

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

1550 D'Estimauville Avenue  
1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

FAX pour soumissions: (418) 748-2209

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Dry Cleaning	
<b>Solicitation No. - N° de l'invitation</b> W0138-133182/A	<b>Date</b> 2013-11-29
<b>Client Reference No. - N° de référence du client</b> W0138-133182	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$BAL-002-15736	
<b>File No. - N° de dossier</b> BAP-3-36230 (002)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-01-15</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Normale du l'Est HNE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Larouche, Denise	<b>Buyer Id - Id de l'acheteur</b> bal002
<b>Telephone No. - N° de téléphone</b> (418) 677-4000 (4137)	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE 3E ESCADRE BAGOTVILLE ATTN: Habillement, bâtiment 86 ALOUETTE Québec GOV1A0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

TPSGC/PWGSC  
BFC Bagotville, CP 380  
CFB Bagotville, PO Box 380  
Bâtiment 71, local 115  
Building 71, Room 115  
Alouette  
Québec  
GOV1A0

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

## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

### PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws

### PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

### PART 5 - CERTIFICATIONS

1. Mandatory Certifications Required Precedent to Contract Award

### PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses

### List of Annexes

**Annex A** - Part 1 Statement of work / Part 2 - Pricing

## **PART 1 - GENERAL INFORMATION**

### **1. Security Requirement**

There is not security requirement associated with the requirement.

### **2. Statement of Work**

Perform the work described in the Annex "A" attached which is an integral part of this document.

### **3. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (**2013-06-01**) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: cent-vingt (120) days

### 2. Submission of Bids

Bids 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 bid solicitation.

Your proposal must be transmitted **by fax** to no **418-648-2209** or **by mail** to the following address:

→ **Bid Receiving Unit**  
**Public Works and Government Services Canada (PWGSC)**  
**1550 D'Estimauville Avenue**  
**Quebec City, Quebec, Canada, G1J 0C7.**

### 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 awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause, *"former public servant"* is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

*"lump sum payment period"* means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

*"pension"* means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

name of former public servant;

date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

#### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

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

number and amount (professional fees) of other contracts subject to the restrictions of a work force 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 - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders 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 the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **5. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in province of Quebec.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, 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 bidders.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Financial Bid ( 1 copy)  
Section II: Certifications (1 copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders 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: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **Section II: Certifications**

Bidders must submit the certifications required under Part 5.

Solicitation No. - N° de l'invitation

W0138-133182/A

Amd. No. - N° de la modif.

File No. - N° du dossier

BAP-3-36230

Buyer ID - Id de l'acheteur

ba1002

CCC No./N° CCC - FMS No/ N° VME

---

W0138-133182

## 2. Payment of Invoices by Credit Card

Canada requests that bidders complete on of the following:

- a)  Government of Canada Acquisition Cards (credit cards) will be accepted for payment of invoices.

The following credit card (s) are accepted:

MasterCard

OR

- b)  Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of invoices.

The bidder is not obligated to accept payment by credit card.

Acceptance or credit cards for payment of invoices will not be considered as an evaluation criterion.

---

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 1.1 Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria as closing date;

The bidders **must have completed at least one (1) project** for a period of one year from the closing date of this solicitation, for services similar to those specified herein (Dry cleaning) valued annually to be worth at least **\$ 20,000** of the value of your proposal on this project.

➔ To demonstrate that the company **has the necessary qualifications**, applicants **must provide with their bid:**

- 1) **a list** of relevant projects handled (**at least one**) including a description of each;
- 2) **the term** of the project indicated;
- 3) **the value (\$)** of the project indicated;
- 4) as well as **the name of the client** or whom the work was done.

**\*Any proposal that does not clearly demonstrate compliance with each of the technical requirements listed in Annex A will be considered non-responsive.**

#### 1.2 Financial Evaluation

*SACC Manual Clause A0220T (2013-04-25), Evaluation of Price*

### 2. Basis of Selection

*SACC Manual clauses*

*A0031T (2010-08-16) Basis of selection - Mandatory Technical Criteria*

---

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### 1. Mandatory Certifications Required Precedent to Contract Award

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

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

#### 1.2 Federal Contractors Program for Employment Equity - Bid Certification

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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](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](#).

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.

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is no security requirement associated with the requirement.

### 2. Statement of Work

Provide as and when needed, Dry Cleaning services, according to the statement of work in Schedule "A" hereto.

### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual

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

#### 3.1 General Conditions

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

##### 3.1.1 Item lost or destroyed

Any lost item and not found inside a one month period or destroyed by the contractor will have to be replaced at the contractor's expenses.

##### 3.1.2 Liquidated Damages

1. If the Contractor fails to perform the services within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of 50\$ for each calendar day of delay. The total amount of the liquidated damages must not exceed 10 percent of the contract price.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.

