



**REQUEST FOR PROPOSAL – COVER SHEET**

**TITLE:** Garment Rental, laundry and Delivery Services for fifty eight (58) Sites for CFIA locations in Ontario.

**DATE OF RFP:** July 6, 2017

**Contracting Officer:**  
Barbara Gorman

**Telephone:** (613)773-7671  
**Facsimile:** (613) 773-7616

**EMAIL ADDRESS FOR BID DELIVERY ONLY:**  
**BidReceipt-ReceptiondeSoumission@inspection.gc.ca**

**\*\*Please clearly indicate the Request for Proposal (RFP) reference number in the Subject line of your email**

**Email Address for any questions: Barbara.gorman@inspection.gc.ca**

**Solicitation closes at: 1:00pm hours local time (Ottawa, Ontario)**  
**On: August 16, 2017**

The Canadian Food Inspection Agency (CFIA) is requesting proposals for services as detailed in Section 3. This is a Request For Proposal (RFP) as distinguished from an Invitation to Tender (ITT). The proposal must set out the means by which the technical, performance, time and other goals and objectives will be met, having regard to any stated requirements. The CFIA will consider entering into a contract with the supplier submitting the most acceptable proposal as determined by the evaluation factors set out in this RFP.

Neither the qualifying proposal which scores the highest points nor the one which contains the lowest cost will necessarily be accepted. The CFIA reserves the right to accept any proposal, as submitted without prior negotiations.

**This Request For Proposal consists of the following:**

- i. This cover page;
- ii. Section: 1 RFP Terms and Conditions;
- iii. Section: 2 Selection Methodology;
- iv. Section: 3 Statement of Work
- v. Section: 4 Financial Proposal;
- vi. Section: 5 Contract Terms and Conditions.
- vii. Annex: Federal Contractors Program for Employment Equity Certification

**Contracting Authority:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Name and address of the Bidder**

**Telephone number:**

**Fax number:**

**Bidder's Signature:** The Bidder's signature indicates acceptance of the terms and conditions governing this Request for Proposal and certifies the content of the attached bidder's proposal. It also constitutes acknowledgement of receipt and acceptance of all documents listed above. The Bidder also recognizes having read and understood every and all terms and conditions in this RFP contained in the documents or incorporated by reference.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## TABLE OF CONTENTS

### **COVER PAGE**

### **SECTION 1: RFP TERMS AND CONDITIONS**

- 1.0 PURPOSE OF THIS REQUEST FOR PROPOSAL**
- 2.0 REVISION OF THE DEPARTMENTAL NAME**
- 3.0 PROPOSAL DELIVERY INSTRUCTIONS**
- 4.0 BID FORMAT**
- 5.0 LOWEST BID**
- 6.0 VALIDITY OF BID**
- 7.0 LANGUAGE**
- 8.0 APPLICABLE LAW**
- 9.0 BIDS RECEIVED ON OR BEFORE THE CLOSING DATE AND TIME**
- 10.0 PROPOSALS PREPARATION INSTRUCTIONS**
  - 10.1 PREPARATION OF TECHNICAL PROPOSAL
  - 10.2 PREPARATION OF FINANCIAL PROPOSAL
- 11.0 ENQUIRIES – SOLICITATION STAGE**
- 12.0 CONTRACTING AUTHORITY**
- 13.0 PROPOSAL AND PRE-AWARD COST**
- 14.0 PROCUREMENT BUSINESS NUMBER**
- 15.0 PRICE SUPPORT**
- 16.0 RIGHTS OF THE CFIA**
  - 16.1 THE CFIA RESERVES THE RIGHT (AT THEIR DISCRETION) TO:
  - 16.2 THE CFIA MAY REJECT A PROPOSAL WHERE ANY OF THE FOLLOWING CIRCUMSTANCES IS PRESENT
- 17.0 FINANCIAL STATEMENTS**
- 18.0 AMENDMENT**
- 19.0 AVAILABILITY OF PERSONNEL**
  - 19.1 WORK FORCE REDUCTION PROGRAMS
- 20.0 STATUS OF PERSONNEL**
- 21.0 CERTIFICATION OF EDUCATION AND EXPERIENCE**
- 22.0 INDEPENDENT SERVICES**
- 23.0 SUBSTANTIATION OF ALLEGATIONS**
- 24.0 SECURITY REQUIREMENTS**
- 25.0 BIDDERS' CONFERENCE**
- 26.0 EMPLOYMENT EQUITY**
- 27.0 SET-ASIDE FOR ABORIGINAL BUSINESS**
- 28.0 CONFLICT OF INTEREST**

### **SECTION 2: SELECTION METHODOLOGY – TECHNICAL EVALUATION**

- 1.0 TECHNICAL PROPOSAL**
  - 1.1 MANDATORY EVALUATION CRITERIA
  - 1.2 POINT RATED EVALUATION CRITERIA
  - 1.3 CERTIFICATIONS
  - 1.4 BIDDER CLARIFICATIONS
- 2.0 EVALUATION CRITERIA**
- 3.0 MANDATORY EVALUATION CRITERIA**
- 4.0 POINT RATED EVALUATION CRITERIA**
- 5.0 BASIS OF SELECTION**
- 6.0 REFERENCE PAGE**

### **SECTION 3: STATEMENT OF WORK**

### **SECTION 4: FINANCIAL PROPOSAL**

- 1.0 TERMS OF PAYMENT**
- 2.0 BASIS OF PAYMENT**



- 3.0 METHOD OF PAYMENT
- 4.0 DIRECT DEPOSIT

**SECTION 5: CFIA CONTRACT TERMS AND CONDITIONS \*EXAMPLE ONLY\***

- 1.0 DEFINITIONS
- 2.0 AGREEMENTS
- 3.0 CFIA REPRESENTATIVES
- 4.0 CONTRACTOR REPRESENTATIVES
- 5.0 LEGAL JURISDICTION
- 6.0 TERMS OF THE SERVICE CONTRACT AND DURATION OF THE WORK
- 7.0 CONTRACT AMOUNT AND TERMS OF PAYMENT
  - 7.1 BASIS OF PAYMENT
  - 7.2 METHOD OF PAYMENT
  - 7.3 DIRECT DEPOSIT
  - 7.4 INVOICING INSTRUCTIONS
  - 7.5 INCOME TAX ACT
  - 7.6 ACCEPTANCE OF THE WORK
  - 7.7 PAYMENT DUE DATE
  - 7.8 FINANCIAL ADMINISTRATION ACT
  - 7.9 GST/HST
  - 7.10 CFIA's LIABILITY
  - 7.11 PRICE CERTIFICATION
- 8.0 DISPUTE RESOLUTION
- 9.0 HEALTH AND SAFETY
- 10.0 SECURITY
- 11.0 SUPPLEMENTAL CONDITIONS (IF APPLICABLE)



