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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into six 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; and
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
 - 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
 - 6B, 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 Insurance Requirements, the Periodic Usage Report Form, and the Electronic Payment Instruments.

1.2 Summary

1.2.1 The Department of National Defence (DND) Garrison Petawawa requires the establishment of a Regional Individual Standing Offer (RISO) for the provision of all labour, materials, tools, transportation, equipment, supervision required to provide laundry and dry cleaning services, including pickup and delivery on an "as and when" requested basis. These services will be required at various buildings throughout Garrison Petawawa.

It is the intention of the Crown to issue one (1) Standing Offer.

The period for placing call-ups against this RISO will be from 1 August 2017 to 31 July 2020.

1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Debriefings

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 \(2017-04-27\)](#) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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 five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable

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

2.5 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

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

Section I: Financial Offer (1 hard copy). In addition to the hard copy, PWGSC is requesting that Offerors send an electronic copy (soft copy) of Excel file(s) by e-mail to the following address: Kingston.procurement@pwgsc-tpsgc.gc.ca

Section II: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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: 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.

Annex B Basis of Payment (Excel File)

- 1. Hard (Paper) Copy:** One (1) hard copy **must be submitted** by the date, time and place indicated on page 1 of the Request for Standing Offers.
- 2. Soft (Electronic) Copy:** In addition to the hard copy, PWGSC is requesting offerors send in an electronic copy of Excel file, by email at the following address: Kingston.procurement@pwgsc-tpsgc.gc.ca

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "E" 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 II: 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

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

4.1.1 Financial Evaluation

4.1.1.1 Mandatory Financial Criteria

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration:

- Offers must not contain any alteration to the Pricing Basis other than the addition of the Offeror's unit prices.
- Pricing must be provided for all items and all pricing periods. If the Offeror leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Offeror confirm that the price is, in fact, \$0.00. No Offeror will be permitted to add or change a

- price as part of this confirmation. Any Offeror who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- c) Offers must not contain any condition or qualification placed upon the offer.
 - d) Pricing must be firm in Canadian currency, excluding applicable taxes, and must not be indexed or tied to an escalation factor.

4.1.1.2 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The evaluated price of an offer will be determined as follows:

The Extended Pricing for Pricing Basis "A" in Annex B is the sum of the extended price of all Items. The extended price for each Item is the sum of the Offeror's unit prices for all Pricing Periods, multiplied by the respective Estimated Usage per Year value.

The Extended Pricing for Pricing Basis "B" in Annex B is the sum of the extended price of all Items. The extended price for each Item is the sum of the Item's Pricing Periods' cost. Each Pricing Period cost will be determined by applying the discount % against the Estimated Usage per Year and then subtracting that value from the Estimated Usage per Year.

The Extended Pricing for Pricing Basis "C" in Annex B is the sum of the extended price of all Items. The extended price for each Item is the sum of the Offeror's unit prices for all Pricing Periods, multiplied by the respective Estimated Usage per Year value.

The Evaluated Price is the sum of the Extended Pricing for Pricing Basis "A" plus Pricing Basis "B" plus Pricing Basis "C" in Annex B.

4.2 Basis of Selection

4.2.1 Basis of Selection

SACC Manual Clause [M0069T](#) (2007-05-25), Basis of Selection

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) (<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) (<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).

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 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

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

6.2 Security Requirements

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Standing Offers Reporting

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

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". 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.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from 1 August 2017 to 31 July 2020.

6.4.2 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Appendix 1 Annex "A" of the Standing Offer.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Cindy Lamorie
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: Bldg S-111, Garrison Petawawa

Telephone: 613-687-5511
Facsimile: 613-687-6656
E-mail address: cynthia.lamorie@pwgsc-tpsgc.gc.ca

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

6.5.2 Technical Authority (Note to Offeror's: Canada will insert information at time of issuance)

The Technical Authority for the Standing Offer is:

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

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

The Technical 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.

6.5.3 Offeror's Representative [Note to Offerors: Please fill out required information]

Name and telephone number of the person responsible for:

General Enquiries

Name: _____
Telephone No: _____
Facsimile No: _____
E-mail address: _____

Delivery follow-up

Name: _____
Telephone No: _____
Facsimile No: _____
E-mail address: _____

Procurement Business Number: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Garrison Petawawa.

