

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
#910, 410-22nd Street East
Saskatoon
Sask.
S7K 5T6
Bid Fax: (306) 975-5397**

Request For a Standing Offer Demande d'offre à commandes

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

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution
Public Works and Government Services Canada/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
#910, 410 - 22nd Street East
Saskatoon
Sask.
S7K 5T6

Title - Sujet Dry Cleaning & Laundry	
Solicitation No. - N° de l'invitation M5000-131837/A	Date 2012-11-06
Client Reference No. - N° de référence du client M5000-131837	GETS Ref. No. - N° de réf. de SEAG PW-\$STN-197-4565
File No. - N° de dossier STN-2-35076 (197)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-12-17	Time Zone Fuseau horaire Central Standard Time CST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Holt, Judy	Buyer Id - Id de l'acheteur stn197
Telephone No. - N° de téléphone (306)975-4051 ()	FAX No. - N° de FAX (306)975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: ROYAL CANADIAN MOUNTED POLICE 5600-11th Ave Regina Saskatchewan S4P 3J7 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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M5000-131837/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

stn197

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

M5000-131837

STN-2-35076

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

2. Summary

The Royal Canadian Mounted Police Training Academy - Depot Division, Regina, SK has a requirement for the provision of Laundry and Drycleaning Services in accordance with the specifications detailed herein.

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 (2012-07-11) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

The text under Subsection 4 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has 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 provide such a list within the required time frame will render the offer non-responsive. Offerors must always submit the list of directors before issuance of a standing offer.

Canada may, at any time, request that an Offeror 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/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 offer being declared non-responsive.

The text under Subsection 5 of Section 01 - Code of Conduct and Certifications - Offer of 2006 referenced above is replaced by:

The Offeror must diligently maintain the list up-to-date by informing Canada in writing of any change occurring during the validity period of the Offer, and must also provide Canada, when requested, with the corresponding Consent Forms. The Offeror will also be required to diligently maintain the list and when requested, provide Consent Forms during the period of any standing offer arising from this Request for Standing Offers (RFSO) and any call-ups made against the Standing Offer.

1.1 SACC Manual Clauses

M0222T Evaluation of Price

2010-01-11

M0019T Firm Price and/or Rates

2007-05-25

2. Submission of Offers

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

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than fifteen (15) 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 Saskatchewan.

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 follow the format instructions described below in the preparation of their offer.

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

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

- 1) use 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: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex A, Basis of Payment. 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.

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

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

2. Basis of Selection

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

Lowest evaluated price will be calculated according to the following method:

For each line item - Item #1.1 up to and including Item #2.10 - the estimated quantity will be multiplied by the unit price provided in Annex B - Basis of Payment for Year One, Option Year One and Option Year Two. The resulting extensions will be totalled to arrive at the lowest evaluated price.

PART 5 - CERTIFICATIONS

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

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

1. Code of Conduct Certifications - Certifications Precedent to Issuance of a Standing Offer

1.1 Offerors should provide, with their offer or promptly thereafter, a complete list of names of all individuals who are currently directors of the Offeror. If such a list has not been received

by the time the evaluation of offers is completed, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Offerors must submit the list of directors before issuance of a standing offer, failure to provide such a list within the required time frame will render the offer non-responsive.

The Standing Offer Authority may, at any time, request that an Offeror 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/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 offer being declared non-responsive.

2. 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 requirements within that time period will render the offer non-responsive.

2.1 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 the issuance of a standing offer. If the Offeror, or, if the Offeror 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 issuance of a standing offer.

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 offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror 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 Offeror 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.

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

The Offeror or the member of the joint venture

- a. () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- b. () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- c. () is subject to the requirements of 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 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.