## Section 1

### **RFP TERMS AND CONDITIONS**

- 1.0 PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)**  
The purpose of this RFP is to seek proposals for services related to:  
**Garment Rental, Laundry and Delivery Services for fifty eight (58) CFIA Locations/Establishments in the Province of Ontario.**
- 2.0 REVISION OF THE DEPARTMENTAL NAME AND STANDARD INSTRUCTIONS**
- 2.1 In this RFP all references to her Majesty, to the minister of Public Works and Government Services Canada (PWGSC), to The Crown, to Canada or to PWGSC shall be interpreted as a reference to the Canadian Food Inspection Agency (CFIA).
- 2.2 **Standard Instructions 2003 of the PWGSC Standard Acquisition Clause and Conditions Manual (SACC)**, Goods or Services clauses and conditions identified below by reference in the RFP and resulting contract by number, date, time and title are incorporated by reference into and form part of this RFP and resulting contract as though expressly set out in the RFP and resulting contract. **Clauses and Conditions: - 01 Integrity Provisions; - 10 Legal Capacity; - 12 Rejection of bid; - 16 Conduct of evaluation; - 19 Entire requirement; and, - 21 Code of Conduct for Procurement.**
- 3.0 PROPOSALS DELIVERY INSTRUCTIONS**
- Proposals must be submitted to the Bid Receiving email address  
[BidReceipt-ReceptiondeSoumission@inspection.gc.ca](mailto:BidReceipt-ReceptiondeSoumission@inspection.gc.ca) by the time and date indicated on the cover.
- The Bidder has the sole responsibility for the timely receipt of a proposal by CFIA. Late bids will not be accepted. Please clearly indicate the RFP reference number in the Subject line of your email.
- 4.0 BID FORMAT**  
Proposals submitted in response to this RFP must be accompanied with a signed original of the bid solicitation cover page, duly completed, in accordance with paragraph 10, Proposal Preparation Instructions.
- 5.0 LOWEST BID**  
The lowest or any bid will not necessarily be accepted. In the case of error in the extension of prices, the unit price will govern.
- 6.0 VALIDITY OF BID**  
Bids will remain open for acceptance for a period of not less than 60 days from the closing date of the bid solicitation, unless otherwise indicated by CFIA in such bid solicitation.
- 7.0 LANGUAGE**  
Bid documents and supporting information may be submitted in either English or French.
- 8.0 APPLICABLE LAW**  
Any resulting contract shall be interpreted and governed, and the relations between the Parties determined, by the laws in force in the Province where the Contract will be performed.
- 9.0 BIDS RECEIVED ON OR BEFORE THE CLOSING DATE AND TIME**  
Bids received on or before the stipulated bid solicitation closing date and time will become the property of CFIA and will not be returned. All bids will be treated as CONFIDENTIAL.
- 10.0 PROPOSAL PREPARATION INSTRUCTIONS**



It is essential that the elements contained in a proposal be stated in a clear and concise manner. It is the responsibility of the Bidder to obtain clarification of the requirements if necessary, prior to submitting a proposal. Failure to provide complete information as requested will be to the Bidder's disadvantage. Bidders are requested to send their proposal in three (3) separate sections as follows:

<b>Technical Proposal</b>	<b>(1 soft copy) "<u>with no reference to price</u>"</b>
<b>Financial Proposal</b>	<b>(1 soft copy)</b>
<b>Certifications</b>	<b>(1 soft copy)</b>

**10.1 PREPARATION OF TECHNICAL PROPOSAL**

Proposals must be in accordance with the instructions detailed in this document. All Technical Proposals will be evaluated individually based on the selection methodology in section 3.

**10.2 PREPARATION OF FINANCIAL PROPOSAL**

Costs shall not appear in any other area of the proposal except in the Financial Proposal section.

This section of the proposal shall include a cost summary of the services required as detailed in section 4. The total estimated amount of GST or PST is to be shown separately if applicable.

**11.0 ENQUIRIES – SOLICITATION STAGE**

To ensure the integrity of the competitive bid process, enquiries and other communications regarding this procurement, from the issue date of the solicitation up to the closing date, are to be directed ONLY to the Contracting Authority named herein. Enquiries and other communications are not to be directed to any other government official(s). Failure to comply with this clause will result in disqualification of your proposal.

**All enquiries must be in writing, directed to the Contracting Authority named herein.**

Enquiries must be received prior to 15:00 hours, Ottawa time, **5 days** prior to the bid closing date to allow sufficient time to provide a response. Enquiries received after this date will not be answered.

**12.0 CONTRACTING AUTHORITY**

The CFIA contracting authority is:

Canadian Food Inspection Agency  
Procurement and Contracting Service Centre  
59 Camelot Drive  
Ottawa, Ontario K1A 0Y9

**Attention: Barbra Gorman**  
**Telephone: 613-773-7671**  
**E-Mail: Barbara.gorman@inspection.gc.ca**

**13.0 PROPOSAL AND PRE-AWARD COST**

No payment shall be made for costs incurred in the preparation and submission of a proposal in response to this RFP.

No cost incurred before receipt of a signed contract or specified written authorization from the Contracting Authority can be charged to any resulting contract.

**14.0 PROCUREMENT BUSINESS NUMBER**

For procurement purposes, the Government of Canada uses a unique Procurement Business Number (PBN) to identify a company and its branches, divisions, or offices, where appropriate. The PBN is created using the entity's Canada revenue Agency Business Number.



All Canadian suppliers are required to have a PBN prior to contract award in order to receive a CFIA contract. In exceptional circumstances, CFIA may decide to award, at its own discretion, a contract to a supplier without a PBN. Non-Canadian companies are strongly encouraged to obtain a PBN.

