

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

Cabot Place, Phase II

Box 4600

St. John's, NL

A1C 5T2

Bid Fax: (709) 772-4603

Request For a Standing Offer Demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

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

PWGSC / TPGSC - Nfld. Region

Cabot Place, Phase II, 6th Floor

Box 4600

St. John's, NL

A1C 5T2

| | |
|--|---|
| Title - Sujet RMSO- Laundry /DryCleaning Services | |
| Solicitation No. - N° de l'invitation EA372-120006/A | Date 2013-03-18 |
| Client Reference No. - N° de référence du client EA372-120006 | GETS Ref. No. - N° de réf. de SEAG PW-\$XAQ-040-5788 |
| File No. - N° de dossier XAQ-2-35212 (040) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-04-29 | Time Zone Fuseau horaire Newfoundland Daylight Saving Time NDT |
| Delivery Required - Livraison exigée See Herein | |
| Address Enquiries to: - Adresser toutes questions à: Connolly, Carolyn | Buyer Id - Id de l'acheteur xaq040 |
| Telephone No. - N° de téléphone (709)772-5396 () | FAX No. - N° de FAX (709)772-4603 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA THE JOHN CABOT BLDG 10 BARTERS HILL P.O.BOX 4600 ST JOHNS Newfoundland and Labrador A1C5T2 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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| | |
|-----------|---|
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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, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | 6A, Standing Offer, and 6B, Resulting Contract Clauses: |
| | 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions; |
| | 6B, 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 Requirements, the Basis of Payments, the Quarterly Standing Offer Business Volume Report and the Information for Code of Conduct Certification.

2. Summary

Requirement: To establish Regional Master Standing Offer(s) (RMSO) for the provision of Laundry and Dry Cleaning Services to various Federal Government Departments in Newfoundland and Labrador.

Period of Standing Offer: One Year from Date of Award, on an 'as and when' requested basis.

Overall Estimated Value: \$100,000.00

Geographical Areas:

| <u>Area</u> | <u>Value</u> |
|-----------------------------|---------------------|
| Gander & Central NL - | \$10,000.00 |
| Corner Brook and Western NL | \$15,000.00 |
| St. John's and Eastern NL | \$75,000.00 |

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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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2006 (2013-01-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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 five (5) 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 Newfoundland and Labrador.

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

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer (one (1) hard copy)

Section II: Certifications (one (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)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 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 Offer

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

Payment by Credit Card

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.

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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 II: 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.

1.1. Technical Evaluation

1.1.1 Mandatory Technical Criteria

To be deemed responsive:

- It is mandatory to provide pricing on all line items within the category of services you can provide (i.e. Laundry only or Dry Cleaning only). However, it is not mandatory to provide pricing for both Laundry and Dry Cleaning services to submit a bid.

1.2 Financial Evaluation

SACC Reference

M0220T

Section

Evaluation of Price

Date

2007-05-25

- 1.2.1** Standing Offers will be awarded on the basis of the lowest aggregate total determined by multiplying the unit price times the estimated usage for each item. More than one standing offer may be awarded to ensure coverage for all geographical areas; however, only one standing offer will be awarded per geographical area.

Geographical Area

Estimated Value

| | |
|---------------------------|-------------|
| Gander & Central NL | \$10,000.00 |
| Corner Brook & Western NL | \$15,000.00 |
| St. John's & Eastern NL | \$75,000.00 |

2. Basis of Selection

2.1 Basis of Selection - Multiple Items

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

It may be necessary to award more than one standing offer to satisfy regional requirements; however, no more than one standing offer will be awarded per geographical area. The amount of each standing offer is based on the allocation of funds indicated above.

SACC Reference

M0031T

Section

Basis of Selection - Mandatory Technical Criteria Only

Date

2007-05-25

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and related documentation to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer

1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1** By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

Offerors who are incorporated, including those submitting offers as a joint venture, must provide with their offer or promptly thereafter a complete list of names of all individuals who are currently directors of the Offeror. Offerors submitting offers as sole proprietorship, including those submitting offers as a joint venture, must provide the name of the owner with their offer or promptly thereafter. Offerors submitting offers as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply will render the offer non-responsive. Providing the required names is a mandatory requirement for issuance of a standing offer and award of a contract.

