




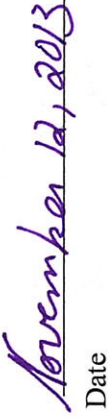
REQUEST FOR PROPOSAL – COVER SHEET	
TITLE: Laundry and Garment Rental Services for the Province of Quebec DATE OF RFP: November 13 th , 2013	
Contracting Officer: Karine Chrétien	Telephone: (613) 773-7606 Facimile: (613) 773-7615
ADDRESS FOR PROPOSAL DELIVERY: Canadian Food Inspection Agency Bid Receipt Office 1400 Merivale Road Ottawa, Ontario K1A 0Y9	
Attention: National Procurement & Contracting Service Centre (NPCSC) Ref. No K0007 Note: If bid is delivered in person, the Shipping and Receiving Unit is accessible to the loading dock behind Tower 2.	
Solicitation closes at: 14:00 hours local time (Ottawa, Ontario) On: December 23rd, 2013	
<p>The Canadian Food Inspection Agency (CFIA) is requesting proposals for services as detailed in Section 3. This is a Request For Proposal (RFP) as distinguished from an Invitation to Tender (ITT). The proposal must set out the means by which the technical, performance, time and other goals and objectives will be met, having regard to any stated requirements. The CFIA will consider entering into a contract with the supplier submitting the most acceptable proposal as determined by the evaluation factors set out in this RFP.</p> <p>Neither the qualifying proposal which scores the highest points nor the one which contains the lowest cost will necessarily be accepted. The CFIA reserves the right to accept any proposal, as submitted without prior negotiations.</p>	
This Request For Proposal consists of the following:	
<ul style="list-style-type: none"> i. This cover page; ii. Section: 1 RFP Terms and Conditions; iii. Section: 2 Selection Methodology; iv. Section: 3 Statement of Work v. Section: 4 Financial Proposal; vi. Section: 5 Contract Terms and Conditions. vii. Annex I Federal Contractors Program for Employment Equity - Certification 	
Contracting Authority:  Signature	 Date
Name and address of the Bidder	
Telephone number:	
Fax number:	
Bidder's Signature: The Bidder's signature indicates acceptance of the terms and conditions governing this Request for Proposal and certifies the content of the attached bidder's proposal. It also constitutes acknowledgement of receipt and acceptance of all documents listed above. The Bidder also recognizes having read and understood every and all terms and conditions in this RFP contained in the documents or incorporated by reference.	
Signature	Date



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SECTION 1
RFP TERMS AND CONDITIONS

- 1.0 PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)**
The purpose of this RFP is to seek proposals for services related to: the rental, laundering and delivery of various garments for all CFIA employees who work in the province of Quebec.
- 2.0 REVISION OF THE DEPARTMENTAL NAME**
In this RFP all references to her Majesty, to the minister of Public Works and Government Services Canada (PWGSC), TO THE Crown, to Canada or to PWGSC shall be interpreted as a reference to the Canadian Food Inspection Agency (CFIA).
- 3.0 PROPOSALS DELIVERY INSTRUCTIONS**
Proposals submitted by facsimile or other electronic means will not be accepted.
The proposals **must be received** at the address on the cover date **by the time and date indicated**.
The Bidder has the sole responsibility for the timely receipt of a proposal by CFIA. Late bids will be returned unopened.
It is imperative and mandatory that the Bidder use a double sealed envelope system when submitting the bid.
The envelopes containing the proposals must be properly sealed and identified with the Bidder's name, return address, the RFP reference number (in large bold print) and the RFP closing date and time.
The Bidder sending proposals by courier are asked to include the RFP reference number on the mailing address label of the courier envelope.
- 4.0 BID FORMAT**
Proposals submitted in response to this RFP must be accompanied with a signed original of the bid solicitation cover page, duly completed, in accordance with paragraph 10, Proposal Preparation Instructions.
- 5.0 LOWEST BID**
The lowest or any bid will not necessarily be accepted. In the case of error in the extension of prices, the unit price will govern.
- 6.0 VALIDITY OF BID**
Bids will remain open for acceptance for a period of not less than **180 days** from the closing date of the bid solicitation, unless otherwise indicated by CFIA in such bid solicitation.
- 7.0 LANGUAGE**
Bid documents and supporting information may be submitted in either English or French.
- 8.0 APPLICABLE LAW**
The Contract shall be interpreted and governed, and the relations between the Parties determined, by the laws in force in the Province where the Contract will be performed.
- 9.0 BIDS RECEIVED ON OR BEFORE THE CLOSING DATE AND TIME**
Bids received on or before the stipulated bid solicitation closing date and time will become the property of CFIA and will not be returned. All bids will be treated as **CONFIDENTIAL**.
- 10.0 PROPOSAL PREPARATION INSTRUCTIONS**
It is essential that the elements contained in a proposal be stated in a clear and concise manner. It is the responsibility of the Bidder to obtain clarification of the requirements if necessary, prior to submitting a proposal. Failure to provide complete information as requested will be to the Bidder's disadvantage. Bidders are requested to send their proposal in three (3) separate sections as follows:
- | | |
|---------------------------|--|
| Technical Proposal | (4 copies) "with no reference to price" |
| Financial Proposal | (1 copy) |
| Certifications | (3 copies) |



10.1 PREPARATION OF TECHNICAL PROPOSAL

Proposals must be in accordance with the instructions detailed in this document. All Technical Proposals will be evaluated individually based on the selection methodology in section 3.

10.2 PREPARATION OF FINANCIAL PROPOSAL

Costs shall not appear in any other area of the proposal except in the Financial Proposal section.

This section of the proposal shall include a cost summary of the services required as detailed in section 4. The total estimated amount of GST or PST is to be shown separately if applicable.

11.0 ENQUIRIES – SOLICITATION STAGE

To ensure the integrity of the competitive bid process, enquiries and other communications regarding this procurement, from the issue date of the solicitation up to the closing date, are to be directed ONLY to the Contracting Authority named herein. Enquiries and other communications are not to be directed to any other government official(s). Failure to comply with this clause will result in disqualification of your proposal.

Enquiries must be in writing.

Enquiries must be received prior to 15:00 hours, Ottawa time, **7 days** prior to the bid closing date to allow sufficient time to provide a response. Enquiries received after this date will not be answered.

12.0 CONTRACTING AUTHORITY

The CFIA contracting authority is:

Canadian Food Inspection Agency
Procurement and Contracting Service Centre
59 Camelot Drive,
Ottawa, Ontario
K1A 0Y9

Attention: Karine Chrétiens
Telephone: (613) 773-7606
Fax: (613) 773-7615
E-Mail: Karine.Chretien@inspection.gc.ca

13.0 PROPOSAL AND PRE-AWARD COST

No payment shall be made for costs incurred in the preparation and submission of a proposal in response to this RFP.

No cost incurred before receipt of a signed contract or specified written authorization from the Contracting Authority can be charged to any resulting contract.

14.0 PROCUREMENT BUSINESS NUMBER

For procurement purposes, the Government of Canada uses a unique Procurement Business Number (PBN) to identify a company and its branches, divisions, or offices, where appropriate. The PBN is created using the entity's Canada revenue Agency Business Number.

All Canadian suppliers are required to have a PBN prior to contract award in order to receive a CFIA contract. In exceptional circumstances, CFIA may decide to award, at its own discretion, a contract to a supplier without a PBN. Non-Canadian companies are strongly encouraged to obtain a PBN.

Suppliers may register for a PBN in the Supplier Registration Information (SRI) service online at the Contracts Canada internet site at: <http://contractscanada.gc.ca>. In order for suppliers to be sourced by government buyers, they must complete the registration process and activate their account in the SRI service.

For non-Internet registration, contact the Contracts Canada Info Line at 1-800-811-1148 or (819) 956-3440 in the National Capital Area, to obtain the telephone number of the nearest Supplier Registration Agent.