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, offerors must provide the information required below.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

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

If so, the Offeror must provide the following information:

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

Work Force Reduction Program

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

If so, the Offeror must provide the following information:

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

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions 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 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

The text under Subsection 4 of Section 11 - Code of Conduct and Certifications – Standing Offer of 2005 General Conditions - Standing Offers - Goods or Services referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

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 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: **wst-pa-sk@pwgsc-tpsgc.gc.ca**

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 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 from 1 February 2013 to 31 January 2014 inclusive.

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1) year periods, from 1 February 2014 to 31 January 2015 and 1 February 2015 to 31 January 2016 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Judy Holt
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
910-410 22nd St E
Saskatoon, SK
S7K 5T6

Telephone: 306 975 4051
Facsimile: 306 975 5397
E-mail address: *judy.holt@pwgsc-tpsgc.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: *To be determined*

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

4.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: *To be determined*

6. Call-up Instrument

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

7. 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).

8. 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 (2012-07-16), General Conditions - Standing Offers - Goods or Services

- d) 2010C (2012-07-16), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment ;
- g) Annex C, Standing Offer Usage Report;
- h) the Offeror's offer dated _____

9. Certifications

9.1 Compliance

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

10. 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 Saskatchewan.

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2012-07-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

The text under Subsection 4 of Section 27 - Code of Conduct and Certifications - Contract of 2010C General Conditions - Services (Medium Complexity) referenced above is replaced by:

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

Section 13 Interest on Overdue Accounts, of 2010C 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

See Annex B, Basis of Payment

4.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

4.3 Method of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

4.4 SACC Manual Clauses

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

4.5 Payment by Credit Card

To be determined.

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.
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.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6. Insurance

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

ANNEX A STATEMENT OF WORK

The Royal Canadian Mounted Police Training Academy - Depot Division, F Division Headquarters and Forensic Lab, Regina, SK has a requirement for the provision of Laundry and Dry-cleaning Services as detailed herein, as and when requested during the period of the Standing Offer.

1. General Requirements

- .1 Unit Prices to include pick up and delivery to and from the six (6) different locations on site. A site map will be provided, if necessary, by the Site Authority.
- .2 Pick up and delivery times to be negotiated between the Site Authority and contractor at time of call-up and is subject to change due to increase and/or decrease in volume and/or frequency.
- .3 Any packaging used shall be of the type to keep items clean and dry. Packaging to be to industry standards.
- .4 All items will be laundered in accordance with the processing requirements stated herein.

2. Mandatory Requirements

Include a separate sheet with your bid, indicating compliance with the following mandatory requirements:

- .1 Only North American Standard Dry Cleaning method on site will be considered (no water).
- .2 Contractor shall provide monthly invoicing per pick up location.
- .3 Contractor shall provide name and telephone number of local contact

Name of local contact _____

Telephone number _____

3. Pick Up / Drop Off Instructions

.1 Delivery and Pick up shall be as specified with a one-week turnaround time for processing. Occasionally items may be required with a quicker turnaround but standard will be one week.

.2 Pick Up and Delivery Points will be:

- i. Building #22, C Block, Loading Dock
- ii. Building #61, D Block, Loading Dock
- iii. Building #98, Food Services, Loading Dock
- iv. Building #13, Medical Treatment Centre
- v. Building #34, Officers Mess
- vi. Building # 323, Forensic Lab

Occasional requests may be made by F Division (Building #324). If they become regular, they will be added via an amendment.

Three dorms are being built, so changes to pick up and delivery points may be changed as required.

.3 All deliveries will be made to the same address as the original pickup.

.4 Laundry shall be properly identified, parceled and returned on specified day. Identification to include building number and unit identification.

.5 Packaging used shall be of the type to keep items clean and dry. Packaging to be to industry standard.

.6 Contractor to provide one main point of contact for this requirement.

4. Division of Responsibilities

.1 The Royal Canadian Mounted Police will count the soiled garments, towels, and sheets and will supply a list of items and numbers when the items are picked up, as well as keeping a copy.

.2 The Contractor's facility, prior to laundry services being performed, will confirm the number and type of items against the Client's list:

- i. Any errors or discrepancies will be reported immediately to the Client, prior to the service being performed.. Written notification of errors or discrepancies can be delivered by fax or e-mail to the client.

.3 The Contractor's delivery slips for cleaned items will be signed by the Client on receipt.

.4 Any discrepancies found by the Client on delivery of completed service, will be deemed the Contractor's responsibility and will be investigated by the Contractor to the satisfaction of the client. Discrepancies include, but are not limited to:

i. Missing Items: Items deemed to be missing will be based on a comparison between the original list supplied and the delivery slip or actual items received. If it is determined that the contractor is responsible for the missing items, the contractor will replace the items or provide compensation based on industry standard rates.

ii. Damaged Items: Damage to items that can be linked to the laundry or dry cleaning processes. If it is determined that the damage is derived through improper or faulty mechanical or procedural processes, the contractor will repair the damaged item if possible, or provide compensation based on industry standard rates. The Contractor will not be held responsible for damages relating to missing buttons or damaged zippers

iii. Items improperly cleaned during call-up process: Items that are returned to the client that do not meet the cleaning standards outlined in Item 5 - Cleaning Standards will be picked up and re-cleaned with no additional charge

.5 The Contractor will provide the client the necessary forms or procedure to submit their complaints.

.6 Complaints will be submitted within seven (7) business days.

.7 The Contractor must respond as soon as possible, but within a maximum time of two (2) business days. The issue will be resolved, whenever possible, within one (1) week.

5. Cleaning Standards

.1 All items will be laundered or drycleaned in accordance with the processing requirements stated herein.

.2 No substitution of items will be made - actual item received for cleaning/laundrying must be returned.

.3 All coloured items are to be sorted by contractor prior to laundry services being performed.

.4 Cook's clothing and aprons to be wrapped after cleaning, as per industry standards.

.5 To reduce wrinkles, tablecloths to be folded when cold. Contractor to consult with Food Services' Laundry Co-ordinator on proper method of folding tablecloths and napkins.

.6 Some bedding, garments and clothes requiring laundering may be contaminated with blood, bodily fluids, etc. These items will be marked "Contaminated", require special handling and are not to be cleaned with other items.

6. Additional Requirements

.1 Estimated quantities are provided for evaluation purposes only. Actual quantities may vary from these amounts.

LAUNDRY AND DRY CLEANING LEGEND - Applicable to all items indicated in Annex "B" - Basis of Payment

Class	1. Clothing	Material	1. Cotton	7. Canvas
	2. Bedding and towels		2. Wool	8. Miscellaneous
	3. Camping equipment		3. Nylon	9. Rubber
	4. Kitchen equipment		4. Leather	10. Polyester-Cotton
	5. Hospital equipment		5. Linen	11. Polyester
	6. Miscellaneous		6. Rayon	12. Acrylic
				13. Fur

Types of Processes - Laundry

1. Washed and tumbled dried
2. Washed and air dried
3. Washed and pressed
4. Washed, starched and hand pressed
5. Washed, starched, dried on stretcher and fingers hand pressed
6. Rough washed
7. Hand sponged and air dried
8. Washed, tumbled dried, pressed and hung on hangers
9. All-white - powder bleach and soap, medium dry, fold
10. All-white - powder bleach and soap, medium dry, hung

Types of Processes - Dry Cleaning

11. Stain removal and Dry cleaned, tumbler dried and folded
12. Stain removal and Dry cleaned and hung
13. Stain removal and Dry-cleaned, re-blocked and pressed
14. Stain removal and Shampooed

ANNEX B BASIS OF PAYMENT

(All prices/rates are GST extra, FOB destination. All applicable charges must be included in unit pricing.)

1. Year One - 1 February 2013 - 31 January 2014

.1 Laundry Services

		Class/ Material /Process	Division Mess	C Block	D Block	Officers Mess	MTC	Forensic Lab	Est. Mthly Qty	Unit Price /ea
	Pick up day		Wed	Wed	M/W/ F	Mon	M/W			
1	Bath Mats	2/1/1		38	825				863	\$_____
2	Bed Spread	2/1/1 & 2/10/1				6	6	40	52	\$_____
3	Blanket , acrylic	2/12/1		976	10	15	30		1,031	\$_____
4	Blanket , wool	2/2/2		64					64	\$_____
5	Cover- alls	1/10/8		1					1	\$_____
6	Face- cloths	2/1/1		29	800		60		889	\$_____
7	Lab Coats	1/1/2					2	22	24	\$_____
8	Matt- ress Covers	2/1/1		561	200	20			781	\$_____
9	Napkin s	6/11/1				400			400	\$_____

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10	Pillow Protect- ors	2/10/1		94	460	70			624	\$_____
11	Pillow slips	2/1/1		28	460	70	150		708	\$_____
12	Server Jackets LS	1/1/8		585		26			611	\$_____
13	Sheets, fitted	2/1/1		56	500	55	150		761	\$_____
14	Sheets, flat	2/1/1		56	500	55	160		771	\$_____
15	Table Cloths, 4 x 6	6/10/1	60						60	\$_____
16	Table Cloths, 54 x 108	6/10/1	11						11	\$_____
17	Table Cloths, 70 x 70	6/10/1				4			4	\$_____
18	Towels , bath	2/1/1			1,000		150		1,150	\$_____
19	Towels , hand	2/1/1		235	400				635	\$_____
20	Unifor m shirt	1/1/8		10					10	\$_____
21	Dish Cloths	2/1/1				5	5		10	\$_____
22	Shorts	1/1/1					50		50	\$_____

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23	House-coat	1/8/1					15		15	\$_____
24	Quilted Blanket	1/8/1		8					8	\$_____
25	Tea Towel	2/1/1 & 4/1/1				10	10		20	\$_____
26	Apron	4/10/4				25			25	\$_____
27	Gloves	4/1/1				5			5	\$_____
28	Rags	4/1/1				10			10	\$_____
29	T-shirt, cotton	1/1/1		38					38	\$_____
30	Jacket/ Parka	1/8/1		45					45	\$_____
31	Pants	1/10/8		24				35	59	\$_____
32	Shirt	1/10/8		101				65	166	\$_____
33	Judo GI Jackets	1/1/10		624					624	\$_____
34	Judo GI Pants	1/1/10		718					718	\$_____
35	Judo GI Belt	1/1/9		616					616	\$_____
36	Internal Carrier	1/10/10		10					10	\$_____
37	Vest, External Carrier	1/10/2		51					51	\$_____

.2 Drycleaning Services

		Class/ Material/ Process	C Block	D Block	Est. Monthly Qty	Unit Price /ea
	Pick up day		Wed	M/W/F		
1	Blankets, wool	2/2/11		5	5	\$_____
2	Breeches, wool	1/2/12	5	5	10	\$_____
3	Lab Coat	1/1/12	5	5	10	\$_____
4	Coat, winter	1/8/12	5	5	10	\$_____
5	Jacket, bomber	1/8/12	77		77	\$_____
6	Pants/skirt	1/2/13	2		2	\$_____
7	Shirt	1/1/13	5	5	10	\$_____
8	Tunic, scarlet	1/2/13	5		5	\$_____
9	Vest, external carrier	1/7/12	5	5	10	\$_____
10	Fur Hat	1/13/-	32		32	\$_____

2. Option Year One - 1 February 2014 - 31 January 2015

.1 Laundry Services

		Class/ Material /Process	Division Mess	C Block	D Block	Officers Mess	MTC	Forensic Lab	Est. Mthly Qty	Unit Price /ea
	Pick up day		Wed	Wed	M/W/ F	Mon	M/W			
1	Bath Mats	2/1/1		38	825				863	\$_____
2	Bed Spread	2/1/1 & 2/10/1				6	6	40	52	\$_____
3	Blanket , acrylic	2/12/1		976	10	15	30		1,031	\$_____
4	Blanket , wool	2/2/2		64					64	\$_____
5	Cover- alls	1/10/8		1					1	\$_____
6	Face- cloths	2/1/1		29	800		60		889	\$_____
7	Lab Coats	1/1/2					2	22	24	\$_____
8	Matt- ress Covers	2/1/1		561	200	20			781	\$_____
9	Napkin s	6/11/1				400			400	\$_____
10	Pillow Protect- ors	2/10/1		94	460	70			624	\$_____

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11	Pillow slips	2/1/1		28	460	70	150		708	\$_____
12	Server Jackets LS	1/1/8		585		26			611	\$_____
13	Sheets, fitted	2/1/1		56	500	55	150		761	\$_____
14	Sheets, flat	2/1/1		56	500	55	160		771	\$_____
15	Table Cloths, 4 x 6	6/10/1	60						60	\$_____
16	Table Cloths, 54 x 108	6/10/1	11						11	\$_____
17	Table Cloths, 70 x 70	6/10/1				4			4	\$_____
18	Towels , bath	2/1/1			1,000		150		1,150	\$_____
19	Towels , hand	2/1/1		235	400				635	\$_____
20	Unifor m shirt	1/1/8		10					10	\$_____
21	Dish Cloths	2/1/1				5	5		10	\$_____
22	Shorts	1/1/1					50		50	\$_____
23	House-coat	1/8/1					15		15	\$_____
24	Quilted	1/8/1		8					8	\$_____

	Blanket									
25	Tea Towel	2/1/1 & 4/1/1				10	10		20	\$_____
26	Apron	4/10/4				25			25	\$_____
27	Gloves	4/1/1				5			5	\$_____
28	Rags	4/1/1				10			10	\$_____
29	T-shirt, cotton	1/1/1		38					38	\$_____
30	Jacket/ Parka	1/8/1		45					45	\$_____
31	Pants	1/10/8		24				35	59	\$_____
32	Shirt	1/10/8		101				65	166	\$_____
33	Judo GI Jackets	1/1/10		624					624	\$_____
34	Judo GI Pants	1/1/10		718					718	\$_____
35	Judo GI Belt	1/1/9		616					616	\$_____
36	Internal Carrier	1/10/10		10					10	\$_____
37	Vest, External Carrier	1/10/2		51					51	\$_____

.2 Drycleaning Services

		Class/ Material/	C Block	D Block	Est. Monthly	Unit Price /ea
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Solicitation No. - N° de l'invitation

M5000-131837/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

stn197

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

M5000-131837

STN-2-35076

		Process			Qty	
	Pick up day		Wed	M/W/F		
1	Blankets, wool	2/2/11		5	5	\$_____
2	Breeches, wool	1/2/12	5	5	10	\$_____
3	Lab Coat	1/1/12	5	5	10	\$_____
4	Coat, winter	1/8/12	5	5	10	\$_____
5	Jacket, bomber	1/8/12	77		77	\$_____
6	Pants/skirt	1/2/13	2		2	\$_____
7	Shirt	1/1/13	5	5	10	\$_____
8	Tunic, scarlet	1/2/13	5		5	\$_____
9	Vest, external carrier	1/7/12	5	5	10	\$_____
10	Fur Hat	1/13/-	32		32	\$_____

3. Option Year Two - 1 February 2015 - 31 January 2016

.1 Laundry Services

		Class/ Material /Process	Division Mess	C Block	D Block	Officers Mess	MTC	Forensic Lab	Est. Mthly Qty	Unit Price /ea
	Pick up day		Wed	Wed	M/W/ F	Mon	M/W			
1	Bath Mats	2/1/1		38	825				863	\$_____
2	Bed Spread	2/1/1 & 2/10/1				6	6	40	52	\$_____
3	Blanket , acrylic	2/12/1		976	10	15	30		1,031	\$_____
4	Blanket , wool	2/2/2		64					64	\$_____
5	Cover- alls	1/10/8		1					1	\$_____
6	Face- cloths	2/1/1		29	800		60		889	\$_____
7	Lab Coats	1/1/2					2	22	24	\$_____
8	Matt- ress Covers	2/1/1		561	200	20			781	\$_____
9	Napkin s	6/11/1				400			400	\$_____
10	Pillow Protect- ors	2/10/1		94	460	70			624	\$_____

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STN-2-35076

11	Pillow slips	2/1/1		28	460	70	150		708	\$_____
12	Server Jackets LS	1/1/8		585		26			611	\$_____
13	Sheets, fitted	2/1/1		56	500	55	150		761	\$_____
14	Sheets, flat	2/1/1		56	500	55	160		771	\$_____
15	Table Cloths, 4 x 6	6/10/1	60						60	\$_____
16	Table Cloths, 54 x 108	6/10/1	11						11	\$_____
17	Table Cloths, 70 x 70	6/10/1				4			4	\$_____
18	Towels , bath	2/1/1			1,000		150		1,150	\$_____
19	Towels , hand	2/1/1		235	400				635	\$_____
20	Unifor m shirt	1/1/8		10					10	\$_____
21	Dish Cloths	2/1/1				5	5		10	\$_____
22	Shorts	1/1/1					50		50	\$_____
23	House-coat	1/8/1					15		15	\$_____
24	Quilted	1/8/1		8					8	\$_____

	Blanket									
25	Tea Towel	2/1/1 & 4/1/1				10	10		20	\$_____
26	Apron	4/10/4				25			25	\$_____
27	Gloves	4/1/1				5			5	\$_____
28	Rags	4/1/1				10			10	\$_____
29	T-shirt, cotton	1/1/1		38					38	\$_____
30	Jacket/ Parka	1/8/1		45					45	\$_____
31	Pants	1/10/8		24				35	59	\$_____
32	Shirt	1/10/8		101				65	166	\$_____
33	Judo GI Jackets	1/1/10		624					624	\$_____
34	Judo GI Pants	1/1/10		718					718	\$_____
35	Judo GI Belt	1/1/9		616					616	\$_____
36	Internal Carrier	1/10/10		10					10	\$_____
37	Vest, External Carrier	1/10/2		51					51	\$_____

.2 Drycleaning Services

		Class/ Material/	C Block	D Block	Est. Monthly	Unit Price /ea
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Solicitation No. - N° de l'invitation

M5000-131837/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

stn197

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

M5000-131837

STN-2-35076

		Process			Qty	
	Pick up day		Wed	M/W/F		
1	Blankets, wool	2/2/11		5	5	\$_____
2	Breeches, wool	1/2/12	5	5	10	\$_____
3	Lab Coat	1/1/12	5	5	10	\$_____
4	Coat, winter	1/8/12	5	5	10	\$_____
5	Jacket, bomber	1/8/12	77		77	\$_____
6	Pants/skirt	1/2/13	2		2	\$_____
7	Shirt	1/1/13	5	5	10	\$_____
8	Tunic, scarlet	1/2/13	5		5	\$_____
9	Vest, external carrier	1/7/12	5	5	10	\$_____
10	Fur Hat	1/13/-	32		32	\$_____

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CCC No./N° CCC - FMS No/ N° VME

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ANNEX C STANDING OFFER USAGE REPORT

Return to:

Public Works and Government Services Canada

Facsimile: (306) 780-5601

Email: WST-PA-SK@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

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.

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER:

STANDING OFFER NO:

DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY:

NAME:

TELEPHONE NO.:

SIGNATURE:

DATE