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Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
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Request for Standing Offer Laundry and Dry Cleaning Services for DND 4 Wing Cold Lake, Cold Lake Alberta

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

Part 1 General Information: provides a general description of the requirement;

Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;

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

Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and

Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, Insurance Requirements, and Standing Offer Usage Reports.

2. Summary

A Regional Individual Standing Offer (RISO) for the provision of all labour, materials, tools, equipment, transportation and supervision necessary for laundry and dry cleaning services on a required basis for the Department of National Defence (DND), 4 Wing Cold Lake, Cold Lake Alberta in accordance with the terms and conditions contained herein.

There will be one Standing Offer accepted and the period of the Standing Offer will be from the date of issuance for a three (3) year period..

Offerors must submit a list of names , or other related information as needed, pursuant to section 01 of Standard Instructions 2006 and 2007.

For service requirements, Offerors in receipt of pension or a lump sum payment must provide the required information as detailed in article 3 of part 2 of the Request for Standing Offers (RFSO).

3. Debriefings

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-conditionsmanual>) 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

M0019T (2007-05-25), Firm Price and/or Rates

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. Former Public Servant

Contracts awarded to 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 before the issuance of a standing offer.

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 [<http://laws-lois.justice.gc.ca/eng/acts/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 [<http://laws-lois.justice.gc.ca/eng/acts/P36/FullText.html>], and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 [<http://laws-lois.justice.gc.ca/eng/acts/S-24/page-2.html>] as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17 [<http://laws-lois.justice.gc.ca/eng/acts/C-17/page-1.html>], the Defence Services Pension Continuation Act, 1970, c. D-3 [<http://laws.justice.gc.ca/eng/acts/D-1.3/>], the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10 [<http://laws.justice.gc.ca/eng/acts/R-10.6/>], and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11 [<http://lawslois.justice.gc.ca/eng/acts/R-11/page-19.html>], the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5 [<http://laws-lois.justice.gc.ca/eng/acts/M-5.01/index.html>], and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8 [<http://lawslois.justice.gc.ca/eng/acts/C-8/index.html>].

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 [http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/ContPolNotices/2012/10-31-eng.asp] and the Guidelines on the Proactive Disclosure of Contracts [<http://www.tbssct.gc.ca/pol/doc-eng.aspx?id=14676§ion=text>].

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

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

4. Enquiries - Request for Standing Offers

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

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 Alberta.

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 (1 hard copy or 1 fax copy)

Section II: Financial Offer (1 hard copy or 1 fax copy)

Section III: Certifications (1 hard copy or 1 fax copy)

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

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

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 Point Rated Technical Criteria

A point assessment approach for the purpose of selecting an Offeror for the requirement will be used. Categories will include the following:

1. Technical Proposal - 50 Points

- a) Demonstrates understanding of the requirements
Maximum Points=10 points
- b) Demonstrates corporate experience on similar projects in the same or related service area
Maximum Points=10 points
- c) Demonstrates adequacy, availability, and allocation of personnel.
Maximum Points=10 points
- d) Demonstrates awareness of environmental impacts
Maximum Points=10 points
- e) Provides plan to meet/respond to performance requirements
Maximum Points=10 points

Maximum Total Points Available = 50 points

Minimum Total Points Acceptable = 35 points

Each evaluation criterion has a point allotment that reflects its importance in proposal submission. The degree to that the proposal satisfies the requirement of each criterion will be assessed and a score will be assigned ranging from 0 to the total point allotment,

with 0 meaning the proposal completely fails to satisfy the requirements and the total allotment meaning the proposal fully meets the outlined criterion.

1.2 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, the applicable taxes excluded, FOB destination, Canadian custom duties and excise taxes included.

1.2.1 The Firm Unit Price for each item will be multiplied by its respective annual estimated usage to determine a Total Extended Price for each year.

1.2.2 The Total Extended Prices for each year will be added together to obtain the Total Evaluated Offer Price.

1.2.3 The Surcharge for 2 Hour Turnaround "Table C" will not form part of the financial evaluation.

2. Basis of Selection

2.1 Basis of Selection

1. To be declared responsive, an offer must:
 - (a) comply with all the requirements of the Request for Standing Offers (RFSO); and
 - (b) meet all mandatory technical evaluation criteria; and
 - (c) obtain the required minimum of 35 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 50 points.
2. Offers not meeting (a) or (b) or (c) above will be declared non-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 nonresponsive 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.

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.hrsdc.gc.ca/eng/labour/index.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.

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

1. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex 'C'.

If the information is not provided in the offer, 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.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

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

2. Security Requirement

There is no security requirement associated with the 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* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditionsmanual>) 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

3.2 Standing Offers Reporting M7010C (2012-07-16)

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, 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 an annual basis to the Standing Offer Authority.

