

**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

<b>Title - Sujet</b> RISO Laundry & Dry Cleaning	
<b>Solicitation No. - N° de l'invitation</b> W3534-13E001/A	<b>Date</b> 2013-10-07
<b>Client Reference No. - N° de référence du client</b> W3534-13E001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$VIC-240-6328
<b>File No. - N° de dossier</b> VIC-3-36077 (240)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-11-18</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Standard Time PST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Hogg(VIC), Mike	<b>Buyer Id - Id de l'acheteur</b> vic240
<b>Telephone No. - N° de téléphone</b> (250)363-3916 ( )	<b>FAX No. - N° de FAX</b> (250)363-3344
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 39 Svc Bn, 5500 No. 4 Road Richmond British Columbia V6X 3L5 Canada	
<b>Security - Sécurité</b> 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**

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

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## **PART 1 - GENERAL INFORMATION**

### **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.

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

## 2. Security Requirement

There is no security requirement associated with this requirement

## 3. Summary

To provide laundry and dry cleaning services for the regular force, reserve, cadet units of the Canadian Forces in the Chilliwack Area

## 4. Communications Notification

As a courtesy, the Government of Canada requests that successful offerors notify the Standing Offer Authority in advance of their intention to make public an announcement related to the issuance of a standing offer.

## 5. 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.

## 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 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

#### 1.1 SACC Manual Clauses

M7035T (2013-07-10) List of Proposed Subcontractors

### 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

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All enquiries must be submitted in writing to the Standing Offer Authority no later than (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

#### **4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, 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.

### **Section I: Technical Offer**

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

### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex 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**

Offers will be assessed in accordance with the entire

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requirement of the Request for Standing Offers including the technical and financial evaluation criteria specified below.

### 1.1. Technical Evaluation

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

### 1.2 Financial Evaluation

Financial evaluation will be based on lowest aggregate cost as calculated on the three year estimates provided in Annex "B".

## 2. Basis of Selection

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

## **PART 5 - CERTIFICATIONS**

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

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default, if any certification is found to be untrue whether during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will constitute a default under the Contract.

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

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Offer of Standard Instructions 2006 . The related documentation therein required will assist Canada in confirming that the certifications are true.

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## 1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_eq/emp/fcp/list/inelig.shtml)) available from HRSDC-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

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

#### **2. Security Requirement**

There is no security associated with this requirement

#### **3. 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 issued by Public Works and Government Services Canada.

**3.1 General Conditions**

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

**3.1.1 Supplemental General Conditions**

**3.2. Standing Offers Reporting**

**3.2.1 Periodic Usage Reports - Standing Offer**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed below following:

- 1. Total number of call-ups for the reporting period (Quarterly);
- 2. Total dollar value of call-ups for the reporting period;
- 3. Brief description of the services provided for each Project/Task.

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.

**4. Term of Standing Offer**

**4.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

**5. Authorities**

**5.1 Standing Offer Authority.....**

The Standing Offer Authority is:

Mike Hogg  
 Supply Specialist  
 Public Works and Government Services Canada  
 Acquisitions Branch  
 Pacific Region  
 401 - 1230 Government Street

Solicitation No. - N° de l'invitation

W3534-13E001/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic240

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

W3534-13E001

File No. - N° du dossier

VIC-3-36077

CCC No./N° CCC - FMS No/ N° VME

Victoria, British Columbia

Telephone: (250) 363-3916

Facsimile: (250) 363-0395

E-mail address: mike.hogg@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.

### 5.2 Technical Authority

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail: \_\_\_\_\_.

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 5.3 Offeror's Representative

Name: \_\_\_\_\_ *(to be filled in by the bidder)*

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Cell # \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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## 6. Identified Users

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

## 7. Call-up Procedures

For services ordered pursuant to this Standing Offer, the Call-up Authority will authorize or confirm using the Call-up instrument listed in article 8.