Suppliers may register for a PBN in the Supplier Registration Information (SRI) service online at the Buy and Sell internet site at: <https://buyandsell.gc.ca>. In order for suppliers to be sourced by government buyers, they must complete the registration process and activate their account in the SRI service.

For non-Internet registration, contact the Contracts Canada Info Line at 1-800-811-1148 or (819) 956-3440 in the National Capital Area, to obtain the telephone number of the nearest Supplier Registration Agent.

#### **15.0 PRICE SUPPORT**

The CFIA reserves the right to obtain price support in conjunction with the offer. Acceptable price support is one or more of the following, as determined by CFIA at the time of the request:

- a) Current published price list;
- b) paid invoices for like items (like quality and quantity) sold to other customers;
- c) price breakdown showing, if applicable, the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, profit, etc.
- d) any other supporting documentation as requested by Canada.

#### **16.0 RIGHTS OF THE CFIA-ACIA**

##### **16.1 THE CFIA RESERVES THE RIGHT (AT THEIR DISCRETION) TO:**

- a) Without any cost to CFIA, submit questions or conduct interviews to seek clarification or verify any or all information provided by the Bidder with respect to the RFP. The CFIA will provide 48 hours to allow Bidders to respond.
- b) Reject any or all proposals received in response to this RFP;
- c) Enter into negotiations with one or more Bidders or any or all aspects of its proposal;
- d) Accept any proposal in whole or in part without prior negotiation;
- e) Cancel and/or re-issue this RFP at any time;
- f) Award one or more contracts, if applicable;
- g) Retain all proposals submitted in response to this RFP;
- h) Not accept any deviations from the stated terms and conditions;
- i) Incorporate all or any portion of the Statement of Work, request for Proposal and the successful proposal in any resulting contract;
- j) Not award a contract further to this RFP;
- k) If no responsive bids are received and the requirement is not substantially modified, reissue the bid solicitation by inviting only the bidders who bid to resubmit bids within a period designated by Canada; and,
- l) Negotiate with the sole responsive Bidder to ensure best value to Canada.

##### **16.2 THE CFIA MAY REJECT A PROPOSAL WHERE ANY OF THE FOLLOWING RECOURSE IS PRESENT:**

- a) The Bidder, or any employee or subcontractor included as part of the proposal has been convicted under section 121 ("Frauds on the government & "Contractor subscribing to election fund"), 124 ("Selling or purchasing office") or 418 ("Selling defective stores to her Majesty") of the Criminal Code;
- b) With respect to current or prior transactions with the Government of Canada:
  - i. The Bidder is bankrupt or where, for whatever reason, its activities are rendered inoperable for any extended period.



- ii. Evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner or discrimination, has been received with respect to the Bidder, any of its employees or any subcontractor included as part of its proposal;
  - iii. The CFIA has exercised its contractual remedies of suspension or termination for default with respect to a Contract with the Bidder, any of its employees or subcontractor included as part of its proposal or
  - iv. The CFIA determines that the Bidder's performance on other contracts, including the efficiency and workmanship as well as the extent to which the Bidder executed the work in accordance with contractual terms and conditions is sufficiently poor to jeopardize the successful completion of the requirement being bid on.
- c) Where the CFIA intends to reject a proposal pursuant to a provision of 16.2 the Contracting Authority will soon inform the Bidder and provide the Bidder three (3) days within which to make representations, prior to making a final decision on the proposal rejection.

#### **17.0 FINANCIAL STATEMENTS**

In order to confirm a Bidder's financial capability to perform the subject requirement, the CFIA reserves the right to have access, during the bid evaluation phase, to current Bidder financial information. If requested, the financial information to be provided shall include, but not be limited to, the Bidder's most recent audited financial statements or financial statements certified by the Bidder's chief financial officer.

Should the Bidder provide the requested information to the CFIA in confidence while indicating that the disclosed information is confidential, then the CFIA will treat the information in a confidential manner as provided in the Access to Information Act.

In the event that a bid is found to be non-compliant on the basis that the Bidder is considered not to be financially capable of performing the subject requirement, official notification shall be provided to the Bidder.

#### **18.0 AMENDMENT**

No amendments to this RFP shall be deemed valid unless effected by a written amendment issued by the CFIA.

#### **19.0 AVAILABILITY OF PERSONNEL**

The Bidder certifies that, should it be authorized to provide services under any contract resulting from this solicitation, the persons proposed in its bid will be available to commence performance of the work within a reasonable time from contract award, or within the time specified herein, and will remain available to perform the work to the fulfillment of this requirement.

#### **20.0 STATUS OF PERSONNEL**

If the Bidder has proposed any person in fulfillment of this requirement who is not an employee of the Bidder, the Bidder hereby certifies that written permission has been obtained from such person (or the employer of such person) to propose the services of said person in relation to the work to be performed in fulfillment of this requirement and to submit said person's resume to the Contracting Authority.

During the bid evaluation, the Bidder MUST upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder agrees that failure to comply with such a request may lead to disqualification of the Bidder's proposal for further consideration.





## 20.1 WORK FORCE REDUCTION PROGRAMS

As a result of the implementation of various programs to reduce the public service, Bidders must provide information regarding their status as former public servants in receipt of either a lump sum payment or a pension, or both, pursuant to the terms of early Departure Incentive (EDI) Program, the Early Retirement Incentive (ERI) Program, the Forces Reduction Program, the Executive Employment Program and any other current and future similar programs implemented by the Treasury Board.

Therefore Bidders must make available the following details:

- a) Date and amount of lump sum payment incentives;
- b) Terms and conditions of the lump sum payment incentive (including termination date);
- c) Rate of pay on which the lump sum payment was based;
- d) Whether or not the \$5,000 exemption has been reached.

This reduction is subject to an exemption of a maximum of \$5,000 (including Goods and Services Tax and of Harmonized Sales Tax, as appropriate) applicable to one or more contracts during the period covered by the lump sum payment.

In the event that a contract is awarded to a former public servant during the period covered by the lump sum payment, the contract fee must be abated (reduced by an amount corresponding to the number of weeks remaining in the Contractor's lump sum payment period after beginning the contract.