The annual reporting periods are defined as follows:

1st year-12 months after Standing Offer awarded

2nd year-24 months after Standing Offer awarded

3rd year-36 months after Standing Offer awarded

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for a 3 year period from the date of award.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Drew Fisher

Title: Procurement Student

Public Works and Government Services Canada

Acquisitions Branch

Address: 10025 Jasper Avenue, Edmonton AB

Telephone: (780) 497-3649

Facsimile: (780) 497-3510

E-mail address: Andrew.Fisher2@pwgsc-tpsgc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

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.

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) [<http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>] pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 [http://www.tbssct.gc.ca/pubs_pol/dcgpubs/contpolnotices/siglist-eng.asp] of the Treasury Board Secretariat of Canada.

7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is the Department of National Defence, 4 Wing Cold Lake, Cold Lake, AB.

8. 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 electronic version.

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$5000.00 (Applicable Taxes Included).

10. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ *to be determined* 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 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.

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;
- C) the general conditions 2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services
- D) the general conditions 2010C (2013-06-27) General Conditions - Services (Medium Complexity)
- E) Annex A Statement of Work
- F) Annex B, Basis of Payment
- G) Annex C, Insurance Requirements
- H) Annex D, Standing Offer Usage
- I) the Offeror's offer dated_____.

12. Certifications

12.1 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.

12.2 SACC Manual Clauses

M3800C (2006-08-15) Estimates

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 Alberta.

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) 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. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) [<http://laws-lois.justice.gc.ca/eng/acts/P-36/FullText.html>] pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 [http://www.tbssct.gc.ca/pubs_pol/dcgpubs/contpolnotices/siglist-eng.asp] of the Treasury Board Secretariat of Canada.

5. Payment

5.1 Basis of Payment C0206C (2013-04-25)

The Contractor will be reimbursed for the costs reasonably and properly incurred in the

performance of the Work, as determined in accordance with the Basis of Payment in Annex B. Customs duties are included, and Goods and Applicables and Tax are extra.

5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$5000.00. Customs duties are included, 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.

5.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
 C0710C (2007-11-30), Time and Contract Price Verification
 H1000C (2008-05-12), Single Payment

5.4 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

6. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b) One (1) copy must be forwarded to the Contracting Authority identified under the

section entitled "Authorities" of the Contract.

7. 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.

8. SACC Manual Clauses

A9006C (2012-07-16), Defence Contract

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

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

ANNEX "A"**STATEMENT OF WORK****1. Requirement**

A Regional Individual Standing Offer (RISO) is required for the provision of all labour, materials, tools, equipment, transportation and supervision necessary for all labour, for laundry and dry cleaning services on a required basis for the Department of National Defence(DND), 4 Wing Cold Lake, Cold Lake Alberta in accordance with the terms and conditions contained Herein.

1.1 Offerors Responsibilities

-The Offeror will be responsible for the pick-up and delivery of all items.

-All Pickups and deliveries will be made on Tuesdays and Thursdays of each week. Stat holidays will be skipped and/ or rescheduled.

-All laundry services are required to have a one (1) week turn around time for processing. However, due to exercises being held throughout the year or visiting dignitaries there will be times when the turnaround time for processing will be shortened and items must be processed with a two hour window. 24 hours notice will be given to the contractor when the reduced turnaround time is required. It is estimated that there will be 2-3 call ups for this reduced turnaround time per year.

-DND Cold Lake reserves the right to add or delete days for pickup and or delivery as deemed Necessary.

-All pick-ups will be listed on the form PWGSC-TPSGC 942, Call-up against a Standing Offer.

All deliveries will be completed as per the original PWGSC Form 942.

-All deliveries will be returned to the same location as the pick-up.

-The Offeror is responsible for returning all picked up items as they are personal property of DND employees.

1.2 Acceptance

-No substitutions of items shall be accepted. The actual item received by the Offeror for cleaning must be returned to DND.

-No partial deliveries will be accepted (back-orders).

-The Offeror's delivery agent will accept DND' count of soiled garment which may be checked. The delivery slip will be signed by the Offeror' delivery agent and will be kept by DND. The offeror's delivery slip for the returned cleaned items will be counted and signed by DND.

2. Laundry Services and Dry Cleaning Services

All pick-up and delivery locations are at 4 Wing Cold Lake, and are located at:

- Barrack Block 43 for Wing Accommodations. All items returned here are to be dried, pressed and folded except for any pillows;
- Building 171 for Wing Supply
- Building 40 for Wing Foods. All items returned here are to be dried, pressed and folded. All clothing is to be put on hangers.
- Building 79, Survival Camp; and
- Building 84, Senior Leaders Camp.