The Offeror will not accept any call-ups against this Standing Offer from any authority other than the Call-up Authority indicated herein. Call-ups may be made against this Standing Offer for acquisitions to be delivered beyond the period for making call-ups against the Standing Offer provided form PWGSC-TPSGC 942 is submitted to the Offeror during the period for making call-ups against the Standing Offer. All call-ups must reference the Standing Offer serial number shown on page 1 of this Standing Offer.

## 8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942 or electronic document.

## 9. Limitation of Call-ups

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

## 10. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (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 \_\_\_\_\_ 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.

## 11. 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;

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- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services
  - d) the supplemental general conditions
  - e) the general conditions 2010C (2013-06-27) ;
  - f) Annex A, Statement of Work
  - g) Annex B, Basis of Payment;
  - h) Annex C, Insurance Requirements
  - i) the Offeror's offer dated \_\_\_\_\_.

## 12. Certifications

### 12.1 Compliance

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

### 12.2 SACC Manual Clauses

M3020C (2010/01/11) Status and Availability of Resources

## 13. 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 \_\_\_\_\_.

## 14. SACC Manual Clauses

A9062C (2011/05/16) Canadian Forces Site Regulations  
 A9068C (2010/01/11) Government Site Regulations  
 M3800C (2006/08/15) Estimates

## 15. Dangerous Goods

1. It is the responsibility of the Contractor to ensure proper labelling and packaging in the supply and shipping of dangerous goods and hazardous products to the Government of Canada.
2. Canada shall not be held liable for any damages caused by improper packaging, labelling or carriage of goods/products.
3. All merchandise labels are to be clearly marked with the percentage of volume that is a hazardous item. Failure to do so will result in the Contractor being held responsible for damages caused in the movement of goods/products by government vehicles or government personnel.

4. Contractors must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial and municipal laws, by-laws and acts of Parliament.

## 16. Insurance Requirements

### 16.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified herein. 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.

### 16.2 Commercial General Liability Insurance

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

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

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

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

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

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

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

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

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

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- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

## **B. RESULTING CONTRACT CLAUSES**

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

### **1. Statement of Work**

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

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

2010C (2013-06-27), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2013-06-27), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards at point of sale.

### **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 a Call-up, the Contractor shall be paid an amount calculated in accordance with the Basis of Payment specified in Annex B.

#### 4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are include, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting

Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### 4.3 Method Of Payment

4.3.1 SACC Manual clause H1008C (2008/05/12) Monthly Payments

4.4 SACC Manual clause C0100C (2010/01/11) Discretionary Audit - Commercial Goods and/or Services

#### 4.5 Payment by Credit Card

The following credit cards are accepted: \_\_\_\_\_.

**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.

**6. Inspection and Acceptance**

The Project Authority (or his representative) is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the

Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

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## ANNEX A

### STATEMENT OF WORK LAUNDRY & DRY CLEANING SERVICES FOR 39 Service battalion

#### **BACKGROUND**

To provide laundry and dry cleaning services for the regular force, reserve, cadet units of the Canadian Forces in the Chilliwack Area. This specification states the MANDATORY requirements of the department of National Defence, herein after called Department, for laundering and dry cleaning of Service clothing and material.

#### **OBJECTIVE(S)**

In order to support the Canadian Forces (CF) members while deployed on exercises and manoeuvres, in ensuring clothing and materials are kept clean.

#### **SERVICE LEVEL REQUIREMENTS**

Bidders must conform to 39 Svc Bn bulk volume cleaning requirements of a 4 business day maximum pick-up and delivery turnaround time.

Bidders who are unable to provide this will be given no further consideration.

Service is to be provided to the satisfaction of the site non-commissioned officer in charge.

Garments requiring major repairs, or which are beyond repair, must be identified as such by the Contractor and returned so identified to the point of origin.

Laundry shall be identified and parcelled, then returned on specified day with proper identification.

Garments and sheets must be neatly pressed and folded.

