

 Public Works and Government Services Canada		Travaux publics et Services gouvernementaux Canada		N° du documentW3380-13Z013/A		Part - Partie 1 of - de 2		See Part 2 for Clauses and Conditions		Voir Partie 2 pour Clauses et Conditions	
Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination Plant/Usine		Delivery Req. Livraison Req.	Del. Offered Liv. offerte		
1	Services de Nettoyage à Sec	W3380	W3380	1	Lot	\$	XXXXXXXXXXXX				

Solicitation No. - N° de l'invitation

W3380-13Z013/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mta280

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

W3380-13-Z013

File No. - N° du dossier

MTA-3-36320

CCC No./N° CCC - FMS No/ N° VME

See attached document.

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TITLE - REQUEST FOR RISO – SERVICE OF DRY CLEANING FOR THE DEPARTMENT OF NATIONAL DEFENCE (GARNISON SAINT-JEAN)

PART 1 - GENERAL INFORMATION

1. Introduction

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

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

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

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

The Annexes include the Requirement and the Basis of Payment.

2. Summary

RISO for the supply of a dry cleaning service for the National Defense Department in St-Jean-sur-Richelieu, Quebec, in accordance with Annex A.

3. Security Requirement

This need has no requirements for security.

4. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-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 (2014-03-01) 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. Enquiries - Request for Standing Offers

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

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

4. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

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

- Section I: Technical Offer (2 hard copies)
- Section II: Financial Offer (2 hard copies)
- Section III: Certifications (1 hard copies)
- Section IV: Additional Information (1 hard copies)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Offer

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

Section II: Financial Offer

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

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) () Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) () Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

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

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (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

Technical evaluation must be in concordance with Annex A – Requirement.

1.2 Financial Evaluation

Financial evaluation must be in concordance with Annex B – Basis of payment

Offerors must submit firm prices for all items listed in Annex B.

SACC Manual clause M0222T (2013-04-25) Evaluation of price

2. Basis of Selection

The offer must comply with the requirements of the request for standing offers and meet all the criteria required to be declared responsive technical evaluation. The recommendation for the award of a standing offer will be based on the responsive offer the lowest for the 3 years. (sum = unit price X estimated annual quantity).

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information 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 in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly 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 and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Required Precedent to Issuance of a Standing Offer

1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement 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 Manual](https://buyandsell.gc.ca/policy-and-guidelines/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

2005 (2014-03-01) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for a period of two (2) years starting from the award date.

4.2 Extension of Standing Offer

If the use of the Offer is allowed beyond the initial period, the Offeror agrees to extend its offer for an additional period of one year under the same conditions and at the rates or prices specified in the standing offer.

The Offeror will be notified of the decision to authorize the use of the Offer for a prolonged period of the standing offer 30 days before the expiration date thereof. 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:

Name: Annie Blanchet
Title: Procurement specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 800 Rue de la Gauchetière Ouest, Suite 7300, Montréal, Québec, Canada, H5A 1L6

Telephone: 514-496-3519
Facsimile: 514-496-3822
E-mail address: Annie.Blanchet@tpsgc-pwgsc.gc.ca

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

5.2 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 against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative

The Offeror's representative is :

Name : _____
Title : _____
Address : _____

Telephone : _____
Facsimile : _____
E-mail address : _____

6. Identified Users (will be completed by Canada at the award of the contract)

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

Departement : _____
Name : _____
Telephone : _____

7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using PWGSC-TPSGC 942, Call-up Against a Standing Offer or a similar document provided by the client.

8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$2000.00 (Applicable Taxes included).

9. Financial Limitation

The total cost for Canada, call-ups to the Standing Offer must not exceed the amount of \$ _____ (including applicable taxes) unless written permission by the Standing Offer Authority. The Offeror shall not perform work or provide services or items upon receipt of orders that would bring the total cost to Canada, an amount greater than the amount indicated above, unless such increase is permitted.

The offeror shall notify the Standing Offer Authority whichever is sufficient if 75 p.100 of the amount committed, or three (3) months before the expiration of the Offer, whichever comes first two circumstances arise. However, if at any time, providing the judge said that limit is exceeded, it must immediately notify the Standing Offer Authority.

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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-03-01), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2029 (2014-03-01), General Conditions – Goods or Services (Low Dollar Value)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) the Offeror's offer dated _____ (insert date of offer).

11. Certifications

11.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

12. 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 **Quebec**.

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. Requirement

The Contractor must provide the items detailed in the call-up against the Standing Offer.

2. Standard Clauses and Conditions

2.1 General Conditions

2029 (2014-03-01), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Article 12, Interest on overdue accounts, from the General Conditions 2029 (2014-03-01) does not apply to payments made by credit card.

3. Term of Contract

3.1 Delivery Date

Delivery must be made within five (5) working days from receipt of a call-up against the Standing Offer.

4. Payment

4.1 SACC Manual Clauses

SACC Manual clause C6000C (2011-05-16) Limitation of Price
SACC Manual clause H1000C (2008-05-12) Single Payment
SACC Manual clause C2000C (2007-11-30) Taxes – Foreign Based Contractor

4.2 Payment by Credit Card

The following credit card is accepted: _____.

OR

The following credit cards are accepted: _____ and _____.

5. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" general conditions. Invoices should not be submitted until all work identified in the invoice is completed.

6. Insurance

The contractor is responsible for deciding whether to make to fulfill its obligations under the contract and to comply with applicable laws. Any insurance purchased or maintained by the contractor is at its expense and for its own benefit and protection. It does not relieve the Contractor from his liability under the contract, nor decreases.

Annex A-Requirement

1. DESCRIPTION OF NEEDS

- a) The items must be picked up between 8:00 am and 2:00 pm the day after the service call (24 hours maximum)
- b) The items must be returned within five (5) business days of the pick-up.
- c) The items must be clean, dry and bundled according to industry's standard. Each item must be rolled up individually, without being wrapped.
- d) The truck used for pick-ups and deliveries must be clean, be able to protect the articles, and have the capacity to transport the Chemical Biological Radiological Nuclear (CBRN) section's carts.
 - a. Size of carts:
 - i. Width: 30"
 - ii. Length: 62"
 - iii. Height: 40"
- e) The entire order must be delivered at the same time.
- f) The invoice must be itemized, refer to the internal order number, and be delivered at the same time as the order.
- g) During pick-ups, the contractor must count the items on site with a member of the CBRN section.
- h) Pick-ups will not be required on a regular basis; they will be required according to the needs of the client.

2. LOCATION FOR PICK-UPS

The items must be picked up and delivered at the St-Jean Garrison, Building H-104, Local 102.

3. DETAIL & COMPOSITION OF THE ARTICLES

Serial	Item	Category	Materials	Type of cleaning	Quantity
1	Sleeping bag (outer)	Camping equipment	Mixed (goose feathers)	Dry cleaning	150
2	Sleeping bag (inner)	Camping equipment	Mixed (goose feathers)	Dry cleaning	150
3	Sleeping bag hood	Camping equipment	Mixed	Dry cleaning	150
4	Sleeping bag shell	Camping equipment	Nylon, Gore Tex	Dry cleaning	150
5	Winter Parka (IECS)	Clothing	Cotton, Gore Tex	Normal cleaning	150
6	Winter overalls (IECS)	Clothing	Cotton, Gore Tex	Normal cleaning	150
7	Nuclear biological chemical suit	Protective clothing	Nylon, cotton, foam layer	See specifications below	7000
8	Apron	Cloting	Cotton	Normal cleaning	100
9	Coverall	Clothing	Cotton	Normal cleaning	100

Precision regarding item 7 - Nuclear biological chemical suit

The suit is a one piece suit. There is no carbon layer inside. No boots or glove will be included in this request.

Operational coveralls may be laundered five times and still remain effective for operational use. Following a sixth laundering, they will be converted to training status. A cut-off label is attached to the operational coverall to indicate the number of launderings remaining. Laundering of both the operational and training coveralls may be carried out in standard washing machines set to a normal cycle using water up to 50°C. Use a standard low-sudsing, phosphate-free laundry detergent at a concentration of no more than two milliliters of detergent per litre of water. Do not use bleach.

Any detergent residue remaining on the operational garment may reduce the effectiveness of the liquid agent repellent finish, therefore it is essential that two rinse cycles be used to ensure that all detergent is thoroughly rinsed out. A second rinse is not required for training garments. Dry the operational coveralls in tumble dryers set to high heat (75°C) for 30 to 45 minutes. Laundering reduces the effectiveness of the outer layer's liquid-agent repellent finish and exposure to high heat is necessary to rejuvenate the finish. Hang drying will not rejuvenate the repellent finish. Training coveralls do not have a liquid repellent finish. It is recommended that they be hang dried to extend their service life. If tumble dried, do so at a low temperature.

The suits don't have to be in bundles. When DND send the suits to the cleaner, they provide a storage bin on wheels to be carried out. The cleaned suits must be placed in properly in that same storage bin the following week.

Annex B – Basis of payment

N.B. All the prices indicated below must include all fees for pick-ups and delivery and any other fees. **A price must be submit for each item.**

	Item	Annual estimated quantities	Unit price (firm period for 2 years)	Unit price (optional year)
1	Sleeping bag (outer)	150		
2	Sleeping bag (inner)	150		
3	Sleeping bag hood	150		
4	Sleeping bag shell	150		
5	Winter Parka (IECS)	150		
6	Winter overalls (IECS)	150		
7	Nuclear biological chemical suit	7000		
8	Apron	100		
9	Coverall	100		