For the Cadet Camp, all pick-ups must be made at Building 79 when required.

All white items will be washed using chlorine for hygiene purposes and all white shirts -will be washed using chlorine and starched.

3. Performance Requirements

The standard for the clothing being "clean" is neutral smell and visually clean. If clothing items are run through a single cleaning process and are still not clean, the contractor will be contacted and asked to clean the item again at no extra cost. Damaged items will be assessed case by case and if ruled stained or damaged, Clothing Stores will dispose and destroy the Item.

The performance of the Offeror will be closely monitored. Should issues not be corrected within a mutually agreed time frame and to DND' satisfaction, payment will be withheld until such time that the soiled items meet the specifications stated. All communications detailing the issues and the mutually agreed solutions are to be submitted in writing and will require the signature of the DND Project Authority and the offeror' Representative. A copy will be submitted to the Standing Offer Authority at PWGSC.

If three call-ups of cleaning fail to meet the cleaning quality and standards indicated (neutral smelling and visually clean), it may result in no further call-ups being placed with the Offeror and the Standing Offer may be set-aside.

ANNEX "B"**BASIS OF PAYMENT**

- Prices must be submitted as outlined below.
- Prices must be submitted for all line items.
- GST is not to be included in the prices shown but will be added to any invoices as a separate line item.
- Prices are firm for the duration of the Standing Offer.
- Prices include the pick-up and delivery charges.
- Payment for each service call will be made each delivery day at each individual pickup and drop-off location on the base.
- All items are to be cleaned with the processing requirements as indicated for the Type of - Process Required.
- Estimated usages are for evaluation purposes only, actual usage may vary from the amounts Shown.

Laundry LegendClass

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

Types of Processes RequiredLaundry

1. Washed and tumbler dried.
2. Washed and air dried.
3. Washed and pressed
4. Washed, starched and pressed.
5. Washed, starched and hand pressed.
6. Washed, starched, and dried on stretcher and finger hand pressed.
7. Rough washed.

8. Hand sponged and air dried.
9. All items pressed to be folded.

Dry Cleaning

1. Dry cleaned and tumbled dried.
2. Dry cleaned and pressed.

Table A-Year 1

Laundry Services

	Description	Class	Material	Type of Process	Est. Usage	Firm Unit Price Year 1	Total Estimated Cost
1	Bags, Cotton, Laundry	6	1	1	745 each	\$	\$
2	Bag, Kit, Large	6	7	1	240 each	\$	\$
3	Bag, Sleeping Bag Carrier	3	3	2	60 each	\$	\$
4	Blanket, Bed	2-5	2	1	1 740 each	\$	\$
5	Cap, Utility	1	1-3	2	1 each	\$	\$
6	Coat, Men's Combat	1	1-3	1	24 each	\$	\$
7	Coverall, Cotton	1	1	1	1800 each	\$	\$
8	Cover, Mattress	2-5	7	1	2000 each	\$	\$
9	Cover, Rucksack	3	7	1	1 each	\$	\$
10	Jacket, Wet Weather (Yellow or Combat)	3	2-9	7	60 each	\$	\$
11	Liners, Sleeping Bag	3	1	1	180 each	\$	\$
12	Liner, Coat Combat	1	6	1	1 each	\$	\$
13	Liner, Immersion Suit	1	6	2	1 each	\$	\$
14	Mittens, Knitted Chopper	1	2-3	2	1 pair	\$	\$
15	Mittens, Knitted, Trigger Finger	1	2-3	2	1 pair	\$	\$
16	Mittens, Arctic Liner	1	1-3	2	36 pairs	\$	\$
17	Pillow	2	8	1	1 each	\$	\$
18	Pillowcase	2	1	3	6000 each	\$	\$
19	Scarf, Combat Green	1	1	1	1 each	\$	\$
20	Shirts, Cotton all types	1	1	3	1 each	\$	\$
21	Shirts, Combat	1	1-3	1	1 each	\$	\$
22	Shirts, Khaki Flannelette	1	1-2	2	1 each	\$	\$
23	Smock Utility & Cotton Drill	1	1	1	120 each	\$	\$
24	Sweatpants	1	1-6	1	1 each	\$	\$
25	Sweatshirts	1	1-6	1	1 each	\$	\$
26	Trousers, Combat	1	1-3	1	1 each	\$	\$
27	Trousers, Working Green/Blue	1	3-6	3	120 each	\$	\$
28	Trousers, Windproof,	1	1-3	1	60 each	\$	\$
29	Trousers, Wet Weather (Yellow or	3	3-9	7	60 each	\$	\$
30	NBCW Suites	1	1	1	1 each	\$	\$
31	Gloves, Combat Khaki Inner	1	2-3	2	1 pair	\$	\$
32	Wiper Rags	6	1	1	6000 each	\$	\$