#### **GENERAL**

#### **INTENDED USE**

The requirements of this specification are intended to produce a satisfactory quality of dry cleaning and laundering of Service clothing and other textile items by commercial establishments.

#### **WORKMANSHIP**

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All workmanship and shop practices shall be in accordance with good commercial practice and with any additional requirements specified by the Department.

## **TECHNICAL REQUIREMENTS**

### **CLASSIFICATION**

This specification covers the following methods of dry cleaning and laundering of Service and other textile items:

1. Dry cleaning of Service Clothing and other textile items.
2. Laundering of undyed cotton flatwork or undyed cotton clothing.
3. Laundering of dyed cotton flatwork or dyed cotton clothing.
4. Laundering of woollen or part woollen blankets and clothing.

## **DRY CLEANING OF SERVICE CLOTHING and OTHER TEXTILE ITEMS**

### **MATERIALS**

The solvent used in the process shall meet the normal commercial requirements. Care shall be taken that the solvent in which the garments are processed does not contain an accumulation of impurities greater than is normal in good commercial dry cleaning.

### **EQUIPMENT**

The dry cleaning operation shall be carried out in any of the standard types of dry cleaning systems

All dry cleaning wheels shall be in good running order and shall be maintained in a clean condition. The inside surfaces of all washers, extractors and drying tumblers and any other containers in which the fabrics are placed during processing shall be free from imperfections such as may give rise to mechanical damage of the fabric being processed.

### **FINISH**

The finish work shall be absolutely free from solvent odour resulting from dry cleaning operation.

All spots and stains not removed by the dry cleaning operation shall be removed insofar as possible, subsequent to the cleaning operation and any spot removal operations carried out on the fabrics shall be of such a nature to cause damage to the fabrics being processed.

## **LAUNDERING of UNDYED COTTON FLATWORK or UNDYED COTTON CLOTHING**

### **EQUIPMENT**

The laundering operation shall be carried out in any standard type of commercial wash wheel. All wash wheels shall be provided with thermometers.

All wash wheels shall be in good running order and shall be maintained in a clean condition. The inside surfaces of all wash wheels, shaking tumblers, drying tumblers, extractors and any other container in which the fabrics are placed during processing shall be free from imperfections, such as may give rise to mechanical damage of the fabrics being processed.

### **MATERIALS**

The water used shall not contain more than 5 grains of hardness per imperial gallon, calculated as calcium carbonate. An adequate supply of hot water shall be maintained for use in the laundering operation. The practice of raising the temperature of the water in the wash wheels by means of live steam shall not be permitted.

A suitable grade of commercial laundry soap shall be used together with any of the standard alkalis used in laundering, as soap builders. The use of soap containing one or more of the alkaline soap builders is permitted.

The use of detergents, wetting-out agents and wash assistants with the soap and alkali is permitted.

### **LAUNDERING PROCEDURE**

The following sequence of operations shall be used. Where heavily stained work is being processed, it may be necessary to extend the formula to include one or more sudsing and rinsing operations.

<u>Operations</u> <u>Time (min.)</u>	<u>Supplies</u>	<u>Temperature</u>
Break 10	Soap plus alkali to	100 - 130
Suds 10	Give goods suds Soap plus alkali to	140 - 160
	Give good running suds	
Suds 10	Soap plus alkali to	140 - 160
(*)	Bleach	
Rinse 4	Water	140 - 160
Rinse 4	Water	140 - 160





The following sequence of operations shall be used. Where heavily soiled work is being processed, it maybe necessary to extend the format to include one or more sudsing and rinsing operations.

### **FINISH**

The laundered fabrics after extraction shall be finished, i.e., ironed, rough dried, pressed, etc., as required by the contract.

### **LAUNDERING of WOOLEN or PART-WOOLEN BLANKETS and CLOTHING**

#### **EQUIPMENT**

The laundering operations shall be carried out in any standard type of commercial wash wheel in which the speed of the cylinder does not exceed 20 revolutions per minute. All wash wheels shall be provided with thermometers.