Solicitation No. - N° de l'invitation

W0138-133182/A

Amd. No. - N° de la modif.

File No. - N° du dossier

BAP-3-36230

Buyer ID - Id de l'acheteur

ba1002

CCC No./N° CCC - FMS No/ N° VME

---

W0138-133182

---

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from **March 1, 2014, to February 28, 2015** with two (2) years in option.

#### 4.1.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **two (2) additional one (1) year periods** under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of payment and the conditions enumerated in the following paragraph.

##### 4.1.2.1 Consumer Price Index as Published by Statistics Canada

Canada may exercise the option to extend the term of the Contract, year by year, as shown in the Contract or as amended pursuant to the terms and conditions as expressed therein shall be increased or decreased by the percentage change in the Consumer Price Index as published by Statistics Canada for the area of Canada in which the work is being performed calculated for the 12 month period immediately preceding the commencement date of the said extension year, provided that written notice of the request for extension is given by one party to the Contract to the other party at least 60 days prior to the date of completion of the Contract and the other party agrees in writing, to the request for extension referred to therein no later than fifteen (15) days after receipt of said notice.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Denise Larouche  
Title: Supply Officer  
Telephone: (418)677-4000 ext. 4137  
E-mail address: denise.larouche@tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

**5.2 Project Authority** (to be completed at the contract award)

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

**5.3 Contractor's Representative**

Name and telephone number of the person responsible for:

**(a) Contract Manager:**

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

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

Telephone No.: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**(b) Service Follow-up:**

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

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

Telephone No.: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment - Price of lots and firm rates

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a price of lots and firm rates, as specified in Annex "A" Pricing. Customs duties are included and Applicable Taxes are extra.

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

### 6.2 Minimum Work Guarantee

1. In this clause, "Maximum Contract Value" means the amount specified on the first page of the contract , clause set out in the Contract; and "Minimum Contract Value" means 30 percent of the Maximum Contract Value.
2. The Contractor must perform the Work described in the Contract as and when requested by \_\_\_\_\_ Canada during the period of the Contract. Canada's obligation under the Contract is to \_\_\_\_\_ request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay \_\_\_\_\_ the Contractor at the end of the Contract in accordance with paragraph 3. In consideration \_\_\_\_\_ of such obligation, the Contractor agrees to stand in readiness throughout the Contract \_\_\_\_\_ period to perform the Work described in the Contract. Canada's maximum liability for work \_\_\_\_\_ performed under the Contract must not exceed the Maximum Contract Value, unless an \_\_\_\_\_ increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada \_\_\_\_\_ must pay the Contractor \_\_\_\_\_ the difference \_\_\_\_\_ between the Minimum Contract Value and the cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

### 6.3 SACC Manual Clause

A9117C (2007/11/30), T1204 - Direct Request by Customer Department  
H1001C (2008-05-12), Multiple Payment

### 6.4 Payment of Invoices by Credit Card

The credit card \_\_\_\_\_ is accepted. Or

The credits cards \_\_\_\_\_ & \_\_\_\_\_ are accepted.

**7. Delivery Slips and Block Invoices (monthly)**

At the request of each client only

**(a) Delivery slips**

- (i) one delivery slip per order is to be prepared and attached when the articles cleaned for the requesting client are delivered; and
- (ii) the delivery slip is to indicate the client name, address and account number, as well as the articles cleaned, the quantity and the unit price, signed by the requesting client.

**(b) Block invoices (monthly):**

- (i) a block invoice is to be prepared at the end of each month, with a summary of the total price for each delivery slip in the month in question, the total amount of the block invoice and the GST, for each specific client.
- (ii) the contractor is to attach a copy of all delivery slips, signed, together with the block invoice (monthly) for the client in question; and
- (iii) block invoices are to be sent to each specific address to the clients covered by the contract to the address for the Regiment of Saguenay or the Chicoutimi Naval Reserve, or

**Department of National Defence  
(Section or building \_\_\_\_\_)**

3 Wing Bagotville  
PO Box 5000, Main Station  
Alouette, Quebec G0V 1A0

Person's name \_\_\_\_\_

Tél: (418)677-4000 ext. \_\_\_\_\_

**8. Certifications**

**8.1 Compliance**

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

---

**9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

**10. 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 Articles of Agreement;
- (b) the general conditions 2010C (2013-06-27) General Conditions Services (Medium Complexity);
- (c) Attachments - Annex "A" Part 1 - Statement of work / Part 2 - Pricing
- (d) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

**11. SACC Manual Clauses**

A9006C (2012-07-16), Defence Contract

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

G1005C (2008-05-12), Insurance

\* These documents are attached to this application and must be inserted here and are an integral part of the present.