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33	Valise Laundry Bag	6	7	1	1 each	\$	\$
34	Towel Dish	2-4	1-5	3	1 440 each	\$	\$
35	Table Cloth Large	4	1	4	1200 each	\$	\$
36	Parka White Winger Camouflage	1	1	1	1 each	\$	\$
37	Trouser Parka Winter Camouflage	1	1		1 each	\$	\$
38	Apron Cook	4	1	3	600 each	\$	\$
39	Aprons, Food Handling	4	1	3	600 each	\$	\$
40	Mats, Table Place	4	1-5	4	1 each	\$	\$
41	Napkin, Table	4	1-5	3	1200 each	\$	\$
42	Towels, Dish and Glass	2-4	1-5	3	1440 each	\$	\$
43	Bedsheets	2	1	3	11 300 each	\$	\$
44	Gortex Parka, Wet Weather	1	1	1	84 each	\$	\$
45	Cortex Overalls, Wet Weather	1	1	1	60 each	\$	\$
46	Sheet utility Liner	3	1	1	60 each	\$	\$
47	Tent Liner Cotton	3	1	2	180 each	\$	\$
48	Gortex Parks, Extreme cold	1	1	1	60 each	\$	\$
49	Gortex Overalls, Extreme cold	1	1	1	60 each	\$	\$
50	Coat, Fireman's Yellow	1	1-3	2	24 each	\$	\$
51	Trousers, Fireman's Yellow	1	1-3	2	24 each	\$	\$
52	Sweater, Cadet	1	1-6	1	1 each	\$	\$
53	Jacket, Cadet	1	3-6	3	1 each	\$	\$
54	Coverall, Blue Anit Fod	1	1	1	600 each	\$	\$
55	Coverall, Pilot, Khaki	1	1	1	120 each	\$	\$
56	Triangle Bandages	1	1	1	1 each	\$	\$
57	Hood, Camoflage White	1	1	1	1 each	\$	\$
58	Boot, Mukluk, White	1	1-9	1	60 pairs	\$	\$
59	Life Jacket Full Body, Orange	1	3	1	1 each	\$	\$
60	Gloves, NBC Insert	1	1	1	600 pairs	\$	\$
61	Gloves, Parade	1	3	1	600 pairs	\$	\$
62	Face Cloths	2	1	1	120 each	\$	\$
63	Hand Towels	2	1	1	120 each	\$	\$
64	Bath Towels	2	1	1	120 each	\$	\$
65	Bath Mat	2	1	1	120 each	\$	\$

Table B-Year 1

Dry Cleaning Service

	Description	Class	Material	Type of Process	Est. Usage	Firm Unit Price Year 1	Total Estimated Cost
1	Sleeping Bag, Inner	3	1-3-8	1	240 each	\$	\$
2	Sleeping Bag, Outer	3	1-3-8	1	240 each	\$	\$
3	Sleeping Bag, Hood	3	1-3-8	1	120 each	\$	\$
4	Coveralls, Anti FOD	1	1-8	2	600 each	\$	\$
5	Coveralls, Flying	1	2	2	60 each	\$	\$
6	Jacket, Flying,	1	1-3	2	60 each	\$	\$

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7	Jacket, Flying	1	2-3	2	36 each	\$	\$
8	Pants, Flying, Winter	1	3-8	1	36 each	\$	\$
9	Jacket, CVC	1	6	1	1 each	\$	\$
10	Pants, CVC	1	6	1	1 each	\$	\$
11	Parka, 3PC, MP, GP	1	1-2	2	1 each	\$	\$
12	Duffle Socks, Pair	1	1-3	1	120 Pairs	\$	\$
13	Jacket, Woman's, Service	1	2-8	2	1 each	\$	\$
14	Slacks, Woman's, Service	1	2-8	2	1 each	\$	\$
15	Skirt, Woman's, Service Dress	1	2-8	2	1 each	\$	\$
16	Coat, Woman's All-weather Service Dress	1	2-8	2	1 each	\$	\$
17	Jacket, Man's, Service Dress	1	2-8	2	1 each	\$	\$
18	Trousers, Man's, Service	1	2-8	2	1 each	\$	\$
19	Coat, Man's, All-Weather Service Dress	1	2-8	2	1 each	\$	\$
20	Sweater, Wool, Service Dress	1	1-2	1	1 each	\$	\$
21	Cap, Wool	1	2	2	1 each	\$	\$
22	Coverall, Firefighter	1	1-8	2	1 each	\$	\$
23	Jacket, Maternity	1	2-8	2	1 each	\$	\$
24	Tunic, Maternity	1	2-8	2	1 each	\$	\$
25	Jumper, Maternity	1	2-8	2	1 each	\$	\$
26	Slacks, Maternity	1	2-8	2	1 each	\$	\$
27	Coat, All-Weather, Maternity	1	2-8	2	1 each	\$	\$
28	Trousers, Man's, Helicopter	1	2-8	2	1 each	\$	\$
29	Shirt / Jacket, Man's,	1	2-8	2	1 each	\$	\$
30	Cap, Garrison	1	2	2	1 each	\$	\$
31	Neckties	1	4-8	2	1 each	\$	\$
32	Bag, Casualty, Evacuation	3	1-3-8	1	1 each	\$	\$