All wash wheels shall be in good running order and shall be maintained in a clean condition. The inside surfaces of all wash wheels, shaking tumblers, drying tumblers, extractors and any other container in which the fabrics are placed during processing shall be free from imperfections such as may give rise to mechanical damage of the fabrics being processed.

#### **MATERIALS**

The water used shall not contain more than 5 grains of hardness per Imperial gallon, calculate as calcium carbonate. An adequate supply of hot water shall be maintained for use in the laundering operation. The practice of raising the temperature of the water in the wash wheels by means of live steam shall not be permitted.

A suitable grade of neutral laundry soap shall be used. No alkaline soap builder shall be used.

#### **LAUNDERING PROCEDURES**

The following sequence of operations shall be used. Where heavily soiled work is being processed, it maybe necessary to extend the form to include one or more sudsing and rinsing operations.

Operation (F)	Supplies Time (min)	Water Level	Temp
Suds 100	10	Soap to give heavy suds	Rinse level 90-
Suds 100	10	Soap to give heavy suds	Rinse level 90-
Rinse 100	3	Water	Rinse level 90-
Rinse 100	3	Water	Rinse level 90-

Rinse	Water plus Chloramine T	Rinse level	90-
100	3		

The soap shall be added to the wash wheel in the form of a liquid soap stock prepared by dissolving a suitable quantity of the soap in hot water. Soap in dry form shall not be added to the wash wheel.

Heavy suds shall be maintained throughout the sudsing operations and high water levels shall be used in both sudsing and rinsing operations. Every precaution shall be taken to avoid subjecting the fabrics being processed to undue mechanical action. The work when a temperature no greater than 100F, except in the case of very heavily soiled work when a temperature no greater 110F maybe employed. The wash wheels shall be stopped during filling and dumping operations.

During the last rinse of the laundering cycle, the fabrics shall be subjected to a sterilization treatment in which use is made of sufficient amounts of suitable preparation containing chloramines to give a solution containing 100 parts per million of active chlorine.

### **FINISH**

At the end of the washing cycle, the fabrics shall be given a light extraction and hung up to dry.

### **EFFICIENCY**

At the discretion of the Department, the contractor maybe required to produce satisfactory proof that the technical operation of his/her plant is under adequate scientific control.

At the discretion of the Department, samples of supplies used in the laundering or the dry cleaning processes maybe subjected to suitable tests for the purpose of determining their suitability or otherwise; and such steps as maybe deemed necessary maybe taken by the Department to assess the suitability of the laundering or dry cleaning process used.

### **INSPECTION**

The Contractor shall, during working hours, afford unrestrained opportunity and facilities for the inspection of the work and materials by an authorized representative of the Department, in order to enable him/her to exercise reasonable control over quality.

Inspection by the Department's representative does not relieve the Contractor of responsibility for conforming to the standards laid down and accepted in general practice and to the requirements of this specification.

### **SHIPPING INSTRUCTIONS**

Solicitation No. - N° de l'invitation

W3534-13E001/A

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

W3534-13E001

Amd. No. - N° de la modif.

File No. - N° du dossier

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vic240

CCC No./N° CCC - FMS No/ N° VME

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Specified in the Invitation to Tender.

## **CONTRACTURAL DATA**

### **SUB-LETTING of CONTRACTS**

Department contracts shall not be sub-let or transferred without the written permission of the Department for consideration.

### **DEPARTURE FROM SPECIFICATION**

If the contractor wishes to suggest alternatives, obtain concessions or otherwise depart from the current issue of this specification, he/she is to forward his/her proposals immediately to the Department for consideration.

### **ENQUIRIES**

Any questions relating to this specification are to be referred to the Department's authorized representative.

Solicitation No. - N° de l'invitation

W3534-13E001/A

Amd. No. - N° de la modif.

