

## RETURN BIDS TO:

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**Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510**

## Request For a Standing Offer Demande d'offre à commandes

### Regional Individual Standing Offer (RISO)

### Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

<b>Title - Sujet</b> Laundry Services DND Wainwright	
<b>Solicitation No. - N° de l'invitation</b> W168A-16KM03/A	<b>Date</b> 2017-02-03
<b>Client Reference No. - N° de référence du client</b> W168A-16KM03	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$EDM-014-11000
<b>File No. - N° de dossier</b> EDM-6-39295 (014)	<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 2017-03-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Standard Time MST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lau (EDM), Chris	<b>Buyer Id - Id de l'acheteur</b> edm014
<b>Telephone No. - N° de téléphone</b> (780)566-2195 ( )	<b>FAX No. - N° de FAX</b> (780)497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE SUPPLY SECTION BLDG 593 DENWOOD Alberta T0B1B0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, the Electronic Payment Instruments and the Standing Offer Usage Report.

### **1.2 Summary**

For the provision of regular laundry services, including pick up and delivery of items, to the Department of National Defence (DND), CFB/ASU Wainwright, Denwood, Alberta as required during the period of the Standing Offer and in accordance with the terms and conditions contained herein.

The period of the Standing Offer will be three (3) years from date of issuance

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 Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or

security clauses, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## 1.4 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2016-04-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days  
Insert: 120 days

#### 2.1.1 SACC Manual Clauses

[M0019T](#) (2007-05-25), Firm Price and/or Rates

### 2.2 Submission of Offers

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

### 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

### Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

#### **Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **2.4 Enquiries - Request for Standing Offers**

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

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

## **2.5 Applicable Laws**

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

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

# **PART 3 - OFFER PREPARATION INSTRUCTIONS**

## **3.1 Offer Preparation Instructions**

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

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

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Canada requests that Offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

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

#### **Section I: Technical Offer**

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

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

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

##### **3.1.1 Electronic Payment of Invoices - Offer**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "D" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

##### **3.1.2 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

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

Offerors must submit the certifications and additional information required under Part 5.

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

#### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

##### **4.1.1 Technical Evaluation**



#### **4.1.1.1 Mandatory Technical Criteria**

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration:

Offeror must have a minimum of 12 months experience providing laundry services similar to this requirement to a Government/Medical Facility or to other organization that requires similar services. Reference(s) from these facilities must be provided with their offer to confirm experience.

#### **4.1.2 Financial Evaluation**

The total overall offer price will be calculated as follows:

- a) The total aggregate bid offer will be calculated by multiplying the unit price for each line item by the associated estimated usage and summing the values.
- b) Calculation will be applied to each year of pricing and all periods will be totaled to determine the total evaluated aggregate bid price of the Offer.

#### **4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

#### **5.1 Certifications Required with the Offer**

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

##### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the [Integrity and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide with its offer the required documentation, as applicable), to be given further consideration in the procurement process.

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

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

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the *Ineligibility and Suspension Policy* (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## PART 6 – SECURITY REQUIREMENTS

### 6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

- 1 The Contractor/ Offeror must, at all times during the performance of the Contract/ Standing Offer, hold a valid *Designated Organization Screening* (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/ Offeror personnel requiring access to *sensitive work site(s)* must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by the CISD/ PWGSC.
3. Subcontracts, which contain security requirements, are **NOT** to be awarded without the prior written permission of the CISD/ PWGSC.
4. The Contractor/ Offeror must comply with the provisions of the:
  - a) *Security Requirements Check List* and Security Guide (if applicable), attached at Annex "C";
  - b) *Industrial Security Manual* (Latest Edition).

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### 7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "E". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

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W168A-16KM03/A  
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W168A-16KM03

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-6-39295

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

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

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from \_\_\_\_\_ to \_\_\_\_\_.