Table A-Year 2

Laundry Services

	Description	Class	Material	Type of Process	Est. Usage	Firm Unit Price Year 2	Total Estimated Cost
1	Bags, Cotton, Laundry	6	1	1	745 each	\$	\$
2	Bag, Kit, Large	6	7	1	240 each	\$	\$
3	Bag, Sleeping Bag Carrier	3	3	2	60 each	\$	\$
4	Blanket, Bed	2-5	2	1	1 740 each	\$	\$
5	Cap, Utility	1	1-3	2	1 each	\$	\$
6	Coat, Men's Combat	1	1-3	1	24 each	\$	\$
7	Coverall, Cotton	1	1	1	1800 each	\$	\$
8	Cover, Mattress	2-5	7	1	2000 each	\$	\$
9	Cover, Rucksack	3	7	1	1 each	\$	\$
10	Jacket, Wet Weather (Yellow or Combat)	3	2-9	7	60 each	\$	\$
11	Liners, Sleeping Bag	3	1	1	180 each	\$	\$
12	Liner, Coat Combat	1	6	1	1 each	\$	\$

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13	Liner, Immersion Suit	1	6	2	1 each	\$	\$
14	Mittens, Knitted Chopper	1	2-3	2	1 pair	\$	\$
15	Mittens, Knitted, Trigger Finger	1	2-3	2	1 pair	\$	\$
16	Mittens, Arctic Liner	1	1-3	2	36 pairs	\$	\$
17	Pillow	2	8	1	1 each	\$	\$
18	Pillowcase	2	1	3	6000 each	\$	\$
19	Scarf, Combat Green	1	1	1	1 each	\$	\$
20	Shirts, Cotton all types	1	1	3	1 each	\$	\$
21	Shirts, Combat	1	1-3	1	1 each	\$	\$
22	Shirts, Khaki Flannelette	1	1-2	2	1 each	\$	\$
23	Smock Utility & Cotton Drill	1	1	1	120 each	\$	\$
24	Sweatpants	1	1-6	1	1 each	\$	\$
25	Sweatshirts	1	1-6	1	1 each	\$	\$
26	Trousers, Combat	1	1-3	1	1 each	\$	\$
27	Trousers, Working Green/Blue	1	3-6	3	120 each	\$	\$
28	Trousers, Windproof,	1	1-3	1	60 each	\$	\$
29	Trousers, Wet Weather (Yellow or	3	3-9	7	60 each	\$	\$
30	NBCW Suites	1	1	1	1 each	\$	\$
31	Gloves, Combat Khaki Inner	1	2-3	2	1 pair	\$	\$
32	Wiper Rags	6	1	1	6000 each	\$	\$
33	Valise Laundry Bag	6	7	1	1 each	\$	\$
34	Towel Dish	2-4	1-5	3	1 440 each	\$	\$
35	Table Cloth Large	4	1	4	1200 each	\$	\$
36	Parka White Winger Camouflage	1	1	1	1 each	\$	\$
37	Trouser Parka Winter Camouflage	1	1		1 each	\$	\$
38	Apron Cook	4	1	3	600 each	\$	\$
39	Aprons, Food Handling	4	1	3	600 each	\$	\$
40	Mats, Table Place	4	1-5	4	1 each	\$	\$
41	Napkin, Table	4	1-5	3	1200 each	\$	\$
42	Towels, Dish and Glass	2-4	1-5	3	1440 each	\$	\$
43	Bedsheets	2	1	3	11 300 each	\$	\$
44	Gortex Parka, Wet Weather	1	1	1	84 each	\$	\$
45	Cortex Overalls, Wet Weather	1	1	1	60 each	\$	\$
46	Sheet utility Liner	3	1	1	60 each	\$	\$
47	Tent Liner Cotton	3	1	2	180 each	\$	\$
48	Gortex Parks, Extreme cold	1	1	1	60 each	\$	\$
49	Gortex Overalls, Extreme cold	1	1	1	60 each	\$	\$
50	Coat, Fireman's Yellow	1	1-3	2	24 each	\$	\$
51	Trousers, Fireman's Yellow	1	1-3	2	24 each	\$	\$
52	Sweater, Cadet	1	1-6	1	1 each	\$	\$
53	Jacket, Cadet	1	3-6	3	1 each	\$	\$
54	Coverall, Blue Anit Fod	1	1	1	600 each	\$	\$
55	Coverall, Pilot, Khaki	1	1	1	120 each	\$	\$
56	Triangle Bandages	1	1	1	1 each	\$	\$
57	Hood, Camoflage White	1	1	1	1 each	\$	\$