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## ANNEX B

### BASIS OF PRICING/PAYMENT

All pricing below shall be firm unit or hourly rates for the proposed period of the Standing Offer. GST/HST shall be charged extra to the quoted prices and shall be shown separately on the invoice for payment. Transportation Costs: Pick up and delivery costs shall be included in the quoted prices. Any other charges incurred in carrying out this requirement are included in the quoted prices

You are requested to submit fixed / firm all-inclusive unit prices and rates for all of the following services for the period of **December 1, 2013 to November 30, 2016.**

The rates are all inclusive including but not limited to: all labour, overhead, fringe benefits, direct and indirect costs, general administration fees, equipment and supplies, delivery and removal, sanitation and cleaning, disposal of waste, and, profit.

**YEAR ONE 1 December 2013 UP TO AND INCLUDING 30 November 2014**

<b>Item #</b>	<b>Description</b>	<b>Class</b>	<b>Material</b>	<b>Type of Process req'd</b>	<b>Annual Usage</b>	<b>Unit Cost</b>	<b>Extended Cost</b>
1	8465-21-842-6079 Sleeping Bag Arctic Green nylon, taffeta casing, down filled Hvy, Inner	3	3, 7, 9	20	750		
2	8465-21-842-6078 Sleeping Bag Green nylon, taffeta casing, down filled Hvy Outer	3	3, 7	20	750		
3	8465-21-842-6080 Sleeping Bag Liner	3	1	1	1000		
4	8465-21-842-6081 Sleeping Bag Hood	3	3, 8	20	500		
5	8465-21-842-4616 Sleeping Bag Valise green taffeta rip stop nylon	3	3	20	150		
6	8415-21-860-6716 Parka, Cold weather, One Piece, perm attached hood	1	1, 2	20	300		
7	8415-21-103-7669 Socks, Wool Freeze, Arctic	1	2	20	1000		
8	8340-21-872-2082 Ground Sheet, Rip stop Nylon (Shelter Half)	3	3	2	500		
9	8405-21-860-7930 Poncho, Wet Weather, OG, Rubberized Nylon	3	3, 9	2	150		
10	8405-21-912-4796 Jacket, Wet Weather, OG, Rubberized	1	3, 9	2	200		

11	8405-21-912-4810 Pants Wet Weather, OG, Rubberized	1	3, 9	2	200		
12	8415-21-905-0905 Gator, neck warmer used w/21-921-0909 Balaclava	1	3, 8	2	125		
13	8415-21-921-0909 Balaclava	1	3, 8	2	125		
14	8415-21-914-5177 Hat Temperate Weather, Combat	1	1, 3	2	500		
15	8415-21-913-5331 Sweat Shirt (IECS)	1	8	1	200		
16	8415-21-913-5332 Sweat Pants (IECS)	1	8	1	200		
17	8415-21-913-5334 Trousers, Extreme Cold (IECS)	1	1, 3	1	200		
18	8415-21-913-5335 Parka, Extreme Cold Weather (IECS) Consists of: 8415-21-913-6673 Hood 8415-21-913-6066 Liner 8415-21-913-6067 Shell	1	1, 3	1	150		
19	8415-21-913-5336 Overalls, Cold Weather	1	1, 3	1	150		
20	8415-21-913-6613 Coat, Cold/Wet Combat (IECS)	1	1, 3	1	150		
21	8415-21-913-6633 Parka, Cold Weather (IECS) Consists of: 8415-21-913-6094 Hood 8415-21-913-6559 Liner 8415-21-913-6097 Shell	1	1, 3	1	150		
22	8415-21-920-6564	1	1, 3	1	150		

