



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**  
Room 100,  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6  
Bid Fax: (204) 983-0338

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Kitchen and Hospital Laundry Servic	
<b>Solicitation No. - N° de l'invitation</b> W0127-15P020/A	<b>Date</b> 2016-02-23
<b>Client Reference No. - N° de référence du client</b> W0127-15P020	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-102-9783	
<b>File No. - N° de dossier</b> WPG-5-38158 (102)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-04-04</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Wiebe, Dallas	<b>Buyer Id - Id de l'acheteur</b> wpg102
<b>Telephone No. - N° de téléphone</b> (204) 899-5257 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE EDMONTON GARRISON STN FORCES P.O.BOX 10500 EDMONTON Alberta T5J4J5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, and DND 626 Task Authorization Form and the Task Authorization Usage Report.

### **1.2 Summary**

For the supply of all labour, materials, tools, equipment, transportation, and supervision necessary to provide kitchen and hospital laundry and dry cleaning services, (including pick up and delivery of items), to the Department of National Defence at various locations at Edmonton Garrison, Edmonton, Alberta, on a scheduled basis and on an "as and when requested" basis in accordance with the terms and conditions contained in the Request for Proposal.

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).

### **1.3 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 Submission of Bids

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

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

#### Definitions

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

- 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 Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs 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, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- 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 - Bid Solicitation

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

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

## 2.5 Applicable Laws

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

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

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## **2.6 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 4 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (1 hard copy)  
Section II: Financial Bid (1 hard copy)  
Section III: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid. Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

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

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

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

#### **Section I: Technical Bid**

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

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

**3.1.2 Exchange Rate Fluctuation**  
[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

**3.1.3 SACC Manual Clauses**

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.2 Financial Evaluation**

In Annex "B" – Basis of Payment, for each year, the firm unit prices quoted for item 1 to 49 will be multiplied by the estimated annual usages shown. The resulting amounts will be added together to obtain a total evaluated price.

NOTE: A quote **MUST** be provided for items 50 and 51, however, these items will not be included in the evaluation.

SACC Manual Clauses A0220T (2014-06-25), Evaluation of Price

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Criteria**

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, 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.

### 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder 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 specified will render the bid non-responsive.

#### 5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

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

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **6.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A"

#### **6.1.1 Optional Goods and/or Services**

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### **6.1.2 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **6.1.2.1 Task Authorization Process**

#### **Task Authorization:**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### **Task Authorization Process:**

1. The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form."
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **6.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$20,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

### 6.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

### 6.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

The quarterly periods are defined as follows: (to be completed upon award)

- 1st quarter:
- 2nd quarter:
- 3rd quarter:
- 4th quarter:

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

#### Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, GST or HST extra;
- iv. the total amount, GST or HST extra, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, GST or HST extra, expended to date against all authorized TAs.

### 6.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Department of National Defence, 1 Service Battalion, 1 Area Support Group. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority

## 6.2 Standard Clauses and Conditions

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

### 6.2.1 General Conditions

2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 6.3 Security Requirements

There is no security requirement applicable to this Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from May 1, 2016 to April 30, 2019, inclusive.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Dallas Wiebe  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
100-167 Lombard Ave., Winnipeg, Manitoba, R3B 0T6

Telephone: (204) 899-5257  
Facsimile: (204) 983-7796  
E-mail: dallas.wiebe@pwgsc-tpsgc.gc.ca

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

#### 6.5.2 Project Authority

The Project Authority for the Contract is:

*(to be named in Contract)*

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

#### 6.5.3 Contractor's Representative

Name \_\_\_\_\_ (to be completed by bidder)

Telephone \_\_\_\_\_

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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 Payment

### 6.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$(to be inserted at contract award). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

### 6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before the contract expiry date, or
- c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 6.7.3 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department  
C2000C (2007-11-30), Taxes - Foreign-based Contractor (if applicable)  
H1008C (2008-05-12), Monthly Payment

## 6.8 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.

## **6.9 Certifications**

### **6.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **6.10 Applicable Laws**

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

## **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2015-07-03), General Conditions - Higher Complexity - Services;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", DND 626, Task Authorization Form;
- (f) Annex "D", Task Authorization Usage Report;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated (to be completed upon award).