**The Bidder must complete Annex A Work Force Adjustment Directive.**

For the purpose of this solicitation, former public servants are defined as:

- a) An individual
- b) An individual who is incorporated
- c) A partnership made up of former public servants, or
- d) A sole proprietorship or entity where the affected individual has a major interest in the entity.

## 20.2 FORMER FEDERAL PUBLIC SERVANTS

The Bidder must identify all individuals, officers and employees assigned to the bid/proposal that are former federal public servants in receipt of a pension of any department or agency of the Public Service of Canada.

**The Bidder must complete Annex B Former Public Servant in Receipt of a Pension.**

## 21.0 CERTIFICATION OF EDUCATION AND EXPERIENCE

The Bidder hereby certifies that all statements made with respect to education and experience are true and that any person proposed by the Bidder to perform the Work or part of the Work is either an employee of the Bidder or under a written agreement to provide services to the Bidder.

The Bidder hereby certifies that all of the information provided in the resumes and supporting material submitted with the proposal, particularly as this information pertains to education achievements, experience and work history, has been verified by the Bidder to be accurate.

Furthermore, the Bidder warrants that the individuals proposed by the Bidder for the requirement are capable of satisfactorily performing the Work described therein.

Should a verification by CFIA disclose untrue statements, the CFIA shall have the right to treat any contract resulting from RFP as being in default and terminate it accordingly.

## 22.0 INDEPENDENT SERVICES

It is understood and agreed that the personnel which will be provided to perform the services set forth in the proposal are and will remain the Bidder's employees or resources providing

"CFIA Request for Proposal"





independent services to the Agency and nothing in this RFP shall be read or construed as constituting such personnel as employees or servants of the Agency.

**23.0 SUBSTANTIATION OF ALLEGATIONS**

The CFIA reserves the right to ask the Bidder to substantiate any claims made in the proposal.

The CFIA reserves the right to verify any allegations or substantiations and to declare the bid non-responsive for any of the following reasons:

- a) Unverifiable or untrue statements;
- b) Unavailability of any person(s) proposed on whose statement of education and experience the CFIA relied upon in determining the successful bidder.

**24.0 SECURITY REQUIREMENTS: N/A**

**25.0 FEDERAL CONTRACTORS PROGRAM for EMPLOYMENT EQUITY**

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

([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/index.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml))

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.

**26.0 CONFLICT OF INTEREST**

CFIA has employed the assistance of private sector Bidders in the preparation of this solicitation. Responses to this solicitation from any such bidders or with respect to which such bidders is in any manner directly or indirectly involved will be deemed to be in conflict of interest (real or perceived) and will not be considered. By submitting a bid, the Bidder represents that there is no conflict of interest as stated above.



**Section 2**  
**SELECTION METHODOLOGY**  
**TECHNICAL EVALUATION**

**1.0 TECHNICAL PROPOSAL**

The technical proposal shall address all mandatory and point rated evaluation criteria specified herein.

**1.1 MANDATORY EVALUATION CRITERIA:**

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders are advised to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory evaluation criteria will be excluded from further consideration. Only proposals found to meet the mandatory evaluation criteria will be evaluated in accordance with the evaluation criteria subject to point rating.

**1.2 POINT RATED EVALUATION CRITERIA:**

The proposal will be evaluated and scored in accordance with specific evaluation criteria as detailed herein. It is imperative that these criteria be addressed in sufficient depth in the proposal to fully describe the bidder's response.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the requirements will not be considered "demonstrated" for the purpose of this evaluation. The bidder should provide complete details as to where, when (months and years) and how (through which activities/responsibilities) the stated qualifications/experience were obtained.

**1.3 CERTIFICATIONS:**

Bidders must submit the certifications specified in Section 1 of this RFP with their proposal or within two calendar days of a request by the CFIA. Demonstration of compliance with all items in Section 1 is mandatory prior to the issuance of any resulting contract. If the bidder does not provide any required information within the time limit requested, their proposal will be considered non-responsive and will receive no further consideration.

Compliance with the certifications the Bidder provides to Canada is subject to verification by CFIA during the proposal evaluation period (prior to contract awarded) and after contract award. The Contracting Authority shall have the right to ask for additional information to verify the Bidder's compliance to the applicable certification made knowingly, or any failure to comply with certifications or comply with request of the Contracting Authority for additional information will render the proposal non-responsive.

**1.4 BIDDER CLARIFICATIONS:**

The Bidder warrants that clarifications shall be made available upon request within two calendar days of a request by the CFIA. If the bidder does not provide any required information within the time limit requested, its proposal will be considered non-responsive and will receive no further consideration.

**2.0 EVALUATION CRITERIA**

Bidders should use the main headings below under the Mandatory Evaluation Criteria and Point Rated Evaluation Criteria. Bidders are encouraged to make cross-references between sections, so as to limit the number of pages in the offer.



3.0 MANDATORY EVALUATION CRITERIA

The Mandatory Technical Evaluation Criteria of this RFP are as follows:

Mandatory Criteria (MT)	Mandatory Technical Criteria (MT)	Required Supporting Information	Compliant Yes/No
MT1	<p><b>Experience</b> The Bidder must demonstrate having a minimum of four (4) years experience in the laundry and garment rental industry.</p>	<p>The sum of all examples must equal or exceed 4 years of service experience.</p> <p>Provide references that must include the following required information:</p> <ul style="list-style-type: none"> <li>- Client Name</li> <li>- Client Contact Name</li> <li>- Client Title</li> <li>- Location Serviced</li> <li>- Duration (mm-yyyy to mm-yyyy)</li> <li>- Phone Number and/or Email</li> <li>- Provide a brief description of services provided</li> </ul>	
MT2	<p><b>Essential Services</b> The Bidder must demonstrate how they will provide various services:</p> <ol style="list-style-type: none"> <li>1. Pickup and Delivery - weekly or as otherwise arranged by each site location,</li> <li>2. Drop off of garments,</li> <li>3. Pickup of garments,</li> <li>4. Hygienically clean handling and transport of garments.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide sample copy of scheduler that demonstrates ability to service at agreed upon frequencies (usually weekly)</li> <li>2. a) Provide sample of a delivery slip, b) Provide details of how organization of garments will be performed once dropped off,</li> <li>3. Provide details of how soiled garments will be collected, including cross contamination prevention techniques,</li> <li>4. Provide details of vehicle sanitation/cleaning policy and proof of staff training ie. certificate of hygienically safe handling training or a component of this in employee orientation package.</li> </ol>	
MT3	<p><b>References</b> The Bidder must provide two (2) references from client organizations that are comparable in size and scope* to CFIA Ontario's laundry requirements as described in the Statement of Work.</p> <p>*Comparable in size and scope =</p> <ul style="list-style-type: none"> <li>- 4 or more garments</li> <li>- 20 plus sites with weekly pickup and delivery services</li> <li>- a minimum of 200 staff to service</li> </ul>	<p>Reference must include the requested information: (MT1 duplicates accepted)</p> <ul style="list-style-type: none"> <li>- Client Name</li> <li>- Client Contact Name</li> <li>- Client Title</li> <li>- Location Serviced</li> <li>- Duration (mm-yyyy to mm-yyyy)</li> <li>- Phone Number and/or Email</li> </ul>	