	Trousers, (CADPAT)						
23	8415-21-920-6584 Coat, (CADPAT)	1	1, 3	1	150		
24	8415-21-920-8554 Sweat Pants (IECS), TW	1	8	1	150		
25	8415-21-920-8554 Sweat Shirt, (IECS), TW	1	8	1	150		
26	8415-21-921-6837 Coat, Combat, CADPAT (TW) (ICES)	1	1, 3	1	125		
27	8415-21-921-7027 Trousers, Ex Cold, Combat CADPAT, (TW) (IECS)	1	1, 3	1	125		
28	8415-21-921-7022 Overalls, Ex Cold, Combat CADPAT, (TW) (IECS)	1	1, 3	1	125		
29	8415-21-921-6950 Overalls, Cold Weather, Combat CADPAT, (TW)(IECS)	1	1, 3	1	125		
30	8415-21-907-9520 Coverall, Anti FOD	1	1, 8	20	1000		
31	8415-21-114-2995 Cap, Cold Weather	1	1, 7	20	125		
32	8415-21-910-8219 Parka, Wet Weather, AF-Blue	1	1, 8	1	100		
33	8415-21-910-8233 Trousers, Wet Weather, AF-Blue	1	1, 8	1	100		
34	8415-21-911-8381 Coat Combat	1	1, 8	1	200		
35	8415-21-905-7981 Case Sleeping Bag, Biv	1	3, 8	20	150		
36	8405-21-860-7930	1	9, 3	2	125		

	Poncho, Wet Weather, OD						
37	8405-20-002-3966 Poncho, Wet Weather, Cadet (Yellow)	1	9, 3	2	125		
38	8405-00-889-3683 Ranger Blanket	3	1, 8	1	125		
39	Smock, All Purpose	1	1, 8	20	750		
40	Shop Rags, All Purpose	6	1	1	1000		
41	Laundry Bag containing: 8415-21-920-6564 Trousers CADPAT 8415-21-920-6584 Coat, CADPAT 8420-21-911-8511 Undershirt, personal underwear and socks						

**YEAR TWO 1 December 2014 UP TO AND INCLUDING 30 November 2015**

<b>Item #</b>	<b>Description</b>	<b>Class</b>	<b>Material</b>	<b>Type of Process req'd</b>	<b>Annual Usage</b>	<b>Unit Cost</b>	<b>Extended Cost</b>
1	8465-21-842-6079 Sleeping Bag Arctic Green nylon, taffeta casing, down filled Hvy, Inner	3	3, 7, 9	20	750		
2	8465-21-842-6078 Sleeping Bag Green nylon, taffeta casing, down filled Hvy Outer	3	3, 7	20	750		
3	8465-21-842-6080 Sleeping Bag Liner	3	1	1	1000		

4	8465-21-842-6081 Sleeping Bag Hood	3	3, 8	20	500		
5	8465-21-842-4616 Sleeping Bag Valise green taffeta rip stop nylon	3	3	20	150		
6	8415-21-860-6716 Parka, Cold weather, One Piece, perm attached hood	1	1, 2	20	300		
7	8415-21-103-7669 Socks, Wool Freeze, Arctic	1	2	20	1000		
8	8340-21-872-2082 Ground Sheet, Rip stop Nylon (Shelter Half)	3	3	2	500		
9	8405-21-860-7930 Poncho, Wet Weather, OG, Rubberized Nylon	3	3, 9	2	150		
10	8405-21-912-4796 Jacket, Wet Weather, OG, Rubberized	1	3, 9	2	200		
11	8405-21-912-4810 Pants Wet Weather, OG, Rubberized	1	3, 9	2	200		
12	8415-21-905-0905 Gator, neck warmer used w/21-921-0909 Balaclava	1	3, 8	2	125		
13	8415-21-921-0909 Balaclava	1	3, 8	2	125		
14	8415-21-914-5177 Hat Temperate Weather, Combat	1	1, 3	2	500		
15	8415-21-913-5331 Sweat Shirt (IECS)	1	8	1	200		
16	8415-21-913-5332 Sweat Pants (IECS)	1	8	1	200		
17	8415-21-913-5334 Trousers, Extreme Cold (IECS)	1	1, 3	1	200		