**Annex "A" Part 1- Statement of Work / Part 2 -Pricing**

**Table of contents**

**DRY CLEANING**

**Annexe A**

PART 1 – STATEMENT OF WORK..... 2  
PART 2 - PRICING..... 5

**Annexe A - Appendix 1**

Breakdown of washing to be done for cadets..... 8

**Annexe B** – Plan of 3 Wing Bagotville ..... 9

**Annexe C** – Plan of Bagotville cadet camp ..... 10

**Annexe D** – List of buildings ..... 11

## ANNEXE «A»

### PART 1 – STATEMENT OF WORK

#### 1. Clients

Dry cleaning services are to be provided for several clients located in various building at 3 Wing Bagotville, at the Regiment du Saguenay located at 2578 Chemin de la Réserve in Jonquière and at the Naval Reserve in Chicoutimi located on Saguenay Boulevard.

The following buildings are usually included on the delivery route:

	<b>Unit name &amp; Location:</b>	<b>Person responsible &amp; Email:</b>	<b># Telephone &amp; # Fax:</b>
1	Régiment du Saguenay Jonquière - (RSJ)	Cplc Rhains Steeve.Rhains@forces.gc.ca	Tél: 418- 698-5700 ext 334 Fax: 418-698-5704
2	Réserve navale Chicoutimi - (RNC)	Mat1 Côté Diana.Côté@forces.gc.ca	Tél: 418-698-5705 ext 2248 Fax: 418-698-5709
3	Logements célibataires - Bât. 60	Patrick Agbaze Patrick.Agabaze@forces.gc.ca	Tél: 418-677-4000 ext 7326 Fax: 418-677-4454
4	Cadets - Bât 86C	Cplc Emond Alain.Emond@forces.gc.ca	Tél: 418-677-4000 ext 7539 Fax: 418-677-4054
5	Magasin Habillement - Bât 86H	Sgt Côté Stephane.Cote@forces.gc.ca	Tél: 418-677-4000 ext 7875 Fax: 418-677-7427
6	Transport - Hangar 2	Cpl Ouellet Michael.Ouellet@forces.gc.ca	Tél: 418- 677-4000 ext 4299 Fax: 418- 677-4460
7	Escadron 439 - Hangar 3	Cplc Boulanger Patrick.Boulanger@forces.gc.ca	Tél: 418- 677-4000 ext 7697 Fax: 418- 677-7439
8	Escadron 425 - Hangar 7	Cplc Larouche Eric.Larouche@forces.gc.ca	Tél: 418- 677-4000 ext 7282 Fax: 418- 677-7868

#### 2. Equipement and bags

The contractor must have enough equipment to fill the needs described in this annex.

The contractor must supply bags that are sufficiently large to cover requirements (a minimum of 40 bags is need to provide the requested services). These are to be used to pick up items at the various locations specified above. The contractor needs to plan for a bag turnover by leaving a bag in each department to replace the one that has been picked up. The bags must be identified with your company's name.

#### 3. Details

Please note that some details are specified directly in the description of the articles in Part II of annex "A"; additional details are described below:

##### 1. **For all clients:**

For all clients, unless specified otherwise hereinafter, items to be cleaned will be picked up twice a week, on Tuesday and Thursday, and returned within no more than seven calendar days following the pickup day. Pick up and return hours are

## ANNEXE «A»

between 8 am and 4 pm.

2. The items 1,2,8,13,14,18 19 and 20 specified in Annex B, are to be delivered on hangers and covered in protective plastic.
3. The item 10 (Inner or Outer Sleeping Bag) Are to be covered in protective plastic.
4. The item 24 (Bag, Sleeping, Trade Pattern, One piece) ARE to be covered in protective plastic.

### **B. Chicoutimi Naval Reserve**

For items from the Chicoutimi Naval Reserve, the following pickup and delivery schedule must be followed: articles are to be picked up on Tuesday and returned on Thursday of the same week (2 days instead of 7 days), and Thursday pickups are to be returned on the following Tuesday.

### **C. For the cadet camp only - B86C**

#### 1. Pickup and return

- (a) The period runs from 15 September to 15 June each year:

Pickup to be on Tuesday without prior notice. Articles are to be returned to cadet supplies within a maximum of 48 hours following pick-up.

- (b) Period from 16 June to 14 September each year.

Pickup is to follow a specific schedule to be determined and supplied by the Cadet Supply Officer when the summercamp opens. Returns are to follow the training schedule, which will be provided to the contractor by the summer camp when it begins.

**Note:** The pickup and return schedule for this period will be 24 hours in some instances and 48 hours IN others.

The supplier will be responsible for providing all transportation and employees (trucks, drivers and employees for pickup and return of items) required for the exercises within the time periods stipulated.