<b>MT4</b>	<b>Documentation and Invoicing</b> 1. The Bidder must have the capacity for the use of an automated inventory control and invoicing system, able to generate monthly, detailed and consolidated reports and weekly invoices (frequency to match the scheduled pickup and drop offs), capable of responding to CFIA requirements. 2. Ability to manage and track lost/damage garments.	1. Provide sample copy of an invoice and monthly consolidated report. 2. Provide a sample of a lost/damaged pickup slip and process for handling/resolving.	
<b>MT5</b>	<b>Garment Samples</b> The Bidder must provide samples of each garment as indicated in Section 2.14 of the Statement of Work.  Provide both male and female size samples where available.  Garment must be 1. suitable for the food industry, 2. be made from fabric blends that are breathable and durable, 3. resistant to soiling, 4. have a relaxed fit and be reinforced at the seams and stress points.	Provide one sample of each garment to be delivered to:  <b>CFIA</b> <b>Cargill Meat Packers</b> <b>Establishment #51</b> 165 Dunlop Drive Guelph, Ontario N1L 1P4 <b>Contacts:</b> Dr. Joginder Panesar Veterinary Supervisor Telephone: 519-823-5200 ext. 240 <a href="mailto:Joginder.panesar@inspection.gc.ca">Joginder.panesar@inspection.gc.ca</a>	
<b>MT6</b>	<b>Laundering Process</b> Bidder must complete both the White garment Laundering Requirements template in Annex I and the Coloured garment Laundering Requirements template in Annex II.	Provide copy of completed Annex I and Annex II.	



#### 4.0 POINT RATED TECHNICAL EVALUATION CRITERIA

Proposals will be evaluated and scored in accordance with specific criteria detailed in this section. A Bidder must obtain an overall minimum pass mark of 21 out of a maximum of 31 points in order to be considered responsive.

The point rated technical evaluation criteria of the RFP are as follows:

Rated Criteria (RT)	Rated Technical Criteria (RT)	Maximum Points	Scoring Guideline	Cross Reference To Proposal
<b>Evaluation of the Firm (Maximum 31 points)</b>				
RT1	Points are awarded for a TRSA Hygienically Clean Food Safety certified facility.	2	Provide a copy of current TRSA certification. <b>2 points – TRSA Certified</b> <b>0 points – No Certification</b>	
RT2	<p>Bidder should demonstrate its experience in providing services to clients with similar Operational requirements: from client organizations that are comparable in size and scope* to the CFIA Ontario's laundry requirements as described in the Statement of Work.</p> <p>Reference contacts must be available to the CFIA evaluation committee, in order to respond to the questions outlined in RT2 and RT3.</p> <p>*Comparable in size and scope =            - 4 or more garments            - 20 plus sites with weekly pickup and delivery services            - several hundred staff to service</p> <p>Reference must include the requested information:            (MT1 duplicates accepted)            - Client Name            - Client Contact Name            - Client Title            - Location Serviced            - Duration (mm-yyyy to mm-yyyy)            - Phone Number and/or Email</p>	15	<b>15 points -10 + years experience</b> <b>13 points -7-9 years experience</b> <b>11 points -5-6 years experience</b> <b>9 points - 4 years experience</b> <b>7 points - less than 4 years experience</b>	



<p><b>RT3</b></p>	<p>This evaluation will be based on two (2) reference checks with current or previous clients of the proposing firm. As outlined in RT2 - References will be of similar operational requirements. The same required details for contacting references are to be provided. References may be the same as those provided in RT2 or different.</p> <ol style="list-style-type: none"> <li>1. Did the vendor comply with the process for repair and/or replacement of defective garments as defined by your contract?</li> <li>2. Did the vendor comply with the process for accuracy in invoicing and reporting as defined by your contract?</li> <li>3. Did the vendor comply with the process for inventory control to ensure correct sizes and quantities were delivered consistently as defined by your contract?</li> <li>4. Did the vendor comply with the process for responding to inventory adjustments or other client service needs as defined by your contract?</li> <li>5. Did the vendor comply with the process for general quality of garment cleanliness as defined by your contract?</li> </ol>	<p><b>10</b></p>	<p><i>Each of the 2 references will be evaluated separately and will be scored with the following:</i></p> <p><i>The total cumulative points from the two references will be allocated to RT3</i></p> <p><b>5 points</b> - References validated that the Bidder complied with all 5 contract obligations identified.  <b>4 points</b> - References validated that the Bidder complied with 4 out of the 5 contract obligations identified  <b>3 points</b> - References validated that the Bidder complied with 3 out of the 5 contract obligations identified  <b>0 points</b> - References validated that the Bidder complied with less than 3 contract obligations identified</p>	
<p><b>RT4</b></p>	<p>Based on the references provided in RT3 did your vendor's overall contract performance meet or exceed your expectations?</p>	<p><b>4</b></p>	<p><i>Each of the 2 references will be evaluated separately</i></p> <p><b>2 points - Exceeded</b>  • Performance regularly goes beyond that required of the contract and <u>frequently exceeds</u> the scope.</p> <p><b>1 point - Met</b>  • Performance, quantity and quality of work <u>fully meets</u> and achieves expectations of the requirements of the contract.</p> <p><b>0 point - Not Met</b>  • The vendor demonstrated <u>inadequate</u> performance resulting in not meeting the contract objectives.</p>	
<p><b>Total Possible Score</b></p>		<p><b>31</b></p>	<p><b>(Overall minimum pass mark 21)</b></p>	





## 5.0 BASIS OF SELECTION

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory technical evaluation criteria (MT); and
  - c. obtain the required minimum of 21 points overall for the rated technical evaluation criteria (RT) which are subject to point rating. The rating is performed on a scale of 31 maximum points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rate of technical merit and price will be recommended for award of a contract.



