar days from the receipt of laundered items to submit a claim/complaint.
 - 8. The Contractor must respond to a claim/complaint within 48 hrs of receipt of claim/complaint.
 - 9. Both the Project Authority and the Contracting Authority shall be included in all correspondence regarding claims/complaints.

PICK UP/DELIVERY LOCATIONS

1 Svc Bn Stocks Platoon/MSA, Bldg 236, Door 6

Tues & Thurs mornings

Contact/Site Authority: *(To be named in the Contract)*

780-973-4011 ext. _____

1 ASU Food & Quarters, Bldg 210

Tues & Thurs mornings

Contact/Site Authority: *(To be named in the Contract)*

780-973-4011 ext. _____

1 ASU Officer's Mess, Bldg 200

TBD (closed for the summer)

Contact/Site Authority: *Will be provided by the Project Authority*

1 Field Amb Medical Clinic, Bldg 162

Tues & Thursday

Contact/Site Authority: *(To be named in the Contract)*

780-973-4011 ext. _____

1 ASU Food & Quarters, Bldg 164

Tues & Thurs mornings

Contact/Site Authority: *(To be named in the Contract)*

780-973-4011 ext. _____

NOTE: Once picked up at this location direction to the remaining buildings will be given.

1 ASU Food & Quarters, Bldg 204

Tues & Thurs mornings

Contact/Site Authority: *(To be named in the Contract)*

780-973-4011 ext. _____

1 ASU Food & Quarters, Bldg 211

Tues & Thurs mornings

Contact/Site Authority: *(To be named in the Contract)*

780-973-4011 ext. _____

1 ASU Food & Quarters, Bldg 214

Tues & Thurs mornings

Contact/Site Authority: *(To be named in the Contract)*

780-973-4011 ext. _____

1 ASU Food & Quarters, Bldg 222

Tues & Thurs mornings

Contact/Site Authority: *(To be named in the Contract)*

780-973-4011 ext. _____

ANNEX "B"**BASIS OF PAYMENT**

- Prices quoted are to include all applicable costs to provide this service, including the cost of pick up and delivery of items, in accordance with Annex "A", Statement of Work, and are to remain firm for the period of the Contract.
- GST is not to be included in the firm unit prices but will be added to any invoice issued against the Contract.
- A quote **must** be provided for all line items for the bid to be considered responsive.
- (NOTE: **A quote must be provided for items 51 and 52**; however, these items will not be included in the evaluation.
- Estimated usages are for information purposes only; actual usage will vary from amounts shown.

YEAR ONE - 2012/12/01 - 2013/11/30 (Estimated)

Item	Description	Class	Material	Type Process	Est Annual Usage	Firm Unit Price
<u>LAUNDRY</u>						
1	Aprons, Food Handling	4	1	2	1,000	\$_____/ea
2	Sheets, Bed	2-5	1	2	4,000	\$_____/ea
3	Shirts, Cotton	1	1	2	1,000	\$_____/ea
4	Trousers, White	1	1	2	1,000	\$_____/ea
5	Aprons, Utility	1	1	1	1,000	\$_____/ea
6	Bags, Laundry	6	1	1	2,500	\$_____/ea
7	Bags, Laundry, Canvas	6	6	1	1,000	\$_____/ea
8	Bedspreads	2-3	1	2	4,000	\$_____/ea
9	Cloth Dishwashing	6	1	1	4,000	\$_____/ea
10	Cloth, Table, Large Cotton	4	1	3	1,000	\$_____/ea
11	Cloth, Table, Large Linen	6	5	3	1,000	\$_____/ea
12	Cloth, Table, Small Cotton	4	1	3	1,000	\$_____/ea
13	Cloth, Table, Small Linen	6	5	3	1,000	\$_____/ea
14	Cloth, Table, White Linen 54" x 120"	4	5	3	1,000	\$_____/ea
15	Cover, Mattress	2-5	1	1	750	\$_____/ea
16	Cover, Pillow Case	2	1	1	750	\$_____/ea
17	Napkins, Table	4	1-5	2	4,000	\$_____/ea
18	Pillowcases	2	1	1	750	\$_____/ea
19	Smock, Gen Purpose	1	1-7	1	750	\$_____/ea
20	Towels, Bath	2-5	1	1	4,000	\$_____/ea
21	Towels, Dish	2-4	1-5	2	4,000	\$_____/ea
22	Towels, Hand	2-5	1	1	4,000	\$_____/ea
23	Towels, Roller	2-4	1-4	2	4,000	\$_____/ea

