

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
**Pacific Region**  
**401 - 1230 Government Street**  
**Victoria, B.C.**  
**V8W 3X4**  
**Bid Fax: (250) 363-3344**

**Request For a Standing Offer**  
**Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> RISO - LAUNDRY & DRYCLEANING	
<b>Solicitation No. - N° de l'invitation</b> W2952-130036/A	<b>Date</b> 2014-01-21
<b>Client Reference No. - N° de référence du client</b> W2952-130036	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$VIC-246-6418
<b>File No. - N° de dossier</b> VIC-3-36181 (246)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-03-03</b>	
<b>Time Zone Fuseau horaire</b> Pacific Standard Time PST	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Kobenter, Hélène	<b>Buyer Id - Id de l'acheteur</b> vic246
<b>Telephone No. - N° de téléphone</b> (250)363-3404 ( )	<b>FAX No. - N° de FAX</b> (250)363-3344
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE VERNON MILITARY CAMP 2950-15TH AVE VERNON British Columbia V1T6M8 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b>	<b>Facsimile No. - N° de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (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>

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W2952-130036/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic246

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

W2952-130036

File No. - N° du dossier

VIC-3-36181

CCC No./N° CCC - FMS No/ N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

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

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

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

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

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

Part 5: Certifications: includes the certifications to be provided;

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

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

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

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

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

### **2. Summary**

Request for Standing Offers (RFSO) for the provision of laundry and dry cleaning services for the Department of National Defence (DND), Vernon Military Cadet Camp, Vernon, BC in accordance with the requirements detailed herein.

The period of the Standing Offer is from date of issuance to 2015-03-31 included, with the possibility of extending the Standing Offer by two (2) one (1) year extension periods under the same terms and conditions.

- Type of laundry process and type of dry cleaning process listed in the RFSO is mandatory;
- Individual Pick-up point garments must be kept separate from each other;
- Laundry Bags and Plastic Bags for Dry cleaning must be included in the pricing offered;
- Offerors must provide services five (5) working days per week (Monday through Friday);
- Normal Requirements Turnaround: Within three (3) calendar days. Urgent/Emergency Requirements Turnaround: Within two (2) calendar days.

The total estimated yearly value of all call-ups issued against the Standing Offer is CAD \$100,000.00 including Applicable Taxes.

The above estimated annual value will be used for financial evaluation purposes only. It does not represent a commitment by Canada and is only an estimation of the potential value of all call-ups which may be placed by the Identified Users against the Standing Offer.

An offer must comply with the requirements of the RFSO and meet all mandatory technical and financial evaluation criteria to be declared responsive.

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

For services requirements, Offerors in receipt of a pension or a lump sump payment must provide the required information as detailed in article 3 of Part 2 of the RFSO.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

This Public Works and Government Services Canada (PWGSC) office provides procurement services to the public in English.

It is the responsibility of the Offeror to ensure that all addenda issued prior to solicitation closing have been obtained and addressed in the submitted offer.

Offerors intending to submit offers should obtain solicitation documents from the Government Electronic Tendering System (GETS) at <https://buyandsell.gc.ca/procurement-data/tenders>. Addenda, when issued, will be available on GETS. Suppliers basing their submissions on solicitation documents obtained from other sources do so at their own risk.

For further information, please refer to the solicitation documents.

#### **1. Security Requirement**

There is no security requirement applicable to this Standing Offer.

#### **2. Debriefings**

Offerors may request a debriefing on the results of the request for standing offers. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - OFFEROR INSTRUCTIONS**

#### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

The 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

#### **2. Submission of Offers**

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

### 3. Former Public Servant - Competitive Requirements

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer 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:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

"*pension*" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, 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 Offeror a FPS in receipt of a pension? **NO** [  ] **YES** [  ]

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

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

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

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## Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? <b>NO [ ] YES [ ]</b>
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If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

### 4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority **no later than fifteen (15) calendar days before the Request for Standing Offers (RFSO) closing date**. Enquiries received after that time may not be answered.

