

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Travaux publics et Services gouvernementaux
Canada**

**Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7 ième étage**

Montréal

Québec

H5A 1L6

FAX pour soumissions: (514) 496-3822

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

Travaux publics et Services gouvernementaux Canada
Place Bonaventure, portail Sud-Est
800, rue de La Gauchetière Ouest
7^e étage
Montréal
Québec
H5A 1L6

Title - Sujet Service de Lavage et de Nettoyage	
Solicitation No. - N° de l'invitation W0130-12PB13/A	Date 2013-02-15
Client Reference No. - N° de référence du client W0130-12-PB13	GETS Ref. No. - N° de réf. de SEAG PW-\$MTA-550-12272
File No. - N° de dossier MTA-2-35278 (550)	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 Heure Avancée de l'Est HAE
Delivery Required - Livraison exigée .	
Address Enquiries to: - Adresser toutes questions à: Guernon (mta550), Émile	Buyer Id - Id de l'acheteur mta550
Telephone No. - N° de téléphone (514)496-3585 ()	FAX No. - N° de FAX (514)496-3822
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: MINISTERE DE LA DEFENSE NATIONALE NCSM QUEBEC 1325 AVENUE DES PENSÉES BAT# 700 BÉCANCOUR Québec G9H 4T1 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone	
Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)	
Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1. Introduction

The Request for Standing Offers (RFSO) template is divided into six parts:

- (i) Part 1, General Information;
- (ii) Part 2, Offeror Instructions;
- (iii) Part 3, Offer Preparation Instructions;
- (iv) Part 4, Evaluation Procedures and Basis of Selection;

(v) Part 5, Certifications, and

(vi) Part 6: 6A, Standing Offer, and
6B, Resulting Contract Clauses; and,

The Annexes.

Part 1: provides a general description of the requirement;

Part 2: provides the instructions applicable to the clauses and conditions of the RFSO and states that the Offeror agrees to be bound by the clauses and conditions contained in all parts of the RFSO;

Part 3: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;

Part 4: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, the security requirement, if applicable, and the basis of selection;

Part 5: includes the certifications to be provided;

Part 6A: includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

Part 6B: includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

Annex A - Statement of work

Annex B - Pricing basis/Unit prices

Annex C - Complete list of bidder's board directors

2. Summary

Request for Regional Individual Standing Offers (RISO) for the supply upon request of Reprographic Services, including without limitation, services of reprography, printing, binding, laminating and plastifying. The services offered must include upon request pick-up and deliveries of the work to perform. All the services must be performed in compliance with the Statement of work & requirements described in Annex "A" herewith that form part of the Request for Standing Offers and of the resulting Standing Offer.

3. Debriefings

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

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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 issued by Public Works and Government Services Canada.

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

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

2. Submission of Offers

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

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **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. Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given

consideration provided they are submitted to the Contracting Authority at least **ten (10)calendar days** before the bid closing date. Canada will have the right to accept or reject any or all

5. 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 the province of Quebec.

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

Section I: Financial Offer (1 hard copy)

Section II: 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 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: Financial Offer

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

2. 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 _____ or 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.

3. Pricing basis

3.1 Firm period + extension periods

Offerors are to offer in annex "B", firm unit prices in Canadian dollars, Delivery Duty paid (DDP), Incoterms 2000, Department of National Defense, HQ Cadets, Ste-Angèle de Laval, Qué., GST/HST extra when applicable. All transportation (Pick-up and delivery) costs are included from the unit prices.

The offeror must offer prices for all items listed in annex "B" - Unit prices, which annex form part of the RFSO and any resulting standing offer.

Section II: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Financial Evaluation

The financial offers will be evaluated on the base of the information provided in annex "B" herewith, that form part of the Request for Standing Offers.

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, Delivery, duty paid (DDP) Incoterms 2000, Canadian customs duties and excise taxes included.

The financial evaluation will be based only on the Pricing basis submitted for the firm and extension periods of the proposed standing offer.

Price Evaluation

M0222T

(11/01/2010)

The Standing offers will be awarded in Canadian dollars. In the event the offer recommended for Standing offers award was submitted in foreign currency it will be converted using the rate given by the Bank of Canada in effect on the bid solicitation closing date.

2. Basis of Selection

2.1 To be deemed compliant, an offer must comply with all requirements of the Request for Standing Offers. The lowest global priced compliant offers will be recommended for issue of a standing offer.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer.

Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

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

1. 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. 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

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.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

The Offeror offers to fulfill the requirement in accordance with the Statement of work at Annex «A».