15.0 PRICE SUPPORT

The CFIA reserves the right to obtain price support in conjunction with the offer. Acceptable price support is one or more of the following, as determined by CFIA at the time of the request:

- a) Current published price list;
- b) paid invoices for like items (like quality and quantity) sold to other customers;
- c) price breakdown showing, if applicable, the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, profit, etc.



16.0 RIGHTS OF THE CFIA-ACIA

16.1 THE CFIA RESERVES THE RIGHT (AT THEIR DISCRETION) TO:

- a) Without any cost to CFIA, submit questions or conduct interviews to seek clarification or verify any or all information provided by the Bidder with respect to the RFP. The CFIA will provide 48 hours to allow Bidders to respond.
- b) Reject any or all proposals received in response to this RFP;
- c) Enter into negotiations with one or more Bidders or any or all aspects of its proposal;
- d) Accept any proposal in whole or in part without prior negotiation;
- e) Cancel and/or re-issue this RFP at any time;
- f) Award one or more contracts, if applicable;
- g) Retain all proposals submitted in response to this RFP;
- h) Not accept any deviations from the stated terms and conditions;
- i) Incorporate all or any portion of the Statement of Work, request for Proposal and the successful proposal in any resulting contract;
- j) Not award a contract further to this RFP.

16.2 THE CFIA MAY REJECT A PROPOSAL WHERE ANY OF THE FOLLOWING RECOURSE IS PRESENT:

- a) The Bidder, or any employee or subcontractor included as part of the proposal has been convicted under section 121 ("Frauds on the government & "Contractor subscribing to election fund"), 124 ("Selling or purchasing office") or ("Selling defective stores to her Majesty") of the Criminal Code;
- b) With respect to current or prior transactions with the Government of Canada:
 - i. The Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for any extended period.
 - ii. Evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner or discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of its proposal;
 - iii. The CFIA has exercised its contractual remedies of suspension or termination for default with respect to a Contract with the Bidder, any of its employees or subcontractor included as part of its proposal or
 - iv. The CFIA determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder executed the work in accordance with contractual terms and conditions is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
- c) Where the CFIA intends to reject a proposal pursuant to a provision of 16.2 the Contracting Authority will soon inform the Bidder and provide the Bidder three (3) days within which to make representations, prior to making a final decision on the proposal rejection.

17.0 FINANCIAL STATEMENTS

In order to confirm a Bidder's financial capability to perform the subject requirement, the CFIA reserves the right to have access, during the bid evaluation phase, to current Bidder financial information. If requested, the financial information to be provided shall include, but not be limited to, the Bidder's most recent audited financial statements or financial statements certified by the Bidder's chief financial officer.

Should the Bidder provide the requested information to the CFIA in confidence while indicating that the disclosed information is confidential, then the CFIA will treat the information in a confidential manner as provided in the Access to Information Act.

In the event that a bid is found to be non-compliant on the basis that the Bidder is considered not to be financially capable of performing the subject requirement, official notification shall be provided to the Bidder.

18.0 AMENDMENT

No amendments to this RFP shall be deemed valid unless effected by a written amendment issued by the CFIA.

19.0 AVAILABILITY OF PERSONNEL

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this solicitation, the persons proposed in its bid will be available to commence performance of the work within a reasonable time from contract award, or within the time specified herein, and will remain available to perform the work to the fulfillment of this requirement.



If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that written permission has been obtained from said person (or the employer of said person) to propose the services of said person in relation to the work to be performed in fulfillment of this requirement and to submit said person's resume to the Contracting Authority.

19.1 WORK FORCE REDUCTION PROGRAMS

As a result of the implementation of various programs to reduce the public service, Bidders must provide information regarding their status as former public servants in receipt of either a lump sum payment or a pension, or both, pursuant to the terms of early Departure Incentive (EDI) Program, the Early Retirement Incentive (ERI) Program, the Forces Reduction Program, the Executive Employment Program and any other current and future similar programs implemented by the Treasury Board.

Therefore Bidders must make available the following details:

- a) Date and amount of lump sum payment incentives;
- b) Terms and conditions of the lump sum payment incentive (including termination date);
- c) Rate of pay on which the lump sum payment was based;
- d) Whether or not the \$5,000 exemption has been reached.

In the event that a contract is awarded to a former public servant during the period covered by the lump sum payment, the contract fee must be abated (reduced by an amount corresponding to the number of weeks remaining in the Contractor's lump sum payment period after beginning the contract.

This reduction is subject to an exemption of a maximum of \$5,000 (including Goods and Services Tax and of Harmonized Sales Tax, as appropriate) applicable to one or more contracts during the period covered by the lump sum payment.

For the purpose of this solicitation, former public servants are defined as:

- a) An individual
- b) An individual who is incorporated
- c) A partnership made up of former public servants, or
- d) A sole proprietorship or entity where the affected individual has a major interest in the entity.

20.0 STATUS OF PERSONNEL

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that written permission has been obtained from such person (or the employer of such person) to propose the services of said person in relation to the work to be performed in fulfillment of this requirement and to submit said person's resume to the Contracting Authority.

During the bid evaluation, the Bidder MUST upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's proposal for further consideration.

20.1 FORMER FEDERAL PUBLIC SERVANTS

The Bidder must identify all individuals, officers and employees assigned to the bid/proposal that are former federal public servants in receipt of a pension of any department or agency of the Public Service of Canada.

21.0 CERTIFICATION OF EDUCATION AND EXPERIENCE

The Bidder hereby certifies that all statements made with respect to education and experience are true and that any person proposed by the Bidder to perform the Work or part of the Work is either an employee of the Bidder or under a written agreement to provide services to the Bidder.

The Bidder hereby certifies that all of the information provided in the resumes and supporting material submitted with the proposal, particularly as this information pertains to education achievements, experience and work history, has been verified by the Bidder to be accurate.

Furthermore, the Bidder warrants that the individuals proposed by the Bidder for the requirement are capable of satisfactorily performing the Work described therein.

Should a verification by CFIA disclose untrue statements, the CFIA shall have the right to treat any contract resulting from RFP as being in default and terminate it accordingly.

22.0 INDEPENDENT SERVICES

It is understood and agreed that the personnel which will be provided to perform the services set forth in the proposal are and will remain the Bidder's employees or resources providing independent services to the Agency and nothing in this RFP shall be read or construed as constituting such personnel as employees or servants of the Agency.



23.0 SUBSTANTIATION OF ALLEGATIONS

The CFIA reserves the right to ask the Bidder to substantiate any claims made in the proposal.

The CFIA reserves the right to verify any allegations or substantiations and to declare the bid non-responsive for any of the following reasons:

- a) Unverifiable or untrue statements;
- b) Unavailability of any person(s) proposed on whose statement of education and experience the CFIA relied upon in determining the successful bidder.

24.0 SECURITY REQUIREMENTS

There is no security requirement for these services.

25.0 FEDERAL CONTRACTORS PROGRAM for EMPLOYMENT EQUITY

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder 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_equality/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/index.shtml)

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

26.0 CONFLICT OF INTEREST

CFIA has employed the assistance of private sector Bidders in the preparation of this solicitation.

Responses to this solicitation from any such bidders or with respect to which such bidders is in any manner directly or indirectly involved will be deemed to be in conflict of interest (real or perceived) and will not be considered. By submitting a bid, the Bidder represents that there is no conflict of interest as stated above.



SECTION 2

SELECTION METHODOLOGY

TECHNICAL EVALUATION

1.0 TECHNICAL OFFER

Your technical offer must address all mandatory and point-rated evaluation criteria specified in this request for proposal (RFP).

1.1 MANDATORY REQUIREMENTS

Proposals will be evaluated in accordance with the specified mandatory requirements. Bidders are required to address each requirement in sufficient depth to permit a complete analysis by the evaluation team. Proposals failing to adequately respond to the mandatory requirements will be excluded from further consideration. Only proposals found to meet the mandatory requirements will be evaluated in accordance with the point-rated requirements in 3.0, Mandatory Requirements.

1.2 POINT-RATED REQUIREMENTS

Proposals will be evaluated and scored in accordance with the specified requirements. It is imperative that your proposal contain sufficient information to demonstrate that you meet the requirements as detailed in 4.0, Point-Rated Requirements.

1.3 CERTIFICATIONS

Bidders must submit the certifications specified in Section 1—RFP Terms and Conditions—of this RFP. Demonstration of compliance with all items in Section 1 is mandatory prior to the issuance of any resulting contract. If bidders do not provide all required information within the time limit specified, their proposal will be considered non-responsive and will receive no further consideration.

Compliance with the certifications that the Bidder provides to Canada is subject to verification by the CFIA during the proposal evaluation period (prior to contract award) and after contract award. The Contracting Authority has the right to ask for additional information to verify the Bidder's compliance with the applicable certification made knowingly, and any failure to comply with certifications or comply with the requests of the Contracting Authority for additional information will render the proposal non-responsive.

1.4 BIDDER CLARIFICATIONS

The Bidder warrants that clarifications will be made available upon request within two (2) calendar days of a request by the CFIA. If the Bidder does not provide any required information within the time limit specified, its proposal will be considered non-responsive and will receive no further consideration.

1.5 SAMPLE OF GARMENTS

The Bidder must submit samples of the garments. The following samples are mandatory and must be manufactured in accordance with the specifications below for everyday use. The Technical Rating Criteria for the garments are indicated in RT4.1 under the "Rating Guide" column.

- long laboratory coat, white, snap closures, no breast pocket
- laboratory coat, coloured, snap closures, no breast pocket
- 1 jacket, white, snap closures, no breast pocket
- 1 coverall (overalls), no breast pocket
- 1 long-sleeved shirt, snap closures, white, no breast pocket
- 1 short-sleeved shirt, white, snap closures, no breast pocket
- 1 pair of pants with zipper, white
- 1 pair of pants with elastic, white
- 1 towel

The garments must not have any buttons other than snaps.

Samples are to be sent directly to the address below on or before the RFP closing date:

Canadian Food Inspection Agency
Laundry Committee, Room 671-G
2001 University Street
Montreal, QC
H3A 3N2

The garment samples will be returned to the Bidder. Each garment must be labelled with a return address on the garment itself and not just on the outer packaging.



2.0 EVALUATION CRITERIA

Bidders should use the main headings below under the Mandatory Evaluation Criteria and Point Rated Evaluation Criteria. Bidders are encouraged to make cross-references between sections, so as to limit the number of pages in the offer.

3.0 MANDATORY EVALUATION CRITERIA

The RFP's mandatory technical evaluation criteria are as follows:

Mandatory Technical Criterion (ME) No.	Mandatory Technical Criterion	Cross-Reference to Proposal (Yes or No)
MT3.1	The Bidder must provide proof that it has a minimum of five (5) years' experience in providing laundry and garment rental service to establishments similar in size (500 employees or more) to the CFIA in Quebec. A list of existing customers with the number of years that they have received service from the Bidder is requested.	
MT3.2	The Bidder must demonstrate that it has the ability to provide laundry and garment rental service throughout the province of Quebec (see list in Section 3 – Statement of Work, paragraph 10.0) by providing examples of existing customers in cities and remote areas where it provides such service. The Bidder may use subcontractors to meet this criterion. If subcontractors will be used, this must be specified in the list along with the area served by the subcontractor.	
MT3.3	<p>The Bidder must provide two (2) references from customers of comparable size (more than 500 employees) who use similar products (smocks, pants, shirts, overalls) in a similar work environment (meat slaughter, blood stains, field work) and are in different service locations.</p> <p>The Bidder must have the following reference information and submit it with its bid under the RFP:</p> <ul style="list-style-type: none"> • Name of company evaluated: • Name of the company providing the reference: • Reference telephone number: • Name of individual responsible for reference: • Locations served by reference: • Size of reference business (number of employees): • Type of garments used: • Length of time evaluated contractor provided service. 	
MT3.4	The Bidder must submit its automated inventory control and invoicing system. It must demonstrate its ability to provide consolidated monthly statements and detailed service use reports and to track potential losses in multiple regions or service locations. The Bidder will be required to provide an example for each item requested.	
MT3.5	The Bidder must provide garment samples with its bid, as described in 1.5.	



4.0 POINT RATED EVALUATION CRITERIA

Point-Rated Technical Criterion (RTI) No.	Description of Criterion To Be Met for Maximum Points	Maximum Score	Rating Guide	Cross-Reference to Proposal
RT1	Corporate evaluation (40 points maximum)			
RT1.1	The Bidder has a person assigned to the CFIA file in Quebec.	10	Yes: 10 points 1 person per region: 5 points No: 0 points	
RT1.2	The Bidder uses the services of subcontractors to cover the area concerned in Quebec.	10	No: 10 points Fewer than 5 subcontractors: 5 points 5 or more subcontractors: 0 points	
RT1.3	The Bidder shall use computerized technology including a chip system, a clothes traceability system for loss control able to produce computer reports on the use of clothing in the workplace in accordance with paragraph 5.0 of the Statement of Work in Section 3.	10	Automated system: 2 points Chip system: 2 points Loss tracking system: 3 points Reporting capability: 3 points	
RT1.4	The Bidder has measures in place to reduce the impact of its operations on the environment. The Bidder shall submit its environmental certifications, its environmental management plan or a list of environmentally friendly (green) products used.	10	ISO 14001: 5 points Environmental Management System (EMS): 5 points Green products certified through an eco-labelling program: 5 points No environmental measures: 0 points	
Score		/40	Minimum required: 28	



Point-Rated Technical Criterion (RT) No.	Description of Criterion To Be Met for Maximum Points	Maximum Score	Rating Guide	Cross-Reference to Proposal
RT2.1	<p>Level of service / reference check (maximum 20 points)</p> <p>The Bidder has provided reference contact information in response to criteria MT3.3. Reference contacts must be available to the CFIA evaluation committee, in order to respond to questions as outlined below. Note: Failure of the CFIA evaluation committee to contact and receive responses from the Bidders provided contacts will result in the bid receiving zero points in the point rated evaluation.</p> <p><i>Maximum of 10 points per reference check</i></p>	20	<p>Reference questions</p> <p>1- Punctuality Is the Bidder punctual, and does the Bidder keep to the garment delivery and pickup schedules? Yes (2 Points) or No (0 points)</p> <p>2- Invoicing Is the invoicing accurate, error free and easy to understand? Yes (1 Points) or No (0 points)</p> <p>Does the Bidder correct errors reported to it? Yes (1 Points) or No (0 points)</p> <p>3- Inventory Is the Bidder's inventory system effective and up to date at all times? Yes (1 Points) or No (0 points)</p> <p>Does the inventory tracking system allow the Bidder and the customer to identify the location of garments? Yes (1 Points) or No (0 points)</p> <p>Is the loss of garments kept to a minimum? Yes (1 Points) or No (0 points)</p> <p>4- Customer service Does the Bidder provide appropriate customer service? Yes (1 Points) or No (0 points)</p> <p>Does the Bidder respond to calls and return calls promptly? Yes (1 Points) or No (0 points)</p> <p>Is there a specific person assigned to your account? Yes or No Yes (1 Points) or No (0 points)</p>	
Score		/20	Minimum required: 14	



Point-Rated Technical Criterion (RL) No.	Description of Criterion To Be Met for Maximum Points	Maximum Score	Rating Guide	Cross-Reference to Proposal
RT3.1	CFIA level of service (maximum 40 points) The Bidder (or its subcontractors) shall demonstrate its method for repairing and/or replacing defective garments by submitting a document setting out the method, as per section 4.1.0 of the Statement of Work.	5	Yes: 5 points No: 0 points	
RT3.2	The Bidder (or its subcontractors) shall demonstrate its method for quality control of defective garment inspection by submitting a document setting out the method, as per section 4.1.0 of the Statement of Work.	5	Yes: 5 points No: 0 points	
RT3.5	The Bidder (or its subcontractors) shall demonstrate its process for preparing the initial inventory of garments, which is to be in place as of the start date of the new contract to ensure ongoing service, by submitting a plan, as per section 4.1.0 of the Statement of Work, for the delivery of the initial inventory to each establishment covered by the Contract.	6	Yes: 6 points No: 0 points	
RT3.4	The Bidder shall demonstrate its ability to provide detailed invoicing which includes, but is not limited to, delivery site, quantity picked-up, quantity delivered and washed, number of pieces of clothing not reusable, losses, total inventory, the price, the minimum service according to the Contract, the account number and all other CFIA requirements as per Statement of Work, paragraph 4.3.0	6	Yes: 6 points No: 0 points	
RT3.5	The Bidder shall submit a document detailing its inventory control process in order to deliver the correct quantities and sizes of garments to match those sent for laundering the previous week as per paragraph 4.2.0 of the Statement of Work.	6	Yes: 6 points No: 0 points	
RT3.6	The Bidder shall submit a document that satisfies CFIA needs, demonstrating its flexibility in responding to inventory adjustments quickly and its ability to adapt to employee moves from site to site, the opening or closing of establishments, or emergency situations as per paragraph 4.2.0, f) of the Statement of Work.	12	Yes: 12 points No: 0 points	
Score		/40	Minimum required: 28	



Point-Rated Technical Criterion (RTD) No.	Description of Criterion To Be Met for Maximum Points	Maximum Score	Rating Guide	Cross-Reference to Proposal
RT14 RF4.1	Garment compliance and quality (maximum 20 points) The Bidder shall provide garments that are comfortable and made from modern fabric blends that are durable and stain-resistant with reinforced seams.	20	1- The thickness of the fabric is appropriate for daily use. (4 points) 2- The garment fabric is non-see-through. (4 points) 3- The zipper on the pants works well. (3 points) 4- The seams are strong. (4 points) 5- The snaps on the lab coats are solid and work well. (2 points) 6- The colour of the garment is uniform and suitable. (1 point) 7- The garment design is suitable. (2 points)	
Score		/20	Minimum required: 14	
RT15	Overall proposal (maximum 10 points)			
RT15.1	The information requested for evaluation of the Bidder's proposal shall be presented in a clear, concise, easy-to-read manner for evaluation against the point-rated criteria.	10	Clarity : 4 points Concision : 3 points Ease-of-reading : 3 points	
Score		/10	Minimum required: 7	
Total score		/130	The Bidder must obtain at least 70% of the points for each point-rated criterion category (RT1 to 5).	

5.0 BASIS OF SELECTION

5.1 To be considered responsive, a proposal must:

- a) meet the mandatory technical evaluation criteria of this RFP;
- b) obtain the pass mark of 70% of the points for each point rated criterion category (RT1 to 5).

5.2 Selection of the successful bidder for this work is determined by calculating the ratio of the points awarded for technical merit (65%) to the points awarded for price (35%).

5.3 The maximum score for the technical merit of a proposal is 130 points, and the other proposals are prorated accordingly. The lowest-priced technically acceptable proposal is allocated the maximum of 35 points, and the other proposals are prorated accordingly. The proposal with the highest combined number of points (technical merit and price) is considered to be the one offering the best value.

Example of Best Value Determination

The highest combined number of points (65% of the score for the point-rated requirements and 35% of the score for the price)

Bidder	Bidder 1	Bidder 2	Bidder 3
Total score for the point-rated technical criteria	88	82	92
Evaluated bid price	C\$60,000	C\$55,000	C\$50,000

Calculation	Score for Technical Merit	Score for Price	Combined Rating
Bidder 1	88 / 100 x 65 = 57.2	50,000* / 60,000 x 35 = 29.17	86.37
Bidder 2	82 / 100 x 65 = 53.3	50,000* / 55,000 x 35 = 31.82	85.12
Bidder 3	92 / 100 x 65 = 59.8	50,000* / 50,000 x 35 = 35.00	94.80

These are hypothetical figures. This is merely an example of how we will determine best value for the CFIA.

(*) represents the lowest evaluated price



SECTION 3
Laundry and Garment Rental Services for the Province of Quebec

1.0 Objective

The CFIA has a requirement for the rental, laundering and delivery of various garments for all CFIA employees who work in the province of Quebec.

2.0 Purpose

Provide the following services for some 600 employees of the Canadian Food Inspection Agency (CFIA) at approximately 55 different sites in the province of Quebec: rental, cleaning and delivery of garments and various items of protective clothing.

3.0 Term

The delivery of services will be spread over two (2) years from the date the service contract is awarded, plus three (3) option periods of one (1) year each. The CFIA reserves the right to withdraw establishments receiving services under the Contract. The CFIA may open new establishments over the course of the period.

4.0 Tasks

4.1.0 Inventory

- a) The inventory must be maintained to meet the requirements.
- b) The quality of the garments must meet food industry criteria.
- c) All garments must be identified with the name of the establishment, the account number, the employee's name, if requested, and the size, and will be traceable by the Contractor's tracking system.
- d) The supplier will provide garments in sizes ranging from XS to XXXL.
- e) The measurements for sizes of employees' garments will be taken on site by the contractor, following contract award, before the initial delivery.
- f) The Contractor will adjust sizes and/or quantities required as requested by the inspector in charge with the approval of the regions' management services.
- g) Garments are to be upgraded as needed. Minor repairs such as sewing on buttons, mending, patching, zippers, sewing seams and hemming pants must be done automatically by the Contractor free of charge.
- h) Garments that require major repairs or are beyond repair must be identified by the Contractor and submitted to a CFIA employee responsible for loss assessment.
- i) The Contractor will travel to each establishment twice a year (every six [6] months) to do a full inventory count and ensure that there are no service concerns.
- j) Some garments belong to the CFIA. For these garments, only laundry charges are payable.
- k) Any ink spots are to be removed, if possible, at no charge.
- l) The garments are not to have any breast pockets. No additional charges will be incurred to alter any garments to meet this requirement.
- m) The Contractor provides consistent, uninterrupted service.

4.2.0 Delivery

- a) The initial delivery will be made free of charge in the week prior to the start of the Contract to ensure that the employees have their garments in order to provide uninterrupted service.
- b) The initial order will comprise new garments and at least two thirds (2/3) of the identified requirements in the initial inventory.
- c) Pickup and delivery of the garments will be done once a week unless the CFIA instructs otherwise (some establishments might require twice-a-week service at no additional charge).
- d) The schedule for garment pickup and delivery (during business hours only) must be arranged by each establishment's inspector; a CFIA official must be present when the delivery is made.
- e) The cleaned and pressed garments must be returned to each establishment on hangers or folded and arranged by size in accordance with the specifications of the relevant CFIA official at each site.
- f) The Contractor must respond to inventory adjustments within a week when employees move from site to site, a new establishment opens, a worksite shuts down or an unexpected emergency arises.

4.3.0 Invoicing

- a) The firm weekly price for the garments will be based on a 35% rotation of usage (e.g. if the inventory comprises 100 lab coats, the weekly price will be for a minimum of 35 lab coats (or more if higher use of laundry in that week).
- b) There shall be no initial inventory charge.
- c) There shall be no minimum pickup/delivery charges, so no fuel surcharge. All pickup and delivery charges are to be included in the unit prices.
- d) The Contractor will produce a pickup slip to be kept by the client. The Contractor's delivery slips for cleaned items must be signed by the CFIA.
- e) Separate invoices for each location must be provided together with delivery errors signed by the CFIA.



- f) The Contractor must have an accounting system that can provide detailed invoices and usage reports per site and per region.
- g) The Contractor will provide the CFIA with a detailed monthly invoice (two [2] copies) sent to the regions (see table of regions in 10.0) along with the delivery slips signed by the CFIA establishment representatives. Payment will be made after reconciliation of the monthly invoice (the monthly invoice must include the subtotal by establishment) with the delivery slips (the delivery slips must include the unit price and the number of garments delivered).
- h) If the Contractor uses subcontractors, a single invoice containing the same information as specified in 4.3.0g) is required.
- i) Damaged garments are replaced at the Agency's expense only when the Agency is responsible for the damage to the items. The Contractor must replace the item at no charge when the item is unusable as a result of normal use and/or a defect.
- j) All replacement charges for lost/damaged garments must be billed separately from the regular monthly invoices and sent to the regions (two [2] copies) (see table of regions in 10.0) supported by appropriate documentation. If the garments are subsequently found, the Contractor must take them back and reimburse the CFIA.
- k) The Contractor must have a tracking system for missing garments and credit all rental charges from the time of the loss.

5.0 Reporting

The Contractor must produce detailed reports on garment use for each establishment on request.

6.0 Cleaning

The Contractor will clean garments and towels in an environmentally friendly manner using the commercial patented process to remove dirt, grime, dust, grease, ink and other usual types of industrial soil likely to be encountered in laboratories, workshops, and slaughterhouses / meat processing plants. Garments will be neatly pressed. They will be rinsed in cold water with a protein-dissolving substance to remove protein, blood stains, etc. before laundering.

7.0 Wash formula

The procedure set out in Annex A will be used for washing the garments. Boil with live steam. The last three (3) rinses shall be checked for colour. If the water in the last rinse is not perfectly clear and free of products, an additional rinse must be done before the souring operation.

8.0 Representative

The Contractor will be required to assign a specific person to administer the CFIA account. This person will be the contact for all CFIA staff. Responsibilities will include responding to complaints and questions about inventories or invoicing, initiating inventory checks, advising the CFIA as soon as irregularities are identified and responding to urgent requests for garments. This condition does not change even if the Contractor uses subcontractors.

9.0 Meeting and mandatory inventory count

The Contractor and the CFIA will schedule a visit to each establishment every six (6) months to take inventory. If there are any problems with the service provided by the Contractor, the Contractor's representative will be informed. If the problems are not resolved in the next month, the CFIA reserves the right to withdraw the establishment concerned from the Contract or to simply terminate the Contract.

If there is a difference between the Contractor's and the CFIA's counts, the CFIA's count will prevail. In that case, no loss charges will be requested, and the Contractor's inventory will be adjusted to match the CFIA's count.



10.0 List of establishments by region, billing address and initial inventory required (approximate)

Quebec City Region Billing Addresses		
Abattoir Agri-Bio inc. (22) 999 Industrielle Street Saint-Agapit		32 shirts
		49 pairs of pants
		9 lab coats
		12 lab coats (coloured)
		51 jackets
	4 towels	
Olymel inc. (147) 568 De l'Encore South Vallée-Jonction		363 shirts
		440 pairs of pants
		89 lab coats
		69 lab coats (coloured)
		397 jackets
	20 towels	
Olymel Limited Partnership (147C) 155 St-Jean-Baptiste North Princeville		133 shirts
		136 pairs of pants
		63 lab coats
		10 lab coats (coloured)
		32 jackets
		10 towels
Charcuterie La Tour Eiffel inc. (250) 485 Des Entrepreneurs Street Quebec City		28 lab coats
Excelandr Coopérative Avicole (311) 460 Principale Street St-Anselme		174 shirts
		172 pairs of pants
		107 lab coats
		30 lab coats (coloured)
		51 jackets
		5 towels
Métro-Richelieu (Cogebec) (S-763) 370 Métivier Street Quebec City		11 lab coats
Bouvillons Belleive inc. (349) 80 Du Vallon Street West, Suite 102 Lévis		6 lab coats
Les Spécialités Prodal (438) 251 Boyer Avenue St-Charles-de-Bellechasse		10 lab coats
Aliments Martel inc. (558) 670 De l'Église Street St-Romuald		11 lab coats
CFIA Québec Regional Office 2954 Laurier Boulevard, Suite 100 Quebec City		104 lab coats
		30 towels
		20 dish towels
CFIA Victoriaville Office—Animal Health 184 Bois-Francis Blvd. North Victoriaville		51 coveralls with clasp closure
		8 long lab coats
		1 towel



Montreal-East Region Billing Addresses	
60027 CFIA Mirabel Poultry Ltd. 9051 Sir-Wilfrid-Laurier Highway Mirabel	57 shirts 66 pairs of pants 76 lab coats 6 laundry bags 1 hanger rack 2 laundry bag racks
60039D CFIA Olymel S.E.C / Olymel L.P. 580 Laferrière Street Berthierville	347 shirts 341 pairs of pants 295 lab coats 47 jackets 25 laundry bags
60080 CFIA A. Trahan Transformations Inc. 860 Des Acadiens Road Yamachiche	277 shirts 224 pairs of pants 188 lab coats 7 lab coats (coloured) 20 laundry bags
60089 CFIA Giannone Poultry Inc. 2320 Principale Street Saint-Cuthbert	179 shirts 127 pairs of pants 146 lab coats 13 laundry bags 6 towels
60096 CFIA Écolait Ltée 1591 Sainte-Claire Range Sainte-Anne-des-Plaines	128 shirts 128 pairs of pants 131 lab coats 23 lab coats (coloured) 15 towels 16 laundry bags 2 laundry bag racks
60129 CFIA Ultra Meats 25 A Highway 125 East Saint-Esprit	588 shirts 396 pairs of pants 295 lab coats 40 laundry bags 2 laundry bag racks
CFIA, Mirabel District 17660 Charles Street, 500A Mirabel QC J7J 1L8	12 lab coats lab coats (coloured) 24 navy coveralls
CFIA, Gatineau District 975 St-Joseph Boulevard, Room 135 Gatineau QC J8Z 1W8	5 shirts lab coats lab coats (coloured) 5 navy coveralls
60468 CFIA 9078-7623 Québec Aliments Lucy 212 Du Canton Road South Yamachiche	176 shirts 162 pairs of pants 140 lab coats 7 laundry bags 1 laundry bag rack
60505 CFIA Les Viandes Petite Nation 510 Sainte-Julie Range Saint-André-Avelin	116 shirts 84 pairs of pants 67 lab coats 20 lab coats (coloured)
61003 (PP/IMFD/FFV/PFV) CFIA Place Carillon 7101 Jean-Talon Street East Suite 600 Anjou	98 lab coats 36 lab coats (coloured) 3 coveralls 15 dish towels 5 laundry bags 1 laundry bag rack



Montreal-West Region Billing Addresses	
<p>Élevages Périgord 1993 inc. (37) 228 Principale Street St-Louis-de-Gonzague QC J0S 1T0</p>	<p>12 shirts 17 pairs of pants 24 lab coats 2 lab coats (coloured) towels</p>
<p>Produits alimentaires Viau inc. (67) 6625 Ernest-Cormier Street Laval QC H7C 2V2</p>	<p>1 shirts pants lab coat jackets towels</p>
<p>Les Fermes Sunchef inc. (70) 9750 Des Sciences Blvd. Anjou QC H1J 0A1</p>	<p>1 shirts pants lab coat lab coats (coloured) jackets</p>
<p>4352734 Canada inc. (86) 565 Fernand-Poitras Street Terrebonne QC J6Y 1Y5</p>	<p>1 shirts pants lab coat lab coats (coloured) jackets towels</p>
<p>El Rancho Wildfowl Farm (120) 300 De la Frenière Range St-Édouard-de-Napierville QC J0L 1Y0</p>	<p>22 shirts 22 pairs of pants 24 lab coats 8 lab coats (coloured) jackets</p>
<p>Maple Leaf Foods Inc. (157) 605 1^{ère} Avenue Ste-Catherine QC J5C 1C5</p>	<p>1 shirts pants lab coat lab coats (coloured) jackets</p>
<p>Mother Hen Baby Foods (172) 8790 Champs d'Eau Street St-Léonard QC H1P 2Y8</p>	<p>1 shirts pants lab coat lab coats (coloured) jackets</p>
<p>Brome Lake Ducks Ltd. (249) 40 Du Centre Road Knowlton QC J0E 1V0</p>	<p>68 shirts 50 pairs of pants 32 lab coats 3 lab coats (coloured) 8 jackets</p>
<p>Premier Meat Packers (2009) Inc. (283) 270 Joseph-Carrier Blvd. Vaudeuil-Dorion QC J7V 5V5</p>	<p>1 shirts pants lab coat lab coats (coloured) jackets</p>
<p>Alpina Salami Inc. (356A) 975 Bernier Street Laval QC H7L 3V4</p>	<p>1 shirts pants lab coat lab coats (coloured) jackets</p>
<p>Northfork Bison Distributions (413) 8715 Lafrenaié Street St-Léonard QC H1P 2B6</p>	<p>1 shirts pants lab coat lab coats (coloured) jackets</p>
<p>A.E.L.E. Packing Inc. (421) 10815 Cantin Montréal-Nord QC H1G 4W7</p>	<p>1 shirts pants lab coat lab coats (coloured) jackets</p>



Les Viandes Valleyfield inc. (431) 414 201 Road West St-Stanislas-de-Koska QC J0S 1W0	55 55 44 6	shirts pairs of pants lab coats lab coats (coloured) jackets
Nostrano Inc. (476) 6795 Marconi Montreal QC H2S 3K1	1	shirts pants lab coat lab coats (coloured) jackets
Viandes Giroux inc. (524) 250 Pinard Street East-Angus QC J0B 1R0	74 82 50 4 4	shirts pairs of pants lab coats lab coats (coloured) towels
Montcalm Meats Inc. (618) 7755 Grenache Street Anjou QC H1J 1G4	1	shirts pants lab coat lab coats (coloured) jackets
C&C Packing Inc. (S712) 6800 Des Grandes-Prairies Blvd. St-Léonard QC H1P 3P3	1	shirts pants lab coat lab coats (coloured) jackets
Congébec inc. (S788) 781 Henri-Bourassa Blvd. Montreal QC H1E 1N9	1	shirts pants lab coat lab coats (coloured) jackets
Montreal-West Regional Office 2021 Union Street Montreal QC H3A 2S9	6 6 101	shirts pairs of pants lab coats lab coats (coloured) jackets
Sherbrooke District King West Entrance, Room 228 50 Place de la Cité Sherbrooke QC J1H 4G9	8	shirts pants lab coats white jackets navy coveralls
Lacolle District CFIA Building, Highway 15 St-Bernard-de-Lacolle QC J0J 1V0 *Contract valid until March 31, 2014, with Jolicoeur	11 11 11 41	shirts pairs of pants lab coats white jackets navy coveralls
60274 CFIA 9020-2516 Québec Marvid Poultry 5671 Industriel Blvd. Montréal-Nord	87 80 84 1 10 7 1	shirts pairs of pants lab coats lab coat (coloured) towels laundry bags laundry bag rack



St-Hyacinthe Region Billing Addresses	
Avicomax Inc. #116 500 Labonté Street Drummondville	162 shirts 144 pairs of pants 138 lab coats 10 towels
Abattoir St-Germain #454 195 Messier Street St-Germain-de-Grantham	122 shirts 139 pairs of pants 60 lab coats 35 towels
L. G. Hébert et Fils Ltée #009 428 Hébert, PO Box 150 Ste-Hélène	205 shirts 215 pairs of pants 173 lab coats
Uniturkey Inc. #039 3380 Principale St-Jean-Baptiste	143 shirts 153 pairs of pants 127 lab coats 10 towels
Olymel Flamingo #039G 249 Principale St-Damase	236 shirts 244 pairs of pants 266 lab coats 10 towels
Exceldor #088 125 Ste-Anne Street St-Damase	132 shirts 170 pairs of pants 187 lab coats
Richelieu Meat #076 595 Royal Street Massueville	111 shirts 96 pairs of pants 77 lab coats 4 towels
Nutricaille #588 156 4 ^e Range Ste-Hélène-de-Bagot	96 shirts 104 pairs of pants 71 lab coats
Voltigeurs Farm Inc. #634 2350 Foucault Boulevard St-Charles-de-Drummond	57 shirts 65 pairs of pants 74 lab coats
Les Oeufs Bec-O inc. #20 830 Lanoie Street Upton	13 lab coats
St-Hyacinthe Regional Office 3225 Cusson Avenue, #4500 St-Hyacinthe	20 pairs of pants 156 lab coats 12 blue lab coats 64 coveralls (blue) 20 T-shirts 4 towels 4 dish towels

11.0

Administrative information

The CFIA could have additional establishments opening and/or closing in the next four (4) years.



**Annex A
Wash Formula**

Operation	Product	Centimetres of Water	Temp. (°C)	Duration (min.)
Flush	n/a	30	37.7	2
Flush	n/a	30	48.8	2
Break	Liquid emulsifier and alkali	20	100*	12
Flush	n/a	30	82.2	3
Suds	Soap plus alkali to give good suds	19	87.7	10
Suds	Soap plus alkali to give good suds	19	87.7	8
Suds	Bleach plus soap to give good suds	19	71.1	8
Rinse	n/a	30	82.2	3
Extract	n/a	n/a	n/a	2
Rinse water	n/a	n/a	71.1	2
Rinse water	n/a	n/a	60	2
Rinse water	n/a	n/a	60	2
Rinse water	n/a	n/a	48.8	2
Rinse water	n/a	n/a	37.7	2
Sour water (acid)	n/a	n/a	37.7	5

*Boil with live steam. Check the colour of the water in the last three (3) rinses. If the last rinse is not perfectly clear and free of products, an additional rinse must be done before the souring operation.



SECTION 4
FINANCIAL PROPOSAL

1.0 TERMS OF PAYMENT

The Contractor will be paid in accordance with the terms and conditions stated in paragraph 7, Contract Amount and Terms of Payment, of the CFIA service contract.

The Canadian Food Inspection Agency's budget for this requirement is of approximately \$900,000.00, including all option periods, and excluding taxes.

The financial bid evaluation will be based on the firm weekly price, based on a 35% rotation of inventory usage.

The total estimated amount of GST or HST is to be shown separately. Proposals will be assessed on an FOB destination basis.

2.0 BASIS OF PAYMENT

2.1 Rental garments

For this RFP, the Bidder must submit the firm weekly price (excluding taxes) per garment for performance of the tasks described herein applicable to the rental garment inventories. The unit price must include rental, laundering, pickup, delivery and kilometrage once a week. It must also include minor repairs to garments and any surcharge or additional costs related to the basic service. No fuel surcharge will be permitted.

The firm weekly price will be based on a 35% rotation of inventory usage (invoicing based on 35% of the inventory).

Program 1 (Rental Garments)					
Initial Period (Two [2] Years) and Three (3) One-Year Options					
Item	Unit Price for Initial Period of Contract	Option Year 1	Option Year 2	Option Year 3	Grand Total
Lab coat with no breast pocket	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment
Coloured lab coat with no breast pocket	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment
Jacket	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment
Shirt with no breast pocket, long or short sleeves	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment
Pants with elastic	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment
Pants with no elastic	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each
Coverall (overalls)	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each
T-shirt	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each
Towel	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each
Sum of unit prices Program 1	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each



2.2 CFIA-owned garments (cleaning only)

For this RFP, the Bidder must submit the firm weekly price (excluding taxes) per garment for performance of the tasks described herein applicable to the inventories of CFIA-owned garments. The unit price must include laundering, pickup, delivery and kilometrage once a week. It must also include minor repairs to garments and any surcharge or additional costs related to the basic service. No fuel surcharge will be permitted.

Program 2 (Cleaning Only)					
Initial Period (Two (2) Years) and Three (3) One-Year Options					
Item	Unit Price for Initial Period of Contract	Option Year 1	Option Year 2	Option Year 3	Grand Total
Lab coat with no breast pocket	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment
Coloured lab coat with no breast pocket	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment
Jacket	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment
Shirt with no breast pocket, long or short sleeves	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment
Pants with elastic	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment
Pants with no elastic	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each
Coverall	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each
Lined coverall	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each
T-shirt	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each
Parka (coat)	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each
Garment identification tag	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each
Sum of unit prices Program 2	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each



2.3 Losses

For the purposes of this RFP, the Bidder must identify the amounts charged for loss of garments by the CFIA per unit. (These costs will be added to the price evaluation.) The Bidder must specify the maximum life of a garment. The table may be adjusted to reflect the garment life.

Program 3 (Losses)					
Loss of Garments—Amortization Over Five (5) Years (or Garment Life)					
Item	1st Year of Use	2nd Year of Use	3rd Year of Use	4th Year of Use	5th Year of Use
Lab coat with no breast pocket	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment
Coloured lab coat with no breast pocket	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment
Jacket	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment
Shirt with no breast pocket, long or short sleeves	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment
Pants with elastic	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment	\$0.____/garment
Pants with no elastic	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each
Coverall	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each
T-shirt	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each
Towel	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each
Sum of unit prices Program 3	\$0.____/garment	\$0.____/each	\$0.____/each	\$0.____/each	\$0.____/each

2.4 There shall be no initial inventory charge.

2.5 There shall be no minimum garment pickup/delivery charges. All pickup and delivery charges are to be included in the unit prices.

3.0 METHOD OF PAYMENT

The CFIA makes its payments in accordance with the following terms and conditions:

- 3.1 Monthly payments for garments cleaned in accordance with the tasks set out in the Statement of Work, Section 3.
- 3.2 Separate invoices per establishment are to be produced, together with delivery slips signed by the CFIA representative.
- 3.3 Hard-copy credit notes are to be generated when inventory levels are reduced or invoicing errors are corrected.



SECTION 5
CFIA CONTRACT TERMS AND CONDITIONS
*****EXAMPLE CONTRACT ONLY*****

The Service Contract agreement between the CFIA and the selected bidder will be subject to the following terms and conditions.

1. DEFINITIONS

- 1.1 For the sole purpose of this Service Contract the parties agree that:
“General Conditions” shall mean Public Works and Government Services Canada (PWGSC) 2035- General Conditions - Services, set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by the Department of Public Works and Government Services.

2. AGREEMENT

- 2.1 The following documents and any amendments in writing, and approved by the Parties, and relating thereto form the Service Contract between the CFIA and the Contractor:
2.1.1 These Articles of Agreement;
2.1.2 The General Conditions as defined in section 1.1 above and incorporated by reference in section 2.3;
2.1.3 The document attached hereto as Appendix “A” and entitled “Statement of Work”;
2.1.4 The request for proposal, where applicable; and
2.1.5 The Contractor’s Proposal dated <date> and attached hereto as Appendix “B”.
- 2.2 In the event of any discrepancies, inconsistencies or ambiguities between or among the wording of the documents, and brought to the attention of one or the other Party in writing, set out in section 2.1, the wording of the document that appears first on the list set out in section 2.1 shall prevail over the wording of a document appearing subsequently on the list set out in section 2.1.
- 2.3 The General Conditions as defined in section 1.1 are hereby incorporated by reference into and form part of this Service Contract. The version of the SACC Manual applicable to this Service Contract is the one in effect on the date of the last signature of this Service Contract. The SACC Manual may be viewed on the Department of Public Works and Government Services Canada web site, Internet address: <http://sacc.pwgsc.gc.ca/sacc/>
- 2.4 In the General Conditions, all references to the Minister of PWGSC, to the Crown, to Her Majesty, to Canada, to the Government or to the PWGSC shall be interpreted as a reference to Her Majesty in Right of Canada, as represented by the CFIA, where applicable.
- 2.5 All appendices and attachments referred to in this Service Contract and/or annexed hereto shall form part of this Service Contract.

3. CFIA REPRESENTATIVES

- 3.1 The representative of the CFIA for the purpose of any issue related to the administration of this Service Contract (Contracting Authority) shall be:
Karine Chrétien (613) 773-7606
or such other person as may be designated by the CFIA.
- 3.2 The representative of the CFIA for the purpose of any issue related to the Work or any technical aspect of the Work set out in Appendix “A” of this Service Contract (Technical or Project Authority) shall be:
<project authority> <phone #>
or such other person as may be designated by the CFIA.

4. CONTRACTOR REPRESENTATIVES

For the purposes of this Service Contract, the Contractor shall have the work under this Service Contract carried out by <name of person to carry out the Statement of Work> under the direction and control of <if applicable>

5. LEGAL JURISDICTION

This Service Contract shall be governed by and interpreted in accordance with the laws in force in the Province of Quebec, Canada



6. TERM OF THE SERVICE CONTRACT AND DURATION OF THE WORK

- 6.1 This Service Contract shall come into effect on the date of the last signature to this Service Contract and shall terminate, except where expressly stated otherwise, on the last day for completion of the Work as set out in section 6.2. The parties hereto agree that irrespective of the effective date of the Service Contract, the terms and conditions of this Service Contract shall apply to any Work or part thereof commenced on the 1st day of May 2014.
- 6.2 The Work shall be completed with care, skill, diligence and efficiency and in accordance with all the terms and conditions of this Service Contract no later than the 30th day of April 2015.
- 6.3 L'entrepreneur accorde au Canada l'option irrévocable de prolonger la durée du contrat pour au plus trois (3) périodes supplémentaires de une (1) année chacune, selon les mêmes conditions. L'entrepreneur accepte que pendant la période prolongée du contrat, il sera payé conformément aux dispositions applicables prévues à la Base de paiement.
- Le Canada peut exercer cette option à n'importe quel moment, en envoyant un avis écrit à l'entrepreneur au moins trente (30) jours civils avant la date d'expiration du contrat. Cette option ne pourra être exercée que par l'autorité contractante et sera confirmée, pour des raisons administratives seulement, par une modification au contrat.

7. CONTRACT AMOUNT AND TERMS OF PAYMENT

7.1 Basis of Payment - Time and Material

Subject to the terms and conditions of this Service Contract and in consideration for the Satisfactory performance of the Work, the CFIA shall pay the Contractor a sum not in any circumstances to exceed \$<amount in numbers> plus applicable taxes. The CFIA shall pay the following unit prices not to exceed the quantities specified only for the items stated. Daily fees, if applicable, are based on 7.5 hours. For work performed for a duration of more or less than 7.5 hours a day, the time charges will be protected to cover the actual time worked. There is no allowance for overtime. Fees are inclusive of costs related to administrative and clerical support, supplies, equipment and administrative expenses necessary to accomplish the work. Travel and other expenses if applicable shall be paid in accordance with Treasury Board Guidelines and Directives, certified by the Contractor as the accuracy of such claim.

7.2 Method of Payment

Payment by CFIA shall be made as follows: Invoicing to be paid on monthly basis for actual time spent in the performance of the Work set out in Appendix "A".

7.3 Invoicing Instructions

The Contractor shall submit invoices on its own forms and shall include therein the date, name and address set out below, a clear description of the Work performed and for which payment is being requested by the invoice, the item number and quantity, reference numbers and the contract file number <contract file number>. The Contractor must submit, along with said invoices, all substantiating documentation. Invoices shall be submitted to the CFIA in three (3) copies to the following address. Failure to comply with the terms and conditions of this section may delay payment by the CFIA of any amount due and payable under this Service Contract.

CFIA

<Address>

Attention of: <project authority>

7.4 Income Tax Act

Pursuant to paragraph 221(1)(d) of the Income Tax Act in force on the effective date of this Service Contract, payments made by the CFIA under this Service Contract must be reported on a T4A supplementary slip. Contractors are, therefore, required to provide on each invoice submitted to the CFIA, the following information:

- 7.4.1 the legal name of the Contractor; that is, the name associated with the Social Insurance Number or Business Number of the Contractor, as well as the appropriate address and postal
- 7.4.2 the legal status of the Contractor; that is, without limiting the following, individual, unincorporated business or corporation, limited company ;
- 7.4.3 for Contractors who are an individual or unincorporated business, the Contractor's Social Insurance Number or, if applicable, the Contractor's Business Number or, if applicable, the Contractor's Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number;



- 7.4.4 for Contractors who are corporations, the Contractor's Business Number or, if the Business Number is not available, the GST/HST number. If the Contractor has no Business Number or GST/HST number, the T2 Corporation Tax Number must be provided.

7.5 Acceptance of the Work

All Work is subject to the approval and acceptance of the CFIA and said approval and acceptance is at the sole and unfettered discretion of the CFIA but shall not be unreasonably withheld. The CFIA shall not make any payment and no amount is due to the Contractor until the Work is approved and accepted by the CFIA.

7.6 Payment Due Date

Payment by the CFIA to the Contractor shall be made within thirty (30) calendar days following the date on which the Work is completed and approved by the CFIA or on which a claim for payment and all substantiating documentation are received by the CFIA under the Service Contract, whichever date is later.

7.7 Financial Administration Act

In accordance with the Financial Administration Act in force on the effective date of this Service Contract, any payment under this Service Contract is subject to there being an appropriation for the Work hereunder for the fiscal year in which any commitment to pay becomes effective. In the event no such appropriation is made, this Service Contract shall terminate immediately and without any repercussion to either party.

7.8 GST/HST

The Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) as applicable shall be considered an applicable tax for the purposes of this Service Contract and shall be disclosed and identified as separate items on any invoice or accounting document.

Unless otherwise required by law, the Contractor shall not invoice or collect any ad valorem sales tax levied by the Province in which the taxable goods and/or services required under this Service Contract are delivered to the CFIA. Existing Reciprocal Taxation Agreements, exempting payment of provincial sales tax (PST) shall be superseded by HST legislation.

7.9 CFIA's Liability

This Service Contract does not oblige the CFIA to authorize or order any goods or services whatsoever or to spend the estimated expenditure or any money whatsoever except as expressly required herein. Furthermore, the CFIA's liability under this Service Contract shall be limited to the amount set out in section 7.1.

7.10 Price Certification

The price charged for the performance of the Work under this Service Contract shall not exceed the lowest price charged any other third party by the Contractor, including the Contractor's most favoured customer or client for like quality and/or quantity of the services and/or goods and the price so charged may be verified by audit by the CFIA before or following any payment by the CFIA under this Service Contract.

7.10.1 Any overpayment by the CFIA made as a result of the Contractor's breach of the condition set out herein, shall be immediately due and owing to the CFIA, shall be immediately repaid to the CFIA and until so repaid shall be deemed a debt due to the Crown.

7.10.2 In the event that the CFIA has not made a payment, then any amount resulting from the Contractor's breach of the condition set out herein shall be deducted from any payment owed by the CFIA to the Contractor.

8. OWNERSHIP OF COPYRIGHT AND INVENTIONS

- 8.1 All intellectual property, intellectual property rights or other similar property or property rights, in whatever format produced by the Contractor or Contractor representatives in the performance of the Work, hereinafter "Intellectual Property", shall vest in and remain the property of Her Majesty the Queen in Right of Canada, as represented by the CFIA. For greater clarity, all prototypes, including but not limited to those subject to intellectual property protection, and inventions produced, developed or first reduced to practice by the Contractor or Contractor representatives in the performance of the Work shall vest in and remain the property of Her Majesty the Queen in Right of Canada, as represented by the CFIA.



8.1.1.1 The Contractor shall notify the CFIA in writing of any intellectual property, shall provide full details of the intellectual property and shall account fully to the CFIA in respect of the intellectual property. The Contractor or the Contractor representatives shall have no right or rights in the Intellectual Property except as expressly provided for in this Service Contract. Neither the Contractor nor the Contractor representatives shall divulge or such Intellectual Property other than as required in the performance of the Work under this Service Contract.

8.1.1.2 The Contractor shall assign, waive, license and fully transfer all Intellectual Property arising from, associated with and related to the Work and this Service Contract in favour of the CFIA with no consideration being paid therefore by the CFIA to the Contractor.

8.1.1.3 The Contractor shall ensure that the Contractor representatives assign, waive, license and fully transfer all Intellectual Property arising from, associated with and related to the Work and the Service Contract in favour of the CFIA with no consideration being paid therefore by the CFIA to Contractor or to the Contractor representatives.

8.2 All Intellectual Property subject to copyright shall bear the following copyright notice once their use is approved by the CFIA:

© 2012 Her Majesty in Right of Canada (Canadian Food Inspection Agency).

All rights reserved. Use without permission is prohibited.

9. DISPUTE RESOLUTION

- (a) The parties shall first attempt to resolve disputes arising in connection with this Service Contract through direct good faith negotiations. Such negotiations shall be undertaken for a maximum period of thirty (30) working days unless resolved earlier. The parties may agree to an extension of the (30) working day period upon agreement in writing by each party.
- (b) All disputes, questions or differences arising in connection with this Service Contract which cannot be resolved by the parties as set out in section 9(a) shall be resolved in an efficient and cooperative manner through mediation or any other such third party assistance process as may be appropriate and agreed upon. Such a process shall be undertaken for at least twenty (20) days unless resolved earlier. The parties may agree to an extension of this twenty (20) day period upon agreement in writing by each party.
- (c) All disputes, questions or differences arising in connection with this Service Contract, which the parties cannot resolve themselves through direct negotiations or the Appropriate Dispute Resolution efforts discussed in paragraph 9(b), shall be finally settled by binding arbitration.
- (d) The parties shall appoint a single arbitrator. The appointment of an arbitrator shall occur within thirty (30) calendar days of the decision to proceed to binding arbitration. If such appointment has not occurred within this thirty (30) day period, then the parties shall apply to a Justice of the Ontario Court (General Division) in Ottawa to have an arbitrator appointed.
- (e) The arbitration shall be in accordance with the Canadian Commercial Arbitration Act, R.S.C. 1996, c. 55 and shall take place in Ottawa, Ontario.
- (f) The arbitrator may appoint a secretary with the prior written permission of the parties. The fees of the sole arbitrator and of the secretary, shall be shared equally by each of the parties. Notwithstanding the above, the arbitrator shall be authorized to require any party to pay the whole or part of the fees, costs and expenses. In such case, payments shall be made in accordance with the award and the award shall be final and shall not be subject to appeal.
- (g) This section does not apply in respect of the interpretation or application of constitutional, administrative, criminal or tax law or other law as may be determined and agreed upon by the parties. Except with respect to the laws expressly listed herein, if no agreement is reached regarding this Article's application with respect to other areas of law, then the matter shall be subject to binding arbitration.

10. HEALTH AND SAFETY

The Contractor shall contact the CFIA's Health and Safety officer or designate at the work site prior to the commencement of the Work under the contract, in order to obtain a copy of CFIA's Occupational Safety & Health Policy, and to determine all specific occupational health and safety policies that apply to the work site. The CFIA's Health and Safety officer shall advise the Contractor of all CFIA's work site specific occupational health and safety policies and procedures that apply prior to the commencement of the Work. The Contractor shall ensure that all of its officer and employees carry out the Work in accordance with all laws for occupational health and safety, the CFIA's Occupational safety & health Policy, and all CFIA work site specific occupational health and safety policies and procedures. In the event that the Contractor, its officers or employees do not comply with the laws, policies and procedures, as required by this condition, the CFIA shall have the exclusive right to terminate this contract.



11.

SECURITY

The Contractor personnel and subcontractors requiring access to CFIA or federal government information, assets or facilities must EACH hold a valid security clearance granted or approved by the CFIA or the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC). The Contractor must submit to the Agency representative a signed copy of form TBSS330-47 (Security Screening Certificate and Briefing Form) for each resource or subcontractor. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CFIA. For this contract, the Contractor's personnel must have a security clearance at the level of:

Reliability

Confidential

Secret

Top Secret

Other: Not Applicable



ANNEX I

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [HRSDC-Labour's website \(http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml\)](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml).

Date: December 3, 2013

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer (http://www.labour.gc.ca/eng/standards_equity/index.shtml) being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [*temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students*]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) (<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=prfl&frm=lab1168&ln=eng>) in place with HRSDC-Labour.

< OR >

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) (<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=prfl&frm=lab1168&ln=eng>) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.
- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

< OR >

