



Solicitation No. - N° de l'invitation

21C31-143412/B

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Buyer ID - Id de l'acheteur

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CCC No./N° CCC - FMS No/ N° VME

21C31-14-3412

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**REFER TO ENCLOSED DOCUMENT FOR CLAUSES AND CONDITIONS**

**This Request for a Regional Individual Standing Offer cancels and supersedes previous Request for a Regional Individual Standing Offer # 21C31-143412/A dated 2014-04-16 with a closing of 2014-05-07 at 02:00 PM.**

**Request for a Regional Individual Standing Offer (RISO)** to supply, on an as-and-when-required a laundry and laundering services contingency plan of CORCAN as described in Annex «A» for its laundry in Sainte-Anne-des-Plaines, Quebec.

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**PART 1 - GENERAL INFORMATION**

**1. Introduction**

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

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

The Annexes include:

- Annex A -        Statement of Work
- Appendix 1 -    Finishing and preparation procedures for laundry/linens
- Appendix 2 -    Finishing and preparation procedures for laundry/linens (Cont'd)
- Annex B -        Evaluation Method and Selection Criterion
- Annex C -        Pricing
- Annex D -        List of Hospitals
- Annex E -        Security Requirements  
                      Form 1279 «Institutional Access» CSC only
- Annex F -        Complete list of bidder's board directors

**2. Summary**

Request for a Regional Individual Standing Offer (RISO) to supply, on an as-and-when-required a laundry and laundering services contingency plan as described in Annex «A» for its laundry in Sainte-Anne-des-Plaines, Quebec. For the period starting from the date of issue and for a period of 12 months with a possibility of an extension period of one (1) additional year.

*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).*

**3. Security Requirement for CSC only (Refer to Annex «E» attached)**

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

All the offeror's employees and sub-contractors who will need access to the CSC institutions must complete the CSC-SCC 1279 form. The CSC reserves the right to refuse access to contractor employees who do not meet the CSC's minimum security standards. No monetary compensation will be provide to the supplier for employees who are refuses access.

**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 **SEVEN (7) 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.

### **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 (1 hard copy)

Section III: Certifications (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) (<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. (Refer to Annex «A» attached)

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

Offerors must submit their financial offer in accordance with the «Annex «C», Pricing» attached. The total amount of Applicable Taxes must be shown separately.

**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.

**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 Offer including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

### **1.1. Technical Evaluation**

#### **1.1.1 Mandatory Technical Criteria** (Refer to Annex «B» attached)

#### **Technical**

- 1) Compliance with the description of all services described in Annex «A» attached.
- 2) Acceptance of the terms and conditions of the request for a standing offer.

#### **Mandatory criteria**

- 3) As at the bid closing date, have at least two (2) consecutive years of experience in the last five (5) years providing laundry services for hospitals and/or long-term care centres. As proof, **provide with your offer** two (2) reference letters from clients served by the Contractor with a minimum volume of 6,200 kilos per week for Block A, and 11,115 kilos per week for Block B.
- 4) The contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the contract, in an amount usual for a contract of this nature, but not less than 2 000 000.00\$ per accident or occurrence. Provide document before Standing Offer is awarded.
- 5) Delivery time frame: The work must be completed within 24 hours of receiving the clothing, 7 days a week, including holidays.
- 6) The Offerer must be located within 60 km from the following address and will be verified using Google Maps.  
Montreal Chinese Hospital  
189 Viger Avenue East  
Montreal, Quebec

### **1.2 Financial Evaluation**

The financial offers will be evaluated on the base of the information provided in annex «A» herewith, that form part of the Request for Standing Offer.

- A) Compliance with the Basis of payment described in Annex «C».
- B) Offerer may bid on one (1) of the blocks OR the two (2) blocks but price for each year is requested.
- C) \* The lowest price will be determined by the total value of the unit prices/kg quoted for two years.

The financial evaluation will be based only on the Pricing basis submitted for the firm and extension period of the proposed standing offer.

**Price Evaluation**

**M0222T**

**(2013/04/25)**

**The Standing offers will be awarded in Canadian dollars.** In the event the offer recommended for Standing Offer award was submitted in foreign currency it will be converted using the rate given by the Bank of Canada in effect on the bid solicitation closing date.

**2. Basis of Selection**

**2.1** An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory technical evaluation criteria to be declared responsive.

The responsive offers with the lowest total evaluated prices, will be recommended for issuance of one or a maximum of three (3) Standing Offers.

Only one Standing Offer may be issued for Block A.

And

Up to three (3) separate Standing Offers may be issued for Block B.

The bid with the lowest evaluated price will be ranked first;  
The bid with the second lowest evaluated price will be ranked second;  
The bid with the third lowest evaluated price will be ranked third.

**PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and documentation to be issued a standing offer.

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

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with this request will also render the Offer non-responsive or may result in the setting aside of the Standing Offer or will 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [HRSDC-Labour's website](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml).

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 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

**1. Security Requirement for CSC only (Refer to Annex E» attached)**

All the offeror's employees and sub-contractors who will need access to the CSC institutions must complete the CSC-SCC 1279 form. The CSC reserves the right to refuse access to contractor employees who do not meet the CSC's minimum security standards. No monetary compensation will be provide to the supplier for employees who are refuses access.

**2. Insurance Requirements**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
M9015T	Insurance Requirements	2011/05/16

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

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1. Offer

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

#### 2. Security Requirement for CSC only (Refer to Annex E» attached)

All the offeror's employees and sub-contractors who will need access to the CSC institutions must complete the CSC-SCC 1279 form. The CSC reserves the right to refuse access to contractor employees who do not meet the CSC's minimum security standards. No monetary compensation will be provide to the supplier for employees who are refuses access.

#### 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 from the date of issue and for a period of twelve (12) months.**

##### 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 one (1) additional twelve (12) months period, from \_\_\_\_\_ to \_\_\_\_\_ (*Will be completed at time of issuance of resulting Standing Offer*) 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 **90 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:

Émile Guernon  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Quebec Regional Office  
800 de la Gauchetière Ouest, suite 7300, Montréal (Québec), Canada, H5A 1L6  
Telephone: (514) 496-3585  
Facsimile: (514) 496-3822  
E-mail address: emile.guernon@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 Offeror's Representative**  
*(The Offeror's Representative will be identified in the Standing Offer.)*

Name and telephone number of the person responsible for:  
**General enquiries & Delivery follow-up**

Name: \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Facsimile No. \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**5.3 Contact at Customer Department**  
*(to be completed by Canada at the time of award)*

For all information related to invoicing and/or payments you may communicate with:

CUSTOMER DEPARTMENT: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_

## 6. Identified Users

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

\_\_\_\_\_.

## 7. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, "Call-up Against a Standing Offer"* or an electronic version.

## 8. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **112 500.00\$ (Applicable Taxes included)**.

## 9. Financial Limitation

The total cost to Canada resulting from call-ups against the Standing Offer must not exceed the sum of *(will be completed at time of issuance of the resulting Standing Offer)* (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 **three (3) 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.

## 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 2010C (2014-03-01), General Conditions - Services (Medium Complexity);
- e) Annex «A», Statement of Work;
- f) Appendix «1», Finishing and preparation procedures for laundry/linens;
- g) Appendix «2», Finishing and preparation procedures for laundry/linens (cont'd);
- h) Annex «C», Pricing;
- i) Annex «D», List of Hospitals;
- j) Annex «E», Security Requirements  
Form 1279 «Institutional Access» CSC only;
- k) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), (*if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" or "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable*).

**11. Certifications**

**11.1 Compliance**

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

**12. 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 \_\_\_\_\_. *(Will be completed at time of issuance of the resulting Standing Offer).*

**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 Requirements**

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

**2. Standard Clauses and Conditions**

**2.1 General Conditions**

2010C (2014-03-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13, Interest on Overdue Accounts, of 2010C (2014-03-01), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

**3. Term of Contract**

**3.1 Delivery Date**

Delivery must be made **within 24 hours** from receipt of a call-up against the Standing Offer.

**4. Payment**

**4.1 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
H1000C	Single Payment	2008/05/12

**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" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed. (Refer to instructions in Annex «A»)

**6. Insurance**

**Insurance Requirements**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
G1001C	Insurance - Specific Requirements	2013/11/06

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. 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 Rating 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.

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
G2050C	Bailee's Customer's Goods Insurance	2008/05/12

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

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The Bailee's Customer's Goods must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
  - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by CORCAN and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

#### **7. SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
A2000C	Foreign Nationals (Canadian Contractor)	2006/06/16
A2001C	Foreign Nationals (Foreign Contractor)	2006/06/16
C2000C	Taxes – Foreign-based Contractor	2007/11/30

**ANNEX «A»**

**Statement of Work**

**Refer to attached document**

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**APPENDIX «1»**

**Finishing and preparation procedures for laundry/linens**

**Refer to attached document**

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**APPENDIX «2»**

**Finishing and preparation procedures for laundry/linens (Cont'd)**

**Refer to attached document**

//

**ANNEX «B»**

**Evaluation Method and Selection Criteria**

**Refer to attached document**

//

**ANNEX «C»**

**Pricing**

**Refer to attached document**

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**ANNEX «D»**

**List of Hospitals**

**Refer to attached document**

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**ANNEX «E»**

**Security Requirements**

**Form 1279 «Institutional Access» CSC only**

**Refer to attached document**

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**21C31-14-3412/B**  
**LAUNDRY AND LAUNDERING SERVICES**  
**CONTINGENCY PLAN**  
**ANNEX A – STATEMENT OF WORK**

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**1. INTRODUCTION**

- CORCAN, Correctional Service Canada must use Standing Offers as part of a laundry and laundering services contingency plan in order to fill client orders on days when it cannot provide service because of unplanned closures related to institutional security or equipment breakdowns.
- Provide, as needed, laundry and laundering services as part of CORCAN's contingency plan for its laundry in Sainte-Anne-des-Plaines, Quebec (Archambault Institution).
- The required services are **pre-wash or after wash sorting**, washing and ironing, to be completed within **24 hours**, according to the terms and specifications described herein.
- Services are required 7 days/week, **including holidays**.
- These services must be carried out for CORCAN Archambault Institution:  
CORCAN Archambault Institution  
242 Montée Gagnon  
Sainte-Anne des Plaines, Quebec  
J0N 1H0
- *This Request for Standing Offer may result in the issuance of one or more standing offers. See Annex C (attached)*
- It is expected that **an annual total of approximately 900,000 kilograms** of clean laundry will need to be processed.

**2. DESCRIPTION OF REQUIRED SERVICES**

**2.1 Ste. Anne's Hospital (Block A)**

The following services are expected at this location, and cover approximately **6,200** kilograms of clean laundry per week.

**21C31-14-3412/B**  
**LAUNDRY AND LAUNDERING SERVICES**  
**CONTINGENCY PLAN**  
**ANNEX A – STATEMENT OF WORK (cont'd)**

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2.1.1 Washing and ironing flatwork, pressed and/or folded

All the following laundry items are considered to be flatwork and must be dealt with as such, that is, **sorted before or after washing**, washed, dried, pressed and/or folded as indicated.

Bath towel	folded
Pyjama top	folded
Pyjama pants	folded
Facecloth	in a packet
Bib	folded
Safety belt	folded
Slipcover	folded
Bootie	in a packet
Winter undershirt (t-shirt)	folded
Thermal underwear	folded
Boxer shorts	folded
White socks	nylon/plastic bag
Patient mitts	in a packet
Coloured bedspread	folded
White thermal bedcover	folded
Absorbent cover (quilted)	folded
Urine bag	folded
Bath mat	folded
Washrag (kitchen)	plastic bag
Potholder (kitchen)	in a packet
Oven mitts	in a packet
Laundry bag	nylon bag
Fitted sheet	loose
Green towel	folded
Green drape	folded
Smoker's apron	folded

*Large item ironer (pressing and folding)*

White sheet	pressed and folded
Bed curtain	pressed and folded
Flannel sheet	pressed and folded
Green sheet	pressed and folded

*Small item ironer*

Pillowcase	pressed
White apron	pressed
Dish towel	pressed

**21C31-14-3412/B**  
**LAUNDRY AND LAUNDERING SERVICES**  
**CONTINGENCY PLAN**  
**ANNEX A – STATEMENT OF WORK (cont'd)**

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2.1.2. Patients' personal laundry

This laundry, in marked red bags, is described below.

- Shirt, blouse
- Pants
- Miscellaneous (may include underwear, pyjamas, socks, sweaters/t-shirts and bath robes).

The items must be **sorted before or after washing**, washed, dried, pressed if necessary, folded and placed in rolling carts supplied by CORCAN.

Three (3) copies of Form A9S-192 rev. July '83 are to be completed by the hospital and must include the following information:

- Date
- Client's first and last name
- Room, department or pavilion
- Client's registration number
- Number of items for each specification
- Description of items (colour and size, if possible)
- Client's or nurse's signature (both, if possible)

The unit (Ste. Anne's Hospital) keeps copy no. 3 and sends the other two copies to the laundry in the client's laundry bag.

The laundry

- Verifies if the individual quantities correspond to what is shown in the form;
- Identifies each item.

The laundry returns copy no. 2 to the service or client in the personal laundry bag when done. Copy no. 1 is kept in the laundry's files.

2.1.3. Patients' hospital-supplied clothing

- Coloured long- and short-sleeved shirts (65/35 polyester/cotton blend). The Contractor must provide all required material (cardboard, fasteners, etc.)
- Coloured pants (65/35 polyester/cotton blend).
- These items must be pressed and folded.

**21C31-14-3412/B**  
**LAUNDRY AND LAUNDERING SERVICES**  
**CONTINGENCY PLAN**  
**ANNEX A – STATEMENT OF WORK (cont'd)**

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2.1.4. Employee uniforms:

Employee uniform	pressed and on a hanger
Kitchen apron	pressed and folded
Coloured shirt (s/s – l/s)	pressed and folded
Navy blue overall	pressed and folded
Navy blue men's smock	pressed and on a hanger
Surgical gown	pressed and on a hanger
Navy blue pants	pressed and folded
Female attendant's pants	pressed and folded
Male attendant's pants	pressed and folded
White polo shirt	pressed and folded

Employee uniforms must be bleached.

- All uniforms are made of 65/35 polyester/cotton blend fabric.
- The laundry items are **to be separated into** two (2) different categories for washing: colours and white polyesters.
- Uniforms will be sent in blue bags to facilitate sorting.
- The Offerer must also provide hangers when required.

2.2 **Regional laundry service (Block B) See list of centres in Annex D (attached)**

The following services are expected at this location, and cover approximately **11,115** kilograms of clean laundry per week.

2.2.1 Washing and ironing flatwork, pressed and/or folded

All the following laundry items are considered to be flatwork and must be dealt with as such, that is, **sorted before or after washing**, washed, dried, pressed and/or folded as indicated.

Bath towel	folded
Facecloth	in a packet
Bib	folded
Coloured bedspread	folded
White thermal bedcover	folded
Absorbent cover (quilted)	folded
Washrag (kitchen)	plastic bag
Laundry bag	nylon bag
Fitted sheet	loose

*Large item ironer (pressing and folding)*

White sheet	pressed
Bed curtain	pressed
Flannel sheet	pressed
Green sheet	pressed

**21C31-14-3412/B  
LAUNDRY AND LAUNDERING SERVICES  
CONTINGENCY PLAN  
ANNEX A – STATEMENT OF WORK (cont'd)**

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*Small item ironer*

Pillowcase	pressed
White apron	pressed
Dish towel	pressed

**BILLING**

The original and two copies of each invoice must be completed and sent to the following address, in accordance with the call-up:

CORCAN Archambault Institution  
242 Montée Gagnon  
Sainte-Anne des Plaines, Quebec  
J0N 1H0  
Attention: Operations Manager, CORCAN

**THE FOLLOWING ADDITIONAL CONDITIONS WILL APPLY:**

- A) All laundry/linens in circulation and/or in the Contractor's possession remain CORCAN property, and the contractor may not dispose of them without authorization from CORCAN;
- B) The contractor will be responsible for loss of and damage to goods, equipment, and laundry and linen items, and will be required to replace them in the event of accident, fire, theft, vandalism, etc. (The contractor is not responsible for normal wear and tear to bedding and linens.) See clause G2050C, an integral part of Part 6 of the Request for Standing Offer.

**21C31-14-3412/B**  
**LAUNDRY AND LAUNDERING SERVICES**  
**CONTINGENCY PLAN**  
**APPENDIX 1 – Finishing and preparation procedures for**  
**laundry/linens**

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**LAUNDRY TRANSPORT CARTS**

CORCAN will supply carts for transporting laundry/linens. If there are not enough carts, the contractor must contact CORCAN.

The carts must be covered with plastic disposable wrapping supplied by the Contractor..

Washed, returned laundry must be grouped together by category and colour in the carts, and arranged so that items are easily identified and not jumbled together.

The Contractor must wash and disinfect the carts between their uses for dirty and clean laundry.

**SORTING**

The contractor must sort all the above-mentioned dirty laundry/linens in order to proceed with their cleaning.

The full laundry service cycle is as follows:

- **Sorting before or after washing;**
- Washing and drying;
- Pressing, if necessary;
- Folding;
- Transportation (CORCAN's responsibility).

**FOLDING**

Sheets, bed pads, flannels and thermal covers:

1. Fold twice along the width
2. Fold twice along the length

Pillowcases:

1. Fold twice along the length

Aprons:

2. Fold once along the length (at waist strings)
3. Fold twice along the length
4. Fold twice along the width

Bibs:

1. Fold in two along the width
2. Fold in three along the length, the first fold with the neck

**21C31-14-3412/B**  
**LAUNDRY AND LAUNDERING SERVICES**  
**CONTINGENCY PLAN**  
**APPENDIX 1 – Finishing and preparation procedures for**  
**laundry/linens (cont'd)**

---

Gowns:

1. Fold the sleeves in two together
2. Turn over the lower point to make a rectangle
3. Fold in two along the width
4. Fold in three along the length

Facecloths:

1. Stack in packs of 50

T-shirts:

2. Place the t-shirt flat on a table, front to the table
3. Fold one side in at the neck width and turn over the sleeve
4. Fold the other side the same way
5. Fold in two along the length

Pyjama pants:

1. Fold in two along the width
2. Fold in two along the length

Pyjama tops:

1. Fold in two towards the back with side seams together in line
2. Turn over the sleeves
3. Fold in two along the length

Fitted sheets:

1. White sheets: place 10 fitted sheets in a dark blue bag
2. Blue sheets: place 10 fitted sheets in a light blue bag

WHITE empty bags:

1. Place 24 white bags in a white bag

Other-coloured bags:

1. Place 24 bags in a transparent bag

**21C31-14-3412/B**  
**LAUNDRY AND LAUNDERING SERVICES**  
**CONTINGENCY PLAN**  
**APPENDIX 1 – Finishing and preparation procedures for**  
**laundry/linens (cont'd)**

---

Underwear (boxer shorts):

1. Pile flat same-colour underwear
2. Roll

Socks:

1. Place in a transparent bag

Thermal underwear:

1. Fold in two along the width
2. Fold twice along the length

Table linen:

1. Stack in packs of 50

Absorbent covers:

1. Fold in three with the vinyl side out
2. Fold in two in the other direction

Mats:

1. Fold twice along the length

Dish towels:

1. Fold twice along the length

**21C31-14-3412/B**  
**LAUNDRY AND LAUNDERING SERVICES**  
**CONTINGENCY PLAN**  
**APPENDIX 2 – Finishing and preparation procedures for**  
**laundry/linens**

- The finished laundry's Ph must be between 6.5 and 7.

Item	Quantity	String/F32
Kitchen items	As per instructions	No
Socks	Bag	No
Bibs	20	2 strings
Coloured boxer shorts	5	By colour and 2 strings
White shirts	5	1 string
White fitted sheets	10 loose	Dark blue bag
Blue fitted sheets	10 loose	Light blue bag
Green blankets	5	1 string
Blue bedspreads	10	1 string
Facecloths	50	1 string
White sheets	10	2 strings
Flannels	5	1 string
Gowns	10	1 string
Dish towels	25	2 strings
White pants	5	No
Coloured pants	5	No
Cotton interior absorbent covers	5	1 string
White bags	49 loose	White bag
Coloured bags	49 loose	Transparent bag
Pyjama tops	5	By colour and 1 string
Pyjama bottoms	5	By colour and 1 string
Smocks	On hangers	Special cart
Towels	10	2 strings
Smoker's aprons	20	1 string
Pillowcases	20	1 string
Bath mats	5	No
T-shirts	10	1 string
White aprons	20	2 strings
Thermal covers	10	1 string

Items with belts or strings: Items with belts or strings that are tied with knots such as aprons, booties and hospital gowns must be untied before being returned.

Soiled laundry: Soiled laundry will be brought in nylon bags, with the exception of absorbent covers and contaminated linen, which will be in plastic bags.

**21C31-14-3412/B**  
**LAUNDRY AND LAUNDERING SERVICES**  
**CONTINGENCY PLAN**  
**ANNEX B – EVALUATION METHOD**

**EVALUATION CRITERIA:**

Evaluation grid for responsive and non-responsive bids:

<b>MANDATORY CRITERIA</b>	<b>Compliant/non-compliant</b>
<p>1. As at the bid closing date, have at least two (2) consecutive years of experience in the last five (5) years providing laundry services for hospitals and/or long-term care centres. As proof, provide two (2) reference letters from clients served by the Contractor with a minimum volume of 6,200 kilos per week for Block A, and 11,115 kilos per week for Block B, indicating the following:</p> <ul style="list-style-type: none"> <li>➤ That the client was fully satisfied with the work</li> <li>➤ That the work was done according to the contract terms and conditions</li> <li>➤ That the schedule was followed</li> <li>➤ Resource person and contact information</li> </ul> <p>Only original letters will be accepted.</p> <p>PWGSC reserves the right to verify the information.</p>	<b>YES or NO</b>
<p>2. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.  <b>(Provide document before Standing Offer is awarded.)</b></p> <p>See clause <b>(M9015T)</b>, an integral part of Part 6 of the Request for Standing Offer.</p>	<b>YES or NO</b>
<p>3. Delivery time frame: The work must be completed within 24 hours of receiving the clothing, 7 days a week, including holidays.</p>	<b>YES or NO</b>
<p>4. The Offerer must be located within 60 km from the following address in the Greater Montreal Area (will be verified using Google Maps):  Montreal Chinese Hospital  189 Viger Avenue East  Montreal, Quebec</p>	<b>INDICATE # OF KM</b>  <hr style="width: 100px; margin: 0 auto;"/> <b>YES or NO</b>
<p>5. Bid valid 60 days</p> <p>See section 05 of Standard Instructions 2006, SACC Manual</p>	<b>YES or NO</b>

**21C31-14-3412/B**  
**LAUNDRY AND LAUNDERING SERVICES**  
**CONTINGENCY PLAN**  
**ANNEX B – EVALUATION METHOD (cont'd)**

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**SELECTION CRITERION** See clause (A0031T)

- A bid must comply with all mandatory technical requirements to be declared responsive.
- The responsive bid(s) with the lowest evaluated price(s) will be recommended for award of (a) Standing Offer(s).
- Price per unit will be calculated by Block and as a total for the two (2) years.

**21C31-14-3412/B  
LAUNDRY AND LAUNDERING SERVICES  
CONTINGENCY PLAN  
ANNEX C – PRICING**

**PRICING**

- The price per clean kilo must include sorting and laundry services. The full laundry service cycle is as follows:
  - **Pre-wash or after wash sorting;**
  - Washing and drying;
  - Pressing, if necessary;
  - Folding;
  - Transportation (CORCAN's responsibility).
  
- Services must be completed within 24 hours after laundry is received, 7 days a week, including holidays.

(Note that CORCAN is requesting pricing for sorting and laundering services only. Transportation will be provided by CORCAN.)

***You may bid on one (1) of the blocks OR the two (2) blocks.***

Each of the blocks will be evaluated separately.

<b>PRICING PRICE BASED ON KILOGRAMS OF <u>CLEAN LAUNDRY</u> <u>1ST YEAR FIRM</u></b>	
<b>Block A:</b> Ste. Anne's Hospital	<b>\$ _____ /per clean kilogram</b> <b><u>Plus applicable taxes</u></b>
<b>Block B:</b> Regional laundry service See list of institutions (Annex D attached)	<b>\$ _____ /per clean kilogram</b> <b><u>Plus applicable taxes</u></b>

<b>PRICING PRICE BASED ON KILOGRAMS OF <u>CLEAN LAUNDRY</u> <u>2ND YEAR (OPTION)</u></b>	
<b>Block A:</b> Ste. Anne's Hospital	<b>\$ _____ /per clean kilogram</b> <b><u>Plus applicable taxes</u></b>
<b>Block B:</b> Regional laundry service See list of institutions (Annex D attached)	<b>\$ _____ /per clean kilogram</b> <b><u>Plus applicable taxes</u></b>

**21C31-14-3412/B**  
**LAUNDRY AND LAUNDERING SERVICES**  
**CONTINGENCY PLAN**  
**ANNEX C – PRICING (cont'd)**

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**ISSUANCE OF MULTIPLE STANDING OFFERS**

**Block A:** Note that for Block A, only one (1) Standing Offer will be issued.

**Block B:** Note that up to three (3) separate Standing Offers may be issued for Block B, given the large business volume.

The three (3) responsive bids with the lowest evaluated prices will be recommended for issuance of a Standing Offer.

- The bid with the lowest evaluated price will be ranked first;
- The bid with the second lowest evaluated price will be ranked second;
- The bid with the third lowest evaluated price will be ranked third.

**21C31-14-3412/B  
LAUNDRY AND LAUNDERING SERVICES  
CONTINGENCY PLAN  
ANNEX D – LIST OF HOSPITALS  
SERVED**

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**Next page**

2012-06-15

Adresse  
Parc textile 1-2-4-6-7

# code	Nom de Etablis.	Adresse	Contact	Telephone	Fax	resp
020 9289	CHLSD Juif L-M-V-(L'esperance)	5725,rue Victoria Mtl. H3W 3H6	Clement	738-4500 loc 8830	738-2611	Claude Bensmihen France larouche
109 9289	CHLSD Juif L-M-V-(C.A.Juif)	5750,rue Lavoie Mtl.H3W 3H5	Clement	738-4500 loc1110	738-2611	Claude Bensmihen France larouche
098 9291	C.A.Father Dowd L-M-V-	6565 ch. Hudson	Jacinthe Lette	932-3630 loc 2307	341-8988	Line Durocher
021 9292	C.A.Henri Bradet M-J	6465 rue Chester Mtl H4V2Z8	Arthur morrison	483-1380 post 2010	483-4596	Luc Massey
170 9294	C.A. St-Margere Home L-M-V-	50,Hillside Westmount H3Z 1V9	Monica Lai	932-3630 loc3039	932-4379	Line Durocher
021 9293	C.H. Julius Richardson M-J	5425,ave Bessborough Mtl H4V 2S7	A.Morrison	483-1380 post 2010	483-4596	Luc.Massey
124 9295	C.A. St-Andrews M-J	3350,boul.Cavendish Mtl.	Louis olivier	932-3630 Loc-1336	489-4938	Line Durocher
003 9303	Hôp. Chinois J	189 Viger est	Veronique Natalie boucher	8710961 256 ou 258	8710966	Vivianne Ha
262 9366	Marie Rollet(else Rosemont) L-M-V	5003 St-Zotique Mtl H1T 1N6	Therese Buissiere Louise	729-5281 loc-8526	593-5568	Bernard Brunet
121 9365	4 Saisons (Villeray) M-V	6767 rue Cartier Mtl H2G 3G2	Robert Lavallee	270-9271(2080) 514-490-2429	722-8623	Richard Doyle
101 9306	Rousselot Foyer M-J	5655 Sherbrooke est Mtl H1N 1A4	Colette	254-9421 Loc 141	254-3967	Guy desCormiers loc 125
116 9298	Louvain Pav. L-J	9600 St. Denis Mtl H2M 1P2	Serge Jacques	381-7256	3816486	Mr. Emery
634 9303	Centre Dollard Cormier M(ecluse)	110 Prince Arthur		282-5576	2826073	Gérard Fafard
028 9304	Marie Enfant M-J	5200 Belanger est Mtl H1T 1N6	Robert Bartelette	374-1710(2004)	3747944 3743434	Robert Bartelette
274 9307	Francois Seguenot (P.A.T.)-L-M-V	13950 Notre Dame est 13926 Notre Dame est	Yan Harvey	642-2121loc356	6420125 L.Germain	Yan Harvey
257 9305	Paul Lizotte M-V	6850 Gouin est Mtl H1G 6L7	Lizon Pinet	326-7140	322-4324	Marcel Jean
262 9297	Robert Cliche(else Rosemont) L-M-V-	3730 Bellechase Mtl H1X 3E5	Daniel Lafleur	374-8660(123) D.Boudreault(160)	374-5590	Bernard Brunet
002 9326	Champlain de Verdun TOUS	1325 rue Crawford Bridge Verdun	Mario	766-8513		Patrick Morin 514-766-8513loc8070
002 9325	Manoir de Verdun TOUS	5500 Boul Lasalle Verdun	Alain	769-8801loc260		Serge Tremblay 514-769-8801loc260
284 9345	Pavillon Auclair L-J(mance decary)	6910, rue Boyer Montréal	Serge Bergeron	(514)272-3011 2029	514)272-0454	Robert Guénette
634 9337	Centre Dollard Cormier M(CDC Louvain)	950, Louvain Est Montréal	Ginette Garneau	(514) 385-0046		Alain Lajoie
284 9346	Pavillon Des Seigneurs M-J-V	1800, St-Jacques Ouest Montréal	Celine	514)935-4681ext210	(514)935-6185	Jacques Marion 514-935-4681 loc2100
105 9344	Pavillon St-Henri Montréal	5205, Notre-Dame Ouest Montréal	Linda Gagné	(514)931-0851ext 4112	514) 931-299	Jacques Marion 514-931-0832 loc 4120
099 9340	Foyer Dorval M-J	225, de la Présentation Dorval	Sylvie Cyr	(514) 631-9094	514) 631-009	Diane Maurice
091 9338	C.A. Lachine L-M-V-	650, Place d'Accueil Lachine	Fernand Hardie Louise Menard	(514) 634-7161 loc.202	514) 634-875	Diane Maurice
666 9339	Nazaire Piché L-M-V-	150, 15e Avenue Lachine	Daniel Martin	(514) 637-2326	514) 637-122	Diane Maurice
971 9347	Centre d'accueil Lasalle L-M-V-	8686 Central Lasalle	JC Noel	(514) 364-6700	514) 364-048	Michel Morin
104 9348	C. A.Yvon Brunet L-M-V-	6250 Blvd Newman Lasalle	Rejean Tremblay	(514) 765-8000	514) 765-806	Patrick Morin 514-765-8000 loc 222
745 9349	Centre Real Morel L-M-V-	3500 Wellington Montréal	Carole Giroux	(514) 761-5874	514) 761-726	Chantal bergeron 514-761-5874loc218
560 9350	Centre Louis Riel L-J	2120 Augustin Cantin Montréal	Lin Pion	(514) 931-2263	514) 931-229	Serge Tremblay 514-931-2263loc 710
082 9352	C.A.Jean de la Lande M-V)plateau mont royal	4255 Papineau Montréal	Robert Mathieu	(514) 526-4981	514) 526-064	Robert Mathieu
9373	Pav.Bruchesi L-M-V	2225 Rachel est Montréal	Robert Mathieu	(514) 526-4981	514) 526-064	Robert Mathieu
121 9364	Les 4 Temps (dorion-st-marc)M-V	7400 St-Michel Montréal	Johanne	(514) 270-9271		Richard Doyle
9387	Paul Gouin L-M-V	5900 Rue Saint-Valluier Montréal	Louise Duval	514-273-3681		Louise Duval
121 9364	Ernest Routhier L-M-V	2110 Wolfe Montréal	Pelletier de Lalande	514-842-7181		Robert Mathieu
Régie Régional			Estelle Théoret	286-6500(6994)	286-5698	

Protec5333-----Propre5350-----souillé 5223-----scanner 5317 Vicky F32-363 Scan 5227  
Robert Emery-etablis.Laurendeau Blvd Gouin-514-384-2020



**INSTITUTIONAL ACCESS  
CPIC CLEARANCE REQUEST**

**ACCÈS À UN ÉTABLISSEMENT  
DEMANDE DE VÉRIFICATION  
DU DOSSIER AU CIPC**

PUT AWAY ON FILE – CLASSER AU DOSSIER  
ADMINISTRATIVE OR OPERATIONAL FILE  
DOSSIER ADMINISTRATIF OU OPÉRATIONNEL  
▶ Original = 3170-12

▶ PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

<b>Institution – Établissement</b>	<b>Request received / Demande reçue le</b>	Date (YYAA-MM-DJ)	<b>PUT AWAY ON FILE / CLASSER AU DOSSIER</b> ▶ <b>3170-12</b>
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**A. PERSONAL INFORMATION – RENSEIGNEMENTS PERSONNELS**

Surname / Nom de famille	Full name (no nicknames or initials) / Nom au complet (pas de surnoms ou d'initiales)	Maiden name (if applicable) / Nom de jeune fille (s'il y a lieu)
Date of birth / Date de naissance (YYAA-MM-DJ)	Place of birth – Lieu de naissance / City/Town – Ville ou municipalité	Province/State – Province ou état
Country – Pays		

**B. PHYSICAL DESCRIPTION – DESCRIPTION PHYSIQUE**

<input type="checkbox"/> Male / Homme	<input type="checkbox"/> Female / Femme	Height – Grandeur	Weight – Poids	Eye color – Couleur des yeux	Hair color / Couleur des cheveux
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**C. ADDRESS – ADRESSE**

Street – Rue	City/Town – Ville ou municipalité	Province	Postal Code - Code postal	Telephone number – Numéro de téléphone Home – Domicile / Work – Bureau
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Representing (name of company/organization) – Représente (nom de la compagnie ou de l'organisation)

**D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX**

1. Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?	<input type="checkbox"/>	Yes / Oui	<input type="checkbox"/>	No / Non
2. Do you personally know of any person incarcerated in a correctional facility? Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?	<input type="checkbox"/>	Yes / Oui	<input type="checkbox"/>	No / Non
3. Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne ?	<input type="checkbox"/>	Yes / Oui	<input type="checkbox"/>	No / Non
4. Are you related/associated to an inmate or on an inmate's visiting list? Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?	<input type="checkbox"/>	Yes / Oui	<input type="checkbox"/>	No / Non

If you have answered YES to any of the above, please explain below. – Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

**E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)**

**(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)**

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.

**NOTE: Access may be denied for submitting false information.** Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.

**NOTA: Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement.** Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature – Signature du demandeur	Date (YYAA-MM-DJ)
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**F. FOR OFFICE USE ONLY – RÉSERVÉ AU SCC**

Reason for clearance – Motif justifiant la demande d'accès

Department making the request (please print) / Unité qui soumet la demande (en lettres moulées s.v.p.)	Signature of Division Head / Signature du chef de la division	Date (YYAA-MM-DJ)
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<input type="checkbox"/> No criminal record / Aucun casier	<input type="checkbox"/> A possible criminal record #: / Numéro du casier judiciaire	Last entry: / Dernière entrée : ▶
<input type="checkbox"/> An outstanding warrant/charge held by: / Auteur du mandat non exécuté/accusation en instance : ▶		

**SIGNATURES**

<input type="checkbox"/> Approved / Approuvée	<input type="checkbox"/> Not approved / Non approuvée	<input type="checkbox"/> Yes / Oui	<input type="checkbox"/> No / Non	By: / Par :
Security Intelligence Officer / Agent de renseignements de sécurité	Date (YYAA-MM-DJ)	Institutional Head / Directeur de l'établissement	Date (YYAA-MM-DJ)	Visit Review Board / Comité des visites
Date (YYAA-MM-DJ)	Date (YYAA-MM-DJ)	Date (YYAA-MM-DJ)	Date (YYAA-MM-DJ)	Date (YYAA-MM-DJ)