

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344**

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 - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet RISO-Laundry & Drycleaning Services	
Solicitation No. - N° de l'invitation W0133-11F535/A	Date 2013-02-19
Client Reference No. - N° de référence du client W0133-11F535	GETS Ref. No. - N° de réf. de SEAG PW-\$VIC-249-6187
File No. - N° de dossier VIC-1-34311 (249)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-04-02	Time Zone Fuseau horaire Pacific Daylight Saving Time PDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Cress, Christine	Buyer Id - Id de l'acheteur vic249
Telephone No. - N° de téléphone (250)363-8442 ()	FAX No. - N° de FAX (250)363-0395
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: SEE HEREIN	
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. Mandatory Certifications Required Precedent to Issuance of a Standing Offer
2. Additional 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 Standing Offer
4. Authorities
5. Identified Users
6. Call-up Instrument
7. Limitation of Call-ups
8. Financial Limitation
9. Priority of Documents
10. Certifications
11. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Requirement
2. Standard Clauses and Conditions
3. Term of Contract
4. Payment

Solicitation No. - N° de l'invitation

W0133-11F535/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic249

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

W0133-11F535

File No. - N° du dossier

VIC-1-34311

CCC No./N° CCC - FMS No/ N° VME

-
5. Invoicing Instructions
 6. Insurance Requirements
 7. SACC Manual Clauses

LIST OF ANNEXES:

- Annex A - Minimum Performance Specifications
- Annex B1 - Basis of Payment -
STREAM OF WORK 1: 19 WING COMOX, BLDG 171 CLOTHING STORES, LAZO, BC
- Annex B2 - Basis of Payment -
STREAM OF WORK 2: QUADRA CADET CAMP, SUPPLY SECTION, COMOX BC
- Annex C - Insurance Requirements
- Annex D - Standing Offer Reporting Form

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 both Requirements, the Basis of Payments and any other annexes.

2. Summary

The Department of National Defence has a requirement for the provision of laundry and drycleaning services at 19 Wing Comox, Lazo BC and the Quadra Cadet Camp, Comox BC in accordance with the solicitation document .

The requirements under this solicitation have been identified within 2 Streams of Work. As such, up to 2 Standing Offers may be recommended for award under each Stream. Bidders are requested to identify in their submission the STREAM(s) of Work for which their proposal is to be evaluated. The Streams of Work include:

STREAM 1: is for the "as and when requested" use of 19 Wing Comox, Bldg 171 Clothing Stores, Lazo, BC;

STREAM 2: is for the use of the Quadra Cadet Camp, Supply Section, Comox, BC. It is anticipated that 90% of this Standing Offer will be expended during the months of July and August of each year. The remainder of the year from September to June will be on an "as and when requested" basis.

The period of the Standing Offer is from date of issuance to 31 March 2014 inclusive, with options to extend for two (2) additional one-year periods, from 01 April 2014 to 31 March 2015 and from 01 April 2015 to 31 March 2016.

Pursuant to section 01 of Standard Instructions 2006 and 2007, Offerors must submit a complete list of names of all individuals who are currently directors of the Offeror. Furthermore, as determined by the Special Investigations Directorate, Departmental Oversight Branch, each individual named on the list may be requested to complete a Consent to a Criminal Record Verification form and related documentation.

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

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 (2012-11-19) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: sixty (60) days
Insert: ninety (90) days

1.1 SACC Manual Clauses

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 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 British Columbia.

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 (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

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

To assist Canada in reaching its objectives, offerors 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: Technical Offer

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

1.1 Substantial Information

Bidders must demonstrate their compliance with the Minimum Performance Specifications in Annex "A" by providing substantial information describing completely and in detail how each requirement is met or addressed. Bidders must provide with their technical bid, a document indicating clearly where the substantial information for each of the mandatory requirements identified in Annex "A" can be found.

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex B, 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.

1.1. Technical Evaluation

1.1.1 MANDATORY TECHNICAL CRITERIA - See Minimum Performance Specifications in Annex "A".

1.1.2 OTHER MANDATORY REQUIREMENTS:

Failure to meet any of the following mandatory requirements AT SOLICITATION CLOSING will render your submission non-compliant and given no further consideration.

- a) Provision of documentation illustrating adherence to Minimum Performance Specifications as set out in Annex "A".
- b) Ability to perform the scope of Work described and provision of pricing as requested below.

1.2 FINANCIAL EVALUATION

- 1.2.1 An evaluation total will be established by multiplying your quoted prices by the estimated annual usages in Annex "B" to establish a total aggregate sum of all items (for all years). The usage estimates are provided for the purpose of establishing an evaluation total of "price" only; actual quantities may vary.

- 1.2.2 Bidders should note that Streams 1 and 2 will be evaluated separately; that each Stream will be evaluated separately; that Bidders can bid on one or both Streams; and that up to 2 Standing Offers may be recommended for award as a result of this solicitation.

1.2.3 Prices - Items

The Offeror must submit firm prices for one or multiple groups of items. However, offerors must submit firm prices for a minimum of 90% of items listed in the group(s) of items within each Stream for which they submit prices. The groups of items are identified as follows:

Under STREAM 1 in Annex "B1":

Group A: a minimum of 90% of items listed in PART 2 - Laundry List (General) of Annex "B1";

Group B: a minimum of 90% of items listed in PART 6 - Laundry List (Medical & Dental) of Annex "B1";

Group C: a minimum of 90% of items listed in PART 3 - Dry Cleaning (General) of Annex "B1";

Group D: a minimum of 90% of items listed in "LAUNDRY FOR CHAPLAINS" of Annex "B1".

Under STREAM 2 in Annex "B2":

Group E: a minimum of 90% of items listed in PART 2 - Laundry List (General) of Annex "B2";

Group F: a minimum of 90% of items listed in PART 3 - Dry Cleaning (General) of Annex "B2";

- 1.2.4 Specified items that are not individually priced in Annexes "B1" and B2" above will be given the following values, for evaluation purposes only, where applicable:

The greater of \$1.00 or the highest price proposed for that item by any responsive bidder.

1.2.5 SACC Manual Clause M0220T Evaluation of Price (2007-05-25)

2. BASIS OF SELECTION - MANDATORY TECHNICAL CRITERIA ONLY

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory technical evaluation criteria to be declared responsive.

