



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**1550 D'Estimauville Avenue  
1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7**

**FAX pour soumissions: (418) 648-2209**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

TPSGC/PWGSC  
BFC Bagotville, CP 380  
CFB Bagotville, PO Box 380  
Bâtiment 62, local 112  
Building 62, Room 112  
Alouette  
Québec  
G0V1A0

<b>Title - Sujet</b> Dry Cleaning Services	
<b>Solicitation No. - N° de l'invitation</b> W0138-163282/A	<b>Date</b> 2017-06-12
<b>Client Reference No. - N° de référence du client</b> W0138-163282	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$BAL-001-17131	
<b>File No. - N° de dossier</b> BAP-6-39345 (001)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-07-24</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tremblay, Marial	<b>Buyer Id - Id de l'acheteur</b> bal001
<b>Telephone No. - N° de téléphone</b> (418) 677-4000 (4159)	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  For the Department of National Defence (DND)  At the following sites: 1) CFB Bagotville 2) Naval Reserve of Chicoutimi 3) Jonquiere Armoury	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

## DRY CLEANING SERVICES

### DND - CFB BAGOTVILLE, REGIMENT DU SAGUENAY IN JONQUIERE, AND NAVAL RESERVE IN CHICOUTIMI

#### TABLE OF CONTENTS ( applicable only for the Document 2 of 2 )

<b>PART 1 - GENERAL INFORMATION.....</b>	<b>4</b>
1.1 Security Requirements.....	4
1.2 Statement of Work .....	4
1.3 Debriefings .....	4
1.4 Trade Agreements .....	4
<b>PART 2 - BIDDER INSTRUCTIONS.....</b>	<b>5</b>
2.1 Standard Instructions, Clauses and Conditions.....	5
2.2 Submission of Bids .....	5
2.3 Former Public Servant .....	6
2.4 Enquiries - Bid Solicitation .....	8
2.5 Applicable Laws .....	8
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>9</b>
3.1 Bid Preparation Instructions.....	9
3.1.1 Exchange Rate Fluctuation .....	10
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>11</b>
4.1 Evaluation Procedures.....	11
4.1.1 Technical Evaluation .....	11
4.1.1.1 Mandatory Criteria.....	11
4.1.2 Financial Evaluation .....	11
4.2 Basis of Selection - Mandatory Criteria .....	11

**PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION..... 12**

5.1	Certifications Required with the Bid .....	12
5.1.1	Integrity Provisions - Declaration of Convicted Offences .....	12
5.2	Certifications Precedent to Contract Award and Additional Information.....	12
5.2.1	Integrity Provisions – Required Documentation .....	12
5.2.2	Federal Contractors Program for Employment Equity - Bid Certification .....	13

**PART 6 - RESULTING CONTRACT CLAUSES ..... 14**

6.1	Security Requirement .....	14
6.2	Statement of Work .....	15
6.3	Standard Clauses and Conditions .....	15
6.3.1	General Conditions.....	15
6.3.2	Item lost or destroyed .....	15
6.3.3	Liquidated Damages.....	15
6.4	Term of Contract .....	16
6.4.1	Period of the Contract.....	16
6.4.2	Option to Extend the Contract .....	16
6.5	Authorities .....	16
6.5.1	Contracting Authority .....	16
6.5.2	DND Representative.....	17
6.5.3	Contractor's Representatives .....	17
6.6	Payment.....	18
6.6.1	Basis of Payment - Firm Unit Prices.....	18
6.6.2	Limitation of Expenditure .....	18
6.6.3	Minimum Work Guarantee - All the Work.....	19
6.6.4	SACC Manual Clauses.....	19
6.7	Delivery Slips and Block Invoices (monthly).....	20
6.8	Certifications and Additional Information .....	20
6.8.1	Compliance.....	20
6.9	Applicable Laws .....	20
6.10	Priority of Documents.....	21
6.11	SACC Manual Clauses .....	21

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0138-163282/A

bal001

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0138-163282

BAP-6-39345

---

**ANNEX A - STATEMENT OF WORK AND BASIS OF PAYMENT..... 22**

A.1 Annex A .....22

**ANNEX B - MANDATORY CRITERIA ..... 23**

B.1 Mandatory Criterion # 1 - Company's Experience .....23

**ANNEX C - Presentation of your bid ..... 25**

C.1 Check List .....25

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0138-163282/A

bal001

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0138-163282

BAP-6-39345

---

## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

Circulation in the controlled area of CFB Bagotville requires a pass or an escort.

Bidders must have personnel able to acquire a pass as soon as possible after the awarding of the contract; an escort may be provided by CFB Bagotville at the beginning of the contract in order to fulfill this requirement.

### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Agreement on Internal Trade (AIT), and the Chile, Colombia, Honduras, Korea, Panama Trade Agreements with Canada.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0138-163282/A

bal001

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0138-163282

BAP-6-39345

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## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

The 2003 (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

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

Your proposal can be transmitted by fax to # 418-648-2209 or by mail to the following address:

Bid Receiving Unit  
Public Works and Government Services Canada (PWGSC)  
1550 D'Estimauville Avenue  
Quebec City, Quebec, Canada, G1J 0C7

## 2.3 Former Public Servant

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

### Definitions

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

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

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

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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

W0138-163282/A

bal001

W0138-163282

BAP-6-39345

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

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

#### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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



## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

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

### **3.1 Bid Preparation Instructions**

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

Section I:      Technical Bid ( 1 hard copy )

Section II:      Financial Bid ( 1 hard copy )

Section III:      Certifications ( 1 hard copy )

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

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

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

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

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

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

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

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

Solicitation No. - N° de l'invitation

W0138-163282/A

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

W0138-163282

Amd. No. - N° de la modif.