2. The item #5 (Sweaters, Combat, CF) must be tied into bundles with a cord (5 units per bundle).
3. The item #16 (Pillow 100% polyester) must be cross-tied with a two length of cord, one on each side, 5 units per bundle and covered in protective plastic.
4. The item #10 and 24 (Inner or Outer Sleeping Bag and Bag, Sleeping, Trade Pattern, One piece) must be tied individually and covered in protective plastic.
5. The item #21 (parkas) must be covered in protective plastic.

## ANNEXE «A»

For information only, an appendix at the end of this document gives the breakdown of the washing to be done for cadets. The quantities described in this appendix are already included in the pricing table.

### **4. Legend**

#### **"A" Category:**

- a. Vêtements / Clothing
- b. Literie et serviettes / Bedding and towels
- c. Matériel de camping / Camping equipment
- d. Matériel de cuisine / kitchen equipment
- e. Matériel d'hôpital / Hospital equipment
- f. Divers / Miscellaneous

#### **"B" Fabric / Material:**

1. Coton / Cotton
2. Laine / Wool
3. Nylon / Nylon
4. Cuir / Leather
5. Toile / Linen
6. Rayonne / Rayon
7. Grosse toile / Canvas
8. Divers / Miscellaneous
9. Caoutchouc / Rubber

#### **"C" Type of process recommended**

1. Nettoyage à sec et séchage dans la cuve tournante / Dry cleaned and tumbler dried
2. Nettoyage à sec et pressage / Dry cleaned and pressed
3. Dégraissage / Shampooed.

### **5. Instructions:**

Please complete the following table and the following pages, and attach to your proposal.

- a. Pickup and return charges for articles at 3 Wing Bagotville, at the Regiment of Saguenay in Jonquière and at the Chicoutimi Naval Reserve are to be included in your unit prices.
- b. You must provide delivery trucks which shall be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facilities.
- c. When making deliveries, sufficient personnel shall be provided to permit unloading of any type of vehicle without the assistance of federal government personnel.
- d. Cost involved in the specific details described in Annex "A" (various pickup and delivery deadlines, hangars, protective plastic and bagging) are to be included in your unit prices.
- e. The Goods and Services Tax (GST) and the Quebec Sales Tax (QSt) is extra.

## ANNEXE «A»

### PART 2 - PRICING

#### 1. Pricing:

- A. The purpose of the "LOCATION" column is to help identify which department uses certain items. However, it is highly likely that there may be mistakes and omissions in such identifications. This information is therefore to be treated with circumspection; it is given only for information purposes to help us do future updates.
- B. Details concerning the "LEGEND" used in the following table are given on the final point of Annex A.

#### 2. List of articles:

	DESCRIPTION	LOCATION	LEGEND			ANNUAL QTY	UNIT PRICE(\$)
			A	B	C		
1	Blousons de vols de type No 1V/ Jackets, Flying type 1V	B86H, H3, et H7	1	1-2-3	1	100	\$
2	Blousons de vols, légers/ Jackets, Flying, Lightweight	B86H, H3, et H7	1	1-3	2	200	\$
3	Capuchons de sacs de couchage en duvet/ Hoods, Sleeping Bag (Down Filled)	B86H, RSJ	1	1-3-8	1	150	\$
4	Chandails de laine de combat des FC/ Sweater, combat, CF	B86H, B86C RSJ	1	2	1	650	\$
5	Chaussettes molletonnées/ Socks, Duffel	B86H, RSJ	1	8	1	200	\$
6	Chemises en flanelle Kaki/ Shirts, Khaki, Flannel	B86H, RSJ	1	1-2	2	100	\$
7	Combinaisons de vols légères, modèle tenue de combat, tissu uni, fibre de laine polyester/ Coveralls, Flying, Light, Combat-type, Cloth, Plain, Polyester, Fibre, Wool	B86H, H3, et H7	1	2-8	2	200	\$
8	Douillette / Bed throw	B60	2	8	1	100	\$
9	Enveloppe intérieure ou extérieure de sac de couchage / Inner or Outer Sleeping Bag	B86C, B86H RSJ	3	1-3-8	1	2,000	\$
10	Enveloppe de sac de couchage (BIVY BAG) / Sleeping Bag Cover	B86H	3		1	50	\$
11	Habit GNBC / NBC suit	B86H	1	7-8-9	1	50	\$