An aggregate price of all specified items in Annexes "B1" and/or "B2" for all years will be utilized for evaluation purposes (including non-priced items as per 1.2.4 above) .

The responsive offer with the lowest evaluated price on an aggregate basis within each Stream of Work will be recommended for issuance of a standing offer.

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 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 - Certification

- 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 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 FPS. 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 Offeror a FPS in receipt of a pension? **YES (___) NO (___)**

If so, the Offeror 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, Offerors agree that the successful Offeror'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 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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

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

The Offeror must provide, within ten (10) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Offeror's good standing account. Failure to comply with the request may result in the offer being declared non-responsive.

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 Requirement 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 (2012-11-19) 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 D. 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 **semi-annual basis to the Standing Offer Authority**.

The semi-annual reporting periods are defined as follows:

1st period: April 1 to September 30;

2nd period: October 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 from date of issuance of Standing Offer to 31 March 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-year periods, from 01 April 2014 to 31 March 2015 and from 01 April 2015 to 31 March 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Christine Cress
Public Works and Government Services Canada
Acquisitions Branch
Pacific Region
401 - 1230 Government St
Victoria, BC V8W 3X4

Telephone: 250-363-8442

Facsimile: 250-363-0395 **(Queries only, do not send bids to this number.)**

E-mail address: Christine.Cress@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 : ***(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 ***(Fill in or delete, as applicable).***

Name and telephone number of the person responsible for :

General enquiries and Handling of Contracts/call-ups:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

Delivery follow-up:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

Quarterly reporting under any resulting Contracts/call-ups:

Name: _____

Telephone No. _____

Facsimile No. _____

E-mail address: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer are: **(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 \$40,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

8. Financial Limitation - Total

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

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

9. Priority of Documents

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

- a. the call up against the Standing Offer, including any annexes;
- b. the articles of the Standing Offer;
- c. the general conditions 2005 (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 ;

- f. Annex B1, Basis of Payment (STREAM 1 - 19 Wing Comox);
- g. Annex B2, Basis of Payment (STREAM 2 - Quadra Cadet Camp);
- h. Annex C, Insurance Requirements ;
- i. Annex D, Standing Offer Reporting;
- j. the Offeror's offer dated _____ .

10. Certifications

10.1 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.

10.2 Workers Compensation

The Contractor must maintain its account in good standing with the applicable provincial or territorial Workers' Compensation Board for the duration of the Contract.

11. Applicable Laws

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

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 general conditions 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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices(s) as specified in Annex B. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

4.2 Limitation of Price

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

4.3 Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

OR

SACC Manual clause H1001C (2008-05-12) Multiple Payments

4.4 *SACC Manual* Clauses

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

4.5 Payment by Credit Card

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 count sheets to support the charges claimed;
- b. a copy of any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses.

- 2) Invoices must be distributed as follows:
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 in Annex C . 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.

7. SACC Manual Clauses

A9062C (2011-05-16), Canadian Forces Site Regulations

B7500C (2006-06-16), Excess Goods

ANNEX "A" - MINIMUM PERFORMANCE SPECIFICATIONS

- 1) Bidders must address any concerns with the Minimum Performance Specifications below in written detail to the Contracting Authority before bid closing as outlined in the bid solicitation.
- 2) Bidders must address each Minimum Performance Specification, listed below, as to whether the product offered "Meets or Exceeds" or Does Not Meet" and provide supporting documentation for each item that clearly demonstrates compliance with each specification below. Bidders must identify the "reference page #" on their supporting documentation where the substantial information can be found and, if applicable, "N/A" if documentation is not available.
- 3) Bidders are requested to cross-reference by item number on their supporting document where it clearly shows the specification meets or exceeds each minimum specification. Lacking published supporting literature, bidders must, at a minimum, certify below that no published specifications exist for any items identified as "N/A" and that the product offered is compliant with the minimum performance specifications.

ITEM	DESCRIPTION	MEETS AND/OR EXCEEDS	DOES NOT MEET	Ref Pg # in your bid
The laundry and drycleaning services must comply to the following specifications:				
1	The Offeror shall comply with the types of processes required for the different classes of garments as set out in Part 1 in the Basis of Payment for which they submit prices.			
2	Contract / call-ups for pick-up of laundry shall be responded to within a minimum of Twenty-Four (24) hours and delivery /drop offs shall be complete within 7 days from initial pick up.			
3	Special Instructions for Pick-up: Each pick-up point's laundry shall be identified and kept separate in the vehicle, laundered separately, clearly identified after laundering and delivered back to the correct delivery point. Each pick up/delivery point must receive only its own clean laundry. If laundry is left at the incorrect pick up/delivery point, it shall be the supplier's responsibility to pick it up and deliver it to the correct point.			
4	Supplier shall provide sufficient laundry bags (including weekly replacements) and stands for each Pick-up Point noted herein. Supplier shall also ensure that sufficient laundry bags are left behind at each pick-up point.			
5a	Count Verification: At time of laundry pick-up, the Department of National Defence shall provide a count sheet with the number of garments to be laundered. Contractor shall verify the count no later than the following morning after pickup. Contractor shall only charge for the number of garments that they recorded as receiving. Billing shall reflect these numbers. Any discrepancies that contractor identifies at count time shall be faxed within the time frame identified to the Project Authority noted above.			