File No. - N° du dossier

BAP-6-39345

Buyer ID - Id de l'acheteur

bal001

CCC No./N° CCC - FMS No./N° VME

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### **3.1.1 Exchange Rate Fluctuation**

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

### **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

Mandatory Criteria are included in Annex B.

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection - Mandatory Criteria**

A bid must comply with the requirements of the bid solicitation and meet all mandatory criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 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 Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

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

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0138-163282/A

bal001

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0138-163282

BAP-6-39345

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

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

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

Notice: Numbering will be revised at contract award.

### 6.1 Security Requirement

Circulation in the controlled area of CFB Bagotville requires a pass or an escort.

The Contractor must have personnel able to acquire a pass as soon as possible after the awarding of the contract; an escort may be provided for a period of up to one month by personnel from CFB Bagotville at the beginning of the contract in order to fulfill this requirement.

To acquire a pass, the following steps must be followed:

1. Employees of the Contractor that require access to the controlled area of CFB Bagotville will have to get a police verification from the municipal Police in order to get their pass from the identification section of the Military Police.
2. The employees requiring a pass will have to follow an information briefing from the Military Police on the rules and regulations that must be followed while circulating in the controlled area before they will be given their pass.
3. The pass must be renewed every 12 months.

This pass is a right which may be suspended by the Military Police at any time or if the employee is accused under the Criminal Code.

An employee who has lost his right to a pass cannot perform the tasks assigned by this contract; the Contractor will have to provide another employee with a pass to perform the tasks.

If the Contractor does not have another employee with a pass, an escort can be provided by personnel from CFB Bagotville for a short period, two (2) weeks, in order for another employee to acquire one.

If an escort is required after the delays given above to obtain a pass or is required more than two (2) times within a year after the period given at the beginning of the contract, the Contractor may be required to pay the cost associated for an escort which is of 300.00 \$ per working day.

## 6.2 Statement of Work

The Contractor must perform dry cleaning services, in accordance with the Requirement at Annex A.

## 6.3 Standard Clauses and Conditions

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

### 6.3.1 General Conditions

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

### 6.3.2 Item lost or destroyed

Any lost item and not found inside a one month period or destroyed by the Contractor will have to be replaced at the contractor's expenses.

### 6.3.3 Liquidated Damages

1. If the Contractor fails to perform the services within the time specified in the Contract, the Contractor agrees to pay to Canada liquidated damages in the amount of \$ 50.00 for each calendar day of delay. The total amount of the liquidated damages must not exceed 10 percent of the contract price.
2. Canada and the Contractor agree that the amount stated above is their best pre-estimate of the loss to Canada in the event of such a failure, and that it is not intended to be, nor is it to be interpreted as, a penalty.
3. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any liquidated damages owing and unpaid under this section.
4. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.



## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is from October 1, 2017 to September 30, 2018 inclusive.

### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Marial Tremblay  
Title: Supply specialist  
Telephone: 418-677-4000, ext.: 4159  
E-mail address: [Marial.Tremblay@pwgsc.gc.ca](mailto:Marial.Tremblay@pwgsc.gc.ca)

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

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0138-163282/A

bal001

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0138-163282

BAP-6-39345

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### 6.5.2 DND Representative

The Technical Authority for the Contract is:

(to be completed at contract award by PWGSC)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representatives

Name and telephone number of the person responsible for :

(a) Contract Manager:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

(b) Service Follow up:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

## 6.6 Payment

### 6.6.1 Basis of Payment - Firm Unit Prices

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit prices, as specified in Annex A for a limitation of expenditure as described below. 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.

### 6.6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (to be completed at contract award by PWGSC). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

**6.6.3 Minimum Work Guarantee - All the Work**

1. In this clause,  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
"Minimum Contract Value" means 30% of the Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

**6.6.4 SACC Manual Clauses**

Number	Date	Title
A9117C	2007-11-30	T1204 - Direct Request by Customer Department
C2000C	2007-11-30	Taxes - Foreign-based Contractor
H1001C	2008-05-12	Multiple Payments

## 6.7 Delivery Slips and Block Invoices (monthly)

At the request of each client only.

1. Delivery slips:

- a. one delivery slip per order is to be prepared and attached when the articles cleaned for the requesting client are delivered; and
- b. the delivery slip is to indicate the client name, address and account number, as well as the articles cleaned, the quantity and the unit price, signed by the requesting client.