## **6.12 SACC Manual Clauses**

A9006C (2012-07-16) Defence Contract  
A9062C (2011-05-16) Canadian Forces Site Regulations  
G1005C (2008-05-12) Insurance

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **REQUIREMENT**

For the supply of all labour, materials, tools, equipment, transportation and supervision necessary to provide kitchen and hospital laundry and dry cleaning services, (including pick-up and delivery of items), to the Department of National Defence, Edmonton Garrison, Edmonton, AB on a scheduled and on an "as and when requested" basis.

#### **CLEANING STANDARDS**

1. All items will be laundered/dry-cleaned in accordance with the processing requirements stated.
2. All coloured items are to be sorted by Contractor prior to laundry services being performed.
3. Cook's clothing, (including aprons), are to be wrapped in plastic after cleaning.
4. To reduce wrinkles, tablecloths are to be folded when cold. Contractor shall consult with end user to determine the proper method of folding tablecloths and napkins to reduce the number of fold marks.
5. Bedding, garments, cloths, etc., from the Garrison Hospital may be contaminated with blood, bodily fluids, lice, etc. These items will be double bagged and marked "Contaminated". These items are to be laundered separately from all other laundry items.
6. Sheets, bedding, shirts, etc., are to be wrapped in plastic separately from each other.
7. Bloodstains are common on Cook's clothing. Articles are to be pre-treated as necessary. Yellow stains are not acceptable.
8. Green towels sent from the Hospital must be laundered and packed separately from other lint bearing material. These towels are used in surgery and must be lint free in order to prevent infection. Instructions to handling these towels can be found in the Health Canada report "Canada Communicable Disease Report-Infection Control Guidelines" found at [www.phac-aspc.gc.ca](http://www.phac-aspc.gc.ca).

#### **RESPONSE TIME**

1. Response time of the Contractor is to be within 24 hours of receipt of an authorized request or as per scheduled pick up times. Laundered items are to be returned within 3 calendar days of pick up, dry cleaning to be returned within 7 calendar days from pick up, (unless otherwise directed/authorized by Site Authority).
2. Contractor's facility must be open for business at least 6 days a week.
3. All deliveries must be made to the same address as the original pick up.
4. All pick-ups and deliveries are to be made between 0730 -1500 hrs. No pick-ups or deliveries will be made on Friday PM or Monday AM.
5. All pick-ups will be listed on authorized request.
6. All deliveries are to be completed as per original authorized request, no partial deliveries will be accepted.
7. No substitution of items will be accepted. All actual items picked up are to be returned to DND.
8. Written communication will occur between the Site/Project Authority and the Contractor identified in the Contract and will be exchanged either by fax, e-mail or through the laundry pick-up driver.
9. Changes to pick up addresses will be provided by the Project Authority as they occur.

#### **OTHER**

1. The Contractor's delivery agent shall accept the Department of National Defence's count of soiled garments, towels, and sheets, which he may check and shall sign a delivery slip to be kept by DND.
2. After delivery to the Contractor's facility and prior to laundry and dry cleaning services being performed, the Contractor will confirm the number and types of items delivered against DND's count.
3. Any errors or discrepancies shall be reported immediately to DND prior to the service commencement. Written notification of errors or discrepancies can be delivered by fax or e-mail to the Site Authority.
4. DND will sign the Contractor's delivery slips for cleaned items.

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5. Any discrepancies found by DND upon return that were not reported as per item 3. above, will be deemed the Contractor's responsibility and will be investigated by the Contractor to the satisfaction of DND. Discrepancies include, but are not limited to:
- a. Missing Items:
    - i) Items deemed to be missing will be based on a comparison of the quantity shown by the delivery slip or amended notification but not received upon delivery.
    - ii) If it is determined that the Contractor is responsible for the missing items, the Contractor will replace the items or provide compensation.
    - iii) Compensation and/or replacement shall be based on documented industry standard rates. Replacement items must be deemed acceptable by the Site Authority.
  - b. Damaged Items:
    - i) Items deemed to be damaged is damage linked to the laundry or dry cleaning processes.
    - ii) If it is determined that the damage is derived through improper or faulty mechanical or procedural processes, the Contractor shall repair or replace the damaged item or provide compensation.
    - iii) Compensation and/or replacement shall be based on documented industry standard rates. Replacement items must be deemed acceptable by the Site Authority.
    - iv) The Contractor shall not be held responsible for damages relating to missing buttons or damaged zippers.
  - c. Items Improperly Cleaned/Missed During Cleaning Process:
    - i) These are items that are returned to DND that do not meet the cleaning standards outlined in Section entitled "Cleaning Standards".
    - ii) The Department of National Defence reserves the right to inspect the items and if specified standards are not met, items will be re-laundered until specifications are met. This will be done at no additional cost to the Department of National Defence.
6. The contractor will provide the necessary forms or procedure for submitting complaints and/or claims to the Project Authority.
7. DND will have 7 calendar days from the receipt of laundered items to submit a claim/complaint.
8. The Contractor must respond to a claim/complaint within 48 hrs of receipt of claim/complaint.
9. Both the Project Authority and the Contracting Authority shall be included in all correspondence regarding claims/complaints.