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

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

2.1 General Conditions

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

3. Term of Standing Offer

3.1 Period of Standing Offer

The period for making Call-ups against the Standing Offer is from **one year after the awarding date.**

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 twelve (12) months period, from _____ to _____ (Will be completed at time of issuance of resulting standing offer) 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 60 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 for the Standing Offer is:

Émile Guernon
 Supply Specialist
 Public Works and Government Services Canada
 Acquisitions Branch
 Quebec Regional Office
 800 de la Gauchetière Ouest, suite 7300, Montréal (Québec), Canada, H5A 1L6
 Telephone: (514) 496-3585
 Facsimile: (514) 496-3822
 E-mail address: emile.guernon@tpsgc-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 Offeror Representative

(The Offeror's Representative will be identified in the Standing Offer.)

Name and telephone number of the person responsible for :

General enquiries & 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 : _____
 (to be identified at the time of award)

5.1 Contact at Customer Department

(to be completed by Canada at the time of award)

For all information related to invoicing and/or payments you may communicate with:

CUSTOMER DEPARTMENT: _____

NAME: _____

TELEPHONE NUMBER: _____

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", etc.) or electronic document.

7. Limitation of Call-ups

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

8. Limitation of Expenditure

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of *(will be completed at time of issuance of the resulting 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 **three (3) months** before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

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 - Good or Services
- (d) the general conditions 2029 (2012-11-19), General Conditions - Goods or Services (Low Dollar Value)
- (e) Annex A - Statement of work
- (f) Annex B - Pricing Basis/Unit prices
- (g) the Offeror's offer _____, *(insert date of the offer)*

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 (Will be completed at time of issuance of the resulting standing 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. Requirement

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

2. Standard Clauses and Conditions

2.1 General Conditions

2029 (2012-11-19) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Interest on Overdue Accounts

Section 12 Interest on Overdue Accounts, of 2029 (2012-11-19) General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards at point of sale.

3. Term of Contract

3.1 Delivery Date

The Work must be completed in accordance with article A2 of Annex "A" - Statement of works, requirements that form part of the Standing Offer.

4. Payment

4.1 SACC Manual Clauses

SACC Reference	Section	Date
H1000C	Single Payment	12/05/08

4.2 Payment by Credit Card

The following credit card is accepted: _____

OR

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

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

Solicitation No. - N° de l'invitation

W0130-12PB13/A

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

W0130-12-PB13

Amd. No. - N° de la modif.

File No. - N° du dossier

MTA-2-35278

Buyer ID - Id de l'acheteur

mta550

CCC No./N° CCC - FMS No/ N° VME

6. SACC Manual Clauses

SACC Reference	Section	Date
A2000C	Foreign Nationals (Canadian Contractor)	16/06/06
A2001C	Foreign Nationals (Foreign Contractor)	16/06/06

Solicitation No. - N° de l'invitation

W0130-12PB13/A

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

W0130-12-PB13

Amd. No. - N° de la modif.

File No. - N° du dossier

MTA-2-35278

Buyer ID - Id de l'acheteur

mta550

CCC No./N° CCC - FMS No/ N° VME

Annex «A»

Statement of work

Refer to attached document

Solicitation No. - N° de l'invitation

W0130-12PB13/A

Amd. No. - N° de la modif.

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mta550

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0130-12-PB13

MTA-2-35278

Annex «B»

Pricing Basis/Unit prices

Refer to attached document

Solicitation No. - N° de l'invitation

W0130-12PB13/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta550

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0130-12-PB13

MTA-2-35278

Annex «C»

Complete list of bidder's board directors

NOTE TO BIDDERS

WRITE ALL DIRECTOR'S SURNAMES AND GIVEN NAMES IN BLOCK LETTERS

W0130-12-PB13
LAUNDRY AND DRY CLEANING SERVICE
STATEMENT OF NEEDS AND REQUIREMENTS
DEPARTMENT OF NATIONAL DEFENCE – HQ 5ASG
HQ CADETS – SAINTE-ANGÈLE-DE-LAVAL QUARTERMASTER

SUBJECT

- A1. This document sets out the general and specific requirements concerning a regional individual standing offer (RISO) for the supply, on an as-needed basis, of service to the Cadet Quartermaster (QM), Department of National Defence (DND).

TASKS AND SPECIFICATIONS

- A2. The pick-ups and deliveries will be conducted at the request of the Cadet Quartermaster’s representative at HMCS QUEBEC, 1325 DES PENSÉES AVENUE, BUILDING 700, SAINTE-ANGÈLE-DE-LAVAL.
- A2.1 The pick-ups must take place between 0800 hrs and 1500 hrs.
- A2.2 The offeror must pick up the items on Tuesday (if a holiday, on Wednesday) and deliver them on Tuesday of the following week or Thursday morning of the same week if urgent delivery is required.
- A2.3 The delivered items must be clean and dry.
- A2.4 When picking up items, the offeror must sign for them.
- A2.5 After pick-up, the offeror will have 48 hours to count the number of items picked up and notify DND’s designated representative if this number does not tally with the number of items signed for. Otherwise, the number of items that the offeror signed for at pick-up will be deemed accurate.
- A2.6 The invoice must be detailed, must include the internal order and standing offer numbers, and must be delivered with the items.

W0130-12-PB13
LAUNDRY AND DRY CLEANING SERVICE
STATEMENT OF NEEDS AND REQUIREMENTS
DEPARTMENT OF NATIONAL DEFENCE – HQ 5ASG
HQ CADETS – SAINTE-ANGÈLE-DE-LAVAL QUARTERMASTER

TECHNICAL SPECIFICATIONS

Dry Cleaning Service

A3. SLEEPING BAG

Fold in two lengthwise.
Roll the foot of the sleeping bag toward the top of the sleeping bag.
Fasten with plastic strapping or a cord.

A3.1 WOOL COVER

Fold so that there is a single fold on a single side of the item.
Pile in stacks of 5.
Fasten with plastic strapping or a cord.

Machine Laundering Service

A4. PROTECTIVE BAG FOR SLEEPING BAG

Fold so that there is a single fold on a single side of the item.
Pile in stacks of 5.
Fasten crosswise with two plastic straps or with a cord.

A4.1 FLANNEL LINING FOR SLEEPING BAG

Fold so that there is a single fold on a single side of the item.
Pile in stacks of 5.
Fasten crosswise with two plastic straps or with a cord.

A4.2 GROUND SHEET

Fold so that there is a single fold on a single side of the item.
Pile in stacks of 5.
Fasten crosswise with two plastic straps or with a cord.

A4.3 RAIN SUIT JACKET AND PANTS

Fold so that there is a single fold on a single side of the item.
Pile in stacks of 10.
Fasten crosswise with two plastic straps or with a cord.

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 DEPARTMENT OF NATIONAL DEFENCE – HQ 5ASG
 HQ CADETS – SAINTE-ANGÈLE-DE-LAVAL QUARTERMASTER

PRICING

DRY CLEANING ITEMS

ITEM					PRICING (UNIT PRICE)		
					Taxes extra		
#	DESCRIPTION	QTY	QTY	QTY	2013–14	2014–15	2015–16
1	Military sleeping bag (feather fill)	2000	2000	2000	\$_____	\$_____	\$_____
2	A) Dry cleaning B) Drying simple down-filled sleeping bags when wet before dry cleaning	200	200	200	\$_____	\$_____	\$_____
3	Wool blanket	100	100	100	\$_____	\$_____	\$_____
4	Khaki parka	200	200	200	\$_____	\$_____	\$_____
5	Mittens	100	100	100	\$_____	\$_____	\$_____
6	Welding coat	3	3	3	\$_____	\$_____	\$_____
7	Duffle socks	400	400	400	\$_____	\$_____	\$_____
8	Khaki parka liner	200	200	200	\$_____	\$_____	\$_____
9	Khaki parka hood	200	200	200	\$_____	\$_____	\$_____

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PRICING

LAUNDERING ITEMS

ITEM					PRICING (UNIT PRICE)		
					Taxes extra		
#	DESCRIPTION	QTY	QTY	QTY	2013–14	2014–15	2015–16
10	S/B Protective bag	1000	1000	1000	\$ _____	\$ _____	\$ _____
11	Cotton flannel sleeping bag liner	1500	1500	1500	\$ _____	\$ _____	\$ _____
12	Ground sheet	1500	1500	1500	\$ _____	\$ _____	\$ _____
13	Jogging pants	10	10	10	\$ _____	\$ _____	\$ _____
14	Lifesaver jacket	1200	1200	1200	\$ _____	\$ _____	\$ _____
15	5-man tent	10	10	10	\$ _____	\$ _____	\$ _____
16	Tent liner	10	10	10	\$ _____	\$ _____	\$ _____
17	Floater vest	100	100	100	\$ _____	\$ _____	\$ _____
18	Rag	600	600	600	\$ _____	\$ _____	\$ _____
19	Yellow raincoat	800	800	800	\$ _____	\$ _____	\$ _____
20	Yellow rain pants	800	800	800	\$ _____	\$ _____	\$ _____
21	All-purpose overalls	15	15	15	\$ _____	\$ _____	\$ _____
22	Wet suit	300	300	300	\$ _____	\$ _____	\$ _____
23	Bare boots	200 PR	200 PR	200 PR	\$ _____	\$ _____	\$ _____
24	4-man civilian tent	15	15	15	\$ _____	\$ _____	\$ _____
25	Wool mittens	100	100	100	\$ _____	\$ _____	\$ _____

Note: The quantities mentioned herein are estimates provided in good faith. Canada will not be obliged to provide the maximum number of items indicated. Rather, it will have the right to provide only the quantities required.