2. Block invoices (monthly):

- a. a block invoice is to be prepared at the end of each month, with a summary of the total price for each delivery slip in the month in question, the total amount of the block invoice and the GST, for each specific client;
- b. the contractor is to attach a copy of all delivery slips, signed, together with the block invoice (monthly) for the client in question; and
- c. block invoices are to be sent to each specific address to the clients covered by the contract to the address for the Régiment du Saguenay or the Chicoutimi Naval Reserve, or CFB Bagotville:

(Section or building \_\_\_\_\_)

CFB Bagotville

PO Box 5000, Main Station

Alouette, Quebec G0V 1A0

Person's name \_\_\_\_\_

Tel: 418-677-4000, ext \_\_\_\_\_

## 6.8 Certifications and Additional Information

### 6.8.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

## 6.9 Applicable Laws

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

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0138-163282/A

bal001

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0138-163282

BAP-6-39345

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## 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 Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work and Basis of Payment; and
- (d) the Contractor's bid dated \_\_\_\_\_ (to be completed at contract award by PWGSC).

## 6.11 SACC Manual Clauses

Number	Date	Title
A9062C	2011-05-16	Canadian Forces Site Regulations
G1005C	2016-01-28	Insurance - No Specific Requirement

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0138-163282/A

bal001

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

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CCC No./N° CCC - FMS No./N° VME

W0138-163282

BAP-6-39345

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## **ANNEX A - STATEMENT OF WORK AND BASIS OF PAYMENT**

### **A.1 Annex A**

Annex A must be inserted at this point and form part of this document.

## ANNEX B - MANDATORY CRITERIA

The bid must meet the mandatory criteria specified in this annex. Bidders must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory criteria will be declared non-responsive. Each mandatory criterion should be addressed separately.

### B.1 Mandatory Criterion # 1 - Company's Experience

In order to be able to respond to various requests of dry cleaning by several clients at the same time at CFB Bagotville, bidders must have the appropriate equipment and vehicles, as well as the personnel needed to handle the high volume of dry cleaning that needs to be done in a short period of time (in particular during the summer for cadets).

To assess company's experience, Bidders must have a sales figure of \$20,000 or more to provide dry cleaning services, within a period of one (1) year.

To demonstrate that they meet this requirement, bidders must submit bid, a project or a list of projects that they realized and that meets this criterion.

The project(s) for the value required, must have been completed before or before the closing date of this bid solicitation.

The project(s) description must include at least the following information:

		Project(s)*
		<ul style="list-style-type: none"> <li>• Value: 20,000\$ or more, inside a period of one year</li> <li>• Mandate: Dry Cleaning Services</li> </ul>
1	Project Value :	
2	The mandate (a brief description of the project):	
3	The duration of the project (start date and end date):	



Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

W0138-163282/A

bal001

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

W0138-163282

BAP-6-39345

		Project(s)* <ul style="list-style-type: none"><li>• Value: 20,000\$ or more, inside a period of one year</li><li>• Mandate: Dry Cleaning Services</li></ul>
4	Additional information on the bidder's client to whom the similar product was done:	
	a) Name of the organization (client):	
	b) Client Representative:	
	c) Client Telephone:	
	d) Client Email:	

\*If more than one project, make copies of the above table, complete and attach them to your bid.

The information in the table above may be verified with the bidder's client to verify and certify the accuracy of the information.

If the bidder's client is not available or the information in the table above does not meet the requirements described in the mandatory criterion described in the table above, the bid will be declared non-responsive.

## ANNEX C - PRESENTATION OF YOUR BID

### C.1 Check List

Below is a checklist of the contents of your bid. This list is not an exhaustive list; it remains the Bidder's responsibility to prepare its bid in accordance with the instructions contained in the Request For Proposal (RFP) and provide a comprehensible and sufficiently detailed bid, including all requested pricing details that will permit a complete evaluation in accordance with the criteria set out in the RFP.

Pagination of <u>Document 1 of 2</u> (document of only one page)	
Page 1 of 1 ↓	Bidders should include with their bid, <b>the first sheet</b> of this RFP properly completed and signed. Refer to 2003 Standard Instructions mentioned in clause <b>2.1 Standard Instructions, Clauses and Conditions</b> .
Pagination of <u>Document 2 of 2</u> (document of 25 pages)	
Page 5 ↓	Bidders must submit their bid only to the address indicated in clause <b>2.2 Submission of Bids</b> .
Pages 6 and 7	Bidders should submit with their bid, clause <b>2.3 Former Public Servant</b> properly completed.
Page 11	Bidders must pay attention on how bids will be evaluated and the winning bid selected. Refer to <b>Part 4 - Evaluation Procedures and Basis of Selection</b> .
Page 12	<u>Applicable only if an offence has been committed</u> Bidders must provide with their bid the required documentation as indicated Clause <b>5.1.1 Integrity Provisions - Declaration of Convicted Offences</b> .
Page 12	Bidders must provide with their bid or promptly thereafter a <b>list of names</b> as indicated in clause <b>5.2.1 Integrity Provisions - Required Documentation</b> . ➤ Please refer to section " <b>17. Information to be provided when bidding, contracting or entering into a real property agreement</b> " of the following Web site: <a href="http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html">http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html</a>
Page 17	Bidders should submit with their bid, clause <b>6.5.3 Contractor's Representatives</b> properly completed.
Pages 23 and 24	Bidders must include with their bid, <b>Annex B – Mandatory Criteria</b> duly completed.
Pages 5, 6 and 7 of Annex A	Bidders must include with their bid, <b>Annex A - Statement of Work and Basis of Payment</b> duly completed.

## Table of contents

### DRY CLEANING

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#### ANNEX A

- PART 1 - STATEMENT OF WORK .....	2
- PART 2 - BASIS OF PAYMENT.....	5
- APPENDIX 1 - Breakdown of Washing to Be Done for Cadet .....	8
- APPENDIX 2 - Plan of CFB Bagotville .....	9
- APPENDIX 3 - Plan of Bagotville Cadet Camp .....	10
- APPENDIX 4 - List of Buildings .....	11

## ANNEX A

### PART 1 - STATEMENT OF WORK

#### 1. Clients

Dry cleaning services are to be provided for several clients located in various building at 3WingBagotville, at the Regiment du Saguenay locted at 2578 Chemin de la Réserve in Jonquière and at the Naval Reserve in Chicoutimi located on Saguenay Boulevard.

The following buildings are usually included on the delivery route:

Unit name & Location:		Person responsible & Email:	# Telephone & # Fax:
1	Régiment du Saguenay Jonquière - (RSJ)	Adj Lapointe Pascal.lapointe@forces.gc.ca	Tél: 418- 698-5700 ext 340 Fax: 418-698-5704
2	Réserve navale Chicoutimi - (RNC)	Matl Gobeil Marie-Pier.Gobeil@forces.gc.ca	Tél: 418-698-5705ext 2248 Fax: 418-698-5709
3	Logements célibataires - Bât. 60	Benoit Paquette Benoit.Paquette@forces.gc.ca	Tél: 418-677-4000 ext 7555 Fax: 418-677-4454
4	Cadets - Bât 86C	Sgt Tremblay Karl.Tremblay@forces.gc.ca	Tél: 418-677-4000 ext 7539 Fax: 418-677-4054
5	Magasin Habillement - Bât 86H	Sgt Morin Francois.Morin@forces.gc.ca	Tél: 418-677-4000 ext 4039 Fax: 418-677-7427
6	Escadron 439 - Hangar 3	Cplc Godin Jonathan.Godin@forces.gc.ca	Tél: 418- 677-4000 ext 7112 Fax: 418- 677-7522
7	Escadron 425 - Hangar 7	Sgt Chaskavich Jennifer.Chaskavich@forces.gc.ca	Tél: 418- 677-4000 ext 4033 Fax: 418- 677-7965
8	2EEA- Bat.86	Adj Lemieux Eric.lemieux@forces.gc.ca	Tél : 418-677-4000 ext 4852 Fax : 418-677-4716

#### 2. Equipement and bags

The contractor must have enough equipment to fill the needs described in this annex.

The contractor must supply bags that are sufficiently large to cover requirements (a minimum of 40 bags is need to provide the requested services). These are to be used to pick up items at the various locations specified above. The contractor needs to plan for a bag turnover by leaving a bag in each department to replace the one that has been picked up. The bags must be identified with your company's name.

### **3. Details**

Hours pickup and delivery are between 8:00 a.m. and 4:00 p.m.

Please note that some details are specified directly in the description of the items in Part 2 of annex A; additional details are described below:

#### **1. For all clients:**

1. For all clients, unless specified otherwise hereinafter, items to be cleaned will be picked up twice a week, on Tuesday and Thursday, and returned within no more than seven calendar days following the pickup day. Pick up and return hours are between 8 am and 4 pm.
2. The items 1, 2, 12, 13, 17, 18, 19, 28, 29, and 31 are to be delivered on hangers and covered in protective plastic.
3. Item 9 (Inner or Outer Sleeping Bag) Are to be covered in protective plastic.
4. Item 22 (Bag, Sleeping, Trade Pattern, One piece) ARE to be covered in protective plastic.

#### **2. Chicoutimi Naval Reserve**

For items from the Chicoutimi Naval Reserve, the following pickup and delivery schedule must be followed: articles are to be picked up on Tuesday and returned on Thursday of the same week (2 days instead of 7 days), and Thursday pickups are to be returned on the following Tuesday.

#### **3. For the cadet camp only - B86C**

1. Pickup and return
  - a. The period runs from 15 September to 15 June each year:  
Pickup to be on Tuesday without prior notice. Articles are to be returned to cadet supplies within a maximum of 48 hours following pick-up.
  - b. Period from 16 June to 14 September each year.

Pickup is to follow a specific schedule to be determined and supplied by the Cadet Supply Officer when the summer-camp opens.

Returns are to follow the training schedule, which will be provided to the contractor by the summer camp when it begins.

**Note:** The pickup and return schedule for this period will be 24 hours in some instances and 48 hours IN others.

The supplier will be responsible for providing all transportation and employees (trucks, drivers and employees for pickup and return of items) required for the exercises within the time periods stipulated.

2. The item #4 (Sweaters, Combat, CF) must be tied into bundles with a cord (5 units per bundle).
3. The item #15 (Pillow 100% polyester) must be cross-tied with a two length of cord, one on each side, 5 units per bundle and covered in protective plastic.
4. The item #9 and 22 (Inner or Outer Sleeping Bag and Bag, Sleeping, Trade Pattern, One piece) must be tied individually and covered in protective plastic.
5. The item #20 (parkas) must be covered in protective plastic.

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## ANNEX A

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For information only, an appendix at the end of this document gives the breakdown of the washing to be done for cadets. The quantities described in this appendix are already included in the pricing table.

### 4. Legend

#### "A" Category:

1. Vêtements / Clothing
2. Literie et serviettes / Bedding and towels
3. Matériel de camping / Camping equipment
4. Matériel de cuisine / kitchen equipment
5. Matériel d'hôpital / Hospital equipment
6. Divers / Miscellaneous

#### "B" Fabric / Material:

1. Coton / Cotton
2. Laine / Wool
3. Nylon / Nylon
4. Cuir / Leather
5. Toile / Linen
6. Rayonne / Rayon
7. Grosse toile / Canvas
8. Divers / Miscellaneous
9. Caoutchouc / Rubber

#### "C" Type of process recommended

1. Nettoyage à sec et séchage dans la cuve tournante / Dry cleaned and tumbler dried
2. Nettoyage à sec et pressage / Dry cleaned and pressed
3. Dégraissage / Shampooed.

### 5. Instructions:

Please complete the following table and the following pages, and attach to your proposal.

- a. Pickup and return charges for articles at 3 Wing Bagotville, at the Regiment of Saguenay in Jonquière and at the Chicoutimi Naval Reserve are to be included in your unit prices.
- b. You must provide delivery trucks which shall be equipped with an unloading device which will permit unloading at sites with no hydraulic, stationary or other type of unloading facilities.
- c. When making deliveries, sufficient personnel shall be provided to permit unloading of any type of vehicle without the assistance of federal government personnel.
- d. Cost involved in the specific details described in Annex "A" (various pickup and delivery deadlines, hangars, protective plastic and bagging) are to be included in your unit prices.

## ANNEX A

- e. The Goods and Services Tax (GST) and the Quebec Sales Tax (QST) are extra.
- f. The firm unit prices must be valid for the period of the contract including the years in option. Unlike the previous contract, there will be no price adjustment when the years in option will be exercised.

### PART 2 - BASIS OF PAYMENT

#### 1. Instructions:

- a. The purpose of the “LOCATION” column is to help identify which department uses certain items. However, is highly likely than there may be mistakes and omissions in such identifications. This information is therefore to be treated with circumspection; it is given only for information purposes to help us do future updates.
- b. Details concerning the “LEGEND” used in the following table are given on point 4 of page 4 of Annex A.

#### 2. List of Items - Pricing:

DESCRIPTION		LOCATION	LEGEND			ANNUAL QTY	FIRM UNIT PRICE
			A	B	C		
1	Blousons de vols de type No 1V/ Jackets, Flying type 1V	B86H, H3, et H7	1	1-2-3	1	100	\$
2	Blousons de vols, légers/ Jackets, Flying, Lightweight	B86H, H3, et H7	1	1-3	2	200	\$
3	Capuchons de sacs de couchage en duvet/ Hoods, Sleeping Bag (Down Filled)	B86H, RSJ	1	1-3-8	1	150	\$
4	Chandails de laine de combat des FC/ Sweater, combat, CF	B86H, B86C RSJ	1	2	1	650	\$
5	Chaussettes molletonnées/ Socks, Duffel	B86H, RSJ	1	8	1	200	\$
6	Chemises en flanelle Kaki/ Shirts, Khaki, Flannel	B86H, RSJ	1	1-2	2	100	\$
7	Combinaisons de vols légères, modèle tenue de combat, tissu uni, fibre de laine polyester/ Coveralls, Flying, Light, Combat-type, Cloth, Plain, Polyester, Fibre, Wool	B86H, H3, et H7	1	2-8	2	200	\$
8	Douillette / Bed throw	B60	2	8	1	50	\$

## ANNEX A

DESCRIPTION		LOCATION	LEGEND			ANNUAL QTY	FIRM UNIT PRICE
			A	B	C		
9	Enveloppe intérieure ou extérieure de sac de couchage / Inner or Outer Sleeping Bag	B86C,B86 <sub>H</sub> RSJ	3	1-3-8	1	2,300	\$
10	Enveloppe de sac de couchage (BIVY BAG) / Sleeping Bag Cover	B86H	3		1	50	\$
11	Habit GNBC / NBC suit	B86H	1	7-8-9	1	50	\$
12	Jupe hiver, femme, tenue réglementaire, des FC / Skirt, Woman's Service Dress Heavyweight, all elements	B86H, RSJ	1	2	2	30	\$
13	Manteau toutes saisons, homme et femme, tenue réglementaire, des FC / Coat All-Weather Man's/ Woman's Service Dress, all Elements	B86H, RSJ	1	2	2	100	\$
14	Moufles (mitaine) de laine / Mitts, Woolen	B86H, RSJ	1	2	1	100	\$
15	Oreillers 100% polyester / Pillows 100% Polyester	B60, B86c	2	1-8	1	1,700	\$
16	Pantalons de vols de type 4 / Trousers, Flying type 4	B86 <sub>H</sub>	1	1-2-3	1	20	\$
17	Pantalons été réglementaire des FC / Trousers, Service CF	B86 <sub>H</sub> , RSJ	1	2-3	2	100	\$
18	Pantalons hiver, femme, tenue réglementaire, trois forces / Slacks, Womans's Service Dress Heavyweight, all elements	B86 <sub>H</sub>	1	2	2	25	\$
19	Pantalon maternité / Maternity Trousers	B86 <sub>H</sub>	1	2	2	15	
20	Parkas tout usage des FC, vert olive No 107 (pour hommes), Parka de combat & G.P. Parka / Parkas, Man's CF, OG No 107, Gen. Purpose	Varié	1	1-2-3	2	250	\$



## ANNEX A

DESCRIPTION		LOCATION	LEGEND			ANNUAL QTY	FIRM UNIT PRICE
			A	B	C		
21	Parkas de taille moyenne, temps froid(Maritimes) / Parkas, Intermediate Cold Weather (Maritime)	B86 <sub>H</sub>	1	1-2	2	15	\$
22	Sac de couchage brun, modèle commercial, une pièce / Bag, Sleeping, Trade Pattern, One piece	B86 <sub>C</sub> , B86 <sub>H</sub>	3	1-3-8	1	600	\$
23	Sac en toile pour sac de couchage / Linen bag for sleeping bag	B86 <sub>H</sub> B86 C	3	5	1	650	\$
24	Salopettes pour hommes, engins blindés VBC, temps froid / Overalls, Man's AFV, Cold Weather	B86 <sub>H</sub>	1	1-2-3	1	20	\$
25	TAN - Short ( culotte courte)	B86 <sub>H</sub>	1	1-8	1	10	\$
26	TAN - Chemise / Jacket	B86 <sub>H</sub>	1	1-8	1	10	\$
27	TAN - Pantalon / Trousers	B86 <sub>H</sub>	1	1-8	1	10	\$
28	Tunique maternité / Maternity Tunic	B86 <sub>H</sub>	1	2	2	10	\$
29	Veste maternité / Maternity Jacket	B86 <sub>H</sub>	1	2	2	10	\$
30	Vestes pour grand froid, engins blindés (VBC) / Jackets, Cold Weather, AFV	B86 <sub>H</sub>	1	1-2-3	1	10	\$
31	Vestes d'uniformes des FC / Coast-jackets, Service Dress, FC	B86 <sub>H</sub> , RSJ	1	2-3	2	100	\$

## ANNEX A

### APPENDIX 1 - Breakdown of Washing to Be Done for Cadets

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The items marked with an asterisk (\*) must be returned within the time required in the contract. These articles are critical for the operation.

Article	Description	Quantity		
		September to May	During camp from June to August	Total
4 *	Chandails de laine de combat / Sweaters, Combat	0	500	500
9 *	Enveloppe intérieure ou extérieure de sac de couchage / Inner or Outer Sleeping Bag	1,300	600	1,900
15*	Oreiller / Pillow 100% polyester	50	1,300	1,350
20*	Parka vert / Green Parkas	100	0	100
22 *	Sac de couchage brun / Bag, Sleeping, Trade Pattern, One piece	50	50	100
23 *	Sac en toile pour sac de couchage/ Linen bag for sleeping for sleeping bag	200	300	500



**ANNEX A**  
**APPENDIX 3 - Plan of Bagotville Cadet Camp**

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**ANNEX A**  
**APPENDIX 4 - List of Buildings**

## **BÂTISSES**

ÉQUIP LOURD  
SAUVETAGE  
433 ESCADRON  
425 ESCADRON  
CASERNE "H"  
CENTRE SOCIAL (BARN)  
ENTREPÔT GASOLINE  
ATELIER DE SALLE DES POMPES  
SITE DES TRANSMISSIONS (TACAN)  
SYSTÈME DE NAVIGATION AÉRIENNE  
TACTIQUE  
MESS DES OFFICIERS  
QUARTIER DES OFFICIERS  
QUARTIER DES OFFICIERS FÉMININS  
ADMIN / Contrôleur / Pers civil / Sélection  
personnel / Réserve aérienne / BSE / Qualité  
de vie /  
GÉNIE CONSTRUCTION  
HOPITAL / DENTAL / PHOTO  
CLUB AUTO / CLUB BRICOLAGE  
QUARTIER GÉNÉRAL  
CENTRE RÉCRÉATIF  
GARAGE D'ÉQUIPEMENT MOBILE  
GARAGE CAMIONS CITERNES  
TÉLÉCOMMUNICATION  
AVIONIC  
MOUVEMENT  
POLICE MILITAIRE  
CENTRALE THERMIQUE  
POSTE DES POMPIERS  
APPROVISIONNEMENT  
MESS COMMUN  
GARAGE CAMIONS CITERNES  
NDT & ERRA  
L'ENTREÔT DE CARBURANT  
SOUS STATION 161,000 VOLTS  
CHAPELLE CATHOLIQUE  
CHAPELLE PROTESTANT  
MUSÉE DÉFENSE AÉRIENNE

H2 HEAVY EQUIP  
H3 RESCUE  
H7 433 SQN  
H6 425 SQN  
HB3 "H" BLOCK  
16 SOCIAL CENTRE (BARN)  
25 GASOLINE STORAGE  
31 PUMPHOUSE WORKSHOP  
52 TRANSMISSIONS SITE  
53 TACTICAL AIR NAVIGATION  
AID  
55 OFFICERS' MESS  
56 OFFICERS' QUARTERS  
59 OFFICERS' QUARTERS FEMALE  
60 ADMIN / Comptroller / Civilian  
personnel / Wing pers selection / Air  
Reserve / WSO / Wing Quality Office  
62 CONSTRUCTION / ENGINEERINS  
66 HOSPITAL / DENTAL / PHOTO  
68 AUTO CLUB / WOOD SHOP  
70 HEADQUARTERS  
71 RECREATION CENTRE  
76 MECH ELEC GARAGE  
77 RT GARAGE  
78 TELECOMM  
79 AVIONIC  
80 AIR MOVEMENT UNIT  
81 MILITARY POLICE  
82 CENTRAL HEATING  
85 FIRE HALL  
86 UNIT SUPPLY  
87 COMBINED MESS  
102 RT GARAGE  
106 NDT & ARAF  
107 FUEL STORAGE  
111 SUBSTATION 161,000 VOLTS  
114 RC CHAPEL  
114 P CHAPEL  
115 AIR DEFENCE MUSEUM



**ANNEX A**  
**APPENDIX 4 - List of Buildings**

## **BÂTISSSES**

## **BUILDINGS**

CENTRE COMMUNAUTAIRE / CLUBS	116	COMMUNITY CENTER / CLUBS
QRA	121	QRA
ENTREPÔT SABLE	122	SAND STORAGE
GROUPE ÉLECTROGÈNE	123	POWER HOUSE
ENTREPÔT GÉNÉRAL	124	GENERAL STORAGE
ARMEMENT TYPE B	125	TYPE B ARMAMENT
ENTREPÔT	127	STORAGE
SECTION DES LIGNES	133	LINEMEN
TÉLÉPHONISTES	133	TELEPHONE OPERATORS
ARMEMENT TYPE U	134	TYPE U ARMAMENT
ARMEMENT TYPE U	135	TYPE U ARMAMENT
PHARE BG LATERRIÈRE	140	BG BEACON LATERRIERE
POSTE DE CONTRÔLE D'ENTRÉE	141	ENTRANCE CONTROL POST
CANEX / CAISSE D'ÉCONOMIE	147	CANEX / CREDIT UNION
CENTRALE DE POMPAGE	155	PUMPHOUSE
GÉNÉNRATRICE AU BATIMENT DE	156	GCA APU
CONTRÔLE D'APPROCHE DES AVIONS		
ENTREPÔT D'HYDROGÈNE	157	HYDROGEN STORAGE
RADAR D'APPROCHE DE PRÉCISION	158	PRECISION APPROACH RADAR
ARMEMENT AÉROSPATIAL	159	AGE
ENTREPÔT D'OXYGÈNE	160	OXYGEN STORAGE
ENTREPÔT D'HUILE	168	OIL STORAGE
ENTREPÔT MAISON MOBILE	169	TRAILER PARK STORAGE
ENTREPÔT DU CE	174	CE STORAGE
ENTREPÔT D'HUILE (POL)	175	OIL STORAGE (POL)
CCVI	176	IFRCC
CASERNE	177	BARRACK
CASERNE	178	BARRACK
CASERNE	179	BARRACK
CASERNE	180	BARRACK
CASERNE	181	BARRACK
CASERNE	182	BARRACK
RADAR DE SURVEILLANCE	183	ASR TOWER
ENTREPÔT POUR POLICE MILITAIRE	184	MILITARY POLICE STORAGE
ABRI POUR TAMBOUR DÉVIDOIR	187	HOSE REEL HUR
HANGAR POUR GRUE	188	CRANE SHELTER
ENTREPÔT DE POUDRE CHIMIQUE	193	DRY CHEMICAL POWDER
ENTREPÔT	198	STORAGE
ABRI DE STATION DE POMPAGE	199	SHELTER POL LOADING AREA
ABRI DE STATION DE DÉCHARGE	201	UNLOADING SHELTER POL



**ANNEX A**  
**APPENDIX 4 - List of Buildings**

## **BÂTISSSES**

ENTREPÔT HUILE ET ANTIGEL (AU 85)	202
ENTREPÔT POUR TERRAIN DE BALLE	203
ABRI DE STATION DES POMPES	206
SERRE	207
ENTREPÔT DE CHLORE	208
ABRI POUR APU	211
ABRI POUR APU	212
ÉDIFICE D'ASSEMBLAGE	213
D'ARMEMENT	
ENTREPÔT MAISON MOBILE	214
CELLULE D'ESSAI POUR CF-18	215
APEC	216
INSTALLATION D'APPUI	217
D'ARMEMENT	
APPROVISIONNEMENT – CHEMINS ET	218
PAVÉS	
CHAMP DE TIR DE 25 MÈTRES	219
PARE BALLE	220
ENTREPÔT D'OXYGÈNE LIQUIDE	221
GARAGE DE L'AMSE	222
LOGEMENT POR CÉLIBATAIRES	223
ENTREPÔT DE CARBURANT	224
ENTREPÔT CF-18	225
ENTREPÔT MISSILES	226
ENTREPÔT PÉTROLIERS	227
ABRI ILS BOUT PISTE 11	228
ABRI ILS BOUT PISTE 29	229
ABRI DE REFROIDISSEUR	230
GUÉRITE	231
CENTRE D'ÉNERGIE – ÉCLAIRAGE	232
DES PISTES	
ENTREPÔT DE MISSLE	233
CHAMBRE À GAZ	234
SITE RADIO HF	235
ENTREPÔT DES PESTICIDES	236
CASEMATE DU POINT DE CONTROLE	237
DÉPÔT DE MUNITIONS EN ATTENTE	238
OPÉRATIONS	239
BÂTIMENT D'OPÉRATION RADAR	240

## **BUILDINGS**

OIL STORAGE (85)
STORAGE
PUMP SHELTER STATION
GREENHOUSE
CHLORINE STORAGE
APU SHELTER
APU SHELTER
ARMAMENT BUILD-UP
WORKSHOP
TRAILER PARK STORAGE
HUSH HOUSE FOR CF-18
MUMF
ARMAMENT SUPPORT
FACILITY
SUPPLY – ROADS & GROUNDS
25 METRE SHOOTING RANGE
STOP BUTT
LOX BLDG
MSE GARAGE
SINGLE QUARTERS
PUMPS SHELTER - POL
COMPOUND
CF-18 WAREHOUSE
MISSILE STORAGE
POL STORAGE
ILS EQUIP SHELTER (RWY 11)
ILS EQUIP SHELTER (RWY 29)
COOLER SHELTER
GUARD POST
AIRFIELDS LIGHTING POWER
CENTER
MIILE WAREHOUSE
GAS CHAMBER
HF RADIO SITE
PESTICIDE STORAGE
CONTROL POINT CASEMATE CP
STORE AWAITING DISPOSAL
OPERATIONS
12 RDR

**ANNEX A**  
**APPENDIX 4 - List of Buildings**

## **BÂTISSES**

BÂTIMENT ENTR. MISSILE & ASSEMBL. ARMES	242
BÂTIMENT D'OPÉRATION DES PLANEURS	243
GROUPE ÉLECTROGÈNE AUXILIAIRE	244
POSTE DE POMPAGE INCENDIE	245
ENTREPÔT MATÉRIEL EXERCICE	246
BLOC SANITAIRE	250
DORTOIR CADETS	251
DORTOIR	252
DORTOIR	253
DORTOIR	254
DORTOIR	255
DORTOIR	256
DORTOIR	257
BLOC SANITAIRE	258
CADET	259
CADET	260
CADET	261
CADET	262
CADET	263
ADMIN –CADETS	264
ADMIN –CADETS	265
ADMIN –CADETS	266
SERRE	269
ABRI “SPRUNG” (AU H2)	270
ABRI “SPRUNG” (AU H6)	272
ABRI “SPRUNG” (AU 216)	273
BLOC SANITAIRE	274
TOUR DE CONTRÔLE	275
GARAGE CAMIONS CITERNES (POL)	276
STATION POMPAGE (POL)	277
ENTREPÔT POL – CHEMINS ET PAVÉS	303
BÂTIMENT D'OPERATION /CLUB / VOL	304
ÉCOLE DE CONTRÔLE DE CIRCULATION AÉRIENNE	305
ARENA	306
CENTRE MULTI-DISCIPLINAIRE POUR CADETS & ÉCOLE MUSIQUE	307

## **BUILDINGS**

MISSILES & MUNITION
GLIDER OPERATIONS
AUXILIARY POWER PLANT
STORAGE / EXERCISE Material
SANITARY BLDG
DORMITORY BLDG
DORMITORY BLDG
DORMITORY BLDG
DORMITORY BLDG
DORMITORY BLDG
DORMITORY BLDG
DORMITORY BLDG
SANITARY BLDG
CADET
CADET
CADET
CADET
CADET
CADET-ADMIN
CADET-ADMIN
CADET-ADMIN
GREENHOUSE
“SPRUNG” SHELTER – H2
“SPRUNG” SHELTER – H6
“SPRUNG” SHELTER –216
SANITARY BLDG
CONTROL TOWER
POL GARAGE
POL PUMP STATION
POL STORAGE – ROADS AND GROUNDS
FLYING CLUB
CCCA
ARENA
CADET MULTI-DISCIPLINARY CENTRE & MUSIC SCHOOL



**ANNEX A**  
**APPENDIX 4 - List of Buildings**

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## **BÂTISSES**

## **BUILDINGS**

POSTE DE CONTRÔLE D'ENTRÉE	308	ENTRANCE CONTROL POST
REMISE À BICYCLETTES (NORD)	309	BICYCLE STORAGE
REMISE À BICYCLETTES (SUD)	310	BICYCLE STORAGE
ABRI "SPRUNG" H3	312	"SPRUNG" SHELTER – H3
ENTREPÔT DE BATTERIES	313	BATTERY STORAGE
GROUPE ÉLECTROGÈNE AUXILIAIRE	314	AUXILIARY POWER PLANT
ENTREPÔT PRODUITS DANGEREUX	316	HAZARDOUS MATERIAL
GROUPE ELECTROGÈNE (BAT 81)	319	POWER PLANT (BLDG 81)
SAECR	365	ADCTS