MEDICAL/DENTAL LAUNDRY

24	Bag, Soiled Linen Carrier	5	1	4	1,000	\$_____/ea
25	Cloth, Medicine	5	1-5	2	1,750	\$_____/ea
26	Cloth, Table, Hosp	5	1	2	1,000	\$_____/ea
27	Cover, Counter, Cotton	5	1	2	1,000	\$_____/ea
28	Cover, Cotton	5	2	2	1,000	\$_____/ea
29	Cover, Bed, Cotton	5	1	2	750	\$_____/ea
30	Cover, Bed, Screen	5	1	2	750	\$_____/ea
31	Cover, Mattress	5	1	2	1,750	\$_____/ea
32	Drape, Surgical Circumcision	5	1	2	800	\$_____/ea
33	Drape, Surgical	5	1	2	800	\$_____/ea
34	Dressing, Hosp Blue	5	1	2	1,000	\$_____/ea
35	Frock, Clinic White	5	1	2	1,000	\$_____/ea
36	Frock/Coat Lab	5	1	2	1,000	\$_____/ea
37	Gown, White	5	1	3a	1,200	\$_____/ea
38	Pillowcases	5	1	2	1,500	\$_____/ea
39	Pajamas, Flannelette	5	1	2	1,500	\$_____/ea
40	Sheet, Bed	5	1	2	3,500	\$_____/ea
41	Sheet, Flannelette	5	1	2	2,500	\$_____/ea
42	Towels, Various	5	1-5	2	5,000	\$_____/ea
43	Scrub Top	5	1	2	5,000	\$_____/ea
44	Scrub Bottom	5	1	2	5,000	\$_____/ea
45	Towels, Huck	1	1-2	2	5,000	\$_____/ea

DRY CLEANING

46	Bag, Evacuation/Casualty	3	1-3-7	20	5,000	\$_____/ea
47	Blanket, Fire Asbestos	6	7	20	5,000	\$_____/ea
48	Blanket, Thermal	1	1-7	20	5,000	\$_____/ea
49	Blanket, Wool	2	2	20	5,000	\$_____/ea
50	Mattress, Exc Sprin Fill	2	7	20	2,500	\$_____/ea

ADDITIONAL WORK

- 51 General Laundry items not appearing herein will be priced at the rate of \$_____/kg.
- 52 Any Dry Cleaning items not appearing herein will be priced in accordance with the Contractor's current published price list, less a discount of ____% .

YEAR TWO - 2013/12/01 - 2014/11/30 (Estimated)

<u>Item</u>	<u>Description</u>	<u>Class</u>	<u>Material</u>	<u>Type Process</u>	<u>Est Annual Usage</u>	<u>Firm Unit Price</u>
<u>LAUNDRY</u>						
1	Aprons, Food Handling	4	1	2	1,000	\$_____/ea
2	Sheets, Bed	2-5	1	2	4,000	\$_____/ea
3	Shirts, Cotton	1	1	2	1,000	\$_____/ea
4	Trousers, White	1	1	2	1,000	\$_____/ea
5	Aprons, Utility	1	1	1	1,000	\$_____/ea
6	Bags, Laundry	6	1	1	2,500	\$_____/ea
7	Bags, Laundry, Canvas	6	6	1	1,000	\$_____/ea
8	Bedspreads	2-3	1	2	4,000	\$_____/ea
9	Cloth Dishwashing	6	1	1	4,000	\$_____/ea
10	Cloth, Table, Large Cotton	4	1	3	1,000	\$_____/ea
11	Cloth, Table, Large Linen	6	5	3	1,000	\$_____/ea
12	Cloth, Table, Small Cotton	4	1	3	1,000	\$_____/ea
13	Cloth, Table, Small Linen	6	5	3	1,000	\$_____/ea
14	Cloth, Table, White Linen 54" x 120"	4	5	3	1,000	\$_____/ea
15	Cover, Mattress	2-5	1	1	750	\$_____/ea
16	Cover, Pillow Case	2	1	1	750	\$_____/ea
17	Napkins, Table	4	1-5	2	4,000	\$_____/ea
18	Pillowcases	2	1	1	750	\$_____/ea
19	Smock, Gen Purpose	1	1-7	1	750	\$_____/ea
20	Towels, Bath	2-5	1	1	4,000	\$_____/ea
21	Towels, Dish	2-4	1-5	2	4,000	\$_____/ea
22	Towels, Hand	2-5	1	1	4,000	\$_____/ea
23	Towels, Roller	2-4	1-4	2	4,000	\$_____/ea
<u>MEDICAL/DENTAL LAUNDRY</u>						
24	Bag, Soiled Linen Carrier	5	1	4	1,000	\$_____/ea
25	Cloth, Medicine	5	1-5	2	1,750	\$_____/ea
26	Cloth, Table, Hosp	5	1	2	1,000	\$_____/ea
27	Cover, Counter, Cotton	5	1	2	1,000	\$_____/ea
28	Cover, Cotton	5	2	2	1,000	\$_____/ea
29	Cover, Bed, Cotton	5	1	2	750	\$_____/ea
30	Cover, Bed, Screen	5	1	2	750	\$_____/ea
31	Cover, Mattress	5	1	2	1,750	\$_____/ea
32	Drape, Surgical Circumcision	5	1	2	800	\$_____/ea
33	Drape, Surgical	5	1	2	800	\$_____/ea
34	Dressing, Hosp Blue	5	1	2	1,000	\$_____/ea
35	Frock, Clinic White	5	1	2	1,000	\$_____/ea
36	Frock/Coat Lab	5	1	2	1,000	\$_____/ea
37	Gown, White	5	1	3a	1,200	\$_____/ea
38	Pillowcases	5	1	2	1,500	\$_____/ea

39	Pajamas, Flannelette	5	1	2	1,500	\$_____/ea
40	Sheet, Bed	5	1	2	3,500	\$_____/ea
41	Sheet, Flannelette	5	1	2	2,500	\$_____/ea
42	Towels, Various	5	1-5	2	5,000	\$_____/ea
43	Scrub Top	5	1	2	5,000	\$_____/ea
44	Scrub Bottom	5	1	2	5,000	\$_____/ea
45	Towels, Huck	1	1-2	2	5,000	\$_____/ea

DRY CLEANING

46	Bag, Evacuation/Casualty	3	1-3-7	20	5,000	\$_____/ea
47	Blanket, Fire Asbestos	6	7	20	5,000	\$_____/ea
48	Blanket, Thermal	1	1-7	20	5,000	\$_____/ea
49	Blanket, Wool	2	2	20	5,000	\$_____/ea
50	Mattress, Exc Sprin Fill	2	7	20	2,500	\$_____/ea

ADDITIONAL WORK

- 51 General Laundry items not appearing herein will be priced at the rate of \$_____/kg.
- 52 Any Dry Cleaning items not appearing herein will be priced in accordance with the Contractor's current published price list, less a discount of ____% .

YEAR THREE - 2014/12/01 - 2015/11/30 (Estimated)

<u>Item</u>	<u>Description</u>	<u>Class</u>	<u>Material</u>	<u>Type Process</u>	<u>Est Annual Usage</u>	<u>Firm Unit Price</u>
<u>LAUNDRY</u>						
1	Aprons, Food Handling	4	1	2	1,000	\$_____/ea
2	Sheets, Bed	2-5	1	2	4,000	\$_____/ea
3	Shirts, Cotton	1	1	2	1,000	\$_____/ea
4	Trousers, White	1	1	2	1,000	\$_____/ea
5	Aprons, Utility	1	1	1	1,000	\$_____/ea
6	Bags, Laundry	6	1	1	2,500	\$_____/ea
7	Bags, Laundry, Canvas	6	6	1	1,000	\$_____/ea
8	Bedspreads	2-3	1	2	4,000	\$_____/ea
9	Cloth Dishwashing	6	1	1	4,000	\$_____/ea
10	Cloth, Table, Large Cotton	4	1	3	1,000	\$_____/ea
11	Cloth, Table, Large Linen	6	5	3	1,000	\$_____/ea
12	Cloth, Table, Small Cotton	4	1	3	1,000	\$_____/ea
13	Cloth, Table, Small Linen	6	5	3	1,000	\$_____/ea
14	Cloth, Table, White Linen 54" x 120"	4	5	3	1,000	\$_____/ea
15	Cover, Mattress	2-5	1	1	750	\$_____/ea
16	Cover, Pillow Case	2	1	1	750	\$_____/ea
17	Napkins, Table	4	1-5	2	4,000	\$_____/ea

18	Pillowcases	2	1	1	750	\$_____/ea
19	Smock, Gen Purpose	1	1-7	1	750	\$_____/ea
20	Towels, Bath	2-5	1	1	4,000	\$_____/ea
21	Towels, Dish	2-4	1-5	2	4,000	\$_____/ea
22	Towels, Hand	2-5	1	1	4,000	\$_____/ea
23	Towels, Roller	2-4	1-4	2	4,000	\$_____/ea

MEDICAL/DENTAL LAUNDRY

24	Bag, Soiled Linen Carrier	5	1	4	1,000	\$_____/ea
25	Cloth, Medicine	5	1-5	2	1,750	\$_____/ea
26	Cloth, Table, Hosp	5	1	2	1,000	\$_____/ea
27	Cover, Counter, Cotton	5	1	2	1,000	\$_____/ea
28	Cover, Cotton	5	2	2	1,000	\$_____/ea
29	Cover, Bed, Cotton	5	1	2	750	\$_____/ea
30	Cover, Bed, Screen	5	1	2	750	\$_____/ea
31	Cover, Mattress	5	1	2	1,750	\$_____/ea
32	Drape, Surgical Circumcision	5	1	2	800	\$_____/ea
33	Drape, Surgical	5	1	2	800	\$_____/ea
34	Dressing, Hosp Blue	5	1	2	1,000	\$_____/ea
35	Frock, Clinic White	5	1	2	1,000	\$_____/ea
36	Frock/Coat Lab	5	1	2	1,000	\$_____/ea
37	Gown, White	5	1	3a	1,200	\$_____/ea
38	Pillowcases	5	1	2	1,500	\$_____/ea
39	Pajamas, Flannelette	5	1	2	1,500	\$_____/ea
40	Sheet, Bed	5	1	2	3,500	\$_____/ea
41	Sheet, Flannelette	5	1	2	2,500	\$_____/ea
42	Towels, Various	5	1-5	2	5,000	\$_____/ea
43	Scrub Top	5	1	2	5,000	\$_____/ea
44	Scrub Bottom	5	1	2	5,000	\$_____/ea
45	Towels, Huck	1	1-2	2	5,000	\$_____/ea

DRY CLEANING

46	Bag, Evacuation/Casualty	3	1-3-7	20	5,000	\$_____/ea
47	Blanket, Fire Asbestos	6	7	20	5,000	\$_____/ea
48	Blanket, Thermal	1	1-7	20	5,000	\$_____/ea
49	Blanket, Wool	2	2	20	5,000	\$_____/ea
50	Mattress, Exc Sprin Fill	2	7	20	2,500	\$_____/ea

ADDITIONAL WORK

51 General Laundry items not appearing herein will be priced at the rate of \$_____/kg.

52 Any Dry Cleaning items not appearing herein will be priced in accordance with the Contractor's current published price list, less a discount of ____% .

KEY TO TABLE CODES**CLASS**

- | | |
|---|--------------------|
| 1 | Clothing |
| 2 | Bedding and Towels |
| 3 | Camping Equipment |
| 4 | Kitchen Equipment |
| 5 | Hospital Equipment |
| 6 | Miscellaneous |

MATERIAL

- | | |
|---|---------------|
| 1 | Cotton |
| 2 | Wool |
| 3 | Nylon |
| 4 | Leather |
| 5 | Linen |
| 6 | Canvas |
| 7 | Miscellaneous |

TYPE OF PROCESS REQUIRED**LAUNDRY**

- | | |
|----|-----------------------------------|
| 1 | Washed and Tumbler Dried |
| 2 | Washed and Pressed |
| 3 | Washed, Starched and Pressed |
| 3a | Washed, Starched and Hand Pressed |
| 4 | Hand Sponged and Air Dried |

DRY CLEANING

- | | |
|----|-------------------------------|
| 20 | Dry Cleaned and Tumbler Dried |
| 21 | Dry Cleaned and Pressed |

Solicitation No. - N° de l'invitation

W0127-12P006/A

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-2-35139

Buyer ID - Id de l'acheteur

edm204

CCC No./N° CCC - FMS No/ N° VME

W0127-12P006

ANNEX “C”

DND 626, TASK AUTHORIZATION FORM

(as attached)

ANNEX "D"**TASK AUTHORIZATION USAGE REPORT**

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule: *(to be completed upon award)*

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO: WST-PA-EDM@pwgsc.gc.ca OR Facsimile: 780-497-3510.

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date for the Department of National Defence pour le ministère de la Défense nationale</p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in **Services**.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.