**ANNEXE «A»**

12	Jupe hiver, femme, tenue réglementaire, des FC/ Skirt, Woman's Service Dress Heavyweight, all elements	B86H, RSJ	1	2	2	30	\$
13	Manteau toutes saisons, homme et femme, tenue réglementaire, des FC/ Coat All-Weather Man's/ Woman's Service Dress, all Elements	B86H, RSJ	1	2	2	100	\$
14	Moufles (mitaine) de laine/ Mitts, Woolen	B86H, RSJ	1	2	1	100	\$
15	Oreillers 100% polyester/ Pillows 100% Polyester	B60, B86c	2	1-8	1	1,700	\$
16	Pantalons de vols de type 4/ Trousers, Flying type 4	B86H	1	1-2-3	1	20	\$
17	Pantalons été réglementaire des FC/ Trousers, Service CF	B86H, RSJ	1	2-3	2	100	\$
18	Pantalons hiver, femme, tenue réglementaire, trois forces/ Slacks, Womans's Service Dress Heavyweight, all elements	B86H	1	2	2	25	\$
19	Pantalon maternité / Maternity Trousers	B86H	1	2	2	15	
20	Parkas tout usage des FC, vert olive No 107 (pour hommes), Parka de combat & G.P. Parka/ Parkas, Man's CF, OG No 107, Gen. Purpose	Varié	1	1-2-3	2	250	\$
21	Parkas de taille moyenne, temps froid(Maritimes)/ Parkas, Intermediate Cold Weather (Maritime)	B86H	1	1-2	2	15	\$
22	Rideau 72" x 50" / Curtain 72" x 50"	B60	6	8	1	10	\$
23	Sac de couchage brun, modèle commercial, une pièce/ Bag, Sleeping, Trade Pattern, One piece	B86c, B86H	3	1-3-8	1	600	\$
24	Sac en toile pour sac de couchage / Linen bag for sleeping bag	B86H	3	5	1	150	\$
25	Salopettes pour hommes, engins blindés VBC, temps froid/ Overalls, Man's AFV, Cold Weather	B86H	1	1-2-3	1	20	\$
26	TAN - Short ( culotte courte)	B86H	1	1-8	1	10	\$
27	TAN - Chemise / Jacket	B86H	1	1-8	1	10	\$
28	TAN - Pantalon / Trousers	B86H	1	1-8	1	10	\$
29	Tunique maternité / Maternity Tunic	B86H	1	2	2	10	\$

**ANNEXE «A»**

30	Veste maternité / Maternity Jacket	B86H	1	2	2	10	\$
31	Vestes pour grand froid, engins blindés (VBC)/ Jackets, Cold Weather, AFV	B86H	1	1-2-3	1	10	\$
32	Vestes d'uniformes des FC/ Coast-jackets, Service Dress, FC	B86H, RSJ	1	2-3	2	100	\$

## ANNEXE «A» APPENDIX 1

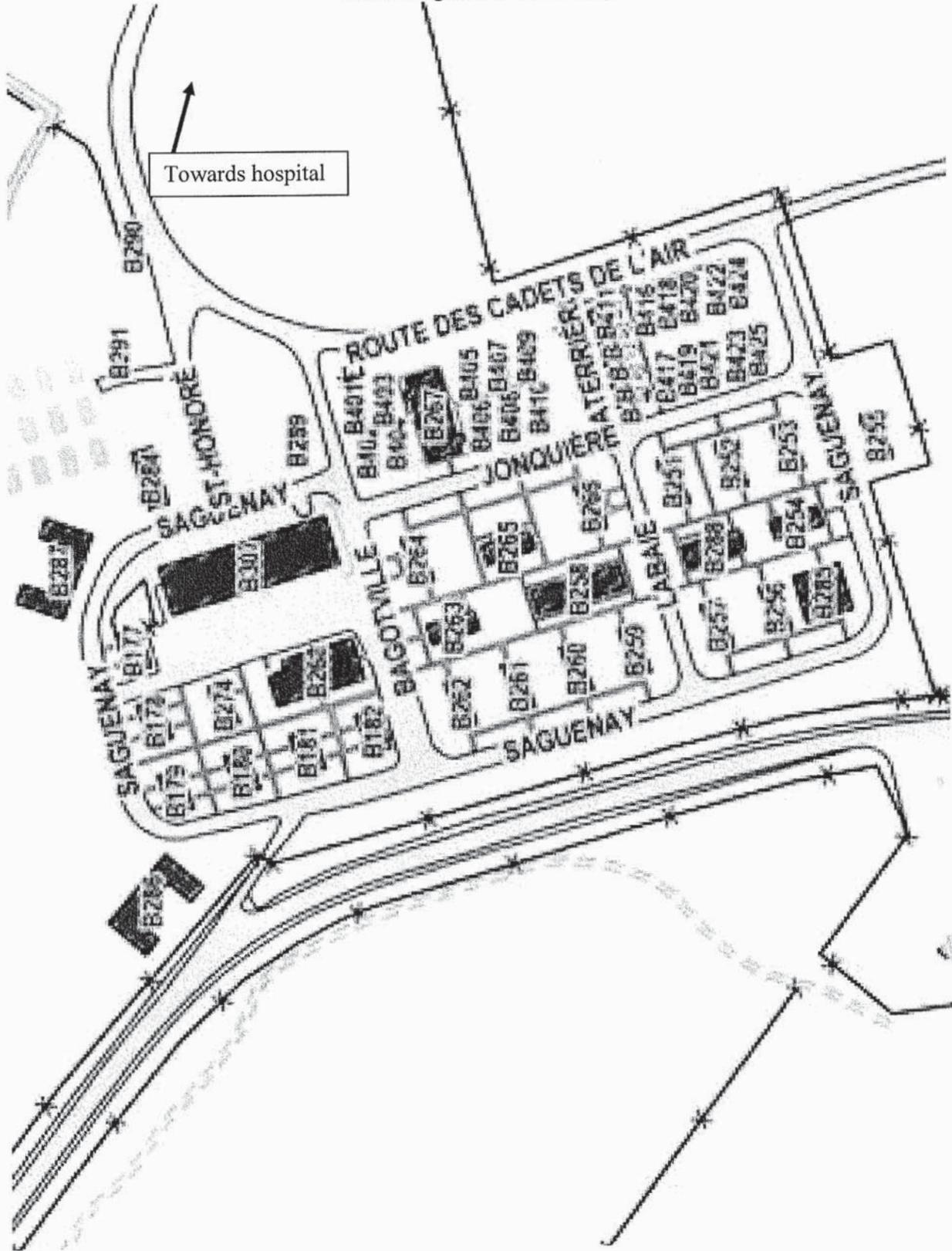
**1. Breakdown of washing to be done for cadets**