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

### 5. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

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

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 1. Offer Preparation Instructions

Canada requests that offerors provide their offer in separately bound sections as follows:

- Section I: Technical Offer (One (1) hard copy)**
- Section II: Financial Offer (One (1) hard copy)**
- Section III: Certifications (One (1) hard copy)**

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

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

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers;

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

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

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

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

#### **I.1 Mandatory Technical Evaluation Criteria**

See PART 4, Paragraph 1.1.1 of the Request for Standing Offer

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

Offerors must submit their financial offer in accordance with Annex B - Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### **II.1 Mandatory Financial Evaluation Criteria**

See PART 4, Paragraph 1.2.1 of the Request for Standing Offer

#### **II.2 Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.  
The following credit card(s) are accepted:  
VISA \_\_\_\_\_  
Master Card \_\_\_\_\_
- (b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card. Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion

#### **II.3 Exchange Rate Fluctuation**

The requirement does not provide for exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered and will render the offer non-responsive.

#### **II.4 Firm Price and/or Rates**

The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer.

## **II.5 Consolidated Invoicing**

The identified User may prefer that the services be invoiced monthly, or twice monthly, in arrears. Otherwise, the Offeror must invoice separately for each call-up upon its completion.

Canada requests that offerors complete one of the following:

- (a) (  ) **Yes:** we can provide the above consolidated invoicing service if awarded a standing offer as a result of this solicitation as follows: [  ] **monthly** or [  ] **twice monthly**
- (b) (  ) **No:** we cannot offer the above consolidated invoicing service if awarded a standing offer as a result of this solicitation.

The Offeror is not obligated to accept consolidated invoicing. Acceptance of consolidated invoicing will not be considered as an evaluation criterion. The requirement for consolidated invoicing will apply onto to Standing Offers issued to offerors which indicated "Yes" in their offers. Consolidated invoicing will be included in individual call-ups as required.

## **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

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

## **1. Evaluation Procedures**

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

### **1.1. Technical Evaluation**

The Offeror's Technical Offer must demonstrate compliance with all aspects of the Statement of Work at Annex A. In order for the Offeror's technical offer to be given further consideration, it must demonstrate compliance with the following mandatory technical criteria:

#### **1.1.1. Mandatory Technical Criteria**

- a) The Offeror must sign and return a copy of page 1 of the Request for Standing Offers (RFSO), including all addenda issued prior to solicitation closing date, to confirm its agreement with all terms and conditions of the RFSO.

Failure to comply with any of the above mandatory technical criteria and instructions will result in the Offeror's technical offer being declared non-responsive and given no further consideration.

### **1.2 Financial Evaluation**

#### **1.2.1 Mandatory Financial Criteria**

- a) Offerors must submit their financial offer using the financial evaluation table and following the instructions and terms and conditions provided at Annex B - Basis of Payment. The total amount of Applicable Taxes must be shown separately.

- b) Offerors must submit firm prices and/or discount rates for each period of the Standing Offer (Year 1 + Extension Year 2 + Extension Year 3) for all mandatory services identified in Annex B with an asterisk “\*” (total of 20 items).

Failure to comply with any of the above mandatory financial criteria and instructions will result in the Offeror's financial offer being declared non-responsive and given no further consideration

### **1.2.2 Evaluation of Price**

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, Delivered Duty Paid (DDP) Vernon BC Canada, Shipping charges, Canadian customs duties and excise taxes included.

### **1.2.3 Calculation of the Evaluated Price of the Offer**

The firm rate offered at Annex B for each period of the Standing Offer will be multiplied by the estimated yearly usage corresponding to each item. The extended totals for years 1, 2 and 3 thus obtained for items 1 to 44 will then be added together to determine the evaluated price of the offer. See Annex B.

For evaluation purposes only, specified items that are not individually priced will be given the following values: The greater of one dollar (\$1.00) or the highest price proposed by any other offeror.

Estimated usage will be used for financial evaluation purposes only. It does not represent a commitment by Canada and is only an estimation of the potential value of all call-ups which may be placed by the Identified Users against the Standing Offer.

## **2. Basis of Selection – Mandatory Technical and Financial Criteria**

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price on an aggregate basis will be recommended for issuance of an RISO.

### **2.1 Number of Standing Offers**

Canada intends to issue only one (1) Standing Offer.

## **PART 5 - CERTIFICATIONS**

See Annex E.

## **PART 6 - SECURITY, FINANCIAL, AND INSURANCE REQUIREMENTS**

### **1. Security Requirement**

There is no security requirement applicable to this Standing Offer.

### **2. Financial Capability**

SACC Manual clause M9033T (2011-05-16) Financial Capability

### **3. Insurance Requirements**

See paragraph 6 under Part 7B - Resulting Contract Clauses.

