

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions\Travaux publics et Services
gouvernementaux Canada
Building S-111
CFB Petawawa
Petawawa
Ontario
K8H 2X3
Bid Fax: (613) 687-6656**

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 Supply
and Services Operation
Petawawa Procurement
Building S-111
CFB Petawawa
Petawawa
Ontario
K8H 2X3

Title - Sujet LAUNDRY SERVICE		
Solicitation No. - N° de l'invitation W0107-12SUP6/A		Date 2012-07-04
Client Reference No. - N° de référence du client W0107-12SUP06		GETS Ref. No. - N° de réf. de SEAG PW-\$PET-902-1195
File No. - N° de dossier PET-2-37037 (902)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-14		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
Delivery Required - Livraison exigée		
Address Enquiries to: - Adresser toutes questions à: Bell, Deborah		Buyer Id - Id de l'acheteur pet902
Telephone No. - N° de téléphone (613)687-6655 ()		FAX No. - N° de FAX (613)687-6656
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Department of National Defence CFB Petawawa As per call-up		
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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Issuance of a Standing Offer

PART 6- STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Standard Clauses and Conditions
3. Term of the Standing Offer
4. Authorities
5. Identified Users
6. Call-up Procedures
7. Call-up Instrument
8. Limitation of Call-ups
9. Priority of Documents
10. Certifications
11. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Statement of Requirement
2. Standard Clauses and Conditions
3. Term of the Contract
4. Payment
5. Invoicing Instructions
6. Insurance

List of Annexes:

Annex A Basis of Payment

Annex B Statement of Work

PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) template is divided into six 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 to the RFSO;
- Part 3: Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4: Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable and the basis of selection;
- Part 5: Certifications: includes the certifications to be provided;
- Part 6: 6A Standing Offer, and 6B, Resulting Contract Clauses:
- A: includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- B: 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 Basis of Payment, Statement of Work and Insurance.

2. Summary

To establish a Regional Individual Standing Offer (RISO) for the provision of all labour, equipment, transportation, tools and supervision required for the supply of LAUNDRY SERVICES at CFB Petawawa, Ontario.

The period for placing call-ups against the Standing Offer shall be for a 3-year period from date of issue.

3. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions

(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada (PWGSC).

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(2012-03-02) 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 ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed by the laws in force in Ontario.

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: Technical Offer (this RFSO document)
Section II: Financial Offer (Annex "A", Basis of Payment)
Section III: Certifications

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 environment considerations into the procurement process *Policy on Green Procurement*

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

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

Section I: Offer

In their offer, offerors are to complete and submit the fill-in pages of the RFSO document.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Pricing Basis Annex "A". The total amount of Goods and Services Tax or Harmonized Sales Tax is to 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.

1.1. Evaluation

All offers must be completed in full and provide all of the information requested in the Request for Standing Offer to enable full and complete evaluation.

1.1.1 Mandatory Criteria

Should any of the following Mandatory Requirements not be met the offer will be considered as non-compliant and shall not be given any further consideration:

- (a) Bidders must provide prices for all items listed in Annex A.

1.2 Financial Evaluation

1.2.1 Bids will be assessed to arrive at an aggregate value based on the estimated usage provided herein at Annex "A", FOB Destination as indicated, for all three (3) years. The estimated usage provided herein is for the sole purpose of establishing an evaluation tool and are based only on best estimates. They may not reflect the actual usage and do not represent any commitment on the part of Canada.

The Offeror's Unit Prices will be multiplied by the corresponding estimated usage to arrive at an extended price. The aggregate value is the sum of all extended prices.

2. Basis of Selection

2.1 It is the intention of Canada to issue a single Standing Offer to the offeror who:

1. Meets all Mandatory requirements;
2. Offer the lowest aggregate value; and
3. Meets all the Conditions Precedent to Issue of a Standing Offer (located in Part 5).

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications or documents 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 the Standing Offer.

The Contracting Authority will have the right to ask for additional information to verify the offerors' compliance with the certifications before issuance of the 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 Contracting Authority for additional information will also render the offer non-responsive.

1. Certifications Precedent to Issuance of a Standing Offer

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

1.1 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

1.2 Documents Required:

1.2.1 Proof of insurance coverage which meets or exceeds the coverage stipulated.

1.2.2 Written staff plan to accommodate additional work, including number of full-time, part-time and relief staff available.

1.2.3 Copy of WSIB Certificate of Compliance

1.2.4 Proposed "Pick-up/delivery" sheet to be used by both DND units and the proposed contractor to track quantities and discrepancies.

1.2.5 Written proposal detailing the following points, as a minimum:

- organizational structure, including reporting structure
- customer complaint & corrective action procedures

- how you intend to keep military's laundry separate from other clients as well as from other units

1.2.6 Provide References from at least 2 previous contracts similar in size, scope and value within the past 10 years. Include a contact name and number for verification.

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 Annex 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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada (PWGSC).