18	8415-21-913-5335 Parka, Extreme Cold Weather (IECS) Consists of: 8415-21-913-6673 Hood 8415-21-913-6066 Liner 8415-21-913-6067 Shell	1	1, 3	1	150		
19	8415-21-913-5336 Overalls, Cold Weather	1	1, 3	1	150		
20	8415-21-913-6613 Coat, Cold/Wet Combat (IECS)	1	1, 3	1	150		
21	8415-21-913-6633 Parka, Cold Weather (IECS) Consists of: 8415-21-913-6094 Hood 8415-21-913-6559 Liner 8415-21-913-6097 Shell	1	1, 3	1	150		
22	8415-21-920-6564 Trousers, (CADPAT)	1	1, 3	1	150		
23	8415-21-920-6584 Coat, (CADPAT)	1	1, 3	1	150		
24	8415-21-920-8554 Sweat Pants (IECS), TW	1	8	1	150		
25	8415-21-920-8554 Sweat Shirt, (IECS), TW	1	8	1	150		
26	8415-21-921-6837 Coat, Combat, CADPAT (TW) (ICES)	1	1, 3	1	125		
27	8415-21-921-7027 Trousers, Ex Cold, Combat CADPAT, (TW) (IECS)	1	1, 3	1	125		

28	8415-21-921-7022 Overalls, Ex Cold, Combat CADPAT, (TW) (IECS)	1	1, 3	1	125		
29	8415-21-921-6950 Overalls, Cold Weather, Combat CADPAT, (TW)(IECS)	1	1, 3	1	125		
30	8415-21-907-9520 Coverall, Anti FOD	1	1, 8	20	1000		
31	8415-21-114-2995 Cap, Cold Weather	1	1, 7	20	125		
32	8415-21-910-8219 Parka, Wet Weather, AF-Blue	1	1, 8	1	100		
33	8415-21-910-8233 Trousers, Wet Weather, AF-Blue	1	1, 8	1	100		
34	8415-21-911-8381 Coat Combat	1	1, 8	1	200		
35	8415-21-905-7981 Case Sleeping Bag, Biv	1	3, 8	20	150		
36	8405-21-860-7930 Poncho, Wet Weather, OD	1	9, 3	2	125		
37	8405-20-002-3966 Poncho, Wet Weather, Cadet (Yellow)	1	9, 3	2	125		
38	8405-00-889-3683 Ranger Blanket	3	1, 8	1	125		
39	Smock, All Purpose	1	1, 8	20	750		
40	Shop Rags, All Purpose	6	1	1	1000		

41	Laundry Bag containing: 8415-21-920-6564 Trousers CADPAT 8415-21-920-6584 Coat, CADPAT 8420-21-911-8511 Undershirt, personal underwear and socks						
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**YEAR THREE 1 December 2015 UP TO AND INCLUDING 30 November 2016**

Item #	Description	Class	Material	Type of Process req'd	Annual Usage	Unit Cost	Extended Cost
1	8465-21-842-6079 Sleeping Bag Arctic Green nylon, taffeta casing, down filled Hvy, Inner	3	3, 7, 9	20	750		
2	8465-21-842-6078 Sleeping Bag Green nylon, taffeta casing, down filled Hvy Outer	3	3, 7	20	750		
3	8465-21-842-6080 Sleeping Bag Liner	3	1	1	1000		
4	8465-21-842-6081 Sleeping Bag Hood	3	3, 8	20	500		
5	8465-21-842-4616 Sleeping Bag Valise green taffeta rip stop nylon	3	3	20	150		
6	8415-21-860-6716 Parka, Cold weather,	1	1, 2	20	300		