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### PICK-UP/DELIVERY LOCATIONS

1 Svc Bn Stocks Platoon/MSA, Bldg 236, Door 6  
Tues & Thurs mornings  
Contact/Site Authority: (To be named in the Contract)  
780-973-4011 ext. \_\_\_\_\_

1 ASU Food & Quarters, Bldg 210  
Tues & Thurs mornings  
Contact/Site Authority: (To be named in the Contract)  
780-973-4011 ext. \_\_\_\_\_

1 ASU Officer's Mess, Bldg 200  
TBD (closed for the summer)  
Contact/Site Authority: Will be provided by the Project Authority

1 Field Amb Medical Clinic, Bldg 162  
Tues & Thursday  
Contact/Site Authority: (To be named in the Contract)  
780-973-4011 ext. \_\_\_\_\_

1 ASU Food & Quarters, Bldg 164  
Tues & Thurs mornings  
Contact/Site Authority: (To be named in the Contract)  
780-973-4011 ext. \_\_\_\_\_

NOTE: Once picked up at this location direction to the remaining buildings will be given.

1 ASU Food & Quarters, Bldg 204  
Tues & Thurs mornings  
Contact/Site Authority: (To be named in the Contract)  
780-973-4011 ext. \_\_\_\_\_

1 ASU Food & Quarters, Bldg 211  
Tues & Thurs mornings  
Contact/Site Authority: (To be named in the Contract)  
780-973-4011 ext. \_\_\_\_\_

1 ASU Food & Quarters, Bldg 214  
Tues & Thurs mornings  
Contact/Site Authority: (To be named in the Contract)  
780-973-4011 ext. \_\_\_\_\_

1 ASU Food & Quarters, Bldg 222  
Tues & Thurs mornings  
Contact/Site Authority: (To be named in the Contract)  
780-973-4011 ext. \_\_\_\_\_

**ANNEX "B"**

**BASIS OF PAYMENT**

- Prices quoted are to include all applicable costs to provide this service, including the cost of pick up and delivery of items, in accordance with Annex "A", Statement of Work, and are to remain firm for the period of the Contract.
- GST is not to be included in the firm unit prices but will be added to any invoice issued against the Contract.
- A quote must be provided for all line items for the bid to be considered responsive.
- **NOTE: A quote must be provided for items 50 and 51;** however, these items will not be included in the evaluation.
- Estimated usages are for information purposes only; actual usage will vary from amounts shown.

**YEAR 1 - 2016/05/01 - 2017/04/30**

Item	Description	Class	Material	Type Process	Estimated Annual Usage	Firm Unit Price
<b>LAUNDRY</b>						
1	Aprons, Food Handling	4	1	2	1,000	\$ _____/ea
2	Sheets, Bed	2-5	1	2	4,000	\$ _____/ea
3	Shirts, Cotton	1	1	2	1,000	\$ _____/ea
4	Trousers, White	1	1	2	1,000	\$ _____/ea
5	Aprons, Utility	1	1	1	1,000	\$ _____/ea
6	Bags, Laundry	6	1	1	2,500	\$ _____/ea
7	Bags, Laundry, Canvas	6	6	1	1,000	\$ _____/ea
8	Bedspreads	2-3	1	2	4,000	\$ _____/ea
9	Cloth Dishwashing	6	1	1	4,000	\$ _____/ea
10	Cloth, Table, Large Cotton	4	1	3	1,000	\$ _____/ea
11	Cloth, Table, Large Linen	6	5	3	1,000	\$ _____/ea