2.1 General Conditions

2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3. Term of the Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from _____ to _____.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Deborah Bell
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch Petawawa Office
Bldg. S-111, CFB Petawawa, Ontario K8H 2X3

Telephone : 613-687-6655
Facsimile: 613-687-6656
Email: debbie.bell@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 DND Technical Authority

The DND Technical Authority for the Standing Offer is: *(to be provided at time of issue)*

The DND Technical 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 (BIDDER TO COMPLETE):

Name and telephone number of the person responsible for:

General Enquiries:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

Delivery Follow-up:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

CFB Petawawa units

6. Call-up Procedures

6.1 Call-ups will be issued direct to the Standing Offer holder in accordance with Annex "A & B".

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 any other agreed to form or electronic document.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$5,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

9. Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-03-02), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2012-03-02) General Conditions - Services
- e) Annex A - Pricing Basis;
- f) Annex B - Statement of Work

g) the Offeror's offer _____ (insert date of offer) (If the offer was clarified or amended, insert at the time of issuance of the offer: ", as clarified on _____" or ", as amended _____. (insert date(s) of clarification(s) or amendment(s) if applicable)

10. Certifications

10.1 Compliance

Compliance with the Certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the entire period 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 that it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, the Standing Offer Authority has the right to terminate any resulting contract for default and set aside the Standing Offer.

11. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed by the laws in force in _____. (The Standing Offer Authority must insert the name of the province or territory as specified by the Offeror in its offer).

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 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 (2012-03-02) General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

2.2 SACC Manual Clauses

A9062C Canadian Forces Site Regulations

2010-01-11

3. Term of the 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

1. The basis of Payment attached hereto as Annex A shall be used to price any call-up made pursuant to this Standing Offer.

2. In consideration of the Offeror satisfactorily completing all of its obligations under the call-up, the Offeror will be paid the firm price stipulated in the call-up, calculated in accordance with Annex "A", entitled "Basis of Payment" Harmonized Sales Tax (HST) extra, if applicable.

4.2 SACC Manual Clause

H1001C (2008-05-12) Multiple Payments

4.3 Payment by Credit Card

Credit cards are not accepted.

OR

The credit card _____ is accepted.

OR

The credit cards _____ and _____ are accepted.

5. Invoicing Instructions

One copy of the Invoice shall be submitted to:

Department of National Defence
2 Svc Bn Supply Coy
Bldg. H-110, 255 Montgomery Rd
CFB Petawawa, Ontario K8H 2X3

6. Insurance

6.1 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.

6.2 Bailee's Customer's Goods Insurance

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$20,000.00 . Government Property must be insured on a replacement cost basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

2. The Bailee's Customer's Goods must include the following:

- (a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
- (b) Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
- (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

6.3 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.
- L. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- M. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- 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.

6.4 Automobile Liability Insurance

The Contractor must obtain Automobile 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. The policy must include the following:

Solicitation No. - N° de l'invitation

W0107-12SUP6/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pet902

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

W0107-12SUP06

File No. - N° du dossier

PET-2-37037

CCC No./N° CCC - FMS No/ N° VME

-
- A. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - B. Accident Benefits - all jurisdictional statutes
 - C. Uninsured Motorist Protection
 - D. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX "A"

BASIS OF PAYMENT

The format of the Pricing shall not be altered except for the provision of the bid price for each item and each year. All prices are to be net prices in Canadian funds including all labour, equipment, materials, Canadian Customs duties, excise taxes and are to be FOB destination(s) indicated, including all delivery charges. HST shall not be included in pricing and shall be shown as a separate item on invoices.

Estimated usages: as set out in the RFSO are to allow Canada to evaluate the offers and are only estimates. No estimate contained in this RFSO represents a commitment on behalf of Canada. Estimates given are per year.

Year 1 - *(to be completed at time of award)*

Year 2 -

Year 3 -

Item	Description	Est. Qty per year	Unit of issue	Unit price Year 1	Unit Price Year 2	Unit Price Year 3
1	Bags, Bivy	100	ea			
2	Blanket Fire Asbestos	100	ea			
3	Blankets Single	2000	ea			
4	Brassards Black	250	ea			
5	Coat CADPAT	500	ea			
6	Pants Wind CADPAT	500	ea			
7	Shirt CADPAT	2500	ea			
8	Pants CADPAT	2500	ea			
9	Coat Firefighters	50	ea			
10	Coveralls Flyers	50	ea			
11	Covers Sleeping Bag	100	ea			
12	Curtains Windows	300	pr			
13	Fleece Shirt	500	ea			
14	Fleece Pants	500	ea			
15	Hoods Sleeping Bag	5500	ea			
16	Jacket Flyers	30	ea			
17	Jacket Flyers Type	30	ea			