	One Piece, perm attached hood						
7	8415-21-103-7669 Socks, Wool Freeze, Arctic	1	2	20	1000		
8	8340-21-872-2082 Ground Sheet, Rip stop Nylon (Shelter Half)	3	3	2	500		
9	8405-21-860-7930 Poncho, Wet Weather, OG, Rubberized Nylon	3	3, 9	2	150		
10	8405-21-912-4796 Jacket, Wet Weather, OG, Rubberized	1	3, 9	2	200		
11	8405-21-912-4810 Pants Wet Weather, OG, Rubberized	1	3, 9	2	200		
12	8415-21-905-0905 Gator, neck warmer used w/21-921-0909 Balaclava	1	3, 8	2	125		
13	8415-21-921-0909 Balaclava	1	3, 8	2	125		
14	8415-21-914-5177 Hat Temperate Weather, Combat	1	1, 3	2	500		
15	8415-21-913-5331 Sweat Shirt (IECS)	1	8	1	200		
16	8415-21-913-5332 Sweat Pants (IECS)	1	8	1	200		
17	8415-21-913-5334 Trousers, Extreme Cold (IECS)	1	1, 3	1	200		
18	8415-21-913-5335 Parka, Extreme Cold Weather (IECS) Consists of: 8415-21-913-6673 Hood 8415-21-913-6066 Liner 8415-21-913-6067 Shell	1	1, 3	1	150		

19	8415-21-913-5336 Overalls, Cold Weather	1	1, 3	1	150		
20	8415-21-913-6613 Coat, Cold/Wet Combat (IECS)	1	1, 3	1	150		
21	8415-21-913-6633 Parka, Cold Weather (IECS) Consists of: 8415-21-913-6094 Hood 8415-21-913-6559 Liner 8415-21-913-6097 Shell	1	1, 3	1	150		
22	8415-21-920-6564 Trousers, (CADPAT)	1	1, 3	1	150		
23	8415-21-920-6584 Coat, (CADPAT)	1	1, 3	1	150		
24	8415-21-920-8554 Sweat Pants (IECS), TW	1	8	1	150		
25	8415-21-920-8554 Sweat Shirt, (IECS), TW	1	8	1	150		
26	8415-21-921-6837 Coat, Combat, CADPAT (TW) (ICES)	1	1, 3	1	125		
27	8415-21-921-7027 Trousers, Ex Cold, Combat CADPAT, (TW) (IECS)	1	1, 3	1	125		
28	8415-21-921-7022 Overalls, Ex Cold, Combat CADPAT, (TW) (IECS)	1	1, 3	1	125		
29	8415-21-921-6950 Overalls, Cold Weather, Combat CADPAT, (TW)(IECS)	1	1, 3	1	125		

30	8415-21-907-9520 Coverall, Anti FOD	1	1, 8	20	1000		
31	8415-21-114-2995 Cap, Cold Weather	1	1, 7	20	125		
32	8415-21-910-8219 Parka, Wet Weather, AF-Blue	1	1, 8	1	100		
33	8415-21-910-8233 Trousers, Wet Weather, AF-Blue	1	1, 8	1	100		
34	8415-21-911-8381 Coat Combat	1	1, 8	1	200		
35	8415-21-905-7981 Case Sleeping Bag, Biv	1	3, 8	20	150		
36	8405-21-860-7930 Poncho, Wet Weather, OD	1	9, 3	2	125		
37	8405-20-002-3966 Poncho, Wet Weather, Cadet (Yellow)	1	9, 3	2	125		
38	8405-00-889-3683 Ranger Blanket	3	1, 8	1	125		
39	Smock, All Purpose	1	1, 8	20	750		
40	Shop Rags, All Purpose	6	1	1	1000		
41	Laundry Bag containing: 8415-21-920-6564 Trousers CADPAT 8415-21-920-6584 Coat, CADPAT 8420-21-911-8511 Undershirt, personal underwear and socks						

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## **Annex C Insurance**

### **Commercial General Liability Insurance - G2001C**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
  
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

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

l.Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

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

n.Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

o.All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

p.Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.

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

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

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

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower

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Ottawa, Ontario K1A 0H8

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