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## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement

There is no security requirement applicable to this Standing Offer.

#### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

##### 3.1 General Conditions

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

##### 3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirement detailed in Annex D. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows: (*Inserted at time of issuance of Standing Offer*)

1st quarter:	From _____	to _____
2nd quarter:	From _____	to _____
3rd quarter:	From _____	to _____
4th quarter:	From _____	to _____

The data must be submitted to the Standing Offer Authority no later than 20 calendar days after the end of the reporting period.

#### 4. Term of Standing Offer

##### 4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is of one (1) year from the date of issuance of the Standing Offer, from the issuance date of the Standing Offer to 31-Mar-2015 inclusive (Year 1).

##### 4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1) year periods, from 01-Apr-2015 to 31-Mar-2016 (Extension Year 2), and from 01-Apr-2016 to 31-Mar-2017 (Extension Year 3), under the same conditions and at the

rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) calendar days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Hélène Kobenter  
Procurement Officer  
Public Works and Government Services Canada  
1230 Government Street, Suite 401  
Victoria, British Columbia Canada V8W 3X4  
Telephone : (250) 363-3404  
E-mail: Helene.Kobenter@pwgsc-tpsgc.gc.ca

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

### 5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 5.3 Offeror's Representative *(To be filled in as specified in the Offeror's Offer)*

Name of person to be contacted for:

	Nom	Telephone	Facsimile	Email
Receipt, process and acknowledgment of Call-ups				
Delivery follow-up/Logistics				
Invoicing Enquiries				
General Enquiries				
Reports on usage of the Standing Offer				

## 6. Proactive Disclosure of Contracts with Former Public Servants *(If applicable)*

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## 7. Identified Users

The Identified User(s) authorized to make call-ups against the Standing Offer is/are: *(Inserted at time of issuance of the Standing Offer)*.

## 8. Call-up Instrument

The Work will be authorized or confirmed by the Identified Users designated in Article 6 using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer* OR equivalent Departmental Call-up Document.

## 9. Limitation of Call-ups

### 9.1 Limitation of individual Call-ups

Individual call-ups against this Standing Offer must not exceed CAD **\$25,000.00 (Applicable Taxes included)**.

### 9.2 Miscellaneous Laundry and Dry cleaning Services (Line item 45 at Annex B)

Miscellaneous services cover the laundry and dry cleaning services that are listed at Annex B - Basis of Payment (Items 1 through 44), and which may be purchased from the Offeror under the following conditions:

- a) The rates offered for Miscellaneous Services must be in accordance with the percentage discount specified in the Offeror's financial offer under Line item 45 at Annex B and the Offeror's published price lists in effect at the time of ordering, and all other terms and conditions of the Standing Offer.
- b) The total amount of miscellaneous services incorporated on any individual call-up **must not exceed 25% of the value of each individual call-up, Applicable Taxes included**:  
Example: If the total value of the call-up is \$25,000.00 (Applicable Taxes included), the portion of miscellaneous laundry and dry cleaning services that may be included in the call-up most not exceed \$6,250.00 (Applicable Taxes included)
- c) Purchases of miscellaneous laundry and dry cleaning services are subject to the reporting requirements detailed under Part 7A, Section 3.2 Periodic Usage Reports - Standing Offers
- d) Following issuance of a Standing Offer, it is the Offeror's responsibility to supply and update price lists and/or catalogues as Canada may require. The Offeror must provide one (1) copy of its catalogue and price list and updates to each Identified User requesting a copy. The Offeror must further send one (1) copy to the Standing Offer Authority at the address stated in the Standing Offer.

## 10. Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of CAD **\$95,238.00 (Applicable Taxes excluded)** unless otherwise authorized in writing by the Standing Offer Authority.

The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) The call up against the Standing Offer, including any annexes;
- b) The Standing Offer;
- c) The general conditions 2005 (2012-11-19), General Conditions - Standing Offers - Goods or Services;
- d) The general conditions 2010C (2013-06-27), General Conditions - Services (Medium Complexity);
- e) Annex A - Statement of Work;
- f) Annex B - Basis of Payment;
- g) Annex C - Insurance Requirements;
- h) Annex D - Standing Offer Usage Reporting Format;
- i) The Offeror's offer dated \_\_\_\_\_ (*Inserted at time of issuance of Standing Offer*)

## 12. Certifications

### 12.1 Compliance

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

### 12.2 Workers Compensation

The Contractor must maintain its account in good standing with the applicable provincial or territorial Workers' Compensation Board for the duration of the Standing Offer.