Solicitation No. - N° de l'invitation

W0107-12SUP6/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pet902

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

W0107-12SUP06

File No. - N° du dossier

PET-2-37037

CCC No./N° CCC - FMS No/ N° VME

18	Liners Coat all Weather	250	ea			
19	Liners Parka	250	ea			
20	Liners Tent 5 man	1000	ea			
21	Liners Tent 10 man	2000	ea			
22	Liners Tent Center	650	ea			
23	Liners Tent Front	650	ea			
24	Liners Tent Wall Center	650	ea			
25	Liners Trousers Fire	30	ea			
26	Mitts Winter inner	500	pr			
27	Mitts Winter Outer	500	pr			
28	Overalls, Mens AFV	10,000	ea			
29	Parka Intermediate	1000	ea			
30	Parka Mens	1000	ea			
31	Rucksacks	500	ea			
32	Table Cloths	10,000	ea			
33	Trousers Firefighters	100	ea			
34	Trousers Flying	100	ea			
35	Dental Smocks	5000	ea			
36	Medical Scrubs	15,000	ea			
37	GORTEX Bib Pants	750	ea			
38	GORTEX Combat Coat	750	ea			
39	GORTEX Combat Pants	750	ea			
40	GORTEX Parka	750	ea			
41	GORTEX Sweat Pants	750	ea			
42	GORTEX Sweat Shirt	750	ea			
43	Bed Sheets	10,000	ea			
44	Pillow Cases	10,000	ea			

ANNEX B STATEMENT OF WORK

1. Laundry services shall be performed in accordance with commercial methods based on the requirements of the clothing label.
2. Pick up and delivery is the responsibility of the Contractor. The contractor will pick-up items to be laundered on the same day every week (to be mutually agreed upon by the offeror and the customer) and deliver the cleaned items on the same day the following week.
3. Pick-up and delivery will occur during the hours of 0730 to 1500 hrs. Delivery will be FOB Destination to all points detailed herein with the possibility of additional base locations being identified at a future time.
4. The Contractor agrees to provide additional service, if required, with a 48 hour turnaround. This service is required to meet the needs of units not listed in the Standing Offer who may be conducting training exercises at CFB Petawawa, Ontario, where the laundry will be in laundry bags containing:
 - 1 shirt
 - 1 pants
 - 1 set of underwear
 - 1 towel

Weighing approximately 10 pounds.
5. The Contractor will ensure that each unit's laundry will be laundered separately. The same articles that are forwarded by a unit to the Contractor will be returned to that same unit. The interchanging of laundered items between units by the Contractor is not permitted in any circumstances.
6. Where requested, the Contractor shall provide laundry bags to the units for transporting the items to be cleaned. These bags will be returned to the unit with the cleaned laundry for further use.

COUNT VERIFICATION:

1. All laundry must be subject to a count, both at the time of pickup and delivery.
2. At the time of laundry pick-up, DND must provide a count sheet with the number of garments to be laundered. The Contractor must verify the count no later than the morning following pickup. Any discrepancies that the contractor identifies at count time must be faxed to the DND Tech. Authority (TA) at that time. The Contractor must only charge for the number of garments that they record as receiving. Billing must reflect these numbers.
3. The DND Staff at each location must verify laundry count of any laundered garments returned on drop off day. DND staff must advise the designated Tech Authority (TA) of any discrepancies the day that they are received. The TA will, in turn, advise the contractor. The Contractor must respond back to the TA within one (1) day of being advised of discrepancies, providing the TA with the corrective action.
4. The Contractor must cull damaged items and return separated from servicable items to the consignee (pickup point) annotated on the call-up requisition."

Solicitation No. - N° de l'invitation

W0107-12SUP6/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

pet902

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

W0107-12SUP06

File No. - N° du dossier

PET-2-37037

CCC No./N° CCC - FMS No/ N° VME

HANDLING INSTRUCTIONS:

1. The vehicle used to transport articles must be used exclusively for that purpose, be clean and of sufficient capacity to readily transport the volume of articles generated by this requirement.
2. The cleaned articles must be transported and delivered in a protected state in accordance with normal business practices i.e. The use of plastic sleeves, plastic wrap and/or hangars with plastic sleeves.

Annex B-1 List of Authorized Units

Note: As the base grows there will be more units identified as the unit and building are created.

UNIT	BUILDING/LOCATION
RCD	B-101
1 CDN FD HOSPITAL	BB-104
1 CDN FD HOSPITAL	BB124
1 CDN FD HOSPITAL	BB125
2 CER	BB128
2 FD AMB	BB130
427 SQN	CC104
NORMANDY COURT BASE FOODS	G104
2 SVC BN	H1
2 SVC BN	H107
2 SVC BN CLOTHING STORES	H110
2 SVC BN RPPL	H112
2 CMBG HQ & SIGS	H119
2 SVC BN TN COY	K102
OFFICER QUARTERS	L101
BASE FOODS	L54
2 RCHA	P112
2 MPPL	P57
CATHOLIC CHURCH	Q104
BASE HQ	S111
3 RCR	S118
1 RCR	Y101
1 ADR	Z106