### Section 3

## STATEMENT OF WORK

### Laundry Services for the Province of Ontario

#### 1.0 PURPOSE

To provide garment and miscellaneous item rentals, laundering and pickup and delivery services for a variety of protective garments, for employees of Canadian Food Inspection Agency (CFIA) at various sites across the Province of Ontario (ON) approximately 58 locations. (Refer to the following annexes attached hereto to this RFP package).

- 1.1 **Annex I**, White Garment Laundering Requirements
- 1.2 **Annex II**, Coloured Garment Laundering Requirements
- 1.3 **Annex III**, Financial Proposal
- 1.4 **Annex IV**, List of Sites and CFIA On-site Contact Liaises

#### 2.0 STATEMENT OF REQUIREMENTS

The Contractor must provide services for Canadian Inspection Agency (CFIA) sites listed in **Annex IV**.

The Contractor must provide the following tasks:

- 2.1 The Contractor is responsible for the initial inventory set-up and fit-up of garments for each employee at contract award date. Inventory must be per employee. Bulk order size is not permitted.
- 2.2 Contractor to sew, by machine, CFIA logo crests to rental garments when required as provided by CFIA.
- 2.3 The laundry service will start one month from the initial contract start date.
- 2.4 Pick-up of soiled garments and delivery of hygienically clean, laundered garments and other miscellaneous contracted items. Each CFIA site will discuss pick-up and delivery schedules with the Contractor. The CFIA On-site Contact is responsible and will arrange service standards for minimum turnaround time for cleaning and repair with the Contractor.
- 2.5 Minor repairs are to be done when required such as mending rips, patching, sewing on buttons. The Contractor must supply buttons and patching materials. Repair threading to be colour matched to the current garment threads and sewn by machine.



- 2.6 Garments requiring major repairs, or which are beyond repair, must be identified as such by the Contractor and returned to the CFIA On-site Contact. Refer to Section 6 for more details regarding processing requirements for damaged items.
- 2.7 CFIA has the option to replace CFIA-owned garments with rentals as required. These replacements are done on an as needed basis at the request of the CFIA On-site Contact at the service location.
- 2.8 Although CFIA locations in Ontario do not currently use coloured garments and makes no commitment to using them, the option to include them in the future is required. The coloured cleaning process and rental pricing is included for this purpose.
- 2.9 At the end of the term, should the contract not be renewed, CFIA crests must be removed from all rental items and be returned with the CFIA owned items. They are not to be used in any other capacity or facility.
- 2.10 Utilize an inventory control system consisting of the following:
- a) Maintained/updated on a monthly basis;
  - b) Each garment has an account number (location), barcode, name of CFIA employee and their inventory number;
  - c) The Contractor will visit each location on a quarterly basis to assess any loss of garments with a CFIA staff, and to ensure there are no service issues or concerns.
  - d) Lost or damaged items must be brought to the attention of the CFIA On-site Contact at the specific site location.
- 2.11 To ensure there is no break in garment service, one week is given to adjust garment services when CFIA employees move from one site to another or to replace lost/damaged garments.
- 2.12 Soiled laundry collection bins and bags with stands, racks and hangers to be supplied by the Contractor.
- 2.13 The Contractor will adjust sizes and/or quantities required, as requested by the Inspector in Charge at the service locations.
- 2.14 Garments must be of a quality suitable for the food industry, free from stains, made from breathable cotton/fabric blends, are durable and soil resistant, have a relaxed fit, are reinforced at the seams and stress points.

Samples that are required:

Shirt

Colors: white and various

Sizes: relaxed fit, male/female various sizing if applicable

Length: hip length



Sleeve Length: long and short  
Closure: snap buttons, pullovers  
Pockets: with and without pockets

#### Pants

Colors: white and various  
Sizes: relaxed fit, male/female various sizing if applicable  
Closure: snap bottom/zipper, pull on with elastic waist  
Pockets: front, back and side pockets

#### Coats

Types: lab and freezer coats, white luggers  
Colors: white, navy and grey  
Sizes: male/female various sizing if applicable  
Length: long and short  
Closure: snap buttons  
Pockets: with and without pockets

#### Coveralls

Colors: white and various  
Sizes: male/female various sizing if applicable  
Sleeve Length: long and short sleeve  
Closure: snap buttons  
Pockets: hip/chest  
Insulated Options

#### CFIA Owned Garments to Be Laundered

Kevlar Gloves  
Parkas  
Insulated Coveralls

#### Other Miscellaneous Rental Items

Hand towels (small bar towels)  
Floor Mats (3 ft x 5 ft and (4 ft x 10 ft)  
Air Fresheners

### **3.0 CLEANING AND QUALITY STANDARDS**

- 3.1** Garments and towels are to be hygienically cleaned and free of stains by method of the commercial patented process to remove dirt, grime, dust, grease and other usual industrial types of soil likely to be encountered in a laboratory, workshop and/or meat processing/slaughter establishment.
- 3.2** Garments are to be pre-treated and/or incorporate a protein dissolving substance or similar process to remove protein, blood, etc., before laundering to disinfect and eliminate bacterial contamination and staining.