The items marked with an asterisk (\*) must be returned within the time required in the contract. These articles are critical for the operation.

Article	Description	Quantity		
		September to May	During camp from June to August	Total
5 *	Chandails de laine de combat / Sweaters, Combat	0	560	560
10 *	Enveloppe intérieure ou extérieure de sac de couchage / Inner or Outer Sleeping Bag	1,300	600	1,900
16*	Oreiller / Pillow 100% polyester	15	1,300	1,315
21*	Parka vert / Green Parkas	110	0	110
24 *	Sac de couchage brun / Bag, Sleeping, Trade Pattern, One piece	330	250	580



ANNEXE «C»  
Plan of Bagotville cadet camp



**ANNEXE «D»**

List of buildings

**BÂTISSSES**

ÉQUIP LOURD	H2
SAUVETAGE	H3
433 ESCADRON	H7
425 ESCADRON	H6
CASERNE "H"	HB3
CENTRE SOCIAL (BARN)	16
ENTREPÔT GASOLINE	25
ATELIER DE SALLE DES POMPES	31
SITE DES TRANSMISSIONS (TACAN)	52
SYSTÈME DE NAVIGATION AÉRIENNE	53
TACTIQUE	
MESS DES OFFICIERS	55
QUARTIER DES OFFICIERS	56
QUARTIER DES OFFICIERS FÉMININS	59
ADMIN / Contrôleur / Pers civil / Sélection	60
personnel / Réserve aérienne / BSE / Qualité	
de vie /	
GÉNIE CONSTRUCTION	62
HOPITAL / DENTAL / PHOTO	66
CLUB AUTO / CLUB BRICOLAGE	68
QUARTIER GÉNÉRAL	70
CENTRE RÉCRÉATIF	71
GARAGE D'ÉQUIPEMENT MOBILE	76
GARAGE CAMIONS CITERNES	77
TÉLÉCOMMUNICATION	78
AVIONIC	79
MOUVEMENT	80
POLICE MILITAIRE	81
CENTRALE THERMIQUE	82
POSTE DES POMPIERS	85
APPROVISIONNEMENT	86
MESS COMMUN	87
GARAGE CAMIONS CITERNES	102
NDT & ERRA	106
L'ENTREPÔT DE CARBURANT	107
SOUS STATION 161,000 VOLTS	111
CHAPELLE CATHOLIQUE	114
CHAPELLE PROTESTANT	114
MUSÉE DÉFENSE AÉRIENNE	115

**BUILDINGS**

HEAVY EQUIP
RESCUE
433 SQN
425 SQN
"H" BLOCK
SOCIAL CENTRE (BARN)
GASOLINE STORAGE
PUMPHOUSE WORKSHOP
TRANSMISSIONS SITE
TACTICAL AIR NAVIGATION
AID
OFFICERS' MESS
OFFICERS' QUARTERS
OFFICERS' QUARTERS FEMALE
ADMIN / Comptroller / Civilian
personnal / Wing pers selection / Air
Reserve / WSO /Wing Quality Office
CONSTRUCTION / ENGINEERINS
HOSPITAL / DENTAL / PHOTO
AUTO CLUB / WOOD SHOP
HEADQUARTERS
RECREATION CENTRE
MECH ELEC GARAGE
RT GARAGE
TELECOMM
AVIONIC
AIR MOVEMENT UNIT
MILITARY POLICE
CENTRAL HEATING
FIRE HALL
UNIT SUPPLY
COMBINED MESS
RT GARAGE
NDT & ARAF
FUEL STORAGE
SUBSTATION 161,000 VOLTS
RC CHAPEL
P CHAPEL
AIR DEFENCE MUSEUM

**ANNEXE «D»**

List of buildings

**BÂTISSSES****BUILDINGS**

CENTRE COMMUNAUTAIRE / CLUBS	116	COMMUNITY CENTER / CLUBS
QRA	121	QRA
ENTREPÔT SABLE	122	SAND STORAGE
GROUPE ÉLECTROGÈNE	123	POWER HOUSE
ENTREPÔT GÉNÉRAL	124	GENERAL STORAGE
ARMEMENT TYPE B	125	TYPE B ARMAMENT
ENTREPÔT	127	STORAGE
SECTION DES LIGNES	133	LINEMEN
TÉLÉPHONISTES	133	TELEPHONE OPERATORS
ARMEMENT TYPE U	134	TYPE U ARMAMENT
ARMEMENT TYPE U	135	TYPE U ARMAMENT
PHARE BG LATERRIÈRE	140	BG BEACON LATERRIERE
POSTE DE CONTRÔLE D'ENTRÉE	141	ENTRANCE CONTROL POST
CANEX / CAISSE D'ÉCONOMIE	147	CANEX / CREDIT UNION
CENTRALE DE POMPAGE	155	PUMPHOUSE
GÉNÉRATRICE AU BATIMENT DE	156	GCA APU
CONTRÔLE D'APPROCHE DES AVIONS		
ENTREPÔT D'HYDROGÈNE	157	HYDROGEN STORAGE
RADAR D'APPROCHE DE PRÉCISION	158	PRECISION APPROACH RADAR
ARMEMENT AÉROSPATIAL	159	AGE
ENTREPÔT D'OXYGÈNE	160	OXYGEN STORAGE
ENTREPÔT D'HUILE	168	OIL STORAGE
ENTREPÔT MAISON MOBILE	169	TRAILER PARK STORAGE
ENTREPÔT DU CE	174	CE STORAGE
ENTREPÔT D'HUILE (POL)	175	OIL STORAGE (POL)
CCVI	176	IFRCC
CASERNE	177	BARRACK
CASERNE	178	BARRACK
CASERNE	179	BARRACK
CASERNE	180	BARRACK
CASERNE	181	BARRACK
CASERNE	182	BARRACK
RADAR DE SURVEILLANCE	183	ASR TOWER
ENTREPÔT POUR POLICE MILITAIRE	184	MILITARY POLICE STORAGE
ABRI POUR TAMBOUR DÉVIDOIR	187	HOSE REEL HUR
HANGAR POUR GRUE	188	CRANE SHELTER
ENTREPÔT DE POUDRE CHIMIQUE	193	DRY CHEMICAL POWDER
ENTREPÔT	198	STORAGE
ABRI DE STATION DE POMPAGE	199	SHELTER POL LOADING AREA
ABRI DE STATION DE DÉCHARGE	201	UNLOADING SHELTER POL

**ANNEXE «D»**

List of buildings

**BÂTISSSES**

ENTREPÔT HUILE ET ANTIGEL (AU 85)	202
ENTREPÔT POUR TERRAIN DE BALLE	203
ABRI DE STATION DES POMPES	206
SERRE	207
ENTREPÔT DE CHLORE	208
ABRI POUR APU	211
ABRI POUR APU	212
ÉDIFICE D'ASSEMBLAGE	213
D'ARMEMENT	
ENTREPÔT MAISON MOBILE	214
CELLULE D'ESSAI POUR CF-18	215
APEC	216
INSTALLATION D'APPUI	217
D'ARMEMENT	
APPROVISIONNEMENT – CHEMINS ET	218
PAVÉS	
CHAMP DE TIR DE 25 MÈTRES	219
PARE BALLE	220
ENTREPÔT D'OXYGÈNE LIQUIDE	221
GARAGE DE L'AMSE	222
LOGEMENT POR CÉLIBATAIRES	223
ENTREPÔT DE CARBURANT	224
ENTREPÔT CF-18	225
ENTREPÔT MISSILES	226
ENTREPÔT PÉTROLIERS	227
ABRI ILS BOUT PISTE 11	228
ABRI ILS BOUT PISTE 29	229
ABRI DE REFROIDISSEUR	230
GUÉRITE	231
CENTRE D'ÉNERGIE – ÉCLAIRAGE	232
DES PISTES	
ENTREPÔT DE MISSLE	233
CHAMBRE À GAZ	234
SITE RADIO HF	235
ENTREPÔT DES PESTICIDES	236
CASEMATE DU POINT DE CONTROLE	237
DÉPÔT DE MUNITIONS EN ATTENTE	238
OPÉRATIONS	239
BÂTIMENT D'OPÉRATION RADAR	240

**BUILDINGS**

OIL STORAGE (85)
STORAGE
PUMP SHELTER STATION
GREENHOUSE
CHLORINE STORAGE
APU SHELTER
APU SHELTER
ARMAMENT BUILD-UP
WORKSHOP
TRAILER PARK STORAGE
HUSH HOUSE FOR CF-18
MUMF
ARMAMENT SUPPORT
FACILITY
SUPPLY – ROADS & GROUNDS
25 METRE SHOOTING RANGE
STOP BUTT
LOX BLDG
MSE GARAGE
SINGLE QUARTERS
PUMPS SHELTER - POL
COMPOUND
CF-18 WAREHOUSE
MISSILE STORAGE
POL STORAGE
ILS EQUIP SHELTER (RWY 11)
ILS EQUIP SHELTER (RWY 29)
COOLER SHELTER
GUARD POST
AIRFIELDS LIGHTING POWER
CENTER
MIILE WAREHOUSE
GAS CHAMBER
HF RADIO SITE
PESTICIDE STORAGE
CONTROL POINT CASEMATE CP
STORE AWAITING DISPOSAL
OPERATIONS
12 RDR

## ANNEXE «D»

List of buildings

### BÂTISSSES

BÂTIMENT ENTR. MISSILE & ASSEMBL. ARMES	242
BÂTIMENT D'OPÉRATION DES PLANEURS	243
GROUPE ÉLECTROGÈNE AUXILIAIRE	244
POSTE DE POMPAGE INCENDIE	245
ENTREPÔT MATÉRIEL EXERCICE	246
BLOC SANITAIRE	250
DORTOIR CADETS	251
DORTOIR	252
DORTOIR	253
DORTOIR	254
DORTOIR	255
DORTOIR	256
DORTOIR	257
BLOC SANITAIRE	258
CADET	259
CADET	260
CADET	261
CADET	262
CADET	263
ADMIN –CADETS	264
ADMIN –CADETS	265
ADMIN –CADETS	266
SERRE	269
ABRI "SPRUNG" (AU H2)	270
ABRI "SPRUNG" (AU H6)	272
ABRI "SPRUNG" (AU 216)	273
BLOC SANITAIRE	274
TOUR DE CONTRÔLE	275
GARAGE CAMIONS CITERNES (POL)	276
STATION POMPAGE (POL)	277
ENTREPÔT POL – CHEMINS ET PAVÉS	303
BÂTIMENT D'OPERATION /CLUB / VOL	304
ÉCOLE DE CONTRÔLE DE CIRCULATION AÉRIENNE	305
ARENA	306
CENTRE MULTI-DISCIPLINAIRE POUR CADETS & ÉCOLE MUSIQUE	307

### BUILDINGS

MISSILES & MUNITION
GLIDER OPERATIONS
AUXILIARY POWER PLANT
STORAGE / EXERCISE Material
SANITARY BLDG
DORMITORY BLDG
DORMITORY BLDG
DORMITORY BLDG
DORMITORY BLDG
DORMITORY BLDG
DORMITORY BLDG
DORMITORY BLDG
DORMITORY BLDG
SANITARY BLDG
CADET
CADET-ADMIN
CADET-ADMIN
CADET-ADMIN
GREENHOUSE
"SPRUNG" SHELTER – H2
"SPRUNG" SHELTER – H6
"SPRUNG" SHELTER –216
SANITARY BLDG
CONTROL TOWER
POL GARAGE
POL PUMP STATION
POL STORAGE – ROADS AND GROUNDS
FLYING CLUB
CCCA
ARENA
CADET MULTI-DISCIPLINARY CENTRE & MUSIC SCHOOL

**ANNEXE «D»**

List of buildings

**BÂTISSSES**

POSTE DE CONTRÔLE D'ENTRÉE 308  
REMISE À BICYCLETTES (NORD) 309  
REMISE À BICYCLETTES (SUD) 310  
ABRI "SPRUNG" H3 312  
ENTREPÔT DE BATTERIES 313  
GROUPE ÉLECTROGÈNE AUXILIAIRE 314  
ENTREPÔT PRODUITS DANGEREUX 316  
GROUPE ELECTROGÈNE (BAT 81) 319  
SAECR 365

**BUILDINGS**

ENTRANCE CONTROL POST  
BICYCLE STORAGE  
BICYCLE STORAGE  
"SPRUNG" SHELTER – H3  
BATTERY STORAGE  
AUXILIARY POWER PLANT  
HAZARDOUS MATERIAL  
POWER PLANT (BLDG 81)  
ADCTS