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12	Cloth, Table, Small Cotton	4	1	3	1,000	\$ _____/ea
13	Cloth, Table, Small Linen	6	5	3	1,000	\$ _____/ea
14	Cloth, Table, White Linen	4	5	3	1,000	\$ _____/ea
15	Cover, Mattress	2-5	1	1	750	\$ _____/ea
16	Cover, Pillow Case	2	1	1	750	\$ _____/ea
17	Napkins, Table	4	1-5	2	4,000	\$ _____/ea
18	Pillowcases	2	1	1	750	\$ _____/ea
19	Smock, Gen Purpose	1	1-7	1	750	\$ _____/ea
20	Towels, Bath	2-5	1	1	4,000	\$ _____/ea
21	Towels, Dish	2-4	1-5	2	4,000	\$ _____/ea
22	Towels, Hand	2-5	1	1	4,000	\$ _____/ea
<b>MEDICAL / DENTAL LAUNDRY</b>						
23	Bag, Soiled Linen Carrier	5	1	4	1,000	\$ _____/ea
24	Cloth, Medicine	5	1-5	2	1,750	\$ _____/ea
25	Cloth, Table, Hosp	5	1	2	1,000	\$ _____/ea
26	Cover, Counter, Cotton	5	1	2	1,000	\$ _____/ea
27	Cover, Cotton	5	2	2	1,000	\$ _____/ea
28	Cover, Bed, Cotton	5	1	2	750	\$ _____/ea
29	Cover, Bed Screen	5	1	2	750	\$ _____/ea
30	Cover, Mattress	5	1	2	1,750	\$ _____/ea
31	Drape, Surgical Circumcision	5	1	2	800	\$ _____/ea
32	Drape, Surgical	5	1	2	800	\$ _____/ea
33	Dressing, Hosp Blue	5	1	2	1,000	\$ _____/ea
34	Frock, Clinic White	5	1	2	1,000	\$ _____/ea

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35	Frock/Coat Lab	5	1	2	1,000	\$ _____/ea
36	Gown, White	5	1	3a	1,200	\$ _____/ea
37	Pillowcases	5	1	2	1,500	\$ _____/ea
38	Pajamas, Flannelette	5	1	2	1,500	\$ _____/ea
39	Sheet, Bed	5	1	2	3,500	\$ _____/ea
40	Sheet, Flannelette	5	1	2	2,500	\$ _____/ea
41	Towels, Various	5	1-5	2	5,000	\$ _____/ea
42	Scrub Top	5	1	2	5,000	\$ _____/ea
43	Scrub Bottom	5	1	2	5,000	\$ _____/ea
44	Towels, Huck	1	1-2	2	5,000	\$ _____/ea
<b>DRY CLEANING</b>						
45	Bag, Evacuation/Casualty	3	1-3-7	20	5,000	\$ _____/ea
46	Blanket, Fire Asbestos	6	7	20	5,000	\$ _____/ea
47	Blanket, Thermal	1	1-7	20	5,000	\$ _____/ea
48	Blanket, Wool	2	2	20	5,000	\$ _____/ea
49	Mattress, Exc Sprin Fill	2	7	20	2,500	\$ _____/ea

**ADDITIONAL WORK**

Item 50 – General Laundry items not appearing herein will be priced at the rate of \$ \_\_\_\_\_/kg.

Item 51 – Any Dry Cleaning items not appearing herein will be priced in accordance with the Contract's current published price list, less a discount of \_\_\_\_\_%

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**YEAR 2 - 2017/05/01 - 2018/04/30**

Item	Description	Class	Material	Type Process	Estimated Annual Usage	Firm Unit Price
<b>LAUNDRY</b>						
1	Aprons, Food Handling	4	1	2	1,000	\$ _____/ea
2	Sheets, Bed	2-5	1	2	4,000	\$ _____/ea
3	Shirts, Cotton	1	1	2	1,000	\$ _____/ea
4	Trousers, White	1	1	2	1,000	\$ _____/ea
5	Aprons, Utility	1	1	1	1,000	\$ _____/ea
6	Bags, Laundry	6	1	1	2,500	\$ _____/ea
7	Bags, Laundry, Canvas	6	6	1	1,000	\$ _____/ea
8	Bedspreads	2-3	1	2	4,000	\$ _____/ea
9	Cloth Dishwashing	6	1	1	4,000	\$ _____/ea
10	Cloth, Table, Large Cotton	4	1	3	1,000	\$ _____/ea
11	Cloth, Table, Large Linen	6	5	3	1,000	\$ _____/ea
12	Cloth, Table, Small Cotton	4	1	3	1,000	\$ _____/ea
13	Cloth, Table, Small Linen	6	5	3	1,000	\$ _____/ea
14	Cloth, Table, White Linen	4	5	3	1,000	\$ _____/ea
15	Cover, Mattress	2-5	1	1	750	\$ _____/ea
16	Cover, Pillow Case	2	1	1	750	\$ _____/ea
17	Napkins, Table	4	1-5	2	4,000	\$ _____/ea
18	Pillowcases	2	1	1	750	\$ _____/ea
19	Smock, Gen Purpose	1	1-7	1	750	\$ _____/ea
20	Towels, Bath	2-5	1	1	4,000	\$ _____/ea

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21	Towels, Dish	2-4	1-5	2	4,000	\$ _____/ea
22	Towels, Hand	2-5	1	1	4,000	\$ _____/ea
<b>MEDICAL / DENTAL LAUNDRY</b>						
23	Bag, Soiled Linen Carrier	5	1	4	1,000	\$ _____/ea
24	Cloth, Medicine	5	1-5	2	1,750	\$ _____/ea
25	Cloth, Table, Hosp	5	1	2	1,000	\$ _____/ea
26	Cover, Counter, Cotton	5	1	2	1,000	\$ _____/ea
27	Cover, Cotton	5	2	2	1,000	\$ _____/ea
28	Cover, Bed, Cotton	5	1	2	750	\$ _____/ea
29	Cover, Bed Screen	5	1	2	750	\$ _____/ea
30	Cover, Mattress	5	1	2	1,750	\$ _____/ea
31	Drape, Surgical Circumcision	5	1	2	800	\$ _____/ea
32	Drape, Surgical	5	1	2	800	\$ _____/ea
33	Dressing, Hosp Blue	5	1	2	1,000	\$ _____/ea
34	Frock, Clinic White	5	1	2	1,000	\$ _____/ea
35	Frock/Coat Lab	5	1	2	1,000	\$ _____/ea
36	Gown, White	5	1	3a	1,200	\$ _____/ea
37	Pillowcases	5	1	2	1,500	\$ _____/ea
38	Pajamas, Flannelette	5	1	2	1,500	\$ _____/ea
39	Sheet, Bed	5	1	2	3,500	\$ _____/ea
40	Sheet, Flannelette	5	1	2	2,500	\$ _____/ea
41	Towels, Various	5	1-5	2	5,000	\$ _____/ea
42	Scrub Top	5	1	2	5,000	\$ _____/ea
43	Scrub Bottom	5	1	2	5,000	\$ _____/ea

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44	Towels, Huck	1	1-2	2	5,000	\$ _____/ea
<b>DRY CLEANING</b>						
45	Bag, Evacuation/Casualty	3	1-3-7	20	5,000	\$ _____/ea
46	Blanket, Fire Asbestos	6	7	20	5,000	\$ _____/ea
47	Blanket, Thermal	1	1-7	20	5,000	\$ _____/ea
48	Blanket, Wool	2	2	20	5,000	\$ _____/ea
49	Mattress, Exc Sprin Fill	2	7	20	2,500	\$ _____/ea

**ADDITIONAL WORK**

Item 50 – General Laundry items not appearing herein will be priced at the rate of \$ \_\_\_\_\_/kg.

Item 51 – Any Dry Cleaning items not appearing herein will be priced in accordance with the Contract's current published price list, less a discount of \_\_\_\_\_%

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**YEAR 3 - 2018/05/01 - 2019/04/30**

Item	Description	Class	Material	Type Process	Estimated Annual Usage	Firm Unit Price
<b>LAUNDRY</b>						
1	Aprons, Food Handling	4	1	2	1,000	\$ _____/ea
2	Sheets, Bed	2-5	1	2	4,000	\$ _____/ea
3	Shirts, Cotton	1	1	2	1,000	\$ _____/ea
4	Trousers, White	1	1	2	1,000	\$ _____/ea
5	Aprons, Utility	1	1	1	1,000	\$ _____/ea
6	Bags, Laundry	6	1	1	2,500	\$ _____/ea
7	Bags, Laundry, Canvas	6	6	1	1,000	\$ _____/ea
8	Bedspreads	2-3	1	2	4,000	\$ _____/ea
9	Cloth Dishwashing	6	1	1	4,000	\$ _____/ea
10	Cloth, Table, Large Cotton	4	1	3	1,000	\$ _____/ea
11	Cloth, Table, Large Linen	6	5	3	1,000	\$ _____/ea
12	Cloth, Table, Small Cotton	4	1	3	1,000	\$ _____/ea
13	Cloth, Table, Small Linen	6	5	3	1,000	\$ _____/ea
14	Cloth, Table, White Linen	4	5	3	1,000	\$ _____/ea
15	Cover, Mattress	2-5	1	1	750	\$ _____/ea
16	Cover, Pillow Case	2	1	1	750	\$ _____/ea
17	Napkins, Table	4	1-5	2	4,000	\$ _____/ea
18	Pillowcases	2	1	1	750	\$ _____/ea
19	Smock, Gen Purpose	1	1-7	1	750	\$ _____/ea
20	Towels, Bath	2-5	1	1	4,000	\$ _____/ea

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21	Towels, Dish	2-4	1-5	2	4,000	\$ _____/ea
22	Towels, Hand	2-5	1	1	4,000	\$ _____/ea
<b>MEDICAL / DENTAL LAUNDRY</b>						
23	Bag, Soiled Linen Carrier	5	1	4	1,000	\$ _____/ea
24	Cloth, Medicine	5	1-5	2	1,750	\$ _____/ea
25	Cloth, Table, Hosp	5	1	2	1,000	\$ _____/ea
26	Cover, Counter, Cotton	5	1	2	1,000	\$ _____/ea
27	Cover, Cotton	5	2	2	1,000	\$ _____/ea
28	Cover, Bed, Cotton	5	1	2	750	\$ _____/ea
29	Cover, Bed Screen	5	1	2	750	\$ _____/ea
30	Cover, Mattress	5	1	2	1,750	\$ _____/ea
31	Drape, Surgical Circumcision	5	1	2	800	\$ _____/ea
32	Drape, Surgical	5	1	2	800	\$ _____/ea
33	Dressing, Hosp Blue	5	1	2	1,000	\$ _____/ea
34	Frock, Clinic White	5	1	2	1,000	\$ _____/ea
35	Frock/Coat Lab	5	1	2	1,000	\$ _____/ea
36	Gown, White	5	1	3a	1,200	\$ _____/ea
37	Pillowcases	5	1	2	1,500	\$ _____/ea
38	Pajamas, Flannelette	5	1	2	1,500	\$ _____/ea
39	Sheet, Bed	5	1	2	3,500	\$ _____/ea
40	Sheet, Flannelette	5	1	2	2,500	\$ _____/ea
41	Towels, Various	5	1-5	2	5,000	\$ _____/ea
42	Scrub Top	5	1	2	5,000	\$ _____/ea
43	Scrub Bottom	5	1	2	5,000	\$ _____/ea

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44	Towels, Huck	1	1-2	2	5,000	\$ _____/ea
<b>DRY CLEANING</b>						
45	Bag, Evacuation/Casualty	3	1-3-7	20	5,000	\$ _____/ea
46	Blanket, Fire Asbestos	6	7	20	5,000	\$ _____/ea
47	Blanket, Thermal	1	1-7	20	5,000	\$ _____/ea
48	Blanket, Wool	2	2	20	5,000	\$ _____/ea
49	Mattress, Exc Sprin Fill	2	7	20	2,500	\$ _____/ea

**ADDITIONAL WORK**

Item 50 – General Laundry items not appearing herein will be priced at the rate of \$ \_\_\_\_\_/kg.

Item 51 – Any Dry Cleaning items not appearing herein will be priced in accordance with the Contract's current published price list, less a discount of \_\_\_\_\_%

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## **Key to table codes**

### **CLASS**

- 1 - Clothing
- 2 - Bedding and Towels
- 3 - Camping Equipment
- 4 - Kitchen Equipment
- 5 - Hospital Equipment
- 6 - Miscellaneous

### **MATERIAL**

- 1 - Cotton
- 2 - Wool
- 3 - Nylon
- 4 - Leather
- 5 - Linen
- 6 - Canvas
- 7 - Miscellaneous

### **TYPE OF PROCESS REQUIRED**

#### **LAUNDRY**

- 1 - Washed and Tumbler Dried
- 2 - Washed and Pressed
- 3 - Washed, Starched and Pressed
- 3a - Washed, Starched and Hand Pressed
- 4 - Hand Sponged and Air Dried

#### **DRY CLEANING**

- 20 - Dry Cleaned and Tumbler Dried
- 21 - Dry Cleaned and Pressed

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**ANNEX "C"**

**DND 626 TASK AUTHORIZATION FORM**

(see attached)