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

2. Additional 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.

2.1 Federal Contractors Program - Over \$25,000.00 and under \$200,000.00

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 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.

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;
- 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;
- 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.

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- A. name of former public servant;
- B. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

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.

2.3 Workers Compensation Certification- Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within five (5) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. ***Failure to comply with the request may result in the bid being declared non-responsive.***

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annexes "A" and "B".

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 Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

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, including those 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 fifteen (15) 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 and providing services against the Standing Offer is one year from date of issuance.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Carolyn Connolly
Contracting Officer
Public Works and Government Services Canada
Acquisitions Branch, Atlantic Region
Science, Services and Marine
The John Cabot Building, 10 Barter's Hill
P.O. Box 4600, St. John's, NL A1C 5T2

Telephone: (709) 772-5396
Facsimile: (709) 772-4603
E-mail address: carolyn.connolly@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 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 [*To be completed by the offeror with bid submission*]

Name: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail Address: _____

5. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

6. Call-up Procedures

The call-up authority for the department will issue the call-up to the firm holding the standing offer for the item.

7. 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 an electronic version.

[<http://www.openstore.com/pdfs/NMSO/942.pdf>]

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

9. Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$100,000.00** (Goods and Services Tax or Harmonized Sales Tax included) 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 three (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.

10. 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 (2012-11-19), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2012-11-19), General Conditions - Services (Medium Complexity);
- e) Annex "A", Requirement/Basis of Payment: Laundry;
- f) Annex "B", Requirement/Basis of Payment: Dry Cleaning;
- g) Annex "C", Quarterly Standing Offer Business Volume Report;
- h) Annex "D", Information for Code of Conduct Certification
- i) the Offeror's offer dated _____ (*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 on _____" and insert date(s) of clarification(s) or amendment(s) if applicable*).

11. Certifications

11.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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.

11.2 SACC Manual Clause

SACC Manual Clause A0285C (2007-05-25) Workers Compensation

12. 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 Newfoundland and Labrador.

13. SACC Manual Clauses

| SACC Reference | Section | Date |
|-----------------------|----------------|-------------|
| M3800C | Estimates | 2006-08-15 |

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. Requirement

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 (2012-11-19), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2012-11-19), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Period of the Contract

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

4. Payment

4.1 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 Annexes "A" and "B", to a limitation of expenditure of \$100,000.00 (overall total). Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is included, if applicable.

4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$100,000.00. Customs duties are excluded 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.

4.3 SACC Manual Clauses

SACC Manual Clause A9117C (2007-11-30) T1204 - Direct Request by Customer Department
SACC Manual Clause M3000C (2006-08-15) Price Lists

4.4 Payment by Credit Card *[To be completed by Offeror with bid submission if applicable]*

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.

Each invoice must be supported by:

- a.a copy of time sheets to support the time claimed;
- b.a copy of the release document and any other documents as specified in the Contract;
- c.a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d.a copy of the monthly progress report.

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 Requirements

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance

coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.1 Commercial General Liability Insurance

1.The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2.The Commercial General Liability policy must include the following:

a.Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

b.Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

c.Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

d.Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

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

f.Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

g.Employees and, if applicable, Volunteers must be included as Additional Insured.

h.Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

i.Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

j.Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

k.If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

I.Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

m.Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

n.Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX "A"
REQUIREMENT: LAUNDRY SERVICES

REQUIREMENT FOR LAUNDRY AND DRY CLEANING SERVICES:

To establish Regional Master Standing Offer(s) (RMSO) for the provision of Laundry and Dry Cleaning Services to various Federal Government Departments in Newfoundland and Labrador.

The period of the standing offer shall be for one (1) year from date of award.

There are three geographical areas to be covered for laundry and dry cleaning services:

| <u>Area</u> | <u>Value</u> |
|---------------------------|---------------------|
| Gander & Central NL - | \$10,000.00 |
| Corner Brook & Western NL | \$15,000.00 |
| St. John's & Eastern NL | \$75,000.00 |

LAUNDRY SERVICES

SPECIAL CLEANING INSTRUCTIONS FOR ITEMS 57 TO 62 ONLY:

MACHINE WASH IECS GARMENTS IN LUKEWARM WATER WITH MILD DETERGENT, TUMBLE DRY. DO NOT IRON OR PRESS. PROFESSIONAL DRY CLEANING MUST NOT BE PERFORMED, AS IT WILL DAMAGE THE WMVP MEMBRANES. EACH ITEM IS LABELED WITH THE PROPER CARE INSTRUCTION AND SYMBOLS ARE DEFINED ACCORDINGLY.