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58	Boot, Mukluk, White	1	1-9	1	60 pairs	\$	\$
59	Life Jacket Full Body, Orange	1	3	1	1 each	\$	\$
60	Gloves, NBC Insert	1	1	1	600 pairs	\$	\$
61	Gloves, Parade	1	3	1	600 pairs	\$	\$
62	Face Cloths	2	1	1	120 each	\$	\$
63	Hand Towels	2	1	1	120 each	\$	\$
64	Bath Towels	2	1	1	120 each	\$	\$
65	Bath Mat	2	1	1	120 each	\$	\$

Table B-Year 2Dry Cleaning Service

	Description	Class	Material	Type of Process	Est. Usage	Firm Unit Price Year 2	Total Estimated Cost
1	Sleeping Bag, Inner	3	1-3-8	1	240 each	\$	\$
2	Sleeping Bag, Outer	3	1-3-8	1	240 each	\$	\$
3	Sleeping Bag, Hood	3	1-3-8	1	120 each	\$	\$
4	Coveralls, Anti FOD	1	1-8	2	600 each	\$	\$
5	Coveralls, Flying	1	2	2	60 each	\$	\$
6	Jacket, Flying,	1	1-3	2	60 each	\$	\$
7	Jacket, Flying,	1	2-3	2	36 each	\$	\$
8	Pants, Flying, Winter	1	3-8	1	36 each	\$	\$
9	Jacket, CVC	1	6	1	1 each	\$	\$
10	Pants, CVC	1	6	1	1 each	\$	\$
11	Parka, 3PC, MP, GP	1	1-2	2	1 each	\$	\$
12	Duffle Socks, Pair	1	1-3	1	120 Pairs	\$	\$
13	Jacket, Woman's, Service	1	2-8	2	1 each	\$	\$
14	Slacks, Woman's, Service	1	2-8	2	1 each	\$	\$
15	Skirt, Woman's, Service Dress	1	2-8	2	1 each	\$	\$
16	Coat, Woman's All-weather Service Dress	1	2-8	2	1 each	\$	\$
17	Jacket, Man's, Service Dress	1	2-8	2	1 each	\$	\$
18	Trousers, Man's, Service	1	2-8	2	1 each	\$	\$
19	Coat, Man's, All-Weather Service Dress	1	2-8	2	1 each	\$	\$
20	Sweater, Wool, Service Dress	1	1-2	1	1 each	\$	\$
21	Cap, Wool	1	2	2	1 each	\$	\$
22	Coverall, Firefighter	1	1-8	2	1 each	\$	\$
23	Jacket, Maternity	1	2-8	2	1 each	\$	\$
24	Tunic, Maternity	1	2-8	2	1 each	\$	\$
25	Jumper, Maternity	1	2-8	2	1 each	\$	\$
26	Slacks, Maternity	1	2-8	2	1 each	\$	\$
27	Coat, All-Weather, Maternity	1	2-8	2	1 each	\$	\$
28	Trousers, Man's, Helicopter	1	2-8	2	1 each	\$	\$
29	Shirt / Jacket, Man's,	1	2-8	2	1 each	\$	\$
30	Cap, Garrison	1	2	2	1 each	\$	\$
31	Neckties	1	4-8	2	1 each	\$	\$
32	Bag, Casualty, Evacuation	3	1-3-8	1	1 each	\$	\$