6.8 Call-up Instrument

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

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 6,000 (Applicable Taxes included).

6.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (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, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements
- h) the Offeror's offer dated _____ [*Note to Offeror's: Canada will insert information at time of issuance.*]

6.11 Certifications and Additional Information

6.11.1 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.

6.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario. (*Note to Offeror – If applicable, Canada will insert the name of the province or territory as specified by the Offeror in its offer.*)

B. RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

[2010C](#) (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. *[Note to Offerors: This clause will be inserted if payment by credit cards is accepted by the Offeror, otherwise it will be deleted]*

6.3 Term of Contract

6.3.1 Delivery Date

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

6.4 Proactive Disclosure of Contracts with Former Public Servants

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

6.5 Payment

6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the call-up, the Contractor will be paid the firm unit price(s), as stipulated in the call-up, calculated in accordance with Annex B Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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

6.5.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

6.5.3 Single Payment

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

6.5.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

6.5.5 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)

[Note to Offeror's: Canada will insert or delete text, as per the Offer (Annex E), at the time of issuance.

6.6 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.
 - a) Invoices must be completed and forwarded to the Unit Points of Contact (POC) listed in Appendix 1 to Annex A;
 - b) The Contractor will be informed of any changes to POCs when required.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.7 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

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

6.8 SACC Manual Clauses

SACC Manual clause [A9062C](#) (2010-01-11) Canadian Forces Site Regulations

6.9 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection

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Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX "A"

STATEMENT OF WORK

1. **Purpose.**

The Department of National Defence (DND) Garrison Petawawa has a requirement for laundry and dry cleaning services on an "as and when" requested basis.

2. **Scope of Work.**

The Contractor must adhere to the cleaning processes required in Appendix 2 to Annex A, as well as the best practices in the laundry and dry-cleaning industry.

2.1 Pick-up and delivery is the responsibility of the Contractor. The Contractor must pick-up items from unit locations (addresses in Appendix 1 to Annex A) and deliver back within seven (7) days, with the exception of para 2.2;

2.2 There is a requirement that Garrison Accommodations (Bldg L101), 2 Fd Amb Med Unit (Bldg N-109-M), the Dental Annex (Bldg M12) and 1 Dental Det (Bldg N-109) to have pick-up and delivery twice per week. One of those days must be the last working day of the week, e.g. Friday most weeks or Thursday if Friday is a statutory holiday. The other pick-up/delivery must be on Tuesday. The items picked up on Tuesday must be delivered back to the Units the following Friday (or Thursday if a statutory holiday). The items picked up on the Friday must be delivered back to the Units the following Friday.

2.3 Pick-up and delivery will occur during the hours of 0730 to 1500 hrs. (7:30 am to 3:00 pm). Delivery will be FOB Destination to all points detailed in Appendix 1, with the possibility of additional garrison units being identified at a future time; and

3. The Contractor must ensure that each unit's laundry/dry cleaning is laundered separately. The same articles that are forwarded by a unit to the Contractor must be delivered back to that unit. The interchanging of laundered items between units by the Contractor is not permitted in any circumstances.

4. When requested, the Contractor must provide laundry bags to units for the transportation of items to be cleaned. These bags must be returned to the unit with the clean laundry for further use.

Additional Service Requirements

1. The Contractor agrees to provide additional service if required, with a forty-eight (48) hour turnaround. This service is required to meet the needs of units who may be conducting training exercises at Garrison Petawawa, where the laundry will be in laundry bags containing:

- (a) Laundry bags will contain a maximum of 1 x Combat Shirt, 1 x Combat Trousers, 2 x Combat T Shirts, 2 x Pair of socks, 2 x underwear, 2 x brassiere and secured with an electrical tie; and
- (b) Contents are to remain in the bags and laundered in accordance with Appendix 2 & 3 to Annex A.
- (c) Pricing Basis for this service will be Pricing Basis "C" in Annex B Bagged Laundry.

Note - Weight approximately 10 pounds per laundry bag.