LAUNDRY PROCESSING GUIDE

| <u>CLASS (C)</u> | <u>MATERIAL (M)</u> |
|-------------------------|----------------------------|
| 1. CLOTHING | 1. COTTON |
| 2. BEDDING & TOWELS | 2. WOOL |
| 3. CAMPING EQUIPMENT | 3. NYLON |
| 4. KITCHEN EQUIPMENT | 4. LEATHER |
| 5. HOSPITAL EQUIPMENT | 5. LINEN |
| 6. MISCELLANEOUS | 6. RAYON |
| | 7. CANVAS |
| | 8. MISCELLANEOUS |
| | 9. RUBBER |

TYPE OF PROCESS REQUIRED

| <u>LAUNDRY (P)</u> |
|--|
| 1. WASHED AND TUMBLED DRIED |
| 2. WASHED AND AIR DRIED |
| 3. WASHED AND PRESSED |
| 4. WASHED, STARCHED AND PRESSED |
| 4a WASHED, STARCHED AND HAND PRESSED |
| 5. WASHED, STARCHED, DRIED ON STRETCHER & FRINGES HAND PRESSED |

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| |
|-----------------------------------|
| 6. ROUGH WASHED |
| 7. HAND SPONGED AND AIR DRIED |
| 8. HOT WATER WASH, LOW TUMBLE DRY |
| 9. HAND WASH, AIR DRIED |

WEIGHT (W) IN LBS PER 100 ITEMS

ANNEX "A"
BASIS OF PAYMENT: LAUNDRY SERVICES

LAUNDRY SERVICES

Subject as hereinafter provided you will be paid the cost reasonably and properly incurred in performance of the work Harmonized Sales Tax (HST) extra and to be shown as a separate item on all claims for payment, in accordance with the following:

PRICING:

Please indicate with an X the area you are quoting.

Please photocopy if your pricing is different for each area

St. John's and Eastern () Gander and Central () Corner Brook and Western ()

LAUNDRY SERVICES

| # | Description | Unit | Qty | Price |
|----|--|------|-------|-------|
| 1 | Aprons Food Handlers C=4, M=1, P=3, W=40 | EA | 400 | |
| 2 | Bag Kit All Types C=6, M=3, P=1, W=150 | EA | 200 | |
| 3 | Bags Protective C=6, M=3, P=2, W=25 | EA | 100 | |
| 4 | Bedspreads Cotton C=2,5, M=1, P=3, W=150 | EA | 1,000 | |
| 5 | Blanket General Sve Single (Wool) C=2,5, M=2, P=2,1 W=250 | EA | 300 | |
| 6 | Bassards Black Funeral Cotton C=6, M=1, P=3, W=2 | EA | 150 | |
| 7 | Cap Food Handlers Cotton C=4, M=1, P=3, W=20 | EA | 200 | |
| 8 | Caps Utility Combat Bush OG#107 C=1, M=1,3, P=2, W=25 | EA | 300 | |
| 9 | Cargo Pack Nylon C=6, M=3, P=7, W=50 | EA | 100 | |
| 10 | Carrier Mask NBCW C=6, M=1,3 P=7, W=50 | EA | 100 | |
| 11 | Cases Sleeping Bag Arctic&Temp OD&Cadpat C=3, M=3, P=1, W=50 | EA | 100 | |
| 12 | Cases Thermos Arctic 1 Pint C=3, M=1, P=, W=25 | EA | 75 | |
| 13 | Cloth Dish Washing C=4, M=1, P=1, W=10 | EA | 200 | |
| 14 | Cloth Table Small Cotton C=4, M=1, P=4, W=100 | EA | 300 | |
| 15 | Cloth Table Large Cotton C=4, M=1, P=4, W=100 | EA | 300 | |
| 16 | Cloth Table Small Linen C=4, M=5, P=4, W=100 | EA | 300 | |
| 17 | Cloth Table Large Linen C=4, M=5, P=4, W=100 | EA | 300 | |
| 18 | Cloth Table Extra Large Linen C=4, M=5, P=4, W=150 | EA | 300 | |
| 19 | Coat Combat OG#107 C=1, M=1,3, P=1, W=125 | EA | 250 | |
| 20 | Coats White Duck C=1, M=1, P=4, W=75 | EA | 50 | |
| 21 | Cover Helmet Camouflage C=1, M=1,3, P=1, W=10 | EA | 100 | |
| 22 | Cover Mattress C=1,5, M=1, P=1, W=75 | EA | 50 | |
| 23 | Covers Rucksack (White) C=3, M=3, P=1, W=30 | EA | 300 | |
| 24 | Coveralls Except Chem Warfare C=1, M=1,3,8, P=1, W=150 | EA | 150 | |
| 25 | Crew Suits Armored Vehicles C=1, M=1,3, P=1, W=100 | EA | 25 | |
| 26 | Glove Cloth Coated Olive Drab C=1, M=8, P=7, W=15 | PR | 100 | |
| 27 | Gloves Nylon White C=1, M=3, P=1, W=5 | PR | 300 | |
| 28 | Jacket Wet Weather C=1, M=3,9, P=7, W=50 | EA | 200 | |
| 29 | Trousers Wet Weather C=1, M=3,9, P=7, W=50 | EA | 200 | |
| 30 | Jacket (F) Food Handlers C=1, M=8, P=3, W=100 | EA | 50 | |
| 31 | Liners Coat Combat OG#107 C=1, M=1,6, P=1, W=100 | EA | 250 | |
| 32 | Smocks All Types C=1, M=1,3, P=3, W=75 | EA | 100 | |