5b	The Project Authority at the Department of National Defence (DND) shall verify laundry count of any laundered garments returned on drop of day (Wednesday). DND staff shall advise the Project Authority of any discrepancies. He will in turn advise the contact at the successful Contractors plant. The Contractor shall respond back to the Project Authority, within one (1) day of being advised of discrepancies and advise the Project Authority of the solution.																																																										
6	The Offeror must be able to provide sufficient laundry bags (including weekly replacements), plastic bins if applicable and stands for each pick up point at no extra charge.																																																										
7	Deficiencies (Damaged or lost items) and Surpluses: Every three (3) months, at the end of February, May, August, November, of each year, the Contractor shall be charged for the net deficiencies and credited with any surpluses that exist.																																																										
8	<div>Packaging and Bundling Instructions (Partial List)</div> <table><tr><td>Item</td><td>Qty</td><td>Method</td><td>Tie-Type</td><td>Packaging</td></tr><tr><td>Aprons, Cooks</td><td>10</td><td>Fold</td><td>None</td><td>Paper</td></tr><tr><td>Shirts, Cooks</td><td>10</td><td>Fold</td><td>None</td><td>Paper</td></tr><tr><td>Trousers, Cooks</td><td>10</td><td>Fold</td><td>None</td><td>Paper</td></tr><tr><td>Tablecloths*</td><td>10</td><td>Fold</td><td>None</td><td>Paper</td></tr><tr><td>Napkins*</td><td>100</td><td>Fold</td><td>None</td><td>Paper</td></tr><tr><td>Pillowcases</td><td>50</td><td>Fold</td><td>Poly</td><td>Paper</td></tr><tr><td>Sheets, Bed</td><td>10</td><td>Fold</td><td>Poly</td><td>Paper</td></tr><tr><td>Coveralls</td><td>5</td><td>Fold</td><td>Poly</td><td>None</td></tr><tr><td>Wiper Cloths</td><td>100</td><td>Fold</td><td>Poly</td><td>None</td></tr><tr><td>Sleeping Bags</td><td>1</td><td>Roll</td><td>Poly</td><td>None</td></tr></table> <div>Special folding instructions for table cloths and napkins:*</div> <div>Large tablecloths are to be folded twice the long way then in and bundled.</div> <div>Table napkins are to be folded in half in bundles of 10 (ten).</div> <div>All dry cleaning items shall be put on hangers covered in plastic, and kept in a neat, unwrinkled condition.</div>	Item	Qty	Method	Tie-Type	Packaging	Aprons, Cooks	10	Fold	None	Paper	Shirts, Cooks	10	Fold	None	Paper	Trousers, Cooks	10	Fold	None	Paper	Tablecloths*	10	Fold	None	Paper	Napkins*	100	Fold	None	Paper	Pillowcases	50	Fold	Poly	Paper	Sheets, Bed	10	Fold	Poly	Paper	Coveralls	5	Fold	Poly	None	Wiper Cloths	100	Fold	Poly	None	Sleeping Bags	1	Roll	Poly	None			
Item	Qty	Method	Tie-Type	Packaging																																																							
Aprons, Cooks	10	Fold	None	Paper																																																							
Shirts, Cooks	10	Fold	None	Paper																																																							
Trousers, Cooks	10	Fold	None	Paper																																																							
Tablecloths*	10	Fold	None	Paper																																																							
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Pillowcases	50	Fold	Poly	Paper																																																							
Sheets, Bed	10	Fold	Poly	Paper																																																							
Coveralls	5	Fold	Poly	None																																																							
Wiper Cloths	100	Fold	Poly	None																																																							
Sleeping Bags	1	Roll	Poly	None																																																							

If applicable, the bidder certifies that no published specifications exist for any items identified above as "N/A" and that the product offered meets or exceeds the minimum performance specifications stated above.

Signature of Authorized Representative for Compliance

Date

Bids which do not meet or exceed all of the Minimum Performance Specifications listed above will be deemed non-compliant and given no further consideration.

ANNEX "B1" - BASIS OF PAYMENT (STREAM 1)

For the "as and when requested" use of 19 Wing Comox, Bldg 171 Clothing Stores, Lazo, BC

BASIS OF PRICING:

- 1) The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer, as follows:
 - 1.1) For the specified items listed, unit prices are to be entered in the applicable sections below;
 - 1.2) For non-specified miscellaneous items, provide a basis of payment for non-specified miscellaneous items by completing any or all of the following clauses as/if applicable.
NOTE: Any percentage discounts must be clearly indicated, reference to "special pricing available on request" or other like terminology will not be considered.
 - 1.2.1) Prices as listed in our regular, seasonal and sale catalogues and/or current published price lists, LESS A FIRM DISCOUNT of _____ percent;
 - OR -
 - Prices at laid down cost (which includes invoice cost, transportation costs, exchange, custom and brokerage charges) PLUS A FIRM MARK UP of _____ percent (which includes purchasing expenses, internal handling, G&A Expenses and profit), excluding GST/HST.
 - 1.2.2) The supplier agrees to make available their published price list to the Project Authority including revisions and updates for the entire period of the standing offer. Price books or price lists must be identified by name/date. Prices books or price lists must be supplied to the Project Authority on request.
 - 1.2.3) Indicate any applicable minimum order quantity or minimum charge as/if applicable:_____.
- 2) The Firm Unit Prices do not include GST. GST will be added as a separate line item to any invoice issued as a result of a Contract/call-up.
- 3) The quoted pricing shall include the provision of laundry bags (including weekly replacements), plastic bins, if applicable, and stands. No separate charges for laundry bags (including weekly replacements), plastic bins and stands shall be allowed.
- 4) For all items, the quoted prices are all-inclusive firm unit prices including all labour, tools, materials, manuals, travel and living costs, transportation charges, supervision and overhead required to do the work. Any such costs must be incorporated into the firm prices. No other charges including travel time and any travel and living costs or allowances associated with this requirement will be allowed. All pick up and delivery charges (transportation charges) shall be included in the unit prices below.
- 5) All Usage Quantities are estimates only for each year; actual usages may vary.

Solicitation No. - N° de l'invitation

W0133-11F535/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic249

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

W0133-11F535

File No. - N° du dossier

VIC-1-34311

CCC No./N° CCC - FMS No/ N° VME

TABLE OF CONTENTS - STREAM 1

CANADIAN FORCES LAUNDRY AND DRY CLEANING LIST
Specifications CDN/DND unit 1-2-3 Issue dated 1 March 1967

PART 1 - Class/Material/Process for Laundry/ Process for Dry Cleaning

PART 2 - Laundry List (General) Pricing

PART 6 - Laundry List (Medical & Dental) Pricing

PART 3 - Dry Cleaning (General) Pricing

LAUNDRY FOR CHAPLAINS

DROP-OFF/PICK-UP POINTS & LAUNDRY STAND AND BAG DISTRIBUTION

CANADIAN FORCES LAUNDRY AND DRY CLEANING LIST
Specifications CDN/DND unit 1-2-3 Issue dated 1 March 1967

PART 1 - Class/Material/Process for Laundry // Process for Dry Cleaning Required:

CLASS	
1	Clothing
2	Bedding and towels
3	Camping equipment
4	Kitchen equipment
5	Hospital equipment
6	Miscellaneous
MATERIAL	
1	Cotton
2	Wool
3	Nylon
4	Leather
5	Linen
6	Rayon
7	Canvas
8	Miscellaneous
9	Rubber
TYPE OF PROCESS REQUIRED FOR LAUNDRY	
1	Washed and tumbler dried
2	Washed and air dried
3	Washed and pressed
4	Washed, starched and pressed
a	Washed, starched and hand pressed
5	Washed, starched, dried on stretcher and fringes hand pressed
6	Rough washed
7	Hand sponged and air dried
8	Hand sponged at soiled areas only & hang-dried away from heat and/or flame
TYPE OF PROCESS REQUIRED FOR DRY CLEANING	
20	Dry cleaned and tumbler dried
21	Dry cleaned and pressed
22	Dry cleaned, re-waterproofed and re-blocked
23	Dry cleaned, re-blocked and pressed
24	Dry cleaned, re-waterproofed and pressed
25	Shampooed
26	Dry cleaned, re-fireproofed and pressed
27	Hand cleaned and re-blocked

PART 2 - LAUNDRY LIST (GENERAL)

Item	Description	Class	Material	Type of Process Required	Est. annual usage	Unit of issue	Firm Price (Contract Period)	Extended Price (Contract Period)	Firm Unit Price (Option Period - YEAR 2)	Extended Price (Option Period - YEAR 2)	Firm Unit Price (Option Period - YEAR 3)	Extended Price (Option Period - YEAR 3)
1	Sheets, fitted queen, pattern	2-5	1	1	300	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
2	Sheets, flat queen, pattern	2-5	1	1	300	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
3	Pillow cases queen, pattern	2-5	1	1	300	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
4	Padded mattress cover	2-5	1	1	500	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
5	Bedsread, cotton	2-5	1	1	2800	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
6	Blanket, bed	2-5	2	1	150	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
7	Cloth, face	2-5	1	1	1100	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
8	Covers, mattress	2-5	1	1	150	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
9	Curtains, Shower	6	8	7	150	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
10	Mats, bath	2-5	1	1	1300	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
11	Pillows, feather	2	1	1	200	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
12	Pillow case	2	1	3	8200	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
13	Sheets, fitted queen, plain	2-5	1	1	300	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
14	Sheets, flat queen, plain	2-5	1	1	300	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
15	Pillow case, queen, plain	2-5	1	1	300	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
16	Fitted Sheets	2-5	1	1	500	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
17	Sheets, bed	2-5	1	3	12000	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
18	Towels, bath	2-5	1	1	4000	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
19	Towels, hand	2-5	1	1	3500	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
20	Aprons, food handling	4	1	3	4700	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
21	Cloth, dishwashing	4	1	1	100	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
22	Cloth, silencer (pad) table	6	1	1	150	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
23	Cloth table, large	6	5	4 ex. starch	15000	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
24	Mops, cloth cotton	4	1	1	300	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
25	Napkin, table, linen or cotton	4	1-5	4	35000	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
26	Pot Holder	4	1	1	100	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____
27	Towels dish and glass	6	1-5	3	1100	ea	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____	\$ ____

28	Bags, duffel kit, cotton duck	6	7	1	500	ea	\$		\$		\$		\$		\$		\$		\$
29	Bags protective	6	3-7	2	10	ea	\$		\$		\$		\$		\$		\$		\$
30	Cad pat coat lightweight	1	1-3	1	500	ea	\$		\$		\$		\$		\$		\$		\$
31	Covers neck line life preserver	6	1	2	10	ea	\$		\$		\$		\$		\$		\$		\$
32	Coveralls, cotton	1	1	3	3000	ea	\$		\$		\$		\$		\$		\$		\$
33	Coveralls, firefighter	1	1	3	500	ea	\$		\$		\$		\$		\$		\$		\$
34	Hood wet weather	1	3-9	7	500	ea	\$		\$		\$		\$		\$		\$		\$
35	Jacket, gortex, wet weather	1	3-9	7	500	ea	\$		\$		\$		\$		\$		\$		\$
36	Liner, sleeping bag	3	1	1	400	ea	\$		\$		\$		\$		\$		\$		\$
37	Smocks utility & cotton drill	1	1	3	200	ea	\$		\$		\$		\$		\$		\$		\$
38	Toques	1	2	2	300	pr	\$		\$		\$		\$		\$		\$		\$
39	Trousers gortex interrim	1	3-9	7	500	pr	\$		\$		\$		\$		\$		\$		\$
40	Wet weather jacket cad/pat	1	1-3	1	500	pr	\$		\$		\$		\$		\$		\$		\$
41	Bib overalls cad/pat	1	1-3	1	500	pr	\$		\$		\$		\$		\$		\$		\$
42	Trousers, wet weather cad/pat	1	1-3	1	500	pr	\$		\$		\$		\$		\$		\$		\$
43	Wiper Cloth Mechanics	6	1	Note (a) below	65000	ea	\$		\$		\$		\$		\$		\$		\$
44	Cam Cover Rusk sack	3	8	1	50	ea	\$		\$		\$		\$		\$		\$		\$
45	Ground sheet	3	8	1	100	pr	\$		\$		\$		\$		\$		\$		\$
46	Combat scarf	1	1	1	100	pr	\$		\$		\$		\$		\$		\$		\$
47	Jacket, eccow, blue	1	8	1	50	ea	\$		\$		\$		\$		\$		\$		\$
48	Trousers, eccow, blue	1	8	1	50	pr	\$		\$		\$		\$		\$		\$		\$
49	Parka, cad/pat	1	1-3	1	500	ea	\$		\$		\$		\$		\$		\$		\$
50	Firefighter coat	1	8	1	500	ea	\$		\$		\$		\$		\$		\$		\$
51	Firefighter trousers	1	8	1	500	ea	\$		\$		\$		\$		\$		\$		\$
52	Thermal Blanket Cad Pat	1	8	1	50	ea	\$		\$		\$		\$		\$		\$		\$
53	Flyers Coveralls, Light Weight, Green	1	1-3-8	1	120	ea	\$		\$		\$		\$		\$		\$		\$
54	Flyers Trousers, Light Weight, Green	1	1-3-8	1	75	ea	\$		\$		\$		\$		\$		\$		\$
55	Flyers Shirt, Light Weight, Green	1	1-3-8	1	75	ea	\$		\$		\$		\$		\$		\$		\$
56	Flyers Jacket, Heavy Weight, Green	1	1-3-8	1	75	ea	\$		\$		\$		\$		\$		\$		\$
57	Flyers Bib Pants, Green	1	1-3-8	1	75	ea	\$		\$		\$		\$		\$		\$		\$
58	Trousers, Arid Cad Pat	1	1-3	1	150	ea	\$		\$		\$		\$		\$		\$		\$
59	Shirt, Arid Cad Pat	1	1-3	1	150	ea	\$		\$		\$		\$		\$		\$		\$

60	Trousers, WW Arid Cad Pat	1	3-9	1	150 ea	\$		\$		\$		\$	
61	Jacket, WW Arid Cad Pat	1	3-9	1	150 ea	\$		\$		\$		\$	

Note(a): "WIPER CLOTHS MECHANICS" - Laundering is to be done in water 212 deg. F minimum temperature to ensure sterilization. Washing shall be done in such a manner as to ensure neutralization of cloth; that is, free from acid and alkalis.

MISCELLANEOUS ITEMS *(This Section will not form part of the evaluation total.):*

For non-specified miscellaneous items, provide a basis of payment for non-specified miscellaneous items by completing any or all of the following clauses as/if applicable:

Prices as listed in our regular, seasonal and sale catalogues and/or current published price lists, LESS A FIRM DISCOUNT of _____ percent;

-OR-

Prices at laid down cost (which includes invoice cost, transportation costs, exchange, custom and brokerage charges) PLUS A FIRM MARK UP of _____ percent (which includes purchasing expenses, internal handling, G&A Expenses and profit), excluding GST/HST.

(NOTE: Any percentage discounts must be clearly indicated, reference to "special pricing available on request" or other like terminology will not be considered.)

PART 6 - LAUNDRY LIST (MEDICAL AND DENTAL ITEMS)

Item	Description	Class	Material	Type of Process Required	Est. annual usage	Unit of Issue	Firm Unit Price (Contract Period)	Extended Price (Contract Period)	Firm Unit Price (Option Period - YEAR 2)	Extended Price (Option Period - YEAR 2)	Firm Unit Price (Option Period - YEAR 3)	Extended Price (Option Year - YEAR 3)
1	Covers Bag Ice Cotton	5	1	3	30	ea	\$	\$	\$	\$	\$	\$
2	Covers Hot Water Bag	5	1	3	30	ea	\$	\$	\$	\$	\$	\$
3	Covers Sterile Table 72" x 36"	5	1	3	30	ea	\$	\$	\$	\$	\$	\$
4	Drape Surgical Circumcision	5	1	3	100	ea	\$	\$	\$	\$	\$	\$
5	Gowns Patient and Dental Surgical	5	1	3	10	ea	\$	\$	\$	\$	\$	\$
6	Robe Dressing Hospital Blue	5	1	3	10	ea	\$	\$	\$	\$	\$	\$
7	Sheets Bed Green or White	5	1	3	100	ea	\$	\$	\$	\$	\$	\$
8	Towels Operating Linen or Cotton	5	1-5	3	1,000	ea	\$	\$	\$	\$	\$	\$

MISCELLANEOUS ITEMS (*This Section will not form part of the evaluation total.*):

For non-specified miscellaneous items, provide a basis of payment for non-specified miscellaneous items by completing any or all of the following clauses as/if applicable:

Prices as listed in our regular, seasonal and sale catalogues and/or current published price lists, LESS A FIRM DISCOUNT of _____ percent;

- OR -

Prices at laid down cost (which includes invoice cost, transportation costs, exchange, custom and brokerage charges) PLUS A FIRM MARK UP of _____ percent (which includes purchasing expenses, internal handling, G&A Expenses and profit), excluding GST/HST.

(NOTE: Any percentage discounts must be clearly indicated, reference to "special pricing available on request" or other like terminology will not be considered.)

CULLING PROCEDURE:

DND personnel will inspect items prior to sending them out for cleaning. Items that are not serviceable will be disposed of by DND and not sent out for cleaning. Any items that have missed inspection and been sent out in error, such as badly stained tablecloths or napkins, will be handled as follows:

1. After laundering, the contractor is to cull damaged aprons, tablecloths, napkins and trousers, white.
2. The contractor will package these items separately, clearly marked "damaged", including the item name and quantity (sample of information required is identified below); and, each package shall be returned to the original pick up point.

ITEM	QUANTITY
Aprons	
Tablecloths	
Napkins	
Trousers, white	

PART 3 - DRY CLEANING LIST (GENERAL)

Item	Description	Class	Material	Type of Process Required	Est. annual usage	Unit of issue	Firm Unit Price (Contract Period)	Extended Price (Contract Period)	Firm Unit Price (Option Period - YEAR 2)	Extended Price (Option Period - YEAR 2)	Firm Unit Price (Option Period - YEAR 3)	Extended Price (Option Period - YEAR 3)
1	Bag Inner Sleeping Bag	3	1-3-8	20		500 ea	\$	\$	\$	\$	\$	\$
2	Bag Outer Sleeping Bag	3	1-3-8	20		500 ea	\$	\$	\$	\$	\$	\$
3	Seat Cover, aircraft	6	3-8	20		50 ea	\$	\$	\$	\$	\$	\$
4	Covers, sleeping bag	3	1--3-8	20		500 ea	\$	\$	\$	\$	\$	\$
5	Coverall flying, nomax	1	1-3-8	20		200 ea	\$	\$	\$	\$	\$	\$
6	Curtains, window	6	1-8	26		1,000 ea	\$	\$	\$	\$	\$	\$
7	Gloves insert wool	1	2	20		200 pr	\$	\$	\$	\$	\$	\$
8	Hood sleeping bag	3	1-3-8	20		500 pr	\$	\$	\$	\$	\$	\$
9	Jacket, flying nomax	1	1-3-8	20		200 sf	\$	\$	\$	\$	\$	\$
10	Overalls man afv cold	1	1-2-3	20		20 pr	\$	\$	\$	\$	\$	\$
11	Socks, wool frieze	1	2	20		250 ea	\$	\$	\$	\$	\$	\$
12	Trousers, flying, nomax	1	1-2-3	20		200 ea	\$	\$	\$	\$	\$	\$
13	Shirt flying, nomax	1	1-2-3	20		200 ea	\$	\$	\$	\$	\$	\$

NOTE (1): Legs of Flying Suits shall be pressed with seam down the centre of both front and back of legs.

MISCELLANEOUS ITEMS (This Section will not form part of the evaluation total.):

For non-specified miscellaneous items, provide a basis of payment for non-specified miscellaneous items by completing any or all of the following clauses as/if applicable:

Prices as listed in our regular, seasonal and sale catalogues and/or current published price lists, LESS A FIRM DISCOUNT of _____ percent;

OR

Prices at laid down cost (which includes invoice cost, transportation costs, exchange, custom and brokerage charges) PLUS A FIRM MARK UP of _____ percent (which includes purchasing expenses, internal handling, G&A Expenses and profit), excluding GST/HST.

(NOTE: Any percentage discounts must be clearly indicated, reference to "special pricing available on request" or other like terminology will not be considered.)

LAUNDRY FOR CHAPLAINS - ALL ITEMS TO BE HAND WASHED, IRONED AND STARCHED

Item	Description	Class	Material	Type of Process Required	Est. annual usage	Unit of issue	Firm Unit Price (Contract Period)	Extended Price (Contract Period)	Firm Unit Price (Option Period - YEAR 2)	Extended Price (Option Period - YEAR 2)	Firm Unit Price (Option Period - YEAR 3)	Extended Price (Option Period - YEAR 3)
1	Small altar cloths	6	5	4		24	ea	\$	\$	\$	\$	\$
2	Amices	6	5	4		24	ea	\$	\$	\$	\$	\$
3	Purificators	6	5	4		450	ea	\$	\$	\$	\$	\$
4	Pals	6	5	4		20	ea	\$	\$	\$	\$	\$
5	Finger towels	6	5	4		100	ea	\$	\$	\$	\$	\$
6	Albs	6	5	4		24	ea	\$	\$	\$	\$	\$
7	Server 's albs	6	5	4		48	ea	\$	\$	\$	\$	\$

LAUNDRY AND DRY-CLEANING DROP-OFF/PICK-UP POINTS & LAUNDRY STAND AND BAG DISTRIBUTION:

The following list indicates the drop-off and pickup points for the above requirement for 19 Wing Comox. The Project Authority also require the following numbers of laundry bags and laundry stands that shall be supplied by the successful supplier.

NOTE: All bags and stands will be returned to the supplier upon termination of the standing offer.

DRIVERS CONTACT ON ALL LAUNDRY-RELATED MATTERS IS: **(to be determined)**

DROP OFF & PICK UP POINT	CONTACT PERSON (<i>TBD</i>)	TEL NO. (<i>TBD</i>)
Barrack Warden		
Clothing Stores		
Dental		
19 AMS		
EME Supply		
Combined Mess		
Officers Mess		
Hospital		
442 Supply		
407 Supply		
CE Supply		
Marine Section		
CFSSAR		
HAZMAT		

ANNEX "B2" - BASIS OF PAYMENT (STREAM 2)
For the use of the QUADRA CADET CAMP, SUPPLY SECTION, COMOX BC

BASIS OF PRICING:

1) The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer, as follows:

1.1) For the specified items listed, unit prices are to be entered in the applicable sections below;

1.2) For non-specified miscellaneous items, provide a basis of payment for non-specified miscellaneous items by completing any or all of the following clauses as/if applicable. (NOTE: Any percentage discounts must be clearly indicated, reference to "special pricing available on request" or other like terminology will not be considered.)

1.2.1) Prices as listed in our regular, seasonal and sale catalogues and/or current published price lists, LESS A FIRM DISCOUNT of _____ percent;

- OR-

Prices at laid down cost (which includes invoice cost, transportation costs, exchange, custom and brokerage charges) PLUS A FIRM MARK UP of _____ percent (which includes purchasing expenses, internal handling, G&A Expenses and profit), excluding GST/HST.

1.2.2) The Supplier agrees to make available their published price list to the Project Authority including revisions and updates for the entire period of the standing offer. Price books or price lists must be identified by name/date. Prices books or price lists must be supplied to the Project Authority on request.

1.2.3) Indicate any applicable minimum order quantity or minimum charge as/if applicable: _____.

2) Firm Unit Prices are to be quoted in Canadian funds.

3) Firm Unit Prices do not include GST/HST. If applicable, the amount of GST/HST will be applied as a separate item to any invoice issued as a result of a Call-up.

4) Firm Unit Prices are FOB destination for goods including all delivery and off-loading charges to the following destination address:

Department of National Defence
HMCS Quadra Cadet Camp, Supply Section
Goose Spit
End of Hawkins Road
Comox, BC V9M 8A1

- 5) All rates quoted below shall include coverage for travel time both to and from the site of work including supervision and overhead.
- 6) The services as detailed below shall include all labour, tools, materials, manuals, travel and living costs, transportation charges, supervision and parts necessary to do the work. Any such costs must be incorporated into the firm prices.

TABLE OF CONTENTS - STREAM 2

CANADIAN FORCES LAUNDRY AND DRY CLEANING LIST
Specifications CDN/DND unit 1-2-3 Issue dated 1 March 1967

PART 1 - Class/Material & Process of Laundry and Dry Cleaning

PART 2 - Laundry List (General) Pricing

PART 3 - Dry Cleaning (General) Pricing

SCHEDULE OF SERVICES (MANDATORY)

CANADIAN FORCES LAUNDRY AND DRY CLEANING LIST
Specifications CDN/DND unit 1-2-3 Issue dated 1 March 1967

PART 1 - CLASS/MATERIAL & PROCESS OF LAUNDRY AND DRY CLEANING REQUIRED

CLASS	
1	Clothing
2	Bedding and towels
3	Camping Equipment
4	Kitchen Equipment
5	Hospital Equipment
6	Miscellaneous
MATERIAL	
1	Cotton
2	Wool
3	Nylon
4	Leather
5	Linen
6	Rayon
7	Canvas
8	Miscellaneous
9	Rubber
TYPE OF PROCESS REQUIRED - LAUNDRY	
1	Washed and tumbler dried
2	Washed and air dried
3	Washed and pressed
4a	Washed, starched and pressed
4b	Washed, starched and hand pressed
5	Washed, starched, dried on stretcher and fringes hand pressed
6	Rough washed
7	Hand sponged and air dried
8	Hand sponged at soiled areas only & hang-dried away from heat and/or flame
DRY CLEANING	
20	Dry cleaned and tumbler dried
21	Dry cleaned and pressed
22	Dry cleaned, re-waterproofed and re-blocked
23	Dry cleaned, re-blocked and pressed
24	Dry cleaned, re-waterproofed and pressed