- 3.3 The Contractor must disclose their washing/laundrying process formula that ensures garments are hygienically clean, and free of pathogens.
- 3.4 Garments must be neatly pressed and folded/hung, before being returned to CFIA.
- 3.5 **Formula for all whites and coloured garments**
- a) The sequence detailed in **ANNEX I and II** shall be used for washing of cotton and/or cotton/polyester blend garments. Suppliers to input their laundry process by completing the chart and providing details regarding their process to eliminate stains and biological contaminants, templates are provided in **ANNEX I and II**.
  - b) The pre-soak/treatment is critical to deal with food industry staining and bio-contamination. Have the last (3) boiled rinses be checked for stains and whiteness of garments. If garments on the last rinses are not white, perfectly clean and free from stains or solutions, additional rinses must be added.
- 3.6 An annual quality audit may be conducted by CFIA at each processing facility to confirm hygienic laundrying processes and handling are being adhered to.

#### 4.0 DELIVERY

- 4.1 Pick-up and delivery of garments must be done on a weekly basis unless otherwise specified by the service location. (existing service schedules to be accommodated)
- 4.2 Time and schedule for pick-up and delivery will be arranged by the CFIA On-site Contact at each service location.
- 4.3 The cleaned and pressed garments must be returned to each location on the specified scheduled day. Garments are to be identified and parcelled (on hangers or folded and bagged dependent on service location requirements) to be kept completely separate from soiled laundry to prevent cross-contamination.
- 4.4 Garments are to be handled and transported in a manner where bacterial cross-contamination is prevented. Vehicles are to be regularly cleaned and disinfected. Contractor employees are to be fully trained in proper hygienic handling of both dirty and clean garments to control bio-contamination risks.

#### 5.0 INVOICING

- 5.1 There must be no initial inventory set-up and fit-up charge.



- 5.2 There are no minimum pick-up/delivery charges. All pick-up and delivery charges are included in the unit prices.
- 5.3 CFIA will only be charged for actual services rendered as per the rates detailed in **Annex III** with no minimum charges.
- 5.4 The Contractor will produce a copy of pick-up/delivery slips to the client and the original copy should be kept by the Contractor.
- 5.5 Delivery slips for each account for regular delivery must be supplied to the actual service location and must be signed by the CFIA On-site Contact or a designated representative to prove goods and services are received.
- 5.6 The Contractor must have an accounting system that can provide detailed weekly invoices and monthly usage reports per service location and per region.
- 5.7 Some service locations will require multiple accounts. A preliminary breakdown is provided in Annex IV, this is subject to change prior to contract fit up.
- 5.8 Separate invoices for each account and monthly statements must be provided to the actual service location within two days after the garments have been picked up and/or delivered. Electronic invoices may be accepted depending on the service location.
- 5.9 A second set of all individual invoices and a monthly statement all marked "copy" - (sorted by Account and Region) is required to be sent directly to the:
- CFIA**  
**National Accounts Payable Service Centre**  
255 Woodlawn Road West, Unit 111  
Guelph, ON  
N1H 8J1
- 5.10 Charges to CFIA for lost/damaged rental items must be indicated clearly on the invoice no later than the next billing period.
- 5.11 One set of invoices for each account for **Lost/Damaged Item Charges** must be supplied to the actual service location.
- 5.12 Garments owned by CFIA will only be invoiced for laundering services.

**6.0 ALL LOST/DAMAGED ITEMS (Contractor and CFIA Items)**

- 6.1 Lost/Damaged items must be reported to the CFIA On-site Contact or designated representative as soon as possible and prior to billing.





- 6.2 Both the Contractor and CFIA On-site Contact at the specific site shall agree on what is being declared "lost or damaged" and which party shall be responsible. Pickup slips reflecting lost or damaged items must be signed by both parties or payment/reimbursement cannot be processed.
- 6.3 Lost/Damaged rental items will be replaced at CFIA expense only when CFIA is responsible. CFIA will not be responsible for lost/damaged charges if incurred by the Contractor.
- 6.4 If CFIA Owned Garments are lost or damaged by the Contractor, arrangements will be made for reimbursement or replacement by the Contractor at no charge.
- 6.5 The Contractor must replace garments at no charge to CFIA when the garment is unusable as a result of normal wear and tear usage due to the extreme environment in various inspection locations and establishments.

## 7.0 ADMINISTRATIVE INFORMATION

CFIA could have additional establishments opening and/or closing in the next five (5) years. The Contractor agrees to add, delete or combine locations where a change in workload warrants and is requested by the designated CFIA representative.

## 8.0 ADDITIONAL CONTRACT CLAUSE

The Contractor must comply with the Canadian Environmental Protection Act 1999 (1999, c.33), addressing (but not limited to) Controlling Pollution and Managing Wastes, Tributyltetradecylphosphonium Chloride Regulations and Ozone-depleting Substances.



### Annex I

#### White Garment Laundering Requirements

Suppliers to input their own laundry process by completing the chart where applicable.

Provide all information regarding your process to eliminate stains and biological contaminants for example:

Incorporating a pre-soak/treatment using a protein dissolving substance to remove protein, blood etc. before laundering to disinfect and eliminate bacterial contamination and staining. As well as boiling and checking the last three (3) rinses. If garments on the last three rinses are not white, perfectly clean and free from stains or solutions, additional rinses must be added before the souring process.

Laundry Service Process for White	Formulas /Solutions	Inches of Water	Temperature		Time minutes
			Fahrenheit	Celsius	
1. Pre-soak/ treatment					
2. Flush					
3. Flush					
4. Break					
5. Flush					
6. Suds					
7. Suds					
8. Suds					
9. Rinse					
10. Extract					
11. Rinse water					
12. Rinse water					
13. *Rinse water					
14. *Rinse water					
15. *Rinse water					
16. Sour water, sour (acid)					



## Annex II

### Coloured Garment Laundering Requirements

Suppliers to input their own laundry process by completing the chart where applicable.

Provide all information regarding your process to eliminate stains and biological contaminants **for example:**

Incorporating a pre-soak/treatment using a protein dissolving substance to remove protein, blood etc. before laundering to disinfect and eliminate bacterial contamination and staining. As well as \*boiling and checking the last three (3) rinses. If garments on the last three rinses are not perfectly clean and free from stains or solutions, additional rinses must be added before the souring process.

Laundry Service Process for Colour	Formulas /Solutions	Inches of Water	Temperature		Time minutes
			Fahrenheit	Celsius	
1. Pre-soak/ treatment					
2. Flush					
3. Flush					
4. Break					
5. Flush					
6. Suds					
7. Suds					
8. Suds					
9. Rinse					
10. Extract					
11. Rinse water					
12. Rinse water					
13. *Rinse water					
14. *Rinse water					
15. *Rinse water					
16. Sour water, sour (acid)					



### Annex III

#### Example of Pricing Schedules

##### Schedule 1 - Pricing

Included in price: garment rental cost, laundry, pick-up and delivery and repairs.

Schedule 1 Pricing – Garment Rental, Delivery, Laundry and Repairs Initial Period (2 years) and (3) Option Years					
Item(s)	Firm-All Inclusive Unit Price Initial Contract Period	Firm-All Inclusive Unit Price *Option Year 1	Firm-All Inclusive Unit Price *Option Year 2	Firm-All Inclusive Unit Price *Option Year 3	Grand Total Unit Price
Short Shop Coat (SC)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Long Shop Coat (LC)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Lab Coat	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Freezer Coat	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
<b>Shirts</b> Long sleeves Short sleeves	\$ _____/ea \$ _____/ea	\$ _____/ea \$ _____/ea	\$ _____/ea \$ _____/ea	\$ _____/ea \$ _____/ea	\$
Pant (White)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
<b>Coveralls</b> Long sleeves Short sleeves	\$ _____/ea \$ _____/ea	\$ _____/ea \$ _____/ea	\$ _____/ea \$ _____/ea	\$ _____/ea \$ _____/ea	\$
Towels	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
<b>Sum of Unit Prices Schedule 1</b>	\$	\$	\$	\$	\$

(HST Extra)



**Schedule 2 - Pricing**

Cost to replace lost/damaged garments

<b>Schedule 2</b>					
<b>Pricing – Lost/Damaged Garments</b>					
<b>Initial Period (2 years) and (3) Option Years</b>					
<b>Item(s)</b>	<b>Firm-All Inclusive Unit Price Contract Period</b>	<b>Firm-All Inclusive Unit Price *Option Year 1</b>	<b>Firm-All Inclusive Unit Price *Option Year 2</b>	<b>Firm-All Inclusive Unit Price *Option Year 3</b>	<b>Grand Total Unit Price</b>
Short Shop Coat (SC)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____
Long Shop Coat (LC)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____
Lab Coat	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____
Freezer Coat	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____
<b>Shirts</b>					
Long sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____
Short sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	
Pant (White)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____
<b>Coveralls</b>					
Long sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____
Short sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	
Towels	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____
<b>Sum of Unit Prices Schedule 1</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

(HST Extra)



**Schedule 3 - Pricing**

All-inclusive price per garment per cleaning for **CFIA owned garments**.  
(includes in cost: laundry, pick-up, and delivery and minor repairs)

<b>Schedule 3 Pricing – All Inclusive Price Per CFIA Owned Garments Initial Period (2 years) and (3) Option Years</b>					
<b>Item(s)</b>	<b>Firm-All Inclusive Unit Price Initial Contract Period</b>	<b>Firm-All Inclusive Unit Price *Option Year 1</b>	<b>Firm-All Inclusive Unit Price *Option Year 2</b>	<b>Firm-All Inclusive Unit Price *Option Year 3</b>	<b>Grand Total Unit Price</b>
<b>Shirts</b> Long sleeves Short sleeves	\$ _____ /ea \$ _____ /ea	\$ _____ /ea \$ _____ /ea	\$ _____ /ea \$ _____ /ea	\$ _____ /ea \$ _____ /ea	\$
Pants (White)	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$
<b>Coats</b> Long Short	\$ _____ /ea \$ _____ /ea	\$ _____ /ea \$ _____ /ea	\$ _____ /ea \$ _____ /ea	\$ _____ /ea \$ _____ /ea	\$
<b>Coveralls</b> Long sleeves Short sleeves	\$ _____ /ea \$ _____ /ea	\$ _____ /ea \$ _____ /ea	\$ _____ /ea \$ _____ /ea	\$ _____ /ea \$ _____ /ea	\$
Towels	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$
Parkas	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$
Freezer Coats	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$
Insulated Coveralls	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$
Kevlar gloves	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea	\$
<b>Sum of Unit Prices Schedule 3</b>	\$	\$	\$	\$	\$

(HST Extra)





**Schedule 4 - Pricing**

All-inclusive price per garment/item for the following **miscellaneous services** when requested. The submitted price for each item noted below must be valid for the duration of the contract including the (3) option years.

Schedule 4 Pricing – Miscellaneous Services Initial Period (2 years) and (3) Option Years	
Item(s)	Unit Price
Charge for bar coding per item	\$
Charge for sewing on CFIA crests	\$

**Schedule 5 – Pricing**

All-inclusive unit price per item for the following **miscellaneous items** when requested. The submitted the price for each item noted below must be valid for the duration of the contract including the (3) option years.

Schedule 5 Pricing – Miscellaneous Services Initial Period (2 years) and (3) Option Years				
Item(s)	Firm All-Inclusive Unit Price Initial Contract Period (2 Years)	Firm All-Inclusive * Option Year 1	Firm All-Inclusive * Option Year 2	Firm All-Inclusive * Option Year 3
Small towels (bar towels)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Floor mat (3 ft x 5 ft)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Floor mat (4 ft x 6 ft )	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Floor mat (3 ft x 10 ft)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Air fresheners	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Bin rental	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>Sum of Unit Price Schedule 5</b>	\$	\$	\$	\$

(HST Extra)



**Note A:** No minimum charges will be considered, the Contractor must charge CFIA only for actual services rendered as per prices detailed in Schedules 1 and 2 and 3 and 4 and 5 of this section.

**Note B:** For evaluation purposes only, each firm all-inclusive unit price will be added up to arrive at the total cost **Schedule 1**; and of **Schedule 2** and of **Schedule 3** and of **Schedule 4** and of **Schedule 5** and will be added to arrive at the aggregate total.

**Note C:** Option years will be calculated in the overall financial evaluation.

**TOTAL EVALUATED PRICE OF THE FINANCIAL PROPOSAL:**

\$ \_\_\_\_\_ (Total of Schedules 1+2+3+4+5)

**In the case of error in the extension of prices, the unit price will govern.**



## ANNEX IV

**Current Total of CFIA sites requiring laundry