Table A-Year 3

Laundry Services

	Description	Class	Material	Type of Process	Est. Usage	Firm Unit Price Year 3	Total Estimated Cost
1	Bags, Cotton, Laundry	6	1	1	745 each	\$	\$
2	Bag, Kit, Large	6	7	1	240 each	\$	\$
3	Bag, Sleeping Bag Carrier	3	3	2	60 each	\$	\$
4	Blanket, Bed	2-5	2	1	1 740 each	\$	\$
5	Cap, Utility	1	1-3	2	1 each	\$	\$
6	Coat, Men's Combat	1	1-3	1	24 each	\$	\$
7	Coverall, Cotton	1	1	1	1800 each	\$	\$
8	Cover, Mattress	2-5	7	1	2000 each	\$	\$
9	Cover, Rucksack	3	7	1	1 each	\$	\$
10	Jacket, Wet Weather (Yellow or Combat)	3	2-9	7	60 each	\$	\$
11	Liners, Sleeping Bag	3	1	1	180 each	\$	\$
12	Liner, Coat Combat	1	6	1	1 each	\$	\$
13	Liner, Immersion Suit	1	6	2	1 each	\$	\$
14	Mittens, Knitted Chopper	1	2-3	2	1 pair	\$	\$
15	Mittens, Knitted, Trigger Finger	1	2-3	2	1 pair	\$	\$
16	Mittens, Arctic Liner	1	1-3	2	36 pairs	\$	\$
17	Pillow	2	8	1	1 each	\$	\$
18	Pillowcase	2	1	3	6000 each	\$	\$
19	Scarf, Combat Green	1	1	1	1 each	\$	\$
20	Shirts, Cotton all types	1	1	3	1 each	\$	\$
21	Shirts, Combat	1	1-3	1	1 each	\$	\$
22	Shirts, Khaki Flannelette	1	1-2	2	1 each	\$	\$
23	Smock Utility & Cotton Drill	1	1	1	120 each	\$	\$
24	Sweatpants	1	1-6	1	1 each	\$	\$
25	Sweatshirts	1	1-6	1	1 each	\$	\$
26	Trousers, Combat	1	1-3	1	1 each	\$	\$
27	Trousers, Working Green/Blue	1	3-6	3	120 each	\$	\$
28	Trousers, Windproof,	1	1-3	1	60 each	\$	\$
29	Trousers, Wet Weather (Yellow or	3	3-9	7	60 each	\$	\$
30	NBCW Suites	1	1	1	1 each	\$	\$
31	Gloves, Combat Khaki Inner	1	2-3	2	1 pair	\$	\$
32	Wiper Rags	6	1	1	6000 each	\$	\$
33	Valise Laundry Bag	6	7	1	1 each	\$	\$
34	Towel Dish	2-4	1-5	3	1 440 each	\$	\$
35	Table Cloth Large	4	1	4	1200 each	\$	\$
36	Parka White Winger Camouflage	1	1	1	1 each	\$	\$

37	Trouser Parka Winter Camouflage	1	1		1 each	\$	\$
38	Apron Cook	4	1	3	600 each	\$	\$
39	Aprons, Food Handling	4	1	3	600 each	\$	\$
40	Mats, Table Place	4	1-5	4	1 each	\$	\$
41	Napkin, Table	4	1-5	3	1200 each	\$	\$
42	Towels, Dish and Glass	2-4	1-5	3	1440 each	\$	\$
43	Bedsheets	2	1	3	11 300 each	\$	\$
44	Gortex Parka, Wet Weather	1	1	1	84 each	\$	\$
45	Cortex Overalls, Wet Weather	1	1	1	60 each	\$	\$
46	Sheet utility Liner	3	1	1	60 each	\$	\$
47	Tent Liner Cotton	3	1	2	180 each	\$	\$
48	Gortex Parks, Extreme cold	1	1	1	60 each	\$	\$
49	Gortex Overalls, Extreme cold	1	1	1	60 each	\$	\$
50	Coat, Fireman's Yellow	1	1-3	2	24 each	\$	\$
51	Trousers, Fireman's Yellow	1	1-3	2	24 each	\$	\$
52	Sweater, Cadet	1	1-6	1	1 each	\$	\$
53	Jacket, Cadet	1	3-6	3	1 each	\$	\$
54	Coverall, Blue Anit Fod	1	1	1	600 each	\$	\$
55	Coverall, Pilot, Khaki	1	1	1	120 each	\$	\$
56	Triangle Bandages	1	1	1	1 each	\$	\$
57	Hood, Camoflage White	1	1	1	1 each	\$	\$
58	Boot, Mukluk, White	1	1-9	1	60 pairs	\$	\$
59	Life Jacket Full Body, Orange	1	3	1	1 each	\$	\$
60	Gloves, NBC Insert	1	1	1	600 pairs	\$	\$
61	Gloves, Parade	1	3	1	600 pairs	\$	\$
62	Face Cloths	2	1	1	120 each	\$	\$
63	Hand Towels	2	1	1	120 each	\$	\$
64	Bath Towels	2	1	1	120 each	\$	\$
65	Bath Mat	2	1	1	120 each	\$	\$