| | | | | |
|----|--|----|-------|--|
| 33 | Liners Sleeping Bag C=3, M=1, P=1, W=30 | EA | 200 | |
| 34 | Mitts Winter Arctic Outer Shell C=1, M=4,8, P=2, W=50 | PR | 200 | |
| 35 | Napkins Table Linen or Cotton C=4, M=1,5, P=3, W=30 | EA | 300 | |
| 36 | Parka Cotton & Nylon OG#107 C=1, M=1,3, P=2, W=250 | EA | 200 | |
| 37 | Parkas White Camouflage C=1, M=3, P=1, W=25 | EA | 200 | |
| 38 | Pillow Cases C=2, M=1, P=3, W=30 | EA | 2,500 | |
| 39 | Raincoat LW All Elements (M&F) C=1, M=3, P=7, W=40 | EA | 200 | |
| 40 | Scarves Neck Combat C=1, M=1, P=1, W=25 | EA | 200 | |
| 41 | Sheets, Bed C=2, M=1, P=3, W=75 | EA | 5,000 | |
| 42 | Sheet Utility C=3, M=3, P=1, W=100 | EA | 100 | |
| 43 | Shirts Combat Light Weight C=1, M=1,3, P=1, W=75 | EA | 500 | |
| 44 | Shirts Cotton All Types C=1, M=1, P=3, W=50 | EA | 500 | |
| 45 | Slacks (F) Food Handlers C=1, M=8, P=3, W=50 | EA | 50 | |
| 46 | Touques & Balaclava (White) C=1, M=2, P=2, W=25 | EA | 200 | |
| 47 | Towel Dish & Glass C=2,4, M=1,5, P=1, W=25 | EA | 200 | |
| 48 | Trousers Combat Light Weight C=1, M=1,3, P=1, W=150 | EA | 250 | |
| 49 | Trousers WD (M&F) All Colours C=1, M=6,8, P=3, W=100 | EA | 300 | |
| 50 | Trousers White (M) Food Handler C=1, M=1, P=3, W=100 | EA | 200 | |
| 51 | Trousers Combat OG#107 C=1, M=1,3, P=1, W=150 | EA | 50 | |
| 52 | Trousers White Camouflage C=1, M=3, P=1, W=30 | EA | 200 | |
| 53 | Trousers Wind Proof C=1, M=6,8, P=1, W=100 | EA | 10 | |
| 54 | Parka Ext Cold Weather Blue & Black C=1, M=1,3, P=1, W=100 | EA | 40 | |
| 55 | Coverall Ext Cold Weather Blue C=1, M=1,3, P=1, W=100 | EA | 40 | |
| 56 | Parka Wet/Cold Weather Blue C=1, M=1,3, P=1, W=100 | EA | 40 | |
| 57 | Coverall Wet/Cold Weather Blue C=1, M=1,3, P=1, W=100 | EA | 40 | |
| 58 | Parka Extreme Cold IECS, ICE (See Special Instructions For Cleaning) | EA | 200 | |
| 59 | Overalls Extreme Cold IECS, ICE (See Special Instructions Cleaning) | EA | 200 | |
| 60 | Coat Combat IECS, ICE (See Special Instructions For Cleaning) | EA | 200 | |
| 61 | Trousers Combat IECS, ICE (See Special Instructions For Cleaning) | EA | 200 | |
| 62 | Sweat Shirt Fleece IECS, ICE (See Special Instructions For Cleaning) | EA | 200 | |
| 63 | Sweat Pants Fleece IECS, ICE (See Special Instructions For Cleaning) | EA | 200 | |
| 64 | Gloves (CWWG) C=1, M=8, P=9, W=20 | PR | 200 | |
| 65 | Fitted Sheet Coloured and White C=2, M=1, P=3, W=75 | EA | 2,500 | |
| 66 | Comforters Double C=2, M=1,3, P=1, W=100 | EA | 100 | |
| 67 | Comforters Queen C=2, M=1,3, P=3, W=100 | EA | 100 | |
| 68 | Towels, Hand Plain and Coloured C=2, M=1, P=1, W=40 | EA | 200 | |
| 69 | Towel, Bath Plain and Coloured C=2, M=1, P=1, W=40 | EA | 200 | |
| 70 | Face Cloths C=2, M=1, P=1, W=20 | EA | 200 | |
| 71 | NCD Trousers C=1, M=8, P=8, W=50 | EA | 80 | |
| 72 | Hat Cadpat TW & ARID C=1, M=8, P=1, W=20 | EA | 200 | |
| 73 | Trousers Cadpat TW & ARID C=1, M=8, P=1, W=50 | EA | 400 | |
| 74 | Shirt Cadpat TW & ARID C=1, M=8, P=1, W=50 | EA | 400 | |
| 75 | Jacket Flying Green Type 4 C=1, M=1, P=3, W=100 | EA | 20 | |
| 76 | Jacket Cadet (M & F) All types C=1, M=6,8, P=3, W=100 | EA | 200 | |
| 77 | Trouser Cadet (M & F) C=1, M=6,8, P=3, W=75 | EA | 150 | |
| 78 | Gloves Combat Outer C=1, M=4,, P=9,, W=33 | EA | 150 | |
| 79 | Gloves CBT Temperate C=1, M=4, P=9, W=30 | EA | 150 | |
| 80 | Gloves Combat mortar C=1, M=9, P=9, W=20 | EA | 150 | |
| 81 | Liner Combat Parker C=1, M=3, & 8, P=1, W=150 | EA | 200 | |