## 13. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the offeror in its offer, if applicable*).

## 14. Consolidated Invoicing in arrears (As specified in the Offeror's Offer under Part 3, Section II.5)

If required, the Offeror will provide consolidated invoicing [ ] **monthly** or [ ] **twice monthly**, in arrears. Otherwise, the Offeror must invoice separately for each call-up upon its completion.

## B. RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

The Contractor must provide the laundry and dry cleaning services detailed in the call-up against the Standing Offer.

### 2. Standard Clauses and Conditions

#### 2.1 General Conditions

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

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

### 3. Term of Contract

#### 3.1 Period of the Contract

The services must be rendered in accordance with the call-up against the Standing Offer.

### 4. Proactive Disclosure of Contracts with Former Public Servants *(If applicable)*

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

### 5. Payment

#### 5.1 Basis of Payment - Firm rates and discounts

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract/call-up, the Contractor will be paid in accordance with the firm rates and discounts as specified in the Basis of Payment in Annex B. 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 in the Work.

#### 5.2 Payment by Credit Card *(As specified by the Offeror under Part 3, Section II.2 of the request for standing Offer)*

The following credit card is accepted: \_\_\_\_\_

OR

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

#### 5.3 SACC Manual Clauses

A9117C (2007-11-30) Direct Request by Customer Department

C0100C (2010-01-11) Discretionary Audit - Commercial Goods and/or Services

H1001C (2008-05-12) Multiple Payments

## **6. Invoicing Instructions**

1. The Offeror must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Unless otherwise specified in the call-up, the Offeror must invoice separately for each call-up upon completion.
3. Invoices must be distributed as follows: The original and one (1) copy must be forwarded to the address shown on the call-up for certification and payment.
4. In the event of an overcharge or undercharge, the Offeror must provide a new invoice.

## **7. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) calendar days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Ratings no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **8. Inspection and Acceptance**

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## **9. SACC Manual Clauses**

A9062C (2011-05-16) Canadian Forces Site Regulations  
D0018C (2007-11-30) Delivery and Unloading  
M3000C (2006-08-15) Listes de prix

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## ANNEX A - STATEMENT OF WORK

### TABLE OF CONTENTS

1. **Service site authority**
2. **Laundry and dry cleaning identification**
3. **Laundry count**
4. **Cull of damaged items**
5. **Response & Delivery Time:**
6. **Laundry/dry cleaned items protection**
7. **Proposed Pick-up & Delivery Sites**
8. **Vehicle Capacity**
9. **Canadian Forces Laundry and Dry Cleaning List**
10. **Canadian Forces Laundry and Dry Cleaning Legend**

#### 1. **Service Site Authority**

The Service Site Authority for the Vernon Military Camp or its authorized representative will authorized or confirm the work using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer* OR equivalent Departmental Call-up Document.

#### 2. **Laundry and Dry cleaning Identification**

Each pick-up point's laundry and dry cleaning is to be identified when picked up, kept separate in the vehicle, laundered separately, clearly identified after laundering and must be returned to the correct pick-up point. Each delivery point must only get its own clean laundry returned. Supplier must also ensure that sufficient laundry bags are left behind at each pick-up point (if applicable).

#### 3. **Laundry Count**

All laundry will be subject to a count, both at the time of pick-up and delivery. If for any reason, these counts can not be made at the specified times, both DND and the Contractor agree that all transactions must be subject to final count and concurrence before the transaction can be considered final.

#### 4. **Cull of damaged items**

Contractor must cull damaged items that are ripped, badly stained, requiring repairs or are beyond repair and return separated from serviceable items to the consignee (pick-up point) annotated on the requisition of service. All items are to be identified clearly marked with a condition tag attached.

#### 5. **Response & Delivery Time**

Contractor must provide services five (5) working days per week (Monday through Friday)

- a) **Normal Requirements:** Services from Sep - May will normally be on an "as and when requested basis". Services from Jun-Aug pick-up will normally be on a bi-weekly basis. Services must be completed and laundry/dry cleaning returned within a maximum of three (3) calendar days from the pick-up. There are no exceptions to this turn around time.
- b) **Urgent/Emergency Requirements:** Services must be completed and laundry/dry cleaning returned within a maximum of two (2) calendar days from the pick-up.

A calendar day is defined as the 24-hour period immediately following the time of pick-up and/or call-up for the services.

**Late deliveries will not be accepted; suppliers are cautioned to adhere to this requirement.**

Supplier must be able to effect quick, complete deliveries with delivery truck easily accessible to the pick-up return point.

**NOTE:** Weight per hundred can be established by bases/stations if required by contractor.

**6. Laundry/Dry cleaned Items Protection**

The protected items must be returned in clean hampers or tri-walls with plastic lining and covered. Items must be wrapped in clear plastic or tied both ways in bundles.

**7. Proposed Pick-up & Delivery Sites**

The drop off/pick up location will be Bldg B3 unless otherwise specified. Pick-up and delivery time windows to be arranged between contractor and consignee. Supplier will be given one (1) days' notice for pick-up.

**8. Vehicle Capacity**

During busy season (July and August yearly), the Contractor must have the capacity to carry up to a maximum of 16 skids at one time of "tri wall boxes". The dimensions of the boxes are 4 feet wide x 39 inches deep x 34 inches high. An example of this would be a vehicle with a capacity similar to that of a 2 tonne cube van (no protruding wheel wells).

**9. Canadian Forces Laundry and Dry Cleaning List - See Annex B.**

**10. Canadian Forces Laundry and Dry Cleaning List Legend**

CLASS	
1	Clothing
2	Bedding / Bath/ Kitchen/Dining
3	Camping Equipment
4	Hospital Equipment
5	Miscellaneous

MATERIAL	
1	Cotton
2	Wool
3	Nylon
4	Linen
5	Polyester
6	Fleece
7	Down filling
8	Chenille
9	Rubber
10	Foam
11	Leather
12	Quadratherm
13	Gortex
14	Misc

---

<b>TYPE OF PROCESS REQUIRED - LAUNDRY</b>	
1	Washed, tumbler dried
2	Washed and air dried
3	Washed and pressed
4a	Washed, starched and pressed
4b	Washed, starched and hand pressed
5	Washed, starched, dried on stretcher and fringes hand pressed
6	Rough washed
7	Hand sponged and air dried
8	Hand sponged at soiled areas only & hang-dried away from heat and/or flame

<b>DRY CLEANING</b>	
20	Dry cleaned and tumbler dried
21	Dry cleaned and pressed
22	Dry cleaned, re-waterproofed and re-blocked
23	Dry cleaned, re-blocked and pressed
24	Dry cleaned, re-waterproofed and pressed
25	Shampooed
26	Dry cleaned, re-fireproofed and pressed
27	Hand cleaned and re-blocked

Solicitation No. - N° de l'invitation  
W2952-130036/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
Vic246

Client Ref. No. - N° de réf. du client  
W2952-130036/A

File No. - N° du dossier  
VIC-3-36181

CCC No./N° CCC - FMS No/ N° VME

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## **ANNEX B - BASIS OF PAYMENT**

**(Starts on next page)**

**ANNEX B - BASIS OF PAYMENT**

Important instructions for Offerors to complete their financial offer:

Rates are in Canadian dollars, Delivered Duty Paid (DDP) Vernon BC, Applicable Taxes excluded, shipping charges, Canadian customs duties and excise taxes included. Rates are firm for the entire period of the Standing Offer.

Type of Laundry process and Drycleaning process is mandatory

Laundry bags and plastic bags for drycleaning must be included in the pricing

- a. Offerors must submit firm prices and discount rates (Applicable Taxes excluded) for each item offered under the columns marked below with an arrow;
- b. Offerors must submit firm prices for at least all of the mandatory items marked below with an asterisk \* (total of 20 items);
- c. Offerors must submit firm prices and discount rates for each period of the standing offer (Year 1, extension Year 2, and extension Year 3);
- d. If all or part of the rate cells have been left blank for an item (e.g. Offeror has not entered a rate for each period of the Standing Offer i.e., for Year 1, Year 2, and Year 3), the line item will be deemed NOT available from the offeror;
- e. For evaluation purposes only, specified items that are not individually priced will be given the following values for evaluation purposes only: The greater of \$1.00 or the highest rate or the lowest discount proposed for that item by any vendor;
- f. Estimated usage is for financial evaluation purposes only and does not represent a commitment by Canada. It is only an estimation of the potential quantities of all call-ups which may be placed by the Identified Users against the Standing Offer;

Failure to comply with any of the above mandatory financial criteria and instructions will result in the Offeror's financial offer being declared non-responsive and given no further consideration.