Count Verification

6. All laundry/dry cleaning will be subject to count verification, both at the time of pick-up and delivery. Addresses for P/U of Laundry/Dry Cleaning as per Appendix 1 to Annex A.

6.1 At time of pick-up, DND must provide a count sheet with the number of garments to be laundered/dry cleaned. The Contractor must verify the count no later than the morning following pick-up. Any discrepancies that the Contractor identified at count time must be faxed to the DND Technical Authority (TA) and unit rep at that time. The Contractor must only charge for the number of garments that they record as receiving. Invoicing must reflect these numbers.

6.2 The DND staff at each unit must verify the laundry/dry cleaning count of any laundered garments returned on the drop off day. DND staff must advise the designated Technical Authority (TA) of any discrepancies the day they are received. The TA will in turn advise the Contractor who will have one (1) day to respond, providing the TA with the corrective action taken.

6.3 If damaged items are found while the Contractor is laundering items, they must be removed and returned separate from serviceable items to the consignee (pick-up point) annotated on the call-up requisition.

Handling Instructions

7. The vehicle used to transport articles must be used exclusively for that purpose, be clean and of sufficient capacity to readily transport the volume of articles generated by this requirement.
8. The cleaned articles must be transported and delivered in a protected state in accordance with normal business practices e.g. the use of plastic sleeves, plastic wrap and/or hangers with plastic sleeves.

APPENDIX 1 to ANNEX A

AREAS OF SERVICE

Bldg #	Unit	Unit Address
B-104	Royal Canadian Dragoons	144 Amiens Rd
BB-104	1 Canadian Field Hospital	147 Flanders Row
BB-129	2 Combat Engineer Regiment	81 Montgomery RD
BB-130	2 Field Ambulance	80 Montgomery Rd
CC-127	427 Special Operations Aviation Squadron	735 Passchendaele Rd
CC-128	450 Tactical Helicopter Squadron	450 Mattawa Trail
D-57	2 Service Battalion – Transport Maint	269 Menin Road
G-104	Garrison Kitchen – Normandy Court	123 Nicklin Parade Sq
H-110	2 Service Battalion – Clothing Stores	250 Montgomery Rd
H-112	2 Service Battalion – Maint Coy Tool Crib	227 Montgomery Rd
H-119	2 Headquarters & Signal Squadron- QM Shop	246 Centurion Rd
K-101	2 Service Battalion – RQ Shop	182 Peacekeeper Way
K-102	2 Svc Bn - Admin CQMS	182 Peacekeeper Way
L-57	2 Service Battalion – Admin Coy Tool Crib	135 Peacekeeper Way
L-101	4 CDSB Base Accommodations	116 Nicklin Parade Sq
M-12	Dental Annex	54 La Cateau Rd
N-109-D	1 Dental Unit Det	250 Somme Rd
N-109-M	2 Field Ambulance Medical Unit	250 Somme Rd
P-112	2 Canadian Horse Artillery- QM Shop	
S-118	3 Royal Canadian Regiment – QM Shop	284 Montgomery Rd
Y101	1 Royal Canadian Regiment – QM Shop	377 Menin Rd
P-57	2 Military Police Regiment	467 Montgomery Rd
H-648	2 Service Battalion - RCEME OJT Coy CQMS	19 Conductor Road

APPENDIX 2 to ANNEX A

LAUNDRY MATERIALS AND PROCESSES

****THIS LEGEND TO BE USED IN CONJUNCTION WITH TABLE BELOW****

MATERIAL

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

TYPE OF PROCESS REQUIRED FOR EACH MATERIAL NUMBER ABOVE

- | | |
|---|---|
| 1. Washed and Folded | 2. Washed, Pressed and Folded |
| 3. Wash, Tumble Dried and Folded | 4. Wash, Air Dried and Folded |
| 5. Dry Clean | 6. Cold Wash, Tumble Dried on Low Heat |
| 7. Washed, Pressed and placed on Hangar | 8. Wash, Tumble Dried and Remain in Bag |

Item No.	Item	Material	Process
1	Arm Protector	2	3
2	Adapter Kit	2	3
3	Bags, Bivy Gortex	5	8
4	Bagged Laundry	1,2	18
5	Bag Sleeping Liner	1	3
6	Bag Sleeping Inner	4	5
7	Bag Sleeping Outer	4	5
8	Bath Towel White and Coloured	2	1
9	Bath Towel Green	2	1
10	Bed Sheet, Flannel	2	1
11	Bed Sheets Coloured	2	1
12	Blankets Single	1,3	1
13	Blanket Wool	3	5
14	Brassards Black	2	3
15	CADPAT Coat	4	3
16	CADPAT Wind Pant	4	3
17	CADPAT Shirt	4	3
18	CADPAT Pants	4	3
19	Casualty Bags (Sleeping Bags)	4	5
20	Chair Cover	6	3
21	Chef / Cook Jackets	2	3
22	Coat Firefighters	4	3
23	Comforters	1	3
24	Coveralls Flyers	1	3
25	Coveralls Blue or Grey	1	3
26	CBRN Coveralls	3	4
27	Curtains Window	1	3
28	Dental / Medical Scrub Bottoms, Teal Green	2	2

29	Dental / Medical Scrub Tops, Teal Green	2	2
30	Dental / Medical Lab Coat White	2	2
31	Dental Smocks	2	2
32	Dish Towel	2	1
33	Drapes SM	2	3
34	Drapes LG	2	3
35	Dust Mop / Floor Sweeper	2	1
36	Facecloths, white and coloured	2	1
37	Fitted sheets, coloured and white	6	3
38	Flat Flannel Sheet	2	3
39	Fleece Blankets	5	6
40	Fleece Shirt	5	6
41	Fleece Pants	5	6
42	General Smock, Dark Blue	2	3
43	Gortex Bib Pants	5	6
44	Gortex Combat Pants	5	6
45	Gortex Parka	5	6
46	Gortex Sweat Pants	5	6
47	Gortex Sweat Shirt	5	6
48	Hand towel, white and coloured	2	3
49	Hoods Sleeping Bag	4	3
50	Jacket Flyers	4	3
51	Jacket Flyers Type	4	3
52	Liners Coat all Weather	4	3
53	Liners Parka	4	3
54	Liners Tent 5 man	4	4
55	Liners Tent 10 man	4	4
56	Liners Tent Center	4	4
57	Liners Tent Front	4	4
58	Liners Tent Rear	4	4
59	Liners Trousers Fire	4	3
60	Mattress covers, cloth	1	3
61	Mattress covers, plastic	9	4
62	Medical Scrubs	2	2
63	Mitts Winter Inner	4	3
64	Mitts Winter Outer	8	4
65	Mop Head	2	1
66	MukLuk Liner	1	3
67	Napkins	6	2
68	Overalls, Mens AFV	1	3
69	Oven Mitts	1	3
70	Parka Intermediate	4	3
71	Parka Mens	4	3
72	Pillow Cases	6	2
73	Pelvic Protective	1	4
74	Rain Coat	4	4
75	Rain Pants	4	4
76	Rucksacks	4	4
77	Soft Floppy Hats	5	6
78	Sleeves Protective	5	6
79	Surgical Sheet Green Large 51X49 in	6	3
80	Surgical Sheet Medium 34x34in	6	3

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81	Surgical Wrist Restraints	2	3
82	Table Cloths	6	2
83	Table Skirt	6	2
84	Throat Protective – Neck Gator	4	1
85	Towel Surgical Green large 15x26in	2	3
86	Towel Surgical Blue large 15x26in	2	3
87	Trousers Flying	2	5
88	Trousers Firefighters	2	5
89	Welding Coat	1	4
90	White Gloves	7	1
91	White sheets, single and double	6	3
92	Wrist Restraints - Dental	2	3

APPENDIX 3 to ANNEX A

BUNDLING

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

1. Sheets: Marked by Contractor as to how many in each bundle.
2. Pillowcases: Marked by Contractor as to how many in each bundle.
3. Blankets: Marked by Contractor as to how many in each bundle.
4. Med / Dental Scrub Tops: Bundled according to size colour band on shirt pocket.
Marked by Contractor as to how many in each bundle.
5. Med / Dental Scrub Bottoms: Bundled according to size colour band on pant pocket.
Marked by Contractor as to how many in each

Bundling and Average Loads – Laundry & Dry Cleaning Services

ITEM	SHIPPING	RECIEVE	AVERAGE LOAD
White and/or Colored Sheets	19 Sheets wrapped in one (1) sheet	20 Sheets folded and wrapped in plastic; folded edge on one side	200 Sheets
Pillow Cases	19 Pillow Cases placed in one(1) pillowcase	20 Pillow Cases folded and wrapped in plastic; folded edge on one side	200 Pillow Cases
Bath Towels	10 Bath Towels placed into one (1) pillow case	5 Bath Towels folded and wrapped in plastic; folded edge on one side	50 Bath Towels
Hand Towels and Face Cloths	20 Ea placed into one (1) pillow case	10 Ea folded and wrapped in plastic; folded edge on one side	50 Hand Towels & Face Cloths
Mattress Covers	10 Covers wrapped into one (1) sheet	4 Mattress Covers wrapped in plastic; folded edge on one side	30 Mattress Covers
Fleece Blankets	9 Fleece Blankets wrapped in one (1) Fleece Blanket	5 Fleece Blankets folded and wrapped in plastic; folded edge on one side	20 Fleece Blankets
Wool Blankets Grey	9 Wool Blankets wrapped in one (1) Wool Blanket	5 Wool Blankets folded and wrapped in plastic; folded edge on one side	10 Wool Blankets
Comforters Double & Queen	5 Comforters wrapped in one (1) Comforter	5 Comforters folded and wrapped in plastic; folded edge on one side	10 Comforters
Dish Towels & Cloths	20 Ea placed into one (1) pillowcase	10 Ea folded and wrapped in plastic	10 Ea Dish Towels & Cloths
Dental Scrub Tops	10 Dental/Medical Scrub Tops placed into laundry bag provided by Contractor.	10 Dental/Medical Scrub Tops folded and wrapped in plastic according to size colour band on shirt pocket.	80 Ea
Dental Scrub Bottoms	10 Dental/Medical Scrub Bottoms placed into laundry bag provided by Contractor.	10 Dental/Medical Scrub Bottoms folded and wrapped in plastic according to size colour band on pant pocket	80 Ea

ANNEX "B"

BASIS OF PAYMENT

Note to Offerors:

All text in italics in this Annex (including the Electronic Attachment to Annex "B" – Pricing Bases) will be removed from the resulting Standing Offer.

Estimated Usages:

The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for one year and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual items ordered.

Blank Prices

Offerors are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Offeror leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Offeror confirm that the price is, in fact, \$0.00. No Offeror will be permitted to add or change a price as part of this confirmation. Any Offeror who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

Applicable Taxes

HST must not be included in the unit prices (but will be added as a separate item to any invoice issued).

Pricing:

All prices are firm, all-inclusive, unit prices in Canadian dollars, FOB Destination, Canadian customs duties and excise taxes included, HST excluded. HST is not included in the pricing but will be added as a separate item to any invoice issued.

Pricing Periods:

Year 1 – 2017-08-01 to 2018-07-31;

Year 2 – 2018-08-01 to 2019-07-31;

Year 3 – 2019-08-01 to 2020-07-31;

Pricing Basis "A", "B" and "C"

SEE ELECTRONIC ATTACHMENT – TO ANNEX "B" – PRICING BASIS

ANNEX "C"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

2. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insured: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,*

284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

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

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

2. Bailee's Customer's Goods Insurance

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$ 20,000 . Government Property must be insured on a replacement cost basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The Bailee's Customer's Goods must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

3. Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

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-
- b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

ANNEX "D"

PERIODIC USAGE REPORT FORM

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Public Works and Government Services Canada	(613) 687-6656	cynthia.lamorie@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>E - Mail</i>

At: Public Works and Government Services Canada
Acquisitions Branch Ontario Region
101 Menin Rd. Garrison Petawawa
Building S-111, Rm C-114
Petawawa, Ontario
K8H 2X3

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER:

REPORT FOR THE PERIOD ENDING:

Description of Work	Call up #	Total Billing

Or **NIL REPORT:** We have not done any business with the federal government for this period

PREPARED BY:

NAME:

SIGNATURE:

TELEPHONE NO.:

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ANNEX "E" 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)