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| | | | | |
|----|---|----|-----|--|
| 82 | Mitts Arctic Liner C=1, M=2, & 8, P=1,W=100 | EA | 200 | |
| 83 | Rucksack C=1, M=3 & 8, P=9, W=150 | EA | 100 | |
| 84 | Socks Wool Freeze C=1, M=2, P=2, W=100 | EA | 300 | |
| 85 | Jacket NCD C=1, M=8, P=1, W=100 | EA | 200 | |
| 86 | Poncho Liner C=1, M=8, P=1, W=150 | EA | 200 | |

In addition to items not listed above, miscellaneous laundry items will be offered at current trade price, less a discount of _____. We offer an additional discount of _____% when any single order exceeds \$_____.

Unspecified (off-list) items can be purchased or up to 15% of the standing offer value for the specific period and category in question.

The contractor will be financially responsible for all items or property whilst in the contractors possession.

- Prices quoted are to include pickup and delivery charges
- Items to be delivered to various locations (specific locations to be detailed on the call-up form).
- Items to be returned within 48-72 hours of receipt of telephone or fax order.
- There may be emergency call-ups on Saturdays or Sundays.
- Quantities stated within are estimates only, and in no way reflects the actual quantities.

ANNEX "B"
REQUIREMENT: DRY CLEANING SERVICES

REQUIREMENT FOR LAUNDRY AND DRY CLEANING SERVICES:

To establish Regional Master Standing Offer(s) (RMSO) for the provision of Laundry and Dry Cleaning Services to various Federal Government Departments in Newfoundland and Labrador.

The period of the standing offer shall be for one (1) year from Date of award.

There are three geographical areas to be covered for laundry and dry cleaning services:

| <u>Area</u> | <u>Value</u> |
|---------------------------|---------------------|
| Gander & Central NL - | \$10,000.00 |
| Corner Brook & Western NL | \$15,000.00 |
| St. John's & Eastern NL | \$75,000.00 |

DRY-CLEANING SERVICES

DRY-CLEANING PROCESSING GUIDE

| CLASS (C) | MATERIAL (M) |
|-----------------------|---------------------|
| 1. CLOTHING | 1. COTTON |
| 2. BEDDING & TOWELS | 2. WOOL |
| 3. CAMPING EQUIPMENT | 3. NYLON |
| 4. KITCHEN EQUIPMENT | 4. LEATHER |
| 5. HOSPITAL EQUIPMENT | 5. LINEN |
| 6. MISCELLANEOUS | 6. RAYON |
| | 7. CANVAS |
| | 8. MISCELLANEOUS |
| | 9. RUBBER |

TYPE OF PROCESS REQUIRED

| DRY-CLEANING (P) |
|--|
| 20. DRY CLEANING & TUMBLED DRIED |
| 21. DRY CLEANED & PRESSED |
| 22. DRY CLEANED & RE-WATERPROOFED & RE-BLOCK |
| 23. DRY CLEANED, RE-BLOCKED & PRESSED |
| 24. DRY CLEANED, RE-WATERPROOFED & PRESSED |
| 25. SHAMPOOED |
| 26. DRY CLEANED, RE-FIREPROOFED & PRESSED |
| 27. HAND CLEANED & RE-BLOCKED |
| 28. FOR APPROPRIATE METHOD, REFER TO "TECHNICAL GUIDE FOR CLEANING FOR SERVICE CARPETS & RUGS" |

WEIGHT (W) IN LBS PER 100 ITEMS

ANNEX "B"
BASIS OF PAYMENT: DRY CLEANING SERVICES

DRY CLEANING SERVICES

Subject as hereinafter provided you will be paid the cost reasonable and properly incurred in performance of the work Harmonized Sales Tax (HST) extra and to be shown as a separate item on all claims for payment, in accordance with the following:

PRICING:

Please indicate with an X the area you are quoting.

Please photocopy if your pricing is different for each area

St. John's and Eastern () Gander and Central () Corner Brook and Western ()

PRICING DRY-CLEANING SERVICES

| # | DESCRIPTION | UNIT | QTY | PRICE |
|----|---|------|-----|-------|
| 1 | BAG LINER, SLEEPING BAG C=3, M=1-3-8, P=20, W=200 | EA | 200 | |
| 2 | BAG OUTER SLEEPING BAG C=3, M=1-3-8, P=20, W=200 | EA | 200 | |
| 3 | COAT ALL WEATHER(M&F)ALL ELEMENTS, C=1, M=2,P=21,W=150 | EA | 300 | |
| 4 | BLANKETS BED C=2, M=2, P=21, W=250 | EA | 300 | |
| 5 | BLANKETS GENERAL SERVICE SINGLE C=2-5, M=2, P=21, W=250 | EA | 300 | |
| 6 | C CARGO PACKS CANVAS 100 LB=3, M=3, P=20, W=100 | EA | 200 | |
| 7 | JACKET (M&F) SD HEAVYWEIGHT C=1, M=2, P=21, W=100 | EA | 300 | |
| 8 | COVERS SLEEPING BAG C=3, M=3, P=20, W=75 | EA | 200 | |
| 9 | JACKET (M&F) SD LIGHTWEIGHT C=1, M=2, P=21, W=75 | EA | 300 | |
| 10 | COVERS INSERTS WOOL C=1, M=2, P=20, W=5 | EA | 300 | |
| 11 | HOOD SLEEPING BAG (DOWN FILLED) C=1, M=1-3-8, P=20, W=40 | EA | 200 | |
| 12 | HOOD SLEEPING BAG (DOWN FILLED) C=1, M=1-3-8, P=20, W=50 | EA | 200 | |
| 13 | SLEEPING BAG C=1, M=1-3-8, P=20, W=20 | EA | 200 | |
| 14 | LINERS COAT ALL WEATHER (M&F) C=1, M=8, P=20, W=150 | EA | 300 | |
| 15 | LINERS TENT 5 MAN ARCTIC C=3, M=3, P=20, W=1000 | EA | 50 | |
| 16 | LINERS TENT 10 MAN ARCTIC C=3, M=3, P=20, W=2000 | EA | 50 | |
| 17 | MITTS WOOLEN C=1, M=2, P=20, W=20 | PR | 250 | |
| 18 | NECKTIES ALL ELEMENTS (M&F) C=1, M=2-8, P=21, W=10 | EA | 200 | |
| 19 | PILLOWS C=2, M=1-8, P=20, W=100 | EA | 50 | |
| 20 | SCARVES ALL ELEMENTS C=1, M=2, P=21, W=15 | EA | 250 | |
| 21 | SHIRT KHAKI FLANNEL C=1, M=1-2, P=21, W=100 | EA | 150 | |
| 22 | SKIRT SD HW & LW ALL ELEMENTS C=1, M=2, P=21, W=75 | EA | 150 | |
| 23 | SOCKS DUFFLE C=1, M=8, P=20, W=75 | PR | 300 | |
| 24 | SWEATERS WOOL ALL TYPES C=1, M=2, P=20, W=75 | EA | 200 | |
| 25 | TROUSERS (M & F) SD HW ALL ELEMENTS, C=1, M=2, P=21, W=75 | EA | 200 | |
| 26 | TROUSERS (M & F) SD LW ALL ELEMENTS C=1, M=2, P=21, W=75 | EA | 200 | |
| 27 | SLACKS (F) SD LW & HW ALL ELEMENTS C=1, M=2, P=21, W=75 | EA | 200 | |

In addition to items not listed above, miscellaneous dry-cleaning items will be offered at current trade price, less a discount of _____. We offer an additional discount of _____% when any single order exceeds \$_____.

Unspecified (off-list) items can be purchased or up to 15% of the standing offer value for the specific period and category in question.

The contractor will be financially responsible for all items or property whilst in the contractors possession.

- Items are to be picked up and returned to various locations (specific locations to be detailed on the call-up form). Items are to be counted and recorded by the contractor and a representative of the call-up authority prior to removing items from premises.
- Items to be returned within 48-72 hours of receipt of clothing unless authorized otherwise
- There maybe emergency call-ups on Saturday or Sundays
- The contractor will be financially responsible for all items or property while in his/her possession.
- The quantities stated herein are estimates only and in no way reflect the actual quantities.

ANNEX "C"**QUARTERLY REGIONAL MASTER STANDING OFFER BUSINESS VOLUME REPORT**

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 data must be submitted on a "quarterly basis" to the Public Works and Government Services Canada Standing Offer Authority.

Quarterly periods are defined as follows:

1st quarter: 01 April to 30 June;

2nd quarter: 01 July to 30 September;

3rd quarter: 01 October to 31 December;

4th quarter: 01 January to 31 March.

All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure.

| | | | | | | | | |
|--|-----|------------------|--|--|--|-----|------|-------|
| Supplier's Name | | | | | | | | |
| Standing offer Title / Description | | | | | | | | |
| Standing Offer Number | | | | | | | | |
| Reporting Period (Fiscal Year & Quarter) | | | | | | | | |
| Total \$ Value of Orders for the Reporting Period (incl. HST) | | | | | | | | |
| Total \$ Value of Orders for the Fiscal Year to Date (incl./HST) | | | | | | | | |
| Call up Detail by ordering Department | | | | | | | | |
| Department or Agency | P/N | ITEM DESCRIPTION | | | | QTY | UNIT | Total |
| | | | | | | | | |
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The required information for this Standing Offer must be e-mailed to the following addresses:

ncr.acqbvmo@pwgsc.gc.ca; cc: carolyn.connolly@pwgsc.gc.ca

ANNEX "D"
INFORMATION FOR CODE OF CONDUCT CERTIFICATION

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

2. For a Sole Proprietorship or an individual doing business under a firm name - the name
of the sole proprietor or individual;

3. For a Joint Venture - the names of all current members of the Joint venture;

4. For an individual - the full name of the person
