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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, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:   |
|        | 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;  |
|        | 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.  |

The Annexes include the Requirement, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

### **1.2 Summary**

#### **1.2.1**

The Department of National Defence at CFB Comox in Comox, BC has a requirement for a Regional Individual Standing Offer the provision of laundry services to 19 Wing Comox in accordance with the specifications herein. It is anticipated that up to two (2) SO's will be issued, one (1) for each of the following streams:

- A) for the year round requirement of CFB Comox and;
- B) for the seasonal requirement for Quadra Cadet Camp.

It is possible that both streams may be issued to the same vendor. The period of the Standing Offer(s) will be three (3) years from date of issue.

#### **1.2.2 Trade Agreements**

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 is no security requirement.

### **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>) 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

### **2.2 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.

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## 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 fifteen (15) 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 British Columbia.

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 (3 hard copies)
- Section II: Financial Offer (1 hard copy)
- Section III: Certifications (1 hard copy)

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

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

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

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

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

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

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

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

Offerors must submit their financial offer in accordance with the Annex A, Requirement and 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 "B" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "B" 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**

See Annex A

##### **4.1.1.2 Point Rated Technical Criteria**

See Annex A

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price**

*SACC Manual* Clause M0220T (2016-01-28), Evaluation of Price

### **4.2 Basis of Selection**

#### **4.2.1**

Basis of Selection – Mandatory Technical Criteria Only

*SACC Manual* Clause M0031T (2007-05-25) Basis of Selection – Mandatory Technical Criteria Only

## **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 Ineligibility and Suspension Policy (<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 website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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**

There is no security requirement.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

**7.1.1** The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### **7.2 Security Requirements**

**7.2.1** There is no security requirement applicable to the Standing Offer.

#### **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 "A". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

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

The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than fifteen (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 date of issue to April 30, 2019.

### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1) year period, from May01, 2019 to Apr30, 2020 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 120 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **7.4.4 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Standing Offer

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Mike Sole

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions - Victoria

Address: 401-1230 Government St  
Victoria, BC V8W1Y4

Telephone: 250-508-6183

E-mail address: mike.sole@pwgsc.gc.ca

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

## 7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

## 7.5.3 Offeror's Representative

Offeror should complete the table below and submit with their bid.

Contact for:	Name	Tel	Email
Contractual issues			
Delivery issues			
Invoicing issues			

## 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:  
19 Wing Comox – Wing Supply.

## 7.8 Call-up Procedures

## 7.9 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.

## 7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$100,000.00 (Applicable Taxes included).

## 7.12 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 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- j) the Offeror's offer dated \_\_\_\_\_ (insert date of offer), (if the offer was clarified or amended, insert at the time of issuance of the offer: "as clarified on \_\_\_\_\_" **or** "as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s) if applicable).

## 7.13 Certifications and Additional Information

### 7.13.1 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.

## 7.14 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 Requirement

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

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex A. Customs duties are included and Applicable Taxes are extra.

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

#### 7.5.2 SACC Manual Clauses

H1000C (2008-05-12) Single Payment  
A9117C (2007-11-30) T1204 - Direct Request by Customer Department

#### 7.5.5 Electronic Payment of Invoices – Call-up (If applicable)

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 copy of the release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the invoicing address shown on the call-up against standing offer.

Solicitation No. - N° de l'invitation

W0133-16T0012/001

Client Ref. No. - N° de réf. du client

W0133-16T0012

Amd. No. - N° de la modif.

File No. - N° du dossier  
vic5-38193

Buyer ID - Id de l'acheteur

vic250

CCC No./N° CCC - FMS No./N° VME

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## **7.7 Insurance**

*SACC Manual* clause G1005C (2016-01-28) Insurance

## ANNEX A- REQUIREMENT

The Department of National Defence at CFB Comox in Comox, BC has a requirement for a Regional Individual Standing Offer the provision of laundry services to 19 Wing Comox in accordance with the specifications herein. It is anticipated that up to two (2) SO's will be issued, one (1) for each of the following streams:

- A) for the year round requirement of CFB Comox and;
- B) for the seasonal requirement for Quadra Cadet Camp.

It is possible that both streams may be issued to the same vendor. The period of the Standing Offer(s) will be three (3) years from date of issue.

Contractors are reminded that complete quantities of soiled garments/linen are to be picked up at the scheduled pick up. Partial quantities will not be left for the next pick up day.

Contract / call-ups for pick-up of laundry shall be responded to within a minimum of Twenty-Four (24) hours and delivery /drop offs shall be complete within 7 days from initial pick up.  
Stream 2 Quadra Cadet camp shall be responded to on the specified schedule.

**Special Instructions for Pick-up:**

Each pick-up point's laundry shall be identified and kept separate in the vehicle, laundered separately, clearly identified after laundering and delivered back to the correct delivery point. Each pick up/delivery point must receive only its own clean laundry. If laundry is left at the incorrect pick up/delivery point, it shall be the supplier's responsibility to pick it up and deliver it to the correct point.

Supplier shall provide sufficient laundry bags (including weekly replacements) and stands for each Pick-up Point noted herein. Supplier shall also ensure that sufficient laundry bags are left behind at each pick-up point.

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

Department of National Defence (DND) staff shall verify laundry count of any laundered garments returned on day of drop (Wednesday). DND staff shall advise the DND Project Authority of any discrepancies who will in turn advise the Offeror. The Offeror shall respond back to the Project Authority, within one (1) day of being advised of discrepancies and advise the Project Authority of the solution.

The Offeror must be able to provide sufficient laundry bags (including weekly replacements), plastic bins if applicable and stands for each pick up point at no extra charge.

Deficiencies (Damaged or lost items) and Surpluses: Every three (3) months, at the end of February, May, August, November, of each year, the Contractor shall be charged for the net deficiencies and credited with any surpluses that exist.



The following list indicates the drop-off and pickup points for the above requirement for 19 Wing Comox. The Project Authority also require the following numbers of laundry bags and laundry stands that shall be supplied by the successful supplier.

**NOTE:** All bags and stands will be returned to the supplier upon termination of the standing offer.

DRIVERS CONTACT ON ALL LAUNDRY-RELATED MATTERS IS:

**(to be determined)**

DROP OFF & PICK UP POINT	CONTACT PERSON ( <i>TBD</i> )	TEL NO. ( <i>TBD</i> )
<i>STREAM 1 – Comox Base</i>		
Barrack Warden		
Clothing Stores		
Dental		
19 AMS		
EME Supply		
Combined Mess		
Officers Mess		
Hospital		
442 Supply		
407 Supply		
CE Supply		
Marine Section		
CFSSAR		
HAZMAT		
<i>STREAM 2 – Quadra Cadet Camp</i>		
QUADRA CADET CAMP		

Schedule of Service:

### Stream 1 – CFB COMOX – MAIN

Contract / call-ups for pick-up of laundry shall be responded to within a minimum of Twenty-Four (24) hours and delivery /drop offs shall be complete within 7 days from initial pick up.

### Stream - QUADRA CADET CAMP

1. CHOOSE ONE OF THE FOLLOWING OPTIONS:

a. OPTION ONE (WEEKLY):

YES: \_\_\_\_\_(initials)

Frequency of Pick Up and Return for the Quadra Summer Cadet Camp shall be WEEKLY (Once per week), PRIOR TO 11:00 A.M. during activity in JULY AND AUGUST ONLY - NO EXCEPTIONS.

Schedule shall be as follows:

Wednesday Pick up PRIOR TO 11:00 A.M., shall be returned on the following Wednesday PRIOR TO 11:00 A.M.

b. OPTION TWO (TWICE WEEKLY):

YES: \_\_\_\_\_(initials)

Frequency of Pick Up and Return for the Quadra Summer Cadet Camp shall be TWICE WEEKLY (Twice per week), PRIOR TO 11:00

A.M. during activity in JULY AND AUGUST ONLY - NO EXCEPTIONS.

Schedule shall be as follows:

Tuesday Pick up PRIOR TO 11:00 A.M., shall be returned on the following Friday PRIOR TO 11:00 A.M.;

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Friday pick-up PRIOR TO 11:00 A.M., shall be returned on the following Tuesday PRIOR TO 11:00 A.M.

- 1. For the remainder of the year (from September to June), Quadra Laundry service will be on an "as and w**  
Call-out(s) shall be picked up within 24 hours, and services shall be performed and the Call-out(s) returned with

Contractors are reminded that approximately 90% of Stream # 2 (Quadra Cadet Camp) of this Standing Offer will be called up during the months of July and August of each year.

**At the "End of Camp" for Stream 2, all laundry and dry cleaning shall be returned no later than the end of September.**

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**ANNEX B - BASIS OF PAYMENT**

1) The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer, as follows:

**1.1) For the specified items listed, unit prices are to be entered in the applicable tables B1 and B2 appended (Offerors may submit for Stream 1 or Stream 2 or both) (Tables are available electronically on request to the Standing Offer Authority)**

1.2) The lowest priced Offeror in each Stream will be recommended for award;

1.3 There shall be no minimum order quantity or minimum charge applicable.

2) The Firm Unit Prices do not include GST.

GST will be added as a separate line item to any invoice issued as a result of a Contract/call-up.

3) The quoted pricing shall include the provision of laundry bags (including weekly replacements), plastic bins, if applicable, and stands. No separate charges for laundry bags (including weekly replacements), plastic bins and stands shall be allowed.

4) For all items, the quoted prices are all-inclusive firm unit prices including but not limited to all labour, tools, materials, manuals, travel and living costs, transportation or fuel charges, supervision and overhead required to do the work. Any such costs must be incorporated into the firm prices. No other charges including travel time and any travel and living costs or allowances associated with this requirement will be allowed.

All pick up and delivery charges (transportation charges) shall be included in the unit prices below.

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## **ANNEX C to PART 3 OF THE REQUEST FOR STANDING OFFERS - ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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)



ANNEX B

CLASS	
1	Clothing
2	Bedding and towels
3	Camping Equipment
4	Kitchen Equipment
5	Hospital Equipment
6	Miscellaneous
MATERIAL	
1	Cotton
2	Wool
3	Nylon
4	Leather
5	Linen
6	Rayon
7	Canvas
8	Miscellaneous
9	Rubber

PROCESS	
1	Washed and lumber dried
2	Washed and air dried
3	Washed and pressed
4a	Washed, starched and pressed
4b	Washed, starched and hand pressed
5	Washed, starched, dried on stretcher and fingers hand pressed
6	Rough washed
7	Hand sponged and air dried
8	Hand sponged at soiled areas only & hang-dried away from heat and/or flame
20	Dry cleaned and lumber dried
21	Dry cleaned and pressed
22	Dry cleaned, re-waterproofed and re-blocked
23	Dry cleaned, re-waterproofed and pressed
24	Dry cleaned, re-waterproofed and pressed
25	Shampooed
26	Dry cleaned, re-fingerprinted and pressed
27	Hand cleaned and re-blocked

PACKAGING METHODS			
Item	Method	Tie-Type	Packagin
Aprons, Cooks	10	Fold	Paper
Shirts, Cooks	10	Fold	Paper
Trousers, Cooks	10	Fold	Paper
Tiebelddins*	10	Fold	Paper
Napkins*	100	Fold	Paper
Plowcases	50	Fold	Poly
Shirts, Bed	10	Fold	Poly
Coveralls	5	Fold	Poly
Wiper Cloths	100	Fold	Poly
Sleeping Bags	1	Roll	None

ANNEX B1 - STREAM # 1: CFB COMOX

ITEM	ITEM DESCRIPTION	CLASS	MATERIAL	QUANTITY REQUIRED	UNIT OF ISSUE	ESTIMATED YEAR 1 USAGE	FIRM UNIT PRICE YEAR 1	EXPENSED TOTAL YEAR 1 (Est. Yearly Usage x Firm Unit Price)	FIRM UNIT PRICE YEAR 2	EXPENSED TOTAL YEAR 2 (Est. Yearly Usage x Firm Unit Price)	FIRM UNIT PRICE YEAR 3	EXPENSED TOTAL YEAR 3 (Est. Yearly Usage x Firm Unit Price)
GROUP 1 - CFB Comox Main												
1												
1	Sheets, fitted queen, pattern	2-5	1	1	ea	300		\$ -		\$ -		\$ -
2	Sheets, flat queen, pattern	2-5	1	1	ea	300		\$ -		\$ -		\$ -
3	Pillow case, queen, pattern	2-5	1	1	ea	200		\$ -		\$ -		\$ -
4	Padded mattress cover	2-5	1	1	ea	500		\$ -		\$ -		\$ -
5	Bedspread, cotton	2-5	1	1	ea	2800		\$ -		\$ -		\$ -
6	Blanket, bed	2-5	2	1	ea	150		\$ -		\$ -		\$ -
7	Cloth, face	2-5	1	1	ea	1100		\$ -		\$ -		\$ -
8	Covers, mattress	2-5	1	1	ea	150		\$ -		\$ -		\$ -
9	Curians, Shower	6	8	7	ea	150		\$ -		\$ -		\$ -
10	Mats, bath	2-5	1	1	ea	1300		\$ -		\$ -		\$ -
11	Pillows, feather	2	1	1	ea	200		\$ -		\$ -		\$ -
12	Pillow case	2	1	3	ea	6000		\$ -		\$ -		\$ -
13	Sheets, fitted queen, plain	2-5	1	1	ea	300		\$ -		\$ -		\$ -
14	Sheets, flat queen, plain	2-5	1	1	ea	300		\$ -		\$ -		\$ -
15	Pillow case, queen, plain	2-5	1	1	ea	300		\$ -		\$ -		\$ -
16	Fitted Sheets	2-5	1	1	ea	500		\$ -		\$ -		\$ -
17	Sheets, bed	2-5	1	3	ea	12000		\$ -		\$ -		\$ -
18	Towels, bath	2-5	1	1	ea	4000		\$ -		\$ -		\$ -
19	Towels, hand	2-5	1	1	ea	3500		\$ -		\$ -		\$ -
20	Aprons, food handling	4	1	3	ea	4700		\$ -		\$ -		\$ -

ANNEX B

CLASS		PROCESS	
1	Clothing	1	Washed and lumber dried
2	Bedding and towels	2	Washed and air dried
3	Camping Equipment	3	Washed and pressed
4	Kitchen Equipment	4a	Washed, starched and pressed
5	Hospital Equipment	4b	Washed, starched and hand pressed
6	Miscellaneous	5	Washed, starched, dried on stretcher and fingers hand pressed
MATERIAL		6	Rough washed
1	Cotton	7	Hand sponged and air dried
2	Wool	8	Hand sponged at soiled areas only & hang-dried away from heat and/or flame
3	Nylon	20	Dry cleaned and lumber dried
4	Leather	21	Dry cleaned and pressed
5	Linen	22	Dry cleaned, re-waterproofed and re-blocked
6	Rayon	23	Dry cleaned, re-waterproofed and pressed
7	Canvas	24	Dry cleaned, re-waterproofed and pressed
8	Miscellaneous	25	Shampooed
9	Rubber	26	Dry cleaned, re-fingerprinted and pressed
		27	Hand cleaned and re-blocked

PACKAGING METHODS			
Item	Qty	Method	Tie-Type
Aprons, Cooks	10	Fold	None
Shirts, Cooks	10	Fold	None
Trousers, Cooks	10	Fold	None
Tablecloths*	10	Fold	None
Napkins*	100	Fold	None
Plowcates	50	Fold	Poly
Sheets, Bed	10	Fold	Poly
Coveralls	5	Fold	Poly
Wiper Cloths	100	Fold	Poly
Sleeping Bags	1	Roll	None

21	Cloth, delawashing	4	1	1	ea	100		\$	-	\$	-
22	Cloth, silencer (pad) table	6	1	1	ea	150		\$	-	\$	-
23	Cloth table, large	6	5	4 ex. starch	ea	15000		\$	-	\$	-
24	Maps, cloth cotton	4	1	1	ea	300		\$	-	\$	-
25	Napkin, table, linen or cotton (10 per bundle)	4	1-5	4	ea	35000		\$	-	\$	-
26	Post Holder	4	1	1	ea	100		\$	-	\$	-
27	Towels dish and glass	6	1-5	3	ea	1100		\$	-	\$	-
28	Bags, duffel kit, cotton duck	6	7	1	ea	500		\$	-	\$	-
29	Bags, protective	6	3-7	2	ea	10		\$	-	\$	-
30	Car pet coat lightweight	1	1-3	1	ea	500		\$	-	\$	-
31	Covers neck line life preserver	6	1	2	ea	10		\$	-	\$	-
32	Coveralls, cotton	1	1	3	ea	3000		\$	-	\$	-
33	Coveralls, firefighter	1	1	3	ea	500		\$	-	\$	-
34	Hood wet weather	1	3-9	7	ea	500		\$	-	\$	-
35	Jacket, gortex, wet weather	1	3-9	7	ea	500		\$	-	\$	-
36	Liner, sleeping bag	3	1	1	ea	400		\$	-	\$	-
37	Smocks, utility & cotton drill	1	1	3	ea	200		\$	-	\$	-
38	Troops	1	2	2	ea	300		\$	-	\$	-
39	Trousers gortex interim	1	3-9	7	pr	500		\$	-	\$	-
40	Wet weather jacket cad/pat	1	1-3	1	ea	500		\$	-	\$	-
41	Bib overalls cad/pat	1	1-3	1	pr	500		\$	-	\$	-
42	Trousers, wet weather cad/pat	1	1-3	1	pr	500		\$	-	\$	-
43	Wiper Cloth Mechanics	6	1	Note (a) above	ea	65000		\$	-	\$	-
44	Cem Cover Bulk sack	3	8	1	ea	50		\$	-	\$	-
45	Ground sheet	3	8	1	ea	100		\$	-	\$	-
46	Combat scarf	1	1	1	ea	100		\$	-	\$	-
47	Jacket, ecrow, blue	1	8	1	ea	50		\$	-	\$	-

ANNEX B

CLASS	
1	Clothing
2	Bedding and towels
3	Camping Equipment
4	Kitchen Equipment
5	Hospital Equipment
6	Miscellaneous
MATERIAL	
1	Cotton
2	Wool
3	Nylon
4	Leather
5	Linen
6	Rayon
7	Canvas
8	Miscellaneous
9	Rubber

PROCESS	
1	Washed and lumber dried
2	Washed and air dried
3	Washed and pressed
4a	Washed, starched and pressed
4b	Washed, starched and hand pressed
5	Washed, starched, dried on stretcher and fingers hand pressed
6	Rough washed
7	Hand sponged and air dried
8	Hand sponged at soiled areas only & hang-dried away from heat and/or flame
20	Dry cleaned and lumber dried
21	Dry cleaned and pressed
22	Dry cleaned, re-waterproofed and re-blocked
23	Dry cleaned, re-blocked and pressed
24	Dry cleaned, re-waterproofed and pressed
25	Shampooed
26	Dry cleaned, re-fingerprinted and pressed
27	Hand cleaned and re-blocked

PACKAGING METHODS			
Item	Dry	Method	Tie-Type
Aprons, Coats	10	Fold	None
Shirts, Coats	10	Fold	None
Trousers, Coats	10	Fold	None
Tablecloths*	10	Fold	None
Napkins*	100	Fold	None
Plasticates	50	Fold	Poly
Sheets, Bed	10	Fold	Poly
Coveralls	5	Fold	Poly
Wiper Cloths	100	Fold	Poly
Sleeping Bags	1	Roll	None

48	Trousers, ecru, blue	1	8	1	pr	50		\$	-	\$	-	\$	-
49	Parka, cadpat	1	1-3	1	ea	500		\$	-	\$	-	\$	-
50	Freightier coat	1	8	1	ea	500		\$	-	\$	-	\$	-
51	Freightier trousers	1	8	1	pr	500		\$	-	\$	-	\$	-
52	Thermal Blanket Cad Pat	1	8	1	ea	50		\$	-	\$	-	\$	-
53	Flyers Coveralls, Light Weight, Green	1	1-3-8	1	pr	120		\$	-	\$	-	\$	-
54	Flyers Trousers, Light Weight, Green	1	1-3-8	1	pr	75		\$	-	\$	-	\$	-
55	Flyers Shirt, Light Weight, Green	1	1-3-8	1	ea	75		\$	-	\$	-	\$	-
56	Flyers Jacket, Heavy Weight, Green	1	1-3-8	1	ea	75		\$	-	\$	-	\$	-
57	Flyers Bib Pants, Green	1	1-3-8	1	pr	75		\$	-	\$	-	\$	-
58	Trousers, Acid Cad Pat	1	1-3	1	pr	150		\$	-	\$	-	\$	-
59	Shirt, Acid Cad Pat	1	1-3	1	ea	150		\$	-	\$	-	\$	-
60	Trousers, WW Acid Cad Pat	1	3-9	1	pr	150		\$	-	\$	-	\$	-
61	Jacket, WW Acid Cad Pat	1	3-9	1	ea	150		\$	-	\$	-	\$	-

Notes: (a) "WIPER CLOTHS MECHANICS" - Laundering is to be done in water 712 deg. F minimum temperature to ensure sterilization. Washing shall be done in such a manner as to ensure neutralization of cloth that is free from acid and alkalis. Special folding instructions for table cloths and napkins - Large tablecloths are to be folded twice the long way then in half and bundled. Table napkins are to be folded in half in bundles of 10 (ten).

GROUP 2 - CFB Conox Medical and Dental													
2 -													
1	Covers Bag Ice Cotton	5	1	3	ea	30		\$	-	\$	-	\$	-
2	Covers Hot Water Bag	5	1	3	ea	30		\$	-	\$	-	\$	-
3	Covers Sterile Table 72" x 36"	5	1	3	ea	30		\$	-	\$	-	\$	-
4	Drapes Surgical Crumple	5	1	3	ea	100		\$	-	\$	-	\$	-
5	Gowns Patient and Dental Surgical	5	1	3	ea	10		\$	-	\$	-	\$	-
6	Robe Dressing Hospital Blue	5	1	3	ea	10		\$	-	\$	-	\$	-
7	Sheets Bed Green or White	5	1	3	ea	100		\$	-	\$	-	\$	-
8	Towels Operating Linen or Cotton	5	1-5	3	ea	1,000		\$	-	\$	-	\$	-
3 -	GROUP 3 - CFB Conox Chemical and Industrial ALL ITEMS TO BE HAND WASHED, STARCHED AND PRESSED												



ANNEX B

CLASS
1
2
3
4
5
6
MATERIAL
1
2
3
4
5
6
7
8
9

PROCESS
1
2
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4a
4b
5
6
7
8
20
21
22
23
24
25
26
27

Item	Qty	Method	Tie-Type	Packagin
Aprons, Cooks	10	Fold	None	Paper
Shirts, Cooks	10	Fold	None	Paper
Trousers, Cooks	10	Fold	None	Paper
Tablecloths*	10	Fold	None	Paper
Napkins*	100	Fold	None	Paper
Plowcates	50	Fold	Poly	Paper
Sheets, Bed	10	Fold	Poly	Paper
Coveralls	5	Fold	Poly	None
Wiper Cloths	100	Fold	Poly	None
Sleeping Bags	1	Roll	Poly	None

PACKAGING METHODS				
Item	Qty	Method	Tie-Type	Packagin
Aprons, Coats	10	Fold	None	Paper
Shirts, Coats	10	Fold	None	Paper
Trousers, Coats	10	Fold	None	Paper
Talliedirts*	10	Fold	None	Paper
Napies*	100	Fold	None	Paper
Plowcases	50	Fold	Poly	Paper
Sheets, Bed	10	Fold	Poly	Paper
Coveralls	5	Fold	Poly	None
Wiper Cloths	100	Fold	Poly	None
Sleeping Bags	1	Roll	Poly	None

1	Small altar cloths																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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ANNEX B

CLASS		PROCESS	
1	Clothing	1	Washed and lumber dried
2	Bedding and towels	2	Washed and air dried
3	Camping Equipment	3	Washed and pressed
4	Kitchen Equipment	4a	Washed, starched and pressed
5	Hospital Equipment	4b	Washed, starched and hand pressed
6	Miscellaneous	5	Washed, starched, dried on stretcher and fingers hand pressed
MATERIAL		6	Rough washed
1	Cotton	7	Hand sponged and air dried
2	Wool	8	Hand sponged at soiled areas only & hang-dried away from heat and/or flame
3	Nylon	20	Dry cleaned and lumber dried
4	Leather	21	Dry cleaned and pressed
5	Linon	22	Dry cleaned, re-waterproofed and re-blocked
6	Rayon	23	Dry cleaned, re-waterproofed and pressed
7	Canvas	24	Dry cleaned, re-waterproofed and pressed
8	Miscellaneous	25	Shampooed
9	Rubber	26	Dry cleaned, re-fingerprinted and pressed
		27	Hand cleaned and re-blocked

PACKAGING METHODS			
Item	Qty	Method	Tie-Type
Aprons, Cooks	10	Fold	None
Shirts, Cooks	10	Fold	None
Trousers, Cooks	10	Fold	None
Tablecloths*	10	Fold	None
Napkins*	100	Fold	None
Flannelcases	50	Fold	Poly
Sheets, Bed	10	Fold	Poly
Coveralls	5	Fold	Poly
Wiper Cloths	100	Fold	Poly
Sleeping Bags	1	Roll	None

14	Napkins, Table Linen or Cotton	4	4-6	3	ea	150	\$	-	-	\$	-	-	\$	-
15	Shirts, Cotton, all Types (5 per bundle)	1	1	3	ea	2000	\$	-	-	\$	-	-	\$	-
16	Trousers Men's White (5 per bundle)	1	1	3	ea	60	\$	-	-	\$	-	-	\$	-
17	Bag Protective	6	1-3-8	2	ea	500	\$	-	-	\$	-	-	\$	-
18	Overalls, Canvas	6	1-3	2	ea	100	\$	-	-	\$	-	-	\$	-
19	Coveralls, Cotton (5 per bundle)	1	1	3	ea	100	\$	-	-	\$	-	-	\$	-
20	Jacket, Working Green CF (5 per bundle)	1	6-8	3	ea	1500	\$	-	-	\$	-	-	\$	-
21	Shirts, Cotton Gymnastics (10 per bundle)	1	1	1	ea	200	\$	-	-	\$	-	-	\$	-
22	Shirts, Utility & Cotton Drill	1	1	3	ea	10	\$	-	-	\$	-	-	\$	-
23	Trousers Men's White (5 per bundle)	1	1-3	3	ea	2500	\$	-	-	\$	-	-	\$	-
24	Trousers Work, Dress Black CF (5 per bundle)	1	6-8	3	ea	2500	\$	-	-	\$	-	-	\$	-
25	Flannel Coat (Hanging to Dry)	1	3	2	ea	60	\$	-	-	\$	-	-	\$	-
26	Flannel Coat (Hanging to Dry)	1	1	1	ea	350	\$	-	-	\$	-	-	\$	-
27	Swivel Pant	1	1	1	ea	350	\$	-	-	\$	-	-	\$	-
28	Wet Weather Jacket	1	3	1	ea	350	\$	-	-	\$	-	-	\$	-
29	Wet Weather Trousers	1	3	1	ea	350	\$	-	-	\$	-	-	\$	-
NOTE C: During protests for foam allows to be a lower lead for a longer time. (Pillows shall not be exchanged back damp).														
GROUP 2 - QUADRA CADET CAMP - DRY-CLEANING														
20	Bag, Inner Sleeping Bag	3	1-3-8	20	ea	200	\$	-	-	\$	-	-	\$	-
21	Bag, Outer Sleeping Bag	3	1-3-8	20	ea	150	\$	-	-	\$	-	-	\$	-
22	Quadrant Canvas	3	1-3-8	20	ea	150	\$	-	-	\$	-	-	\$	-
23	Quadrant Window	6	1-3	20	ea	20	\$	-	-	\$	-	-	\$	-
24	Shirts, Cotton Drill CF Black (5 per bundle)	9	2	20	ea	100	\$	-	-	\$	-	-	\$	-
SUB-TOTAL ANNUAL							\$	-	-	\$	-	-	\$	-
EVALUATED PRICE OF THE OFFER (YEARS 1 + 2 + 3) GST EXTRA: \$							\$	-	-	\$	-	-	\$	-
Firm Discount offered Year 1: _____ %							Firm Discount offered Year 2: _____ %		Firm Discount offered Year 3: _____ %		Firm Discount offered Year 4: _____ %			
DISCOUNTS SERVICES are advisory and dry-cleaning services for items that are not specified in the above table and the Officers can make available to Government Users under this Standing Offer at the Officer's published price list in effect at time of call-up less a firm percentage discount of: (this misc section not used for evaluation)														