#### **7.5 Authorities**

##### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Christopher Lau  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 5<sup>th</sup> Floor, ATB Place North Tower  
  
Telephone: 780-566-2195  
Facsimile: 780-497-3510  
E-mail address: christopher.lau@pwgsc-tpsc.gc.ca

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

##### **7.5.2 Project Authority**

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
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Client Ref. No. - N° de réf. du client  
W168A-16KM03

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-6-39295

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

### 7.6 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.

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, CFB/ASU Wainwright, Denwood, Alberta.

### 7.8 Call-up Instrument

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

### 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

### 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

### 7.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-04-04), General Conditions - Standing Offers - Goods or Services
- d) the general conditions the general conditions 2010C (2016-04-04), General Conditions – Services (Medium Complexity);
- e) Annex “A”, Statement of Work
- f) Annex “B”, Basis of Payment;
- g) Annex “C”, Security Requirements Check List;
- h) Annex “E”, Standing Offer Usage Report;
- i) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

## **7.12 Certifications and Additional Information**

### **7.12.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### **7.13 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the Offeror in its offer, if applicable*).

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of 2010C (2016-04-04) General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

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

## 7.4 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 7.5 Payment

### 7.5.1 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 \$(as per the call-up document). Customs duties are included, and Applicable Taxes are extra.

### 7.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$(as per call up document). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of 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 contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. 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.

### 7.5.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment

### 7.5.4 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department  
[C2000C](#) (2007-11-30), Taxes – Foreign-based Contractor (*if applicable*)

### 7.5.5 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);

- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## **7.6 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.

Each invoice must be supported by:

- a) A complete and detailed list of materials including supplier's invoices
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.

## **7.7 Insurance – No Specific Requirement**

*SACC Manual* clause [G1005C](#) (2016-01-28), Insurance – No Specific Requirement

## **7.8 SACC Manual Clauses**

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

[A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor) (*if applicable*)



## **ANNEX "A"**

### **STATEMENT OF WORK**

**Title:** Regular Laundry Services

**Objective:**

For the provision of regular laundry services, including pick up and delivery of items, to the Department of National Defence (DND), CFB/ASU Wainwright, Denwood, Alberta as required during the period of the Standing Offer.

**Scope of Work:**

#### **A. Pick Up / Drop Off Instructions**

1. Delivery and pick up must be on Wednesday of each week, (unless otherwise specified by the Project Authority), with a one-week turnaround time for processing. This date remains static unless approved by the Project Authority.
2. Pick Up and Delivery Points will be:
  - a. Building 593 – Clothing Stores
  - b. Building 599 – Canadian Manoeuvre Training Centre (CMTC)
  - c. Building 633 – Medical Inspection Room, (MIR), (Hospital)
  - d. Building 654 - the Yukon Lodge
  - e. Building 198 - Land Force Western Area Training Center (WATC) RQMS/CQMS

**Note: These are the only locations for laundry pick up and delivery. No deviations.**

3. All pick ups will be listed on form PWGSC 942, "Call-up Against a Standing Offer".
4. All deliveries must be completed as per original PWGSC 942. Partial deliveries will only be accepted with Project Authority's approval.
5. All deliveries must be made to the same address as the original pickup.
6. Laundry must be properly identified, parceled and returned on specified day. Identification is to include building number and unit identification.
7. Clothing Stores, Bldg 593, parcel their laundry into metal tri-walls. These tri-walls will be fork-lifted by DND into the Contractor's truck, where Contractor's staff will be required to hand-transfer the valise(s) onto their truck. DND is unable to allow these tri-walls to leave their facility. Contractor will be required to hand-transfer cleaned laundry to tri-walls upon its' return.
8. Packaging used must be supplied by the Contractor and must be of the type to keep items clean and dry. Packaging must meet industry and the Department of National Defence standards, (see item C. Cleaning Standards)
9. All pick-ups / deliveries must be made between 07:30 AM - 3:00 PM on Wednesday.
10. Any and all schedule changes must be approved by the Project Authority.

11. Contractor must provide one main point of contact for this requirement.

**B. Division of Responsibilities:**

1. The Contractor's delivery agent must accept the Department of National Defence's count of soiled garments, towels, and sheets, which he may check, and he must sign a delivery slip to be kept by DND.
2. After delivery to the Contractor's facility and prior to laundry services being performed, the Contractor will confirm the number and type of items delivered against DND's count.
  - a. Any errors or discrepancies will 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 Project Authority.
3. The Contractor's delivery slips for cleaned items must be signed by DND.
4. Any discrepancies found by DND upon return that were not reported as per 2.a will be deemed the Contractor's responsibility and will be investigated by the Contractor to the satisfaction of the Project Authority. Discrepancies include, but are not limited to:
  - a. Missing Items: Items deemed to be missing based on a comparison of the quantity shown by the delivery slip or amended notification but not received upon call-up delivery.
    - i. If it is determined that the Contractor is responsible for the missing items, the Contractor will replace the items or provide compensation based on industry standard rates for missing items.
  - b. Damaged Items: Damage to items that can be linked to the laundry or dry cleaning processes.
    - i. If it is determined that the damage is derived through improper or faulty mechanical or procedural processes, the Contractor will repair or replace the damaged item or provide compensation based on industry standard rates for missing item. The Contractor will not be held responsible for damages relating to missing buttons or damaged zippers.
  - c. Items Improperly Cleaned / Missed During Call-Up Process: Items that are returned to DND that do not meet the cleaning standards outlines in Section C - Cleaning Standards.
    - i. Any improperly cleaned or missed items will be picked up immediately by the Contractor for cleaning at no additional charge to DND.
5. The Contractor must provide DND with the necessary forms or procedure to submit their complaints.
6. The Department of National Defence shall have seven (7) business days upon delivery to submit a complaint.
7. The Contractor must respond to DND's complaint within two (2) business days and five (5) business days to formally address the issue.
8. The Contracting Authority will be included in all correspondence regarding complaints.

9. Anything that is stained and cannot be cleaned must be returned to DND and they will decide what will be done with the item.

**C. Cleaning Standards:**

1. All items must be laundered in accordance with the processing requirements stated in Annex "B", Basis of Payment, Process Type.
2. No substitution of items will be made. Actual items received must be returned to DND.
3. All coloured items are to be sorted by Contractor prior to laundry services being performed.
4. Cook's clothing and aprons must be wrapped after cleaning as per industry standards.
5. To reduce wrinkles, tablecloths must be folded when cold. Contractor must consult with Mess's Laundry Co-ordinator and / or Project Authority on proper methods of folding tablecloths and napkins.
6. Other packaging requirements are as follows:
  - a. Sleeping bags and sleeping bag hoods must be returned rolled, tied, and wrapped in plastic.
  - b. Sheets, shirts, Cook's clothing (including aprons) etc. are to be wrapped in plastic.
  - c. Dress uniform, (shirts), to be individually wrapped in plastic.
7. All coveralls to be treated with degreaser. Other articles are to be treated with a degreaser when requested. Coveralls and other articles requiring this treatment must be laundered separately to reduce the possibility of transfer of grease.
8. Some clothing articles may contain traces of diesel fuel.
9. Blood stains from food are common on Cook's whites and these articles are to be pre-treated as necessary and as per Industry Standards. Yellow stains are not acceptable.
10. Green towels sent from the hospital, (Bldg 633), 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 on handling these towels can be found under the Infection Prevention and Control Best Practices for Long Term Care, Home and Community Care including Health Care Offices and Ambulatory Clinics <http://www.phac-aspc.gc.ca/amr-ram/ipcbp-pepci/infection-eng.php>.
11. Some bedding, garments, and clothes from the Hospital may be contaminated with blood, bodily fluids, etc. These items will be double bagged and marked "Contaminated". These items require special handling and must not to be cleaned with other items.

## ANNEX "B"

### BASIS OF PAYMENT

- G.S.T. is excluded of the prices quoted herein (if applicable). G.S.T. will be shown as a separate item on the invoice (if applicable)
- Prices quoted are to include all applicable cost to provide this service, including the cost of pick up and delivery of items, and are to remain firm for the period of the Standing Offer.
- Pricing must be provided for all line items for the offer to be considered responsive.
- The estimated usages listed herein are for evaluation purposes only and will not form part of any resulting Standing Offer.

Item	Description	Class	Material	Process type	Est. Annual Usage	Unit Price		
						Year #1	Year #2	Year #3
	<b>Clothing Stores:</b>					\$_____	\$_____	\$_____
1	Coat Man's CADPAT (ICE)	1	1	4	50	\$_____	\$_____	\$_____
2	Coveralls, Cotton Grey	1	1	3	3,000	\$_____	\$_____	\$_____
3	Smock, Grey	1	1	3	50	\$_____	\$_____	\$_____
4	Parkas, White Winter Camouflage	1	1	1	50	\$_____	\$_____	\$_____
5	Scarves Neck Combat	1	1	1	25	\$_____	\$_____	\$_____
6	Shirts Cotton, all types	1	1	3	1,200	\$_____	\$_____	\$_____
7	Trousers, Man's, CADPAT (ICE)	1	1-3	1	50	\$_____	\$_____	\$_____
8	Trousers, Parka Winter Camouflage	1	7	1	25	\$_____	\$_____	\$_____
9	Coat, Combat (IECS)	1	8	1	100	\$_____	\$_____	\$_____
10	Trousers, Combat (IECS)	1	8	1	100	\$_____	\$_____	\$_____
11	Parka EXCW (IECS/ICE)	1	8	1	50	\$_____	\$_____	\$_____
12	Overalls CW (IECS)	1	8	1	50	\$_____	\$_____	\$_____
13	Sweatshirt (ICE)	1	8	8	200	\$_____	\$_____	\$_____
14	Sweatpants (ICE)	1	8	8	150	\$_____	\$_____	\$_____
15	Socks, Wool Freeze	1	2	2	150	\$_____	\$_____	\$_____
16	Mitts T.F. Inner	1	2	1	10	\$_____	\$_____	\$_____

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Item	Description	Class	Material	Process type	Est. Annual Usage	Unit Price		
						Year #1	Year #2	Year #3
17	Mitts Arctic Inner	1	3	2	75	\$_____	\$_____	\$_____
18	Trousers, CADPAT	1	1-3	1	500	\$_____	\$_____	\$_____
19	Shirt, CADPAT	1	1-3	1	550	\$_____	\$_____	\$_____
20	Cap, CADPAT	1	1-3	1	150	\$_____	\$_____	\$_____
21	Helmet Cover	6	3	2	50	\$_____	\$_____	\$_____
22	Balaclava	1	3	8	10	\$_____	\$_____	\$_____
23	Neck Gaiter	1	3	8	10	\$_____	\$_____	\$_____
24	Vest Tactical	6	3	9	25	\$_____	\$_____	\$_____
25	Canadian Tan Combat Pants	1	1	3	200	\$_____	\$_____	\$_____
26	Canadian Tan Combat Shirts	1	1	3	200	\$_____	\$_____	\$_____
27	Wet Weather Coat, CADPAT	1	3	1	200	\$_____	\$_____	\$_____
28	Wet Weather Coat, Arid	1	3	1	25	\$_____	\$_____	\$_____
29	Wet Weather Trousers, CADPAT	1	3	1	150	\$_____	\$_____	\$_____
30	Wet Weather Trousers, ARID	1	3	1	25	\$_____	\$_____	\$_____
31	Blankets, Bed, Wool, Grey	2-5	2	1	4,000	\$_____	\$_____	\$_____
32	Pillowcase	2	1	3	6,000	\$_____	\$_____	\$_____
33	Mattress Cover, White	2-5	1	1	300	\$_____	\$_____	\$_____
34	Sheets Bed	9	1	3	12,500	\$_____	\$_____	\$_____
35	Liners Sleeping Bag	3	1	1	200	\$_____	\$_____	\$_____
36	Covers Rucksack	3	7	3	50	\$_____	\$_____	\$_____
37	Valises Blanket Cotton Duck	3	7	1	1,500	\$_____	\$_____	\$_____
38	Sheet Utility, Ground Sheet, Olive DRAB	3	3-9	2	200	\$_____	\$_____	\$_____
39	Thermal Blanket	6	P/C	1	50	\$_____	\$_____	\$_____

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Item	Description	Class	Material	Process type	Est. Annual Usage	Unit Price		
						Year #1	Year #2	Year #3
	<b>Base Kitchen:</b>							
40	Aprons, Food Handling, White	4	1	3	1,800	\$_____	\$_____	\$_____
41	Cloth, Dishwashing	4	1	1	20,000	\$_____	\$_____	\$_____
42	Cloth, Table, Large Linen	6	5	4	2,000	\$_____	\$_____	\$_____
43	Potholders	2	1	1	2,500	\$_____	\$_____	\$_____
44	Napkin, Table, Linen or Cotton	4	5	3	3,000	\$_____	\$_____	\$_____
45	Towels Dish and Glass	1	5	3	13,000	\$_____	\$_____	\$_____
46	Jacket, Cooks	4	P/C	3	10	\$_____	\$_____	\$_____
47	Trouser, Cooks, White	4	P/C	3	1,500	\$_____	\$_____	\$_____
48	Dry Mop Head	6	2	1	250	\$_____	\$_____	\$_____
	<b>Base Hospital/MIR/Dental:</b>							
49	Blanket, Grey, Wool	2	2	1	200	\$_____	\$_____	\$_____
50	Pillow Slip	2	1-5	3	3,000	\$_____	\$_____	\$_____
51	Bed Sheet	2	1-5	3	700	\$_____	\$_____	\$_____
52	Towel, Hand	2	P/C	1	4,000	\$_____	\$_____	\$_____
53	Towel, Bath	2	P/C	1	3,500	\$_____	\$_____	\$_____
54	Valise, Laundry	2	P/C	1	300	\$_____	\$_____	\$_____
55	Gown, Medical	1	1-5	3	200	\$_____	\$_____	\$_____
56	Medical Smock, Laboratory	1	1-5	3	10	\$_____	\$_____	\$_____
57	Grey Shorts	1	P/C	1	400	\$_____	\$_____	\$_____
58	Surgical Drape	2	1-5	3	50	\$_____	\$_____	\$_____
59	Towel, Face	2	1	1	1,500	\$_____	\$_____	\$_____
60	Towel, Dish	2	1	1	100	\$_____	\$_____	\$_____

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Item	Description	Class	Material	Process type	Est. Annual Usage	Unit Price		
						Year #1	Year #2	Year #3
61	Cloth, Dish	2	1	1	50	\$_____	\$_____	\$_____
62	Towel, Green Huck	2	5	1	100	\$_____	\$_____	\$_____
63	Curtain, Examining Room	2	P/C	3	20	\$_____	\$_____	\$_____
64	Dental Scrub Tops	1	P/C	1	1,050	\$_____	\$_____	\$_____
65	Dental Scrub Pants	1	P/C	1	1,050	\$_____	\$_____	\$_____
	<b>Base Accommodations:</b>							
66	Sheet, Flat	2	P/C	3	1,800	\$_____	\$_____	\$_____
67	Sheet, Fitted	2	P/C	3	1,100	\$_____	\$_____	\$_____
68	Pillow Cases	2	P/C	3	2,500	\$_____	\$_____	\$_____
69	Towel, Bath	2	1	1	2,000	\$_____	\$_____	\$_____
70	Bat Mat	2	1	1	2,100	\$_____	\$_____	\$_____
71	Towel, Hand	2	1	1	2,100	\$_____	\$_____	\$_____
72	Towel, Face	2	1	1	2,000	\$_____	\$_____	\$_____
73	Bedspread / Comforter	2	P/C	6	75	\$_____	\$_____	\$_____
74	Blanket	2	P/C	1	75	\$_____	\$_____	\$_____
75	Mattress Pad	2	P/C	6	30	\$_____	\$_____	\$_____
76	Linen Bag, Yellow	2	5	6	30	\$_____	\$_____	\$_____
77	Canvas Bag, Brown	2	6	1	175	\$_____	\$_____	\$_____
78	Linen Bag, Green	2	5	6	20	\$_____	\$_____	\$_____
79	Shams	2	P/C	3	20	\$_____	\$_____	\$_____
80	Bedskirt	2	P/C	3	10	\$_____	\$_____	\$_____
81	Shower Curtain	6	P/C	3	25	\$_____	\$_____	\$_____
82	Bed Cushions	6	P/C	1	10	\$_____	\$_____	\$_____

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Item	Description	Class	Material	Process type	Est. Annual Usage	Unit Price		
						Year #1	Year #2	Year #3
83	Pillow Slip (Zippered)	2	P/C	1	20	\$_____	\$_____	\$_____
84	Pillows	2	P/C	2	600	\$_____	\$_____	\$_____
	<b>Base MSA:</b>							
85	Liner 10 Man Artic	3	3	2	20	\$_____	\$_____	\$_____
86	Liner 5 Man Arctic	3	3	2	20	\$_____	\$_____	\$_____
87	Liner Tent Centre	3	3	2	2,500	\$_____	\$_____	\$_____
88	Liner Tent Front	3	3	2	1,000	\$_____	\$_____	\$_____
89	Liner Tent Rear	3	3	2	1,000	\$_____	\$_____	\$_____

(IECS) = Olive Drab Gortex Combats - Improved Environmental Clothing System

(ICE) = CADPAT - Improved Clothing Environmental

A/R = As required

#### CLASS DEFINITION

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

#### MATERIAL DEFINITION

1. Cotton
2. Wool
3. Nylon
4. Leather
5. Linen
6. Canvas
7. Miscellaneous
8. Rubber
9. Polyester - Cotton



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## PROCESS TYPE DEFINITION

1. Washed and Tumble Dried
2. Washed and Air Dried
3. Washed and Pressed
4. Washed, Starched and Pressed
5. Hand Sponged and Air Dried
6. Washed and Low Temp Tumble Dried
7. Warm Washed and Hang to Dry

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File No. - N° du dossier  
EDM-6-39228

Buyer ID - Id de l'acheteur  
edm014  
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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

*(Attached)*

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W0134-17R001/A  
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W0134-17R001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-6-39228

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX “D” to PART 3 OF THE REQUEST FOR STANDING OFFERS**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)

Solicitation No. - N° de l'invitation  
W0134-17R001/A  
Client Ref. No. - N° de réf. du client  
W0134-17R001

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-6-39228

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "E"

### STANDING OFFER USAGE REPORT

#### Quarterly Usage Report Schedule:

Period:	Report Due:
January 1 to March 31	April 15
April 1 to June 30	July 15
July 1 to September 30	October 15
October 1 to December 31	January 15

The Offeror hereby offers to provide information on completed Call-ups as per the format below:

Supplier Name		Standing Offer Name	
Standing Offer Number		Reporting Period	
Standing Offer Authority	Christopher Lau		

Call-up Number	Dollar Value (Taxes included)
(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up totals to date:	
(A+B) Total Accumulated Call-ups	

**NIL REPORT:** During the above reporting period there have been no call-ups issued against this Standing Offer ( ).

PREPARED BY:	
NAME	
TELEPHONE NUMBER	
SIGNATURE	
DATE	

Send Report to: [PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca](mailto:PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca) or fax to: (780) 497-3510.

Rec'd  
NOV 23 2016  
CISD



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Contract Number / Numéro du contrat

W168A-16-KM03

Security Classification / Classification de sécurité  
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SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND</b>		2. Branch or Directorate / Direction générale ou Direction <b>3 CDSB LOG SUP TECH SVCS</b>
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail For the provision of regular laundry services for various locations within Garrison Wainwright as required during the period of the Standing Offer.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted? *Unscreened pers. may only access public/reception zone* ☒ No ☐ Yes  
Dans l'affirmative, le personnel en question sera-t-il escorté? *SM* Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée

« Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).