Table B-Year 3

Dry Cleaning Service

	Description	Class	Material	Type of Process	Est. Usage	Firm Unit Price Year 3	Total Estimated Cost
1	Sleeping Bag, Inner	3	1-3-8	1	240 each	\$	\$
2	Sleeping Bag, Outer	3	1-3-8	1	240 each	\$	\$
3	Sleeping Bag, Hood	3	1-3-8	1	120 each	\$	\$
4	Coveralls, Anti FOD	1	1-8	2	600 each	\$	\$
5	Coveralls, Flying	1	2	2	60 each	\$	\$
6	Jacket, Flying,	1	1-3	2	60 each	\$	\$
7	Jacket, Flying,	1	2-3	2	36 each	\$	\$
8	Pants, Flying, Winter	1	3-8	1	36 each	\$	\$
9	Jacket, CVC	1	6	1	1 each	\$	\$
10	Pants, CVC	1	6	1	1 each	\$	\$

11	Parka, 3PC, MP, GP	1	1-2	2	1 each	\$	\$
12	Duffle Socks, Pair	1	1-3	1	120 Pairs	\$	\$
13	Jacket, Woman's, Service	1	2-8	2	1 each	\$	\$
14	Slacks, Woman's, Service	1	2-8	2	1 each	\$	\$
15	Skirt, Woman's, Service Dress	1	2-8	2	1 each	\$	\$
16	Coat, Woman's All-weather Service Dress	1	2-8	2	1 each	\$	\$
17	Jacket, Man's, Service Dress	1	2-8	2	1 each		\$
18	Trousers, Man's, Service	1	2-8	2	1 each	\$	\$
19	Coat, Man's, All-Weather Service Dress	1	2-8	2	1 each	\$	\$
20	Sweater, Wool, Service Dress	1	1-2	1	1 each	\$	\$
21	Cap, Wool	1	2	2	1 each	\$	\$
22	Coverall, Firefighter	1	1-8	2	1 each	\$	\$
23	Jacket, Maternity	1	2-8	2	1 each	\$	\$
24	Tunic, Maternity	1	2-8	2	1 each	\$	\$
25	Jumper, Maternity	1	2-8	2	1 each	\$	\$
26	Slacks, Maternity	1	2-8	2	1 each	\$	\$
27	Coat, All-Weather, Maternity	1	2-8	2	1 each	\$	\$
28	Trousers, Man's, Helicopter	1	2-8	2	1 each	\$	\$
29	Shirt / Jacket, Man's,	1	2-8	2	1 each	\$	\$
30	Cap, Garrison	1	2	2	1 each	\$	\$
31	Neckties	1	4-8	2	1 each	\$	\$
32	Bag, Casualty, Evacuation	3	1-3-8	1	1 each	\$	\$

Table C

Surcharge for 2 Hour Turnaround
Time-Firm for Period Of Contract (3
Years)

Please note:

The following will not form part of the financial evaluation.

In the event that a 2 hour turnaround time is required for services listed under table A&B the Firm Unit Price will be charged at the unit price plus a ____%.

Table D - Summary Of Table Prices

Years	1	2	3
Table A Subtotal	\$	\$	\$
Table B Subtotal	\$	\$	\$
Total Estimated Cost	\$	\$	\$

ANNEX "C"**INSURANCE REQUIREMENTS****1. Commercial General Liability Insurance**

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

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

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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

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

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

2. Automobile Liability Insurance

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

2. The policy must include the following:

(a) Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

(b) Accident Benefits - all jurisdictional statutes

(c) Uninsured Motorist Protection

(d) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

3. Bailee's Customer's Goods Insurance

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$ 2,000,000.00. Government Property must be insured on a Replacement Cost (new) basis.

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

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

(a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

(b) Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.

(c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

Solicitation No. - N° de l'invitation

W0134-14R004/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

edm100

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

W0134-14R004

File No. - N° du dossier

EDM-3-36059

CCC No./N° CCC - FMS No/ N° VME

ANNEX "D"

STANDING OFFER USAGE REPORT

Return to:

ATTN.: Drew Fisher
Public Works and Government Services Canada
Acquisitions Branch
Facsimile: (780) 497-3510
Telephone: (780) 497-3649
Email: Andrew.Fisher2@pwgsc-tpsgc.gc.ca

Annual Usage Report Schedule:

1st year: 12 months after issuance of Standing Offer
2nd year: 24 months after issuance of Standing Offer
3rd year: 36 months after issuance of Standing Offer

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

SUPPLIER:
STANDING OFFER NO:
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

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

SUPPLIER:
STANDING OFFER NO:
DEPARTMENT OR AGENCY:

REPORTING PERIOD:

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

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

PREPARED BY:

NAME:
TELEPHONE NO.:
SIGNATURE:

DATE: