



**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

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

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

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

DRY CLEANING SERVICES

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

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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.

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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:

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-
- (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.

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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.

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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.

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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.

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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.

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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).

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.

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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.

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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

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.

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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

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

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

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)*
1	Project Value :	<ul style="list-style-type: none"> • Value: 20,000\$ or more, inside a period of one year • Mandate: Dry Cleaning Services
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

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

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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		Project(s)*
		<ul style="list-style-type: none">• Value: 20,000\$ or more, inside a period of one year• Mandate: Dry Cleaning Services
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, the first sheet of this RFP properly completed and signed. Refer to 2003 Standard Instructions mentioned in clause 2.1 Standard Instructions, Clauses and Conditions .
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 2.2 Submission of Bids .
Pages 6 and 7	Bidders should submit with their bid, clause 2.3 Former Public Servant properly completed.
Page 11	Bidders must pay attention on how bids will be evaluated and the winning bid selected. Refer to Part 4 - Evaluation Procedures and Basis of Selection .
Page 12	<u>Applicable only if an offence has been committed</u> Bidders must provide with their bid the required documentation as indicated Clause 5.1.1 Integrity Provisions - Declaration of Convicted Offences .
Page 12	Bidders must provide with their bid or promptly thereafter a list of names as indicated in clause 5.2.1 Integrity Provisions - Required Documentation . ➤ Please refer to section " 17. Information to be provided when bidding, contracting or entering into a real property agreement " of the following Web site: http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html
Page 17	Bidders should submit with their bid, clause 6.5.3 Contractor's Representatives properly completed.
Pages 23 and 24	Bidders must include with their bid, Annex B – Mandatory Criteria duly completed.
Pages 5, 6 and 7 of Annex A	Bidders must include with their bid, Annex A - Statement of Work and Basis of Payment duly completed.

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DRY CLEANING

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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.

ANNEX A

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.

ANNEX A

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, it is highly likely that 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,B86H 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	B86H	1	1-2-3	1	20	\$
17	Pantalons été réglementaire des FC / Trousers, Service CF	B86H, RSJ	1	2-3	2	100	\$
18	Pantalons hiver, femme, tenue réglementaire, trois forces / Slacks, Womans's Service Dress Heavyweight, all elements	B86H	1	2	2	25	\$
19	Pantalon maternité / Maternity Trousers	B86H	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 _H	1	1-2	2	15	\$
22	Sac de couchage brun, modèle commercial, une pièce / Bag, Sleeping, Trade Pattern, One piece	B86 _C , B86 _H	3	1-3-8	1	600	\$
23	Sac en toile pour sac de couchage / Linen bag for sleeping bag	B86 _H B86 _C	3	5	1	650	\$
24	Salopettes pour hommes, engins blindés VBC, temps froid / Overalls, Man's AFV, Cold Weather	B86 _H	1	1-2-3	1	20	\$
25	TAN - Short (culotte courte)	B86 _H	1	1-8	1	10	\$
26	TAN - Chemise / Jacket	B86 _H	1	1-8	1	10	\$
27	TAN - Pantalon / Trousers	B86 _H	1	1-8	1	10	\$
28	Tunique maternité / Maternity Tunic	B86 _H	1	2	2	10	\$
29	Veste maternité / Maternity Jacket	B86 _H	1	2	2	10	\$
30	Vestes pour grand froid, engins blindés (VBC) / Jackets, Cold Weather, AFV	B86 _H	1	1-2-3	1	10	\$
31	Vestes d'uniformes des FC / Coast-jackets, Service Dress, FC	B86 _H , RSJ	1	2-3	2	100	\$

ANNEX A

APPENDIX 1 - Breakdown of Washing to Be Done for Cadets

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



ANNEX A
APPENDIX 4 - List of Buildings

BÂTISSSES

ÉQUIP LOURD	H2
SAUVETAGE	H3
433 ESCADRON	H7
425 ESCADRON	H6
CASERNE "H"	HB3
CENTRE SOCIAL (BARN)	16
ENTREPÔT GASOLINE	25
ATELIER DE SALLE DES POMPES	31
SITE DES TRANSMISSIONS (TACAN)	52
SYSTÈME DE NAVIGATION AÉRIENNE	53
TACTIQUE	
MESS DES OFFICIERS	55
QUARTIER DES OFFICIERS	56
QUARTIER DES OFFICIERS FÉMININS	59
ADMIN / Contrôleur / Pers civil / Sélection	60
personnel / Réserve aérienne / BSE / Qualité	
de vie /	
GÉNIE CONSTRUCTION	62
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SOUS STATION 161,000 VOLTS	111
CHAPELLE CATHOLIQUE	114
CHAPELLE PROTESTANT	114
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BUILDINGS

HEAVY EQUIP
RESCUE
433 SQN
425 SQN
"H" BLOCK
SOCIAL CENTRE (BARN)
GASOLINE STORAGE
PUMPHOUSE WORKSHOP
TRANSMISSIONS SITE
TACTICAL AIR NAVIGATION
AID
OFFICERS' MESS
OFFICERS' QUARTERS
OFFICERS' QUARTERS FEMALE
ADMIN / Comptroller / Civilian
personnal / Wing pers selection / Air
Reserve / WSO /Wing Quality Office
CONSTRUCTION / ENGINEERINS
HOSPITAL / DENTAL / PHOTO
AUTO CLUB / WOOD SHOP
HEADQUARTERS
RECREATION CENTRE
MECH ELEC GARAGE
RT GARAGE
TELECOMM
AVIONIC
AIR MOVEMENT UNIT
MILITARY POLICE
CENTRAL HEATING
FIRE HALL
UNIT SUPPLY
COMBINED MESS
RT GARAGE
NDT & ARAF
FUEL STORAGE
SUBSTATION 161,000 VOLTS
RC CHAPEL
P CHAPEL
AIR DEFENCE MUSEUM

ANNEX A
APPENDIX 4 - List of Buildings

BÂTISSSES

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TÉLÉPHONISTES	133
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ARMEMENT TYPE U	135
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ARMEMENT AÉROSPATIAL	159
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BUILDINGS

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QRA	
SAND STORAGE	
POWER HOUSE	
GENERAL STORAGE	
TYPE B ARMAMENT	
STORAGE	
LINEMEN	
TELEPHONE OPERATORS	
TYPE U ARMAMENT	
TYPE U ARMAMENT	
BG BEACON LATERRIERE	
ENTRANCE CONTROL POST	
CANEX / CREDIT UNION	
PUMPHOUSE	
GCA APU	
HYDROGEN STORAGE	
PRECISION APPROACH RADAR	
AGE	
OXYGEN STORAGE	
OIL STORAGE	
TRAILER PARK STORAGE	
CE STORAGE	
OIL STORAGE (POL)	
IFRCC	
BARRACK	
ASR TOWER	
MILITARY POLICE STORAGE	
HOSE REEL HUR	
CRANE SHELTER	
DRY CHEMICAL POWDER	
STORAGE	
SHELTER POL LOADING AREA	
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ANNEX A
APPENDIX 4 - List of Buildings

BÂTISSSES

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