



**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 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

Title - Sujet Laundry and Drycleaning	
Solicitation No. - N° de l'invitation W0113-16CS01/A	Date 2016-07-21
Client Reference No. - N° de référence du client W0113-16CS01	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-215-7136	
File No. - N° de dossier TOR-6-39040 (215)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-08-31	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lopez, Maria	Buyer Id - Id de l'acheteur tor215
Telephone No. - N° de téléphone (905) 615-2071 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE various locations at CFB Borden Borden Ontario L0M1C0 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
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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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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 laundry and dry cleaning services, (including pickup and delivery of items), to the Department of National Defence at various locations at Canadian Forces Base Borden, Borden, Ontario, 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](#) (2016-04-04) 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](#)

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[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 Ontario.

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.

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.

2.7 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at CFSTG Tech Svcs MLS Supply, 247 Cambrai Road (Building O-111), CFB Borden, Borden, Ontario L0M 1C0 Canteen room 113 on August 10, 2016. The site visit will begin at 1:00 pm local time .

Bidders are requested to communicate with the Contracting Authority no later than August 9, 2016 1:00 pm to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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.

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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.

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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

- (a) The Bidder must have the financial capability to fulfill the requirement. (SACC Manual clause A9033T 2012-07-16 Financial Capability) *Failure to provide the information with the bid will render the bid non-responsive.*
- (b) The Bidder must provide DND access to their facility to survey/examine any or all of their capabilities that pertain to competence as a source of supply of laundry and dry cleaning services. Bidder's must provide the name (Company), address, contact person, telephone number, facsimile number or e-mail address (if applicable), for the location of where the Work will be carried out, with their return bid. *Failure to provide the information with the bid will render the bid non-responsive.*

4.1.1.2 Point Rated Technical Criteria

Point rated technical criteria are used to determine the relative technical merit of each bid and the best overall value to Canada. Point rated criteria identify value-added factors and provide a means to assess and distinguish one bid from another. The onus is on Bidders to submit clear and well-organized bids which address the criteria below. The maximum points that can be achieved for each rated criterion are specified.

Overall Points 620 maximum / 434 minimum (70%)		
Reference	Description	Weight of Points
PR1 Approach and Methodology (Points 200 maximum)		
The Department of National Defence requires the pick up and return of items to be Laundered and Dry Cleaned to individual units within CFB Borden. The Bidder will be required to develop and employ a system acceptable to the Department of National Defence at CFB Borden that will co-ordinate all pickup and returns of items to be Laundered and Dry Cleaned to the individual units. In order to do so, Bidders will submit a system plan which encompasses, as a minimum, the following:		
PR1.1	A Scope of Work for pickup and returns of items to the individual units with assurance that the items picked up for cleaning is returned to the correct unit. This is to include complete details of all activities / actions that will occur when items are picked up or returned to units.	70
PR1.2	A plan to meet timelines identified for pick up and return of items.	50
PR1.3	A plan to ensure the clean laundry returned is not mixed with the dirty laundry being picked up.	30

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Overall Points 620 maximum / 434 minimum (70%)		
Reference	Description	Weight of Points
PR1.4	A contingency plan in the event your equipment or delivery vehicles are temporarily out of commission.	25
PR1.5	A plan for recording and managing lost items and discrepancies.	25
PR2 Facility Evaluation (Points 110 maximum)		
CFB Borden is in part a training facility for the Department of National Defence and other outside agencies. Timeliness is very important to meet training schedules. The items to be Laundered and Dry Cleaned are used in the training and day to day work of personnel at CFB Borden. In order to determine if the Bidders facility is adequate to ensure the proper performance of the work described herein, the Bidders will provide details of the facility where the work is to be performed which is to include as a minimum:		
PR2.1	A description of resources available at the facility including personnel and an organization chart.	70
PR2.2	Square footage of the facility you propose to use for this requirement.	25
PR2.3	The location of the facility in regards to distance from CFB Borden.	15
PR3 Proposed Equipment Resources (Points 190 maximum)		
In order to demonstrate that sufficient equipment resources are available to carry out the work described in this RFP, Bidders should provide the following:		
PR3.1	A detailed list of all vehicles you will use to carry out the services, such as but not limited to vans, trucks etc. Details of the equipment listed should include but not be limited to: make, model, size, year, CSA approved, etc. Bidder's should indicate whether the vehicles are "smoke free", owned by their company and/or leased.	90
PR3.2	The capacity of the facility in regards to ability to accommodate quantities and timeliness. Please provide an equipment list.	50
PR3.3	In addition, as all equipment must be serviceable throughout the entire Contract. Bidder is to provide details describing their quality assurance plan to be able to replace any and all malfunctioning equipment within 24 hours of equipment failure.	50
PR4 Corporate Experience (Points 120 maximum)		
The Bidder should have relevant corporate experience in providing Laundry and Dry Cleaning Services, as related to those in this RFP. To demonstrate this experience, the Bidder is to provide information relative to the extent of corporate experience by:		
PR4.1	Providing an overview of the company including date and place of incorporation.	20
PR4.2	Provide details of three (3) similar Laundry and Dry Cleaning Services operations currently or previously managed by the Bidder's firm as follows: a) Name and location of each of the three (3) operations; b) Length of service at each of the three (3) operations; c) Type of service at each of the three (3) operations; d) Size of client operation at each of the three (3) operations; and e) Provide details of the total volume of Laundry and Dry Cleaning Services per week, for each of the three (3) operations f) Provide a contact person, telephone number and e-mail address for each of the operations. Inform the contact person you have identified them as a source of reference.	100 a) 6 b) 12 c) 28 d) 26 e) 25 f) 3

4.2.1 Financial Evaluation

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

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

4.3 Basis of Selection

4.3.1 Lowest Price Per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 434 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 620 points
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

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

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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) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) 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](#)" 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 options 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, Canadian Forces Base Borden, CFTS Tech Service MLS Base Supply National Defence. 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.

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6.2.1 General Conditions

2035 (2016-04-04), 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 one year from Contract award from _____ to _____, inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 1 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Maria Lopez
Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
33 city Centre Dr, Suite 480-C, Mississauga, Ontario, L5B 2N5

Telephone: (905) 615-2071
Facsimile: (905) 615-2060
E-mail: maria.lopez@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)

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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 _____

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.

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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 Ontario.

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 (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Insurance
- (f) Annex "D", DND 626, Task Authorization Form;
- (g) Annex, "E", Task Authorization Usage Report;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) 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

6.13 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C . The Contractor must maintain the required insurance coverage for the duration of the Contract.

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Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

ANNEX "A" STATEMENT OF WORK

DO NOT MIX INDIVIDUAL DND UNITS ITEMS.

1. Specification

The Contractor will perform the Work in accordance with

- A) Annex A Statement of Work
- B) Annex B Basis of Payment, List of Items and Type of Process.
- C) Specific Requirements, Appendix 3 to Annex A
 - a. Environmental Cleaning and Disinfection Standards for Canadian Forces Health Services Centres and 1 Dental Unit Detachments, link <http://cmp-cpm.mil.ca/en/health/policies-direction/policies/4440-03.page> outlines the standards. Note Annex B – Laundry Management.
 - b. Maintenance coveralls and rags used for automotive and aircraft are to be washed separate of other loads as per the following steps:
 - 8 min. bath in emulsifier
 - rinse then normal wash, which consists of 2 washes, 5 rinses (3 cold/2 hot)
 - last rinse use sours to take soap out
 - if unable to lift dirt then bleach
 - if still not clean then dry clean
 - c. Individual wrapping,
 - i. All items for Hospital and Dental Clinic to be completely wrapped, each individually in paper or plastic wrapper, (i.e. towels, surgical).
 - ii. Smocks, suits, jackets/coats, shirts/tops, trousers/pants/slacks, bedspreads, table cloths and drapes, to be placed on coat hangers and individually covered with plastic.
 - iii. Folding of towels and pillow cases for Physio
 - Blue towel large 21 ½" x 9 1/2"
 - White towel large 20 ½" x 9 ½"
 - Blue and white towels small 16 ½" x 5 ¾"
 - Pillow cases 19 ½" x 7 ½"
 - d. Bundling and tie down,
Bundling and tie down will be used if, specified quantities for each DND Unit applies.
 - i. Cases, aprons, facecloths, towels (dish/glass) folded and tied in bundles of 25 (per type - not mixed).
 - ii. Placemats, napkins, wiping rags, aprons tied in bundles of 25 (per type – not mixed).
 - iii. Bed sheets, blankets, towels (bath and hand) and parka hoods to be folded and tied in bundles of ten.
 - iv. All bundles exceeding twelve inches to be tied with twine every twelve inches.
 - v. All sleeping bags to be separate.
 - vi. All mitts, gloves and socks to be tied in bundles of ten pairs.
 - e. Repairs

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- i. Minor repairs to be done automatically such as mending rips, patching, sewing on buttons. The Contractor is to supply buttons and patching materials.
 - ii. Major repairs, or which are beyond repair, must be identified as such by the Contractor and returned so identified to the point of origin.

2. Regular Pickup and Return

Timeliness is very important to meet training schedules. The items to be laundered and dry cleaned are used in the training and day to day work of personnel at CFB Borden.

2.1 Pickup and Return Addresses / Locations, will be provided by the individual units at the DND at CFB Borden. Pickup and return locations may be added or removed or changed during the period of the Contract.

2.2 Time Schedule, the hours for pickup and return will be on Tuesday and Thursday between 1000 and 1400 hours. Other time schedule will be mutually agreed upon between the Contractor and individual units.

2.3 Finished Items, the Contractor will check finished clothing and other textile items to ensure that they meet the required standards for dry-cleaning, laundering and pressing, and assemble, hang and/or bag finished clothing and other textile items to be returned to their original unit(s).

2.4 Specific Identification, items marked with specific identification (i.e. R&Q SS, MLS Supply, etc.) must be identified, grouped and parceled, then returned with proper identification to their original unit(s).

2.5 Transportation of Laundry / Dry Cleaning, articles will be in a **"smoke free vehicle"**.

2.6 Emergency Services (Pickup and Return)

Individual units may require emergency services on an as and when requested basis. Returns are required within twelve (12) hours of pickup or sooner.

2.7 Non-Acceptance of Items, Pickup and Return

- i. For rejected items such as wet / damp sleeping bags or stained garments, the Contractor agrees to pickup the rejected items within twenty-four (24) hours of receiving notice.
- ii. Returns are required within twenty-four (24) hours of pickup.

iii. Charges will not be applied for items not accepted due to the fault of the Contractor.

2.8 Accountability

- i. The individual units are responsible for providing an accurate pickup and return slip, of the items to be laundered and dry cleaned, at the specific pickup and return location. The items will correspond to the items in the Basis of Payment.
 - ii. Participants will count items to be laundered and dry cleaned. The Contractor's Agent will sign the pickup slip to be kept by the Contractor and DND.
 - iii. Once signed by the Contractor's Agent will be responsible for the care of the items while in their possession. The Contractor must take reasonable and proper care of all Government Property while it is in its possession or subject to its control.
 - iv. The Contractor and DND will count items returned from being laundered and dry cleaned. The Contractor's Return Slip for laundered and dry cleaned items will be signed by the client.
- An example of a Pickup and Return Slip is provided at Appendix 1.
- A List of Users Addresses and Contacts is provided at Appendix 2.
The list is incomplete and the responsibility to provide the information to the Contractor is the Units at time of call-up.

2.9 Discrepancies

- a. The Contractor must record any discrepancies of lost items. The Contractor must provide a report of all discrepancies of lost items on a monthly basis. The report must be given to the appropriate units as well as a copy to the Project Authority.
- b. DND will not be responsible for any missing items unless proper and adequate documentation, which supports the discrepancies, is provided to the individual units and their representatives as well as a copy to the Project Authority.
- c. The Contractor will be financially responsible for any items not returned to DND.

2.10 Replacement Value, compensation for loss or damage to Government Property is based on the full cost to replace the items of the same or equivalent quality, or the reasonable cost to repair them, whichever is more appropriate. These charges will be deducted from the Contractor's invoice.

3. Environmental Considerations

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In

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accordance with the Policy on Green Procurement, for this contract:

- Participants should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).
- Product components used in performing the services should be recyclable and/or reusable, whenever possible.

3.1 Code of Environment Stewardship

In response to growing concerns for the environment, the Government of Canada has adopted a Code of Environment Stewardship which outlines the government's commitment to a better environment. As part of this the DND / CAF adopted the code. One of the objectives is to "ensure that environmental considerations are integrated into procurement policies and practices".

4. Invoice Submission - Monthly

One (1) invoice will be submitted per month for each individual DND Unit, and will include the quantity of the weekly Pickup and Return Slips with the reference numbers, subtotal, and the extension of the totals.

1. Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract.
2. Invoices must show:
 - a. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, Contract Number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);
 - b. a copy of the Pickup and Return Slips with details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes; and
 - c. the extension of the totals, if applicable.

➤ An example the invoice is provided at Appendix 1.

5. Reporting Requirement *(when requested)*

The Contractor and the client (DND Units) must report on a when requested basis on the Contract activities to ensure the Limitation of Expenditure is not exceeded. The data must be submitted to the Project Authority no later than five calendar days after request.

6. Canadian Forces Laundry and Dry Cleaning Lists

Item	Class "C"	Material "D"	Type of Process Required "D"
Laundry			

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Item	Class "C"	Material "D"	Type of Process Required "D"
1	Clothing	Cotton	Wash and tumbler dry
2	Bedding and Towels	Wool	Wash and air dried
3	Camping Equipment	Nylon	Washed and pressed
4	Kitchen Equipment	Leather	Washed, starched and pressed
5	Hospital	Linen	Washed, starched and hand pressed
6	Miscellaneous	Rayon	Washed, starched, dried on stretcher and fringe hand pressed
7		Canvas	Rough washed
8		Miscellaneous	Hand sponged and air dried
9		Rubber	
Dry Cleaning			
			Dry cleaned and tumbler dried
			Dry cleaned and pressed
			Dry cleaned, re-waterproofed and re-blocked
			Dry cleaned, re-blocked and pressed
			Dry cleaned, re-waterproofed and pressed
			Shampooed
			Dry cleaned, re-fireproofed and pressed
			Hand cleaned and re-blocked
			Call-up appropriate methods from "Technical Guide Cleaning for Service and Rugs"

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APPENDIX 1
EXAMPLES

1. Example of Pickup and Return Slip:

Pickup and Return Slip			Reference Number: 2016-0001		
DND Unit: CFSTG Tech Svcs MLS Supply					
Address: 247 Cambrai Road (Building O-111)					
Financial code(s): 0113HD L101 4601 IO 11742952					
Category and Item Number	Description	Firm Unit Price	Pickup Qty	Return Qty	Discrepancies Qty
C.1	Parka, all types	\$1.00	15	15	0
G.7	Trouser, Gortex, HW Cadpat	\$1.00	10	10	0
G.14	Pant, Wind Combat	\$1.00	10	10	0
H.1	Socks, Wool Freeze (price is each)	\$1.00	100	100	0
H.2	Mitts, Winter Liner	\$1.00	10	10	0
H.3	Mitts, Winter Outer	\$1.00	10	10	0
J.1	Sleeping Bag Inner / Outer	\$1.00	20	20	0
J.3	Sleeping Bag Liner	\$1.00	20	20	0
J.4	Blanket, Field Wool Grey or Red	\$1.00	10	5	5
Signatures:			Jane Smith	Cpl John Brown	Jane Smith Cpl John Brown
Date:			04 May 16	06 May 16	06 May 16
Remarks:					

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2. Example of Invoice:

Contractor:		Invoice Number: 20150210		
Contract Number: W0113-16CS01/001/TOR		31 May 2016		
DND Unit: CFSTG Tech Svcs MLS Supply				
Address: 247 Cambrai Road (Building O-111)				
Item	Qty	Pickup and Return Slip Reference Numbers	Subtotal	Extended Price
1	6	2016-0001	\$180.00	\$945.00
		2016-0002	\$89.00	
		2016-0003	\$51.00	
		2016-0004	\$215.00	
		2016-0005	\$110.00	
		2016-0006	\$300.00	
2	2	2016-0007	\$550.00	\$639.00
		2016-0008	\$89.00	
3	2	2016-0009	\$300.00	\$600.00
		2016-0010	\$300.00	
4	Total estimated cost:			\$2,184.00

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APPENDIX 2

LIST OF USERS ADDRESSES AND CONTACTS

Ref	Unit Name	Unit Civic Address	Building No.	DND Contact Name and Local (705) 424-1200 (TBA)
1	Ration & Quarters Support Services (R&Q SS)			
1.1	Quarters	66 El Alamein Road W	O-159	Barrack Warden Supervisor
	Pick-ups and deliveries R&Q SS Quarters to main floor front foyers. The Contractor's representative must go to building O-159 first as Barrack Wardens will meet them at each buildings after they report to O-159.			
		72 Centre Drive	A-79	
		162 Craftsman Road	A-144	
		146 Craftsman Road	A-145	
		40 Parade Avenue	A-147	
		41 Parade Avenue	A-148	
		20 Parade Avenue	A-149	
		21 Parade Avenue	A-150	
		20 Dakota Street	A-151	
		66 Harvard Crescent	A-152	
		15 Harvard Crescent	A-247	
		36 Normandy Road	O-116	
		32 Coronel Road	O-123	
		66 El Alamein Road West	O-159	
		20 Caem Circle	P-158	
		80 Falaise Road	P-182	
		41 Falaise Road	P-198 A, B, C	
		36 Wellington Road	S-137	
		40 Rafah Crescent	S-139	
		504 Ortona Road	S-151	
		70 Korea Crescent	T-114	
		58 Congo Road	T-115	
		243 Ortona Road	T-138	
		98 Korea Crescent	T-139	
		11 th Street	Apartment 4	
		11 th Street	Apartment 6	
		11 th Street	Apartment 8	
		11 th Street	Apartment 10	
1.2	Headquarters	675 Dieppe Road (Main entrance)	P-144	
1.3	Rations			
	Pick-ups and deliveries R&Q SS Kitchens (Rear entrance Rations)			
		32 Caem Circle	P-160	
		179 Ortona Road Monthly pickup	T-169	
		118 Rafah Crescent Monthly pickup	S-164	

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Ref	Unit Name	Unit Civic Address	Building No.	DND Contact Name and Local (705) 424-1200 (TBA)
2	1 Dental Unit Det Borden	72 El Alamein Road 2 nd Floor, Room 211	O-114	
3	31 CF H Svcs	30 Ortona Road	O-166	
4	400 Tac Hel Squadron	60 Mitchell Street	H-18	
5	CFFCA	94 Craftsman Road Room 104	A-176	
6	16 Wing CFSATE	26 Mitchell Street Room 113	H-17	
7	CFSTG Tech Svcs MLS Supply	247 Cambrai Road	O-111	
8	CFSTG Tech Svcs MLS Maintenance	45 Maintenance Road	O-95	
9	CFLTC Food Services	25 Anson Road Room 130	S-149	
10	3 rd CRPG	50 Market Garden Crescent Room 111	S-113	
11	Blackdown CTC	15 Officer's Lane	BP-84	
12	RCSU(C)	51 Maple Leaf Drive	A-74	
13	RCEME School	221 Craftsman Road	A-254	
14	CFMPA	681 Cambrai Road	P-157	

The list is not all inclusive.

Unit names and addresses may change.

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APPENDIX 3 to ANNEX A

Environmental Cleaning and Disinfection Standards for Canadian Forces Health Services Centres and 1 Dental Unit Detachments

Attached

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ANNEX "B"
BASIS OF PAYMENT

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

1. List of Items

The list of items for laundry and dry cleaning services, type of process and pricing is specified below. All prices are FOB delivered to CFB Borden, Borden Ontario. The Unit of Measure is each unless specified otherwise.

The Bidder 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 Contract. The extended price for each item will be calculated by multiplying the estimated usage values by the Bidder's corresponding unit price. The evaluation price will be the aggregate of all the extended prices for all items for the firm period and 4 option years. Payment will be calculated on the actual usage.

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Item	Description	Type of Process	Yearly Estimated Usage	Year 1 Firm Unit Price	Year 2 Firm Unit Price	Year 3 Firm Unit Price	Year 4 Firm Unit Price	Year 5 Firm Unit Price
A	Coveralls / Rags							
1	Coverall, various sizes and colours	Wash and tumbler dry	5,592	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Coveralls, CBRN	Wash and tumbler dry	2,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Rags for automotive	Wash and tumbler dry	6,175	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Rags for aircraft	Dry cleaned and tumbler dried	10,400	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
B	Smocks							
1	Smock, various types, sizes and colours	Wash and tumbler dry	683	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Smock, Mensa Butcher	Wash and tumbler dry	200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Smock, Dental	Wash and tumbler dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
C	Parkas							
1	Parka, all types	Dry cleaned and tumbler dried	3,520	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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D	Suits							
1	Suit, Ambulance (EMT) On Car	Dry cleaned and tumbler dried	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Pilot Flying Suit 1 piece	Dry cleaned and tumbler dried	40	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Pilot Flying Suit Pants	Dry cleaned and tumbler dried	40	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Pilot Flying Suit Shirt	Dry cleaned and tumbler dried	40	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Pilot Jacket	Dry cleaned and tumbler dried	40	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
E	Jackets / Coats							
1	Jacket, Chef	Wash and tumbler dried	284	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Jacket, Woman's Food Handlers	Washed and pressed	100	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Item	Description	Type of Process	Yearly Estimated Usage	Year 1 Firm Unit Price	Year 2 Firm Unit Price	Year 3 Firm Unit Price	Year 4 Firm Unit Price	Year 5 Firm Unit Price
3	Coat, Lab Dental/Medical	Washed, starched and pressed	515	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
F	Shirts / Tops							
1	Shirt Server, cotton white male	Wash and tumbler dry	820	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Shirt Server, cotton white female	Washed, bleach and pressed	570	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Top, Food Handlers White	Washed, bleach and pressed	340	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Top, Scrub Dental/Medical	Washed, starched and pressed	5,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
G	Trousers / Pants / Slacks							
1	Trouser, Extreme Cold	Dry cleaned and tumbler dried	3,520	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Trouser, White Male	Washed, bleach and pressed	52	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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3	Trouser, Green Male	Washed, starched and pressed	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Trouser, Scrub Dental/Medical	Washed, starched and pressed	5,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Trouser, Dental	Washed, starched and pressed	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6	Pant, Wind Combat (Ice pants) Cadpat	Wash and tumbler dry	20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7	Pant, Bib Gortex, Heavy Weight Cadpat	Dry cleaned	20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8	Trousers, Food Handlers	Washed and pressed	820	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
9	Slack, Food Handlers Black Female	Washed and pressed	570	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
H	Cold Weather							
1	Socks, Wool Freeze (price is each) Mukluk	Dry cleaned and tumbler dried	3,550	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Item	Description	Type of Process	Yearly Estimated Usage	Year 1 Firm Unit Price	Year 2 Firm Unit Price	Year 3 Firm Unit Price	Year 4 Firm Unit Price	Year 5 Firm Unit Price
2	Mitts, Winter Liner	Dry cleaned and tumbler dried	50	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Mitts, Winter Outer	Dry cleaned and tumbler dried	30	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Cap, Wool Knit (Toque)	Dry cleaned and tumbler dried	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Balaclava, Wool	Dry cleaned and tumbler dried	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6	Cap, Cold Weather	Dry cleaned and tumbler dried	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7	Scarf	Dry cleaned and tumbler dried	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8	Hood Extreme Cold Weather	Dry cleaned and tumbler dried	30	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
I	Miscellaneous Clothing							
1	Apron	Wash and tumbler dried	780	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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2	Apron, Food Handlers	Wash and tumbler dried	761	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Hat, Chef Black	Dry cleaned	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Surgical Scrub Caps	Wash and tumbler dried	160	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Parade White Gloves	Dry cleaned and tumbler dried	80	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
J	Support Equipment							
1	Sleeping Bag, Inner / Outer	Dry cleaned and tumbler dried	1,820	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Sleeping Bag, Hood	Dry cleaned and tumbler dried	60	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Sleeping Bag, Liner	Dry cleaned and tumbler dried	320	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Blanket, Field Wool	Dry cleaned and tumbler dried	40	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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5	Ground Sheet	Dry cleaned and tumbler dried	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
K	Bedding, Towels, Table Cloths, Other							
1	Sheet, Bed Single, Double, Queen	Washed and tumbler dry, pressed	25,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Pillow Case	Washed and tumbler dry, pressed	23,424	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Cover, Mattress	Wash and tumbler dried	8,500	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Bedsread	Wash and tumbler dried	15,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Bedsread, Counterpane	Wash and tumbler dried	5,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6	Blanket, Wool Bed	Dry cleaned and tumbler dried	4,012	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7	Comforter, Double, Queen	Dry cleaned and	5,200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Item	Description	Type of Process	Yearly Estimated Usage	Year 1 Firm Unit Price	Year 2 Firm Unit Price	Year 3 Firm Unit Price	Year 4 Firm Unit Price	Year 5 Firm Unit Price
		tumbler dried						
8	Window Drapes (price is per panel)	Dry cleaned, re-fireproofed and pressed	232	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
9	Pillow	Wash and tumbler dried	4,050	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
10	Bed Sheet, Hospital	Wash and tumbler dried	600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
11	Bedsread, Hospital	Wash and tumbler dried	60	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
12	Blanket Bed Flannel, Hospital	Wash and tumbler dried	132	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
13	Blanket Bed Thermal, Hospital	Wash and tumbler dried	40	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
14	Pillow Case, Hospital	Wash and tumbler dried	600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
15	Mattress Protector,	Wash and tumbler	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Item	Description	Type of Process	Yearly Estimated Usage	Year 1 Firm Unit Price	Year 2 Firm Unit Price	Year 3 Firm Unit Price	Year 4 Firm Unit Price	Year 5 Firm Unit Price
	Hospital	dried						
16	Towel Hand - small	Wash and tumbler dried	7,992	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
17	Towel Hand - medium	Wash and tumbler dried	5,144	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
18	Towel Bath - small	Wash and tumbler dried	3,100	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
19	Towel Bath - large	Wash and tumbler dried	4,052	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
20	Face Cloth	Wash and tumbler dried	2,573	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
21	Towel, dish and glass	Washed and pressed	150	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
22	Mitts, oven / pot holder	Wash and tumbler dried	200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
23	Towel Hook (Surgical)	Wash and tumbler dried	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Item	Description	Type of Process	Yearly Estimated Usage	Year 1 Firm Unit Price	Year 2 Firm Unit Price	Year 3 Firm Unit Price	Year 4 Firm Unit Price	Year 5 Firm Unit Price
24	Cotton Laundry Bag	Wash and tumbler dried	400	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
25	Huck Towel	Wash and tumbler dried	1275	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
26	Surgical Drape	Wash and tumbler dried	300	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
27	Sheet Linen White	Washed and pressed		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
28	Cervical Pad	Dry cleaned	36	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
29	Lumbar Pad	Dry cleaned	72	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
30	Vellux® Blanket	Wash and tumbler dried (Do not dry clean)	1,500	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
31	Mop Heads	Washed, bleached and tumbler dried	60	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
32	Shower Curtains	Wash and tumbler dried	120	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Item	Description	Type of Process	Yearly Estimated Usage	Year 1 Firm Unit Price	Year 2 Firm Unit Price	Year 3 Firm Unit Price	Year 4 Firm Unit Price	Year 5 Firm Unit Price
33	Bath Mats	Wash and tumbler dried	24	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
34	Blanket, Fleece Single Bed	Wash and tumbler dried	10,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
35	Tablecloth Large Linen	Dry cleaned	1,260	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
36	Tablecloth Medium Linen	Dry cleaned	800	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
37	Tablecloth Small Linen	Dry cleaned	1,800	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
38	Mat Table and Place	Dry cleaned	520	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
39	Napkin Table Linen	Dry cleaned	18,700	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
40	Table Skirting various colours	Dry cleaned	200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Item	Description	Type of Process	Yearly Estimated Usage	Year 1 Firm Unit Price	Year 2 Firm Unit Price	Year 3 Firm Unit Price	Year 4 Firm Unit Price	Year 5 Firm Unit Price
41	Serving Gloves (Pair)	Dry cleaned	43	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
42	Microfiber Cloths and Pads	Wash and tumbler dried	120	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
43	Tablecloth Large, Medium, Small Polyester Blends	Wash and tumbler dried	1,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
L	Specialty Equipment (Police)							
1	Fist™ Complete Suits (Set)	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Fist™ Helmet	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Simunition® Groin Protection (Female and Male)	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Simunition® Gloves (Pair)	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Simunition® Throat Collar	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6	Simunition® Vest	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Item	Description	Type of Process	Yearly Estimated Usage	Year 1 Firm Unit Price	Year 2 Firm Unit Price	Year 3 Firm Unit Price	Year 4 Firm Unit Price	Year 5 Firm Unit Price
7	Simunition® Arm Protector (Pair)	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8	Simunition® Pants	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
9	Simunition® Head Protector Hood	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
M	Minor Repairs							
1	Mending Rips		5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Patching		5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Sewing on Buttons		5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
N	Emergency Services							
1	Coverall, various sizes and colours	Wash and tumbler dry	100					
2	Top, Scrub Dental/Medical	Washed, starched and pressed	100					
3	Trouser, Scrub Dental/Medical	Washed, starched and pressed	100					

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Item	Description	Type of Process	Yearly Estimated Usage	Year 1		Year 2		Year 3		Year 4		Year 5	
				Firm Unit Price									
4	Sleeping Bag, Inner / Outer	Dry cleaned and tumbler dried	300										
5	Sheet, Bed Single, Double, Queen	Washed and tumbler dry, pressed	500										

1. Items can be removed or added.
2. Miscellaneous items may be included on an as and when requested basis. Prices are as listed in the Contractor's regular, seasonal and sale catalogues or current published price lists, less a discount of _____ percent. The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.
3. Emergency services will be as and when requested using the Task Authorizations.

ANNEX "C" INSURANCE

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

-
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

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

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Bailee's Customer's Goods Insurance

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$500,000.00 . Government Property must be insured on a Replacement Cost (new) basis.

Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

2. The Bailee's Customer's Goods must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Department of National; Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

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ANNEX "D"

DND 626 TASK AUTHORIZATION FORM

(see attached)