Refer to Annex A for a list of Class, Material, and Process Codes.

Refer to the mandatory technical and financial evaluation criteria detailed under Part 4 of the tender document.

No further charges will be allowed.

OFFERORS PLEASE NOTE: The "Qty in Bundle & Method Req'd" column specifies how the articles are to be arranged for delivery. The "Estimated Yearly Usage (Total All Seasons)" column indicates the quantity subject to the Request for Standing Offers (Example: Item # 10 - Est. yearly total of 420 table cloths i.e. 42 plastic bundles of 10 cloths each)

ITEM	MANDATORY ITEMS MARKED WITH AN ASTERISK (*)	MATERIAL	CLASS	PROCESS REQUIRED	QTY IN BUNDLE & METHOD REQ'D	UNIT OF ISSUE	ESTIMATED YEARLY USAGE (based on unit of issue, not qty in bundle)	ESTIMATED YEARLY USAGE (based on unit of issue, not qty in bundle)	ESTIMATED YEARLY USAGE ALL SEASONS	YEAR 1		YEAR 2		YEAR 3	
										FIRM UNIT PRICE Year 1	EXTENDED TOTAL Year 1	FIRM UNIT PRICE Year 2	EXTENDED TOTAL Year 2	FIRM UNIT PRICE Year 3	EXTENDED TOTAL Year 3
1		2	1	20	5	EA	0	20	20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2		1	2	1	5	EA	350	0	350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	*	6	2	1	5	EA	540	270	810	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	*	6	2	1	5	EA	1300	550	1850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5		5	2	1	1	EA	70	6	76	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	*	2	2	1	5	EA	2500	900	3400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	*	1	2	1	30	EA	5600	1200	6800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8		1	2	1	1	EA	20	5	25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9		1	2	1	1	EA	20	20	40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10		1,4	2	3	10 Wrapped in plastic	EA	400	20	420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11		1,3	1	1	5	EA	0	170	170	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	*	1,5	2	1	1	EA	60	20	80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	*	1,5	2	1	5	EA	2100	620	2720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	*	1	2	1	5	EA	300	30	330	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15		1,5	1	1	Folded	EA	4	20	24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16		1,5	1	1	1 PR	PR	40	70	110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17		6	1	1	5 Folded & tied	EA	40	150	190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**ANNEX B - BASIS OF PAYMENT**

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18	Jacket Gortex	1	14	2	5	EA	40	150	190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Mat Bath	2	1	1	5	EA	50	5	55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Mitt Arctic Inner (PR)	1	2,9	20	1 PR	PR	0	80	80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Mitt Arctic Outer (PR)	1	3,9,11	20	1 PR	PR	0	80	80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Mukiuks (PR)	1	1,9,10	2	1 PR	PR	0	20	20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Napkin Table	2	1,4	3	20 Wrapped in plastic	EA	700	20	720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Pajama Top & Bottom Hospital	4	1	1	Folded	PR	40	0	40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Pants Gortex	1	14	2	5	PR	40	150	190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	* Parka Arctic	1	1,2,9	1	2 Folded & tied	EA	0	220	220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Poncho Rain	1	9	2	10	EA	0	60	60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Robe Hospital	4	1	1	Folded	EA	20	0	20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	* Sheet Bed Double/Queen Various Colours. Sz 81"W x 96" and 90"W x 102"	2	1	1	Folded	EA	20	20	40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30	* Sheet Bed Single Green 103"x74"	2	1	1	5 Folded & tied	EA	400	30	430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31	* Sheet Bed Single White 103"x74"	2	1	1	5 Folded & tied	EA	11000	2000	13000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	Shirt Lt Wt Hospital	4	1	1	Folded	EA	30	0	30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	* Sleeping Bag Civ Pat Lt Wt Lt Green Sz 28" X 84"	3	3,9	1	1 Rolled & tied	EA	700	150	850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	* Sleeping Bag Civ Pat Mid Wt Adv Trg Sz 60"x70"	3	3,9	1	1 Rolled & tied	EA	150	50	200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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35	*	Sleeping Bag Hwy Wt Arctic Inner Sz 56" X 66"	3	3,7,9	20	1 Rolled & tied	EA	140	500	640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36	*	Sleeping Bag HwyWt Arctic Outer Sz 60" X 72"	3	3,7,9	20	1 Rolled & tied	EA	140	500	640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37	*	Sleeping Bag Liner O/Green	3	1	1	5 Folded & tied	EA	140	1000	1140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	*	Sleeping Bag Liner Tan Civ Pat Adv Trg	3	9	2	5 Folded & tied	EA	200	150	350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39	*	Sleeping Bag Lt Wt Civ Pat Turquoise Sz 33"x75"	3	9,13	1	1 Rolled & tied	EA	200	0	200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	*	Sleeping Bag Med Wt Brown Sz 62" X 70"	3	3,9	1	1 Rolled & tied	EA	150	50	200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41		Socks Mukluk Wool (PR)	1	2,3	20	1 PR	PR	0	50	50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42		Towel Bath	2	1	1	Folded	EA	50	20	70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	*	Towel Hand	2	1	1	Folded	EA	300	20	320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		Trousers Combat Lt Wt	1	1,3	1	5	PR	0	170	170	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SOUS-TOTAL ANNUEL											\$ -	\$ -	\$ -	\$ -	\$ -	
<b>EVALUATED PRICE OF THE OFFER (YEARS 1 + 2 + 3) DDP DESTINATION VERNON BC, GST EXTRA : \$ -</b>																

45	Miscellaneous services are laundry and dry cleaning services for items that are not specified in the above table but that Offerors can make available to Government Users under this Standing Offer at the Offeror's published price list in effect at time of call-up less a firm percentage discount of:	Firm Discount offered Year 1 : _____ %	Firm Discount offered Year 2: _____ %	Firm Discount offered Ext. Year 3 _____ %
		** Miscellaneous services may only represent 25% of individual call-up dollar value including Applicable Taxes.		

## ANNEX C - INSURANCE REQUIREMENTS

### C.1 Commercial General Liability Insurance

- 1) The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Standing Offer, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 2) The Commercial General Liability policy must include the following:
  - a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c) Product and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (SIB) or similar program).
  - i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n) Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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

For other provinces and territories, send to:  
Senior General Counsel,  
Civil Litigation Section,  
Department of Justice,  
284 Wellington Street, East Tower,  
Ottawa, Ontario, K1A 0H8

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

## **C.2 Commercial General Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27.

Solicitation No. - N° de l'invitation  
W2952-130036/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
Vic246

Client Ref. No. - N° de réf. du client  
W2952-130036/A

File No. - N° du dossier  
VIC-3-36181

CCC No./N° CCC - FMS No/ N° VME

## ANNEX D - STANDING OFFER USAGE REPORTING FORMAT

**TO:** Hélène Kobenter  
Supply Arrangement Authority  
Public Works and Government Services  
401 - 1230 Government Street  
Victoria, BC V8W 3X4  
Canada  
  
Telephone: 250-363-3404  
Fax: \_\_\_\_\_  
Email: [helene.kobenter@pwgsc-tps.gc.ca](mailto:helene.kobenter@pwgsc-tps.gc.ca)

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Fax: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
**Email** \_\_\_\_\_

**Date:** \_\_\_\_\_

**STANDING OFFER No.** \_\_\_\_\_

**REPORTING PERIOD:** From \_\_\_\_\_ to \_\_\_\_\_ (Year \_\_\_\_ Quarter \_\_\_\_)

Categories	Total Amount Invoiced for the Reporting Period (Before Applicable Taxes)
1. Laundry Services	\$
2. Dry cleaning Services	\$
3. Miscellaneous Services (Item 45 at Annex B)	\$
<b>Total amount</b>	<b>\$</b>

\_\_\_\_\_  
Name and signature of person authorized to sign on behalf of Contractor (type or print)

## ANNEX E - CERTIFICATIONS

Offerors must provide the required certifications and documentation to be issued a Standing Offer.

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

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

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

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

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

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

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](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 an offer non-responsive if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

### 2. Additional Certifications Required Precedent to Issuance of a Standing Offer

#### 2.1 Workers compensation - Letter of Good Standing

The Offeror must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Offeror must provide within three (3) calendar days from a request from the Standing Offer Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Offeror's good standing account. Failure to comply with the request may result in the offer being declared non-responsive.