25	Shampooed
26	Dry cleaned, re-fireproofed and pressed
27	Hand cleaned and re-blocked

PART 2 - LAUNDRY LIST (GENERAL)

#	ITEM DESCRIPTION	CLASS	MATERIAL	TYPE OF PROCESS REQUIRED	EST. ANNUAL USAGE	UNIT OF ISSUE	FIRM UNIT PRICE (CONTRACT PERIOD)	FIRM EXTENDED PRICE (CONTRACT PERIOD)	FIRM UNIT PRICE (OPTION YEAR 2)	FIRM EXT. PRICE (OPTION YEAR 2)	FIRM UNIT PRICE (OPTION YEAR 3)	FIRM EXT. PRICE (OPTION YEAR 3)
1	Bedsread Cotton (5 per bundle)	2-5	1	3	3000	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Blankets Bed (5 per bundle)	2-5	2	1	1500	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Cloth Face	2	1	1	20	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Covers Mattress (5 per bundle)	2-5	1	1	1100	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Curtains Shower	6	8	7	50	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6	Pillows Feather	2	1	1	500	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6a	Pillows Foam	2	1/8	1	500	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Drying process for foam pillows to be a lower heat for a longer time. (Pillows shall not be received back damp).												
7	Pillowcase (50 per bundle)	2	1	3	5000	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8	Sheets Bed (10 per bundle)	2-5	1	3	8000	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
9	Towels bath	2-5	1	1	100	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
10	Towels Hand	2-5	1	1	100	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
11	Aprons Food Handling	4	1	3	50	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
12	Cloth Silencer Pad Table	6	1	1	60	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
13	Cloth Table Large Linen	6	5	4	50	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
14	Napkins Table Linen or Cotton	4	4-5	3	150	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
15	Shirts Cotton, all Types (5 per bundle)	1	1	3	2000	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
16	Trousers Men's white (5 per bundle)	1	1	3	60	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
17	Bags Protective	6	3-7	2	500	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

18	Coat Combat Light-weight	1	1-3	1	100	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
19	Coveralls Cotton (5 per bundle)	1	1	3	100	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
20	Jacket Working Green CF	1	6-8	3	1300	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
21	Liner Sleeping Bag (5 per bundle)	3	1	1	1100	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
22	Shorts, Cotton Gymnastics (10 per bundle)	1	1	1	200	Pr	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
23	Smocks, Utility & Cotton Drill	1	1	3	10	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
24	Trousers Combat Lightweight (5 per bundle)	1	1-3	1	100	Pr	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
25	Trousers Work Dress Black CF (5 per bundle)	1	6-8	3	2500	Pr	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
26	Floater Coat (Hang to Dry)	1	3	2	80	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
27	Sweat Pant	1	1	1	350	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
28	Sweat Shirt	1	1	1	350	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
29	Wet Weather Jacket	1	3	1	350	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
30	Wet Weather Trousers	1	3	1	350	Pr	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
All packing is to be shrink wrapped in clear plastic.											

CULLING PROCEDURE

- | | |
|---|---|
| 1 | After laundering, contractor to cull damaged sheets and pillowcases. |
| 2 | Damaged items are to be packaged separately and clearly marked "Damaged" on each package and returned to Quadra Supply. |

MISCELLANEOUS ITEMS (*This Section will not form part of the evaluation total.*):

For non-specified miscellaneous items, provide a basis of payment for non-specified miscellaneous items by completing any or all of the following clauses as/if applicable:

Prices as listed in our regular, seasonal and sale catalogues and/or current published price lists, LESS A FIRM DISCOUNT of _____ percent;

OR

Prices at laid down cost (which includes invoice cost, transportation costs, exchange, custom and brokerage charges) PLUS A FIRM MARK UP of _____ percent (which includes purchasing expenses, internal handling, G&A Expenses and profit), excluding GST/HST.

(NOTE: Any percentage discounts must be clearly indicated, reference to "special pricing available on request" or other like terminology will not be considered.

PART 3 - DRY CLEANING LIST (GENERAL)												
#	ITEM DESCRIPTION	CLASS	MATERIAL	TYPE OF PROCESS REQUIRED	EST. USAGE YEAR	UNIT OF ISSUE	FIRM UNIT PRICE (CONTRACT PERIOD)	FIRM EXTENDED PRICE (CONTRACT PERIOD)	FIRM UNIT PRICE (OPTION YEAR 2)	FIRM EXT. PRICE (OPTION YEAR 2)	FIRM UNIT PRICE (OPTION YEAR 3)	FIRM EXT. PRICE (OPTION YEAR 3)
1	Bag Inner Sleeping Bag	3	1-3-8	20	200	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Bag Outer Sleeping Bag	3	1-3-8	20	150	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Curtains Window	6	1-8	26	20	Pr	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Sweaters Combat CF Black (5 per bundle)	1	2	20	120	Ea	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
All packing is to be shrink wrapped in clear plastic.												

MISCELLANEOUS ITEMS (*This Section will not form part of the evaluation total.*):

For non-specified miscellaneous items, provide a basis of payment for non-specified miscellaneous items by completing any or all of the following clauses as/ff applicable:

Prices as listed in our regular, seasonal and sale catalogues and/or current published price lists, LESS A FIRM DISCOUNT of _____ percent;

OR

Prices at laid down cost (which includes invoice cost, transportation costs, exchange, custom and brokerage charges) PLUS A FIRM MARK UP of _____ percent (which includes purchasing expenses, internal handling, G&A Expenses and profit), excluding GST/HST.

(NOTE: Any percentage discounts must be clearly indicated, reference to "special pricing available on request" or other like terminology will not be considered.)

SCHEDULE OF SERVICES (MANDATORY):

1. PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS:

a. OPTION ONE (WEEKLY):

YES: _____(initials)

Frequency of Pick Up and Return for the Quadra Summer Cadet Camp shall be WEEKLY (Once per week), PRIOR TO 11:00 A.M. during activity in JULY AND AUGUST ONLY - NO EXCEPTIONS. Schedule shall be as follows:

Wednesday Pick up PRIOR TO 11:00 A.M., shall be returned on the following Wednesday PRIOR TO 11:00 A.M.

b. OPTION TWO (TWICE WEEKLY):

YES: _____(initials)

Frequency of Pick Up and Return for the Quadra Summer Cadet Camp shall be TWICE WEEKLY (Twice per week), PRIOR TO 11:00 A.M. during activity in JULY AND AUGUST ONLY - NO EXCEPTIONS. Schedule shall be as follows:

Tuesday Pick up PRIOR TO 11:00 A.M., shall be returned on the following Friday PRIOR TO 11:00 A.M.;

Friday pick-up PRIOR TO 11:00 A.M., shall be returned on the following Tuesday PRIOR TO 11:00 A.M.

- 1. For the remainder of the year (from September to June), Quadra Laundry service will be on an "as and when requested" basis . The Call-out(s) shall be picked up within 24 hours, and services shall be performed and the Call-out(s) returned within three (3) days from pick up (No Exceptions).**

2. Special Instructions for Pick-up:

Each laundry pick-up SHALL BE KEPT SEPARATE in the vehicle, laundered separately, clearly identified after laundering and must be delivered back to the correct pick up/delivery point. Each pick up/delivery point must only get its own clean laundry returned. If laundry is left at the incorrect pick up/delivery point, it shall be the supplier's responsibility to pick it up and deliver it to the correct point.

3. Count Verification:

At time of laundry pick-up, DND shall provide a count sheet with the number of garments to be laundered. The Contractor shall verify the count no later than one (1) day after pickup or sooner. The Contractor shall only charge for the number of garments that they recorded as receiving. Billing shall reflect these numbers. Any discrepancies that the Contractor identifies at count time shall be faxed within the timeframe identified to the Project Authority.

DND staff shall verify the laundry count of any laundered garments returned on drop-off day within one (1) day of delivery by Contractor. DND staff shall advise the Project Authority of any discrepancies who will in turn advise the contact person at the Contractor's plant.

The Contractor shall respond back to the Project Authority within one (1) day of being advised of discrepancies and advise the Project Authority of the solution.

Damaged/lost items shall be replaced by the Contractor at no cost to the Crown.

4. Complete Delivery:

Timely and complete delivery of returned laundry quantities to the specified delivery address is the sole responsibility of the Contractor.

Contractors are reminded that complete quantities of soiled garments/linen are to be picked up at the scheduled pick up. Partial quantities will not be left for the next pick up day.

Contractors are reminded that approximately 90% of this Standing Offer will be called up during the months of July and August of each year.

5. At the “End of Camp”, all laundry and dry cleaning shall be returned no later than the end of September.

ANNEX "C" - INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. Commercial General Liability insurance shall be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability NOT LESS THAN \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The following endorsements must be included:

- (a) Additional Insured: Canada is included as an additional insured, but only with respect to liabilities that may arise from the Contractor's own negligence in the performance of the Contract.

The interest of Canada as additional insured should read as follows: Canada, represented by the Department of National Defence and/or Public Works and Government Services Canada.

- (b) Notice of Cancellation or Amendment: The Insurer agrees to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (c) Cross Liability: Without increasing the limit of liability, the policy shall protect all insured parties to the full extent of coverage provided. Further, the policy shall apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (d) Contractual Liability: The policy shall, on a blanket basis or by specific reference to this Contract, extend to assumed liabilities with respect to contractual insurance provisions.
- (e) Contingent Employer's Liability: To protect the Contractor for liabilities arising in the management and administration of statutory and contractual entitlements of its employees.
- (f) Employees and (where applicable) Volunteers as Additional Insured: All employees and (where applicable) volunteers, on behalf of the Contractor, shall be included as additional insured.
- (g) Voluntary Medical Payments, \$5,000 per person, \$25,000 per accident: To provide for expenses incurred in instances of minor accidental bodily injuries without determination of liability.
- (h) Non-owned Automobile: To protect the Contractor for liabilities arising by its use of vehicles owned by other Parties.

Liability Insurance Endorsements

- (a) Additional Named Insured: Canada is included as an Additional Named Insured, but only with respect to liabilities that may arise from the Contractor's own negligence in the performance of the Contract.

The interest of Canada as additional named insured should read as follows: Canada, represented by Department of National Defence and/or Public Works and Government Services Canada.

- (b) Independent Contractors Liability (if any): Unless otherwise insured elsewhere, and evidence thereof is secured by the Contractor, all subcontractors are included as insured by the policy.

- (c) Contractual Liability: The policy shall, on a blanket basis or by specific reference to this Contract, extend to assumed liabilities with respect to contractual insurance provisions.
- (d) Litigation Rights: Consistent with subsection 5(d) of the Department of Justice Act, R.S.C. 1993, c. J-2, s.1, it is understood and agreed that where any suit is instituted for or against Canada which the Insurer or Insurers would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Insured under this insurance policy, the Insurer shall 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 all other provinces and territories, send to:

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

The notification must be followed, within a reasonable period, by an information copy to the Contracting Authority.

The Insurer also agrees that Canada reserves the right to co-defend any action brought against Canada. However, all expenses incurred by Canada to co-defend such actions would be at Canada's expense. Notwithstanding the foregoing, if Canada decides to co-defend any action brought against it, and Canada will not agree to a proposed settlement documented and agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action as against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed amount for which the action as against Canada would have been settled and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX "D" - STANDING OFFER REPORTING FORM

RETURN TO:

ATTN: CHRISTINE CRESS
Public Works and Government Services Canada
Acquisitions Branch - Pacific Region
Facsimile: 250-363-0395
Telephone: 250-363-8442
Email: christine.cress@pwgsc.gc.ca

Semi-annual Usage Report Submission Schedule:

PERIOD	START DATE	END DATE	REPORT DUE
1	01 April	30 September	15 October
2	01 October	31 March	15 April

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER NAME: _____

STANDING OFFER NO.: W0133-11F535/xxx/VIC

REPORTING PERIOD: From _____ to _____.

Description	# of Items	Unit Price	Extended Totals
		\$	\$

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

PREPARED BY:

NAME:

TELEPHONE NO.:

SIGNATURE:

DATE: