

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

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
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Laundry and Dry Cleaning Services	
Solicitation No. - N° de l'invitation W3027-165018/A	Date 2015-11-06
Client Reference No. - N° de référence du client W3027-165018	GETS Ref. No. - N° de réf. de SEAG PW-\$TOR-302-6957
File No. - N° de dossier TOR-5-38086 (302)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-12-08	Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Berends, Robert	Buyer Id - Id de l'acheteur tor302
Telephone No. - N° de téléphone (905)615-2465 ()	FAX No. - N° de FAX (905)615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Bldg 134 701 Oxford St E. London Ontario N5Y4T7 Canada	
Security - Sécurité 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

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

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Solicitation No. - N° de l'invitation
W0113-140101
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-5-38083

Buyer ID - Id de l'acheteur
TOR302
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 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 Statement of Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes.

1.2 Summary

To establish a Regional Individual Standing Offer (RISO), on behalf of the Department of National Defence (DND), for Laundry and Dry Cleaning Services, on an "as and when requested" basis.

Only 1 Standing Offer will be issued.

The period of the Standing Offer will be for 1 year from date of award with the right to request 3 one-year extensions.

The requirement is limited to Canadian goods and/or services.

1.3 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

2.1 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 \(2015-07-03\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 90 days

2.2 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.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, 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? **YES** () **NO** ()

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](#).

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? **YES** () **NO** ()

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.

2.4. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 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 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.

2.5. 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 Ontario.

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

3.1. Offer Preparation Instructions

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

Section I: Technical Offer (4 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.

Section II: Financial Offer

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

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

1. The Bidder must demonstrate that it has a minimum of 5 years experience operating in the Laundry and Dry Cleaning industry.
2. The Bidder must demonstrate experience processing large volumes of Laundry and Dry Cleaning by describing previous contracts, including the size and scope of the work.
3. The Bidder must provide their customer's name and contact information from the project described above. The customer may be contacted to verify the details provided.

4.1.2 Financial Evaluation

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

4.1.2.2 The price used in the Financial Evaluation will be calculated in accordance with Annex B, Basis of Payment. Firm rates will be established for all the items in the firm years and the extension years. The aggregate of the extended prices derived from the estimated usage for all the firm and extension years will be used as the bid evaluation price.

SACC Manual Clause M0220T (2013-04-25) Evaluation of Price

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional 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 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 will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Offer

5.1.2.1 Canadian Content Certification

This procurement is limited to Canadian goods.

The Offeror certifies that:

() the good(s) offered are Canadian goods as defined in paragraph 1 of clause [A3050T](#).

5.1.2.1.1 *SACC Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

5.2.2 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

6.1 Offer

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

6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

6.3 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.

6.3.1 General Conditions

2005 (2015-09-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 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 requirements detailed in below. 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:

- 1st quarter: April 1 to June 30
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 10 calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of award for one year.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for 3 additional one-year periods, from _____ to _____ 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 7 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.5. Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:
Robert Berends
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
33 City Centre Drive, Suite 480C
Mississauga, Ontario
L5B 2N5
Telephone: 905-615-2465
E-mail address: robert.berends@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 is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

6.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____

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

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.

6.5.3 Offeror's Representative

Name: _____

Title: _____
Organization: _____
Address: _____

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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.

6.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer are:

Department of National Defence
ASU London
Bldg. 134
701 Oxford Street East
London, Ontario
N5Y 4T7

6.8 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

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$5,000.00 (Applicable Taxes included).

6.10 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 (2015-09-03), General Conditions - Standing Offers - Goods or Services;
- d) the general conditions 2010C (2015-09-03) General Conditions – Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex D, Insurance Requirements;
- h) the Offeror's offer dated _____.

6.11 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing additional 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 additional 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.

6.12 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 Ontario.

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.

6.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

2010C (2015-09-03) General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

6.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

6.4 Proactive Disclosure of Contracts with Former Public Servants

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.

6.5 Payment

6.5.1 Basis of Payment

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

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

6.5.2 Single Payment

SACC Manual clause H1000C (2008-08-12) Single Payment

6.6 Canadian Content Certification

SACC Manual clause M3060C (2008-05-12) Canadian Content Certification

6.7 Invoicing Instructions

1. The Contractor 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. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

ANNEX A

STATEMENT OF WORK

SCOPE

The Department of National Defence located at 701 Oxford St E London Ontario has a requirement for laundering and dry cleaning services on an as and when requested basis.

REQUIREMENTS

Supplier must adhere to the cleaning process required in Appendix 1, as well as best practices in the laundering and dry-cleaning industry.

Supplier will service the following locations:

31 Svc Bn Supply Building 134, 701 Oxford Street East London, Ontario N5Y4T7
Regional Cadet Support Unit "P" Block, 701 Oxford Street East London, Ontario N5Y4T7

All Laundry/Dry Cleaning must be picked up and delivered to the sites above by the contractor. A seven day turn around will be the standard. Upon demand, the Contractor must offer 2 day urgent service with free pick-up and delivery.

All laundry and dry cleaning must be subject to a count, both at the time of pickup and delivery by the contractor.

Count Verification:

At time of laundry pick-up, the Department of National Defence must provide a count sheet with the number of garments to be laundered. Contractor must verify the count no later than the following morning after pickup. Contractor must only charge for the number of garments that they recorded as receiving. Billing must reflect these numbers. Any discrepancies that contractor identifies at count time must be faxed no later than the following morning after pickup to the Service Site Authority noted above.

The Service Site Authority at the Department of National Defence (DND) must verify laundry count of any laundered garments returned on drop of day. DND staff must advise the Service Site Authority of any discrepancies. They will in turn advise the Contractor. The Contractor must respond back to the Service Site Authority, within one (1) day of being advised of discrepancies and advise the Service Site Authority of the corrective action.

APPENDIX 1

MATERIAL

- | | | |
|-----------------------------|-------------|------------------|
| 1. Cotton / Polyester Blend | 2. Cotton | 3. Wool |
| 4. Nylon | 5. Gore-Tex | 6. Linen |
| 7. Rayon | 8. Leather | 9. Miscellaneous |

TYPE OF PROCESS REQUIRED FOR EACH NUMBER ABOVE

- | | |
|----------------------------------|--|
| 1. Washed and Folded | 2. Washed, Pressed and Folded |
| 3. Wash, Tumble Dried and Folded | 4. Wash, Air Dried and Folded |
| 5. Dry Clean | 6. Cold Wash, Tumble Dried on Low Heat |

BUNDLING

Contractor to return the following items bundled with the fold one side for easy counting.

1. Sheets: Marked by Contractor as to how many in each bundle.
2. Pillowcases: Marked by Contractor as to how many in each bundle.
3. Blankets: Marked by Contractor as to how many in each bundle.

ANNEX B

BASIS OF PAYMENT

Note: text shown in italics will not be included in any resulting Standing Offer.

The prices are inclusive in Canadian dollars. Transportation charges, Customs duties and Excise taxes are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable. The prices - also include pick-up and delivery.

The Offeror must provide firm pricing for all items. The format of the Pricing must not be altered except for the addition of numbers in all of the blank spaces.

The Estimated Yearly Usage provided in the pricing table below is for evaluation purposes only and will not be included in any resulting Standing Offer. The extended price for each item will be calculated by multiplying the estimated usage values by the Offeror's corresponding unit price.

The evaluation price will be the aggregate of all the extended prices for all items for the firm period and the 3 extension periods. Payment will be calculated on the actual usage.

A) Firm Period Year 1 (for one year from date of issuance)

Item No.	Item	Firm Unit Price	Estimate Usage per year	Extended Price
1	Combat coat (Old Style)	\$ _____	1	\$ _____
2	Liner, combat coat (Old Style)	\$ _____	1	\$ _____
3	Parka CW shell	\$ _____	100	\$ _____
4	Liner, Parka CW	\$ _____	100	\$ _____
5	Hood Parka CW	\$ _____	100	\$ _____
6	Trousers wind CW	\$ _____	1	\$ _____
7	Liner Trousers Wind	\$ _____	1	\$ _____
8	Shirt EXT CW	\$ _____	1	\$ _____
9	Parka Comoflage White	\$ _____	1	\$ _____
10	Trousers Camouflage White	\$ _____	1	\$ _____
11	Jacket WW (Also Civilian Pattern)	\$ _____	70	\$ _____
12	Trousers WW (Also Civilian Pattern)	\$ _____	70	\$ _____
13	Rucksack Cover White	\$ _____	1	\$ _____
14	Socks Wool Freeze (pair)	\$ _____	200	\$ _____
15	Snowmobile Mitts and Knitted (pair)	\$ _____	50	\$ _____
16	Mitts Artic Shell	\$ _____	25	\$ _____
17	Mitts Artic Liner	\$ _____	25	\$ _____
18	Gloves White CF Dress (Pair)	\$ _____	200	\$ _____
19	Sleeping Bag Outer	\$ _____	800	\$ _____
20	Sleeping Bag Inner	\$ _____	800	\$ _____
21	Sleeping Bag Liner (Bundled when cleaned)	\$ _____	3100	\$ _____
22	Sleeping Bag Hood	\$ _____	300	\$ _____
23	Valise Sleeping Bag	\$ _____	60	\$ _____
24	Ranger Blanket	\$ _____	1	\$ _____

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25	Sheets Bed White (Bundled when cleaned)	\$ _____	1	\$ _____
26	Pillow Case White (Bundled when cleaned)	\$ _____	1	\$ _____
27	Mattress Cover Bed	\$ _____	1	\$ _____
28	Table Clothes	\$ _____	20	\$ _____
29	Napkins	\$ _____	200	\$ _____
30	Duffle Bag	\$ _____	10	\$ _____
31	Jacket Flyers	\$ _____	1	\$ _____
32	Tousers Flyers	\$ _____	1	\$ _____
33	Coveralls Flyers	\$ _____	1	\$ _____
34	Bivy Bag Gortex (wash Separate)	\$ _____	1	\$ _____
35	Socks Goretex (Wash Separate)	\$ _____	1	\$ _____
36	Balaclava Wool	\$ _____	10	\$ _____
37	Sweat Shirt Fleece	\$ _____	1	\$ _____
38	Sweat Pant Fleece	\$ _____	1	\$ _____
39	Coat EXT CW Goretex (wash Separate)	\$ _____	170	\$ _____
40	Trouser EXT CW Goretex (wash Separate)	\$ _____	415	\$ _____
41	Parka EXT CW Goretex (wash Separate)	\$ _____	450	\$ _____
42	Overalls EXT CW Goretex (wash Separate)	\$ _____	1	\$ _____
43	Shirt Combat Cadpat	\$ _____	1	\$ _____
44	Trousers Comabt Cadpat	\$ _____	1	\$ _____
45	Cap Combat Cadpat	\$ _____	1	\$ _____
46	Five Man Artic Tent Outer (Hang to Dry)	\$ _____	5	\$ _____
47	Five Man Artic Tent Liner (Hang to Dry)	\$ _____	5	\$ _____
48	Neck Gator Combat	\$ _____	1	\$ _____
49	Ground Sheets	\$ _____	200	\$ _____
50	Ten Man Artic Tent Outer (Hang to Dry)	\$ _____	1	\$ _____
51	Ten Man Artic Tent Liner (Hang to Dry)	\$ _____	1	\$ _____
52	Air Mattress Military or Civilian Style	\$ _____	50	\$ _____
53	Air Mattress Cover Military or Civilian Style	\$ _____	50	\$ _____
54	Coveralls	\$ _____	1	\$ _____
55	Repel Rope With Bag (Liquid Soap Only)	\$ _____	12	\$ _____
56	Toque Knit White or Green	\$ _____	1	\$ _____
57	PFD (Lifejacket) Mil or Civilian Pattern (Hang)	\$ _____	80	\$ _____
58	Toboggan Cover	\$ _____	1	\$ _____
59	Coveralls NBCW	\$ _____	1	\$ _____
60	Cleaning Rags (not oily)	\$ _____	1	\$ _____
61	Blanket Wool	\$ _____	10	\$ _____
62	Coloured Sport Pinnies	\$ _____	120	\$ _____
63	Hockey Jerseys	\$ _____	1	\$ _____
64	Hockey Socks (Pair)	\$ _____	1	\$ _____
65	Gloves C W Gortex Pair (Dry Clean Only)	\$ _____	1	\$ _____
66	Dome Tent	\$ _____	10	\$ _____
67	Fly,dome tent	\$ _____	10	\$ _____

B) Extension Period Year 1

Item No.	Item	Firm Unit Price	Estimate Usage per year	Extended Price
1	Combat coat (Old Style)	\$ _____	1	\$ _____
2	Liner, combat coat (Old Style)	\$ _____	1	\$ _____
3	Parka CW shell	\$ _____	100	\$ _____
4	Liner, Parka CW	\$ _____	100	\$ _____
5	Hood Parka CW	\$ _____	100	\$ _____
6	Trousers wind CW	\$ _____	1	\$ _____
7	Liner Trousers Wind	\$ _____	1	\$ _____
8	Shirt EXT CW	\$ _____	1	\$ _____
9	Parka Comoflage White	\$ _____	1	\$ _____
10	Trousers Camoflage White	\$ _____	1	\$ _____
11	Jacket WW (Also Civilian Pattern)	\$ _____	70	\$ _____
12	Trousers WW (Also Civilian Pattern)	\$ _____	70	\$ _____
13	Rucksack Cover White	\$ _____	1	\$ _____
14	Socks Wool Freeze (pair)	\$ _____	200	\$ _____
15	Snowmobile Mitts and Knitted (pair)	\$ _____	50	\$ _____
16	Mitts Artic Shell	\$ _____	25	\$ _____
17	Mitts Artic Liner	\$ _____	25	\$ _____
18	Gloves White CF Dress (Pair)	\$ _____	200	\$ _____
19	Sleeping Bag Outer	\$ _____	800	\$ _____
20	Sleeping Bag Inner	\$ _____	800	\$ _____
21	Sleeping Bag Liner (Bundled when cleaned)	\$ _____	3100	\$ _____
22	Sleeping Bag Hood	\$ _____	300	\$ _____
23	Valise Sleeping Bag	\$ _____	60	\$ _____
24	Ranger Blanket	\$ _____	1	\$ _____
25	Sheets Bed White (Bundled when cleaned)	\$ _____	1	\$ _____
26	Pillow Case White (Bundled when cleaned)	\$ _____	1	\$ _____
27	Mattress Cover Bed	\$ _____	1	\$ _____
28	Table Clothes	\$ _____	20	\$ _____
29	Napkins	\$ _____	200	\$ _____
30	Duffle Bag	\$ _____	10	\$ _____
31	Jacket Flyers	\$ _____	1	\$ _____
32	Tousers Flyers	\$ _____	1	\$ _____
33	Coveralls Flyers	\$ _____	1	\$ _____
34	Bivy Bag Gortex (wash Separate)	\$ _____	1	\$ _____
35	Socks Goretex (Wash Separate)	\$ _____	1	\$ _____
36	Balaclava Wool	\$ _____	10	\$ _____
37	Sweat Shirt Fleece	\$ _____	1	\$ _____
38	Sweat Pant Fleece	\$ _____	1	\$ _____
39	Coat EXT CW Goretex (wash Separate)	\$ _____	170	\$ _____
40	Trouser EXT CW Goretex (wash Separate)	\$ _____	415	\$ _____
41	Parka EXT CW Goretex (wash Separate)	\$ _____	450	\$ _____
42	Overalls EXT CW Goretex (wash Separate)	\$ _____	1	\$ _____

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43	Shirt Combat Cadpat	\$ _____	1	\$ _____
44	Trousers Comabt Cadpat	\$ _____	1	\$ _____
45	Cap Combat Cadpat	\$ _____	1	\$ _____
46	Five Man Artic Tent Outer (Hang to Dry)	\$ _____	5	\$ _____
47	Five Man Artic Tent Liner (Hang to Dry)	\$ _____	5	\$ _____
48	Neck Gator Combat	\$ _____	1	\$ _____
49	Ground Sheets	\$ _____	200	\$ _____
50	Ten Man Artic Tent Outer (Hang to Dry)	\$ _____	1	\$ _____
51	Ten Man Artic Tent Liner (Hang to Dry)	\$ _____	1	\$ _____
52	Air Matress Military or Civilian Style	\$ _____	50	\$ _____
53	Air Matress Cover Military or Civilian Style	\$ _____	50	\$ _____
54	Coveralls	\$ _____	1	\$ _____
55	Repel Rope With Bag (Liquid Soap Only)	\$ _____	12	\$ _____
56	Toque Knit White or Green	\$ _____	1	\$ _____
57	PFD (Lifejacket) Mil or Civilian Pattern (Hang)	\$ _____	80	\$ _____
58	Toboggan Cover	\$ _____	1	\$ _____
59	Coveralls NBCW	\$ _____	1	\$ _____
60	Cleaning Rags (not oily)	\$ _____	1	\$ _____
61	Blanket Wool	\$ _____	10	\$ _____
62	Coloured Sport Pinnies	\$ _____	120	\$ _____
63	Hockey Jerseys	\$ _____	1	\$ _____
64	Hockey Socks (Pair)	\$ _____	1	\$ _____
65	Gloves C W Gortex Pair (Dry Clean Only)	\$ _____	1	\$ _____
66	Dome Tent	\$ _____	10	\$ _____
67	Fly,dome tent	\$ _____	10	\$ _____

C) Extension Period Year 2

Item No.	Item	Firm Unit Price	Estimate Usage per year	Extended Price
1	Combat coat (Old Style)	\$ _____	1	\$ _____
2	Liner, combat coat (Old Style)	\$ _____	1	\$ _____
3	Parka CW shell	\$ _____	100	\$ _____
4	Liner, Parka CW	\$ _____	100	\$ _____
5	Hood Parka CW	\$ _____	100	\$ _____
6	Trousers wind CW	\$ _____	1	\$ _____
7	Liner Trousers Wind	\$ _____	1	\$ _____
8	Shirt EXT CW	\$ _____	1	\$ _____
9	Parka Camouflage White	\$ _____	1	\$ _____
10	Trousers Camouflage White	\$ _____	1	\$ _____
11	Jacket WW (Also Civilian Pattern)	\$ _____	70	\$ _____
12	Trousers WW (Also Civilian Pattern)	\$ _____	70	\$ _____
13	Rucksack Cover White	\$ _____	1	\$ _____
14	Socks Wool Freeze (pair)	\$ _____	200	\$ _____
15	Snowmobile Mitts and Knitted (pair)	\$ _____	50	\$ _____
16	Mitts Artic Shell	\$ _____	25	\$ _____
17	Mitts Artic Liner	\$ _____	25	\$ _____
18	Gloves White CF Dress (Pair)	\$ _____	200	\$ _____
19	Sleeping Bag Outer	\$ _____	800	\$ _____
20	Sleeping Bag Inner	\$ _____	800	\$ _____
21	Sleeping Bag Liner (Bundled when cleaned)	\$ _____	3100	\$ _____
22	Sleeping Bag Hood	\$ _____	300	\$ _____
23	Valise Sleeping Bag	\$ _____	60	\$ _____
24	Ranger Blanket	\$ _____	1	\$ _____
25	Sheets Bed White (Bundled when cleaned)	\$ _____	1	\$ _____
26	Pillow Case White (Bundled when cleaned)	\$ _____	1	\$ _____
27	Mattress Cover Bed	\$ _____	1	\$ _____
28	Table Clothes	\$ _____	20	\$ _____
29	Napkins	\$ _____	200	\$ _____
30	Duffle Bag	\$ _____	10	\$ _____
31	Jacket Flyers	\$ _____	1	\$ _____
32	Tousers Flyers	\$ _____	1	\$ _____
33	Coveralls Flyers	\$ _____	1	\$ _____
34	Bivy Bag Gortex (wash Separate)	\$ _____	1	\$ _____
35	Socks Goretex (Wash Separate)	\$ _____	1	\$ _____
36	Balaclava Wool	\$ _____	10	\$ _____
37	Sweat Shirt Fleece	\$ _____	1	\$ _____
38	Sweat Pant Fleece	\$ _____	1	\$ _____
39	Coat EXT CW Goretex (wash Separate)	\$ _____	170	\$ _____
40	Trouser EXT CW Goretex (wash Separate)	\$ _____	415	\$ _____
41	Parka EXT CW Goretex (wash Separate)	\$ _____	450	\$ _____
42	Overalls EXT CW Goretex (wash Separate)	\$ _____	1	\$ _____

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43	Shirt Combat Cadpat	\$ _____	1	\$ _____
44	Trousers Comabt Cadpat	\$ _____	1	\$ _____
45	Cap Combat Cadpat	\$ _____	1	\$ _____
46	Five Man Artic Tent Outer (Hang to Dry)	\$ _____	5	\$ _____
47	Five Man Artic Tent Liner (Hang to Dry)	\$ _____	5	\$ _____
48	Neck Gator Combat	\$ _____	1	\$ _____
49	Ground Sheets	\$ _____	200	\$ _____
50	Ten Man Artic Tent Outer (Hang to Dry)	\$ _____	1	\$ _____
51	Ten Man Artic Tent Liner (Hang to Dry)	\$ _____	1	\$ _____
52	Air Matress Military or Civilian Style	\$ _____	50	\$ _____
53	Air Matress Cover Military or Civilian Style	\$ _____	50	\$ _____
54	Coveralls	\$ _____	1	\$ _____
55	Repel Rope With Bag (Liquid Soap Only)	\$ _____	12	\$ _____
56	Toque Knit White or Green	\$ _____	1	\$ _____
57	PFD (Lifejacket) Mil or Civilian Pattern (Hang)	\$ _____	80	\$ _____
58	Toboggan Cover	\$ _____	1	\$ _____
59	Coveralls NBCW	\$ _____	1	\$ _____
60	Cleaning Rags (not oily)	\$ _____	1	\$ _____
61	Blanket Wool	\$ _____	10	\$ _____
62	Coloured Sport Pinnies	\$ _____	120	\$ _____
63	Hockey Jerseys	\$ _____	1	\$ _____
64	Hockey Socks (Pair)	\$ _____	1	\$ _____
65	Gloves C W Gortex Pair (Dry Clean Only)	\$ _____	1	\$ _____
66	Dome Tent	\$ _____	10	\$ _____
67	Fly,dome tent	\$ _____	10	\$ _____

D) Extension Period Year 3

Item No.	Item	Firm Unit Price	Estimate Usage per year	Extended Price
1	Combat coat (Old Style)	\$ _____	1	\$ _____
2	Liner, combat coat (Old Style)	\$ _____	1	\$ _____
3	Parka CW shell	\$ _____	100	\$ _____
4	Liner, Parka CW	\$ _____	100	\$ _____
5	Hood Parka CW	\$ _____	100	\$ _____
6	Trousers wind CW	\$ _____	1	\$ _____
7	Liner Trousers Wind	\$ _____	1	\$ _____
8	Shirt EXT CW	\$ _____	1	\$ _____
9	Parka Camouflage White	\$ _____	1	\$ _____
10	Trousers Camouflage White	\$ _____	1	\$ _____
11	Jacket WW (Also Civilian Pattern)	\$ _____	70	\$ _____
12	Trousers WW (Also Civilian Pattern)	\$ _____	70	\$ _____
13	Rucksack Cover White	\$ _____	1	\$ _____
14	Socks Wool Freeze (pair)	\$ _____	200	\$ _____
15	Snowmobile Mitts and Knitted (pair)	\$ _____	50	\$ _____
16	Mitts Artic Shell	\$ _____	25	\$ _____
17	Mitts Artic Liner	\$ _____	25	\$ _____
18	Gloves White CF Dress (Pair)	\$ _____	200	\$ _____
19	Sleeping Bag Outer	\$ _____	800	\$ _____
20	Sleeping Bag Inner	\$ _____	800	\$ _____
21	Sleeping Bag Liner (Bundled when cleaned)	\$ _____	3100	\$ _____
22	Sleeping Bag Hood	\$ _____	300	\$ _____
23	Valise Sleeping Bag	\$ _____	60	\$ _____
24	Ranger Blanket	\$ _____	1	\$ _____
25	Sheets Bed White (Bundled when cleaned)	\$ _____	1	\$ _____
26	Pillow Case White (Bundled when cleaned)	\$ _____	1	\$ _____
27	Mattress Cover Bed	\$ _____	1	\$ _____
28	Table Clothes	\$ _____	20	\$ _____
29	Napkins	\$ _____	200	\$ _____
30	Duffle Bag	\$ _____	10	\$ _____
31	Jacket Flyers	\$ _____	1	\$ _____
32	Tousers Flyers	\$ _____	1	\$ _____
33	Coveralls Flyers	\$ _____	1	\$ _____
34	Bivy Bag Gortex (wash Separate)	\$ _____	1	\$ _____
35	Socks Goretex (Wash Separate)	\$ _____	1	\$ _____
36	Balaclava Wool	\$ _____	10	\$ _____
37	Sweat Shirt Fleece	\$ _____	1	\$ _____
38	Sweat Pant Fleece	\$ _____	1	\$ _____
39	Coat EXT CW Goretex (wash Separate)	\$ _____	170	\$ _____
40	Trouser EXT CW Goretex (wash Separate)	\$ _____	415	\$ _____
41	Parka EXT CW Goretex (wash Separate)	\$ _____	450	\$ _____
42	Overalls EXT CW Goretex (wash Separate)	\$ _____	1	\$ _____

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43	Shirt Combat Cadpat	\$ _____	1	\$ _____
44	Trousers Comabt Cadpat	\$ _____	1	\$ _____
45	Cap Combat Cadpat	\$ _____	1	\$ _____
46	Five Man Artic Tent Outer (Hang to Dry)	\$ _____	5	\$ _____
47	Five Man Artic Tent Liner (Hang to Dry)	\$ _____	5	\$ _____
48	Neck Gator Combat	\$ _____	1	\$ _____
49	Ground Sheets	\$ _____	200	\$ _____
50	Ten Man Artic Tent Outer (Hang to Dry)	\$ _____	1	\$ _____
51	Ten Man Artic Tent Liner (Hang to Dry)	\$ _____	1	\$ _____
52	Air Matress Military or Civilian Style	\$ _____	50	\$ _____
53	Air Matress Cover Military or Civilian Style	\$ _____	50	\$ _____
54	Coveralls	\$ _____	1	\$ _____
55	Repel Rope With Bag (Liquid Soap Only)	\$ _____	12	\$ _____
56	Toque Knit White or Green	\$ _____	1	\$ _____
57	PFD (Lifejacket) Mil or Civilian Pattern (Hang)	\$ _____	80	\$ _____
58	Toboggan Cover	\$ _____	1	\$ _____
59	Coveralls NBCW	\$ _____	1	\$ _____
60	Cleaning Rags (not oily)	\$ _____	1	\$ _____
61	Blanket Wool	\$ _____	10	\$ _____
62	Coloured Sport Pinnies	\$ _____	120	\$ _____
63	Hockey Jerseys	\$ _____	1	\$ _____
64	Hockey Socks (Pair)	\$ _____	1	\$ _____
65	Gloves C W Gortex Pair (Dry Clean Only)	\$ _____	1	\$ _____
66	Dome Tent	\$ _____	10	\$ _____
67	Fly,dome tent	\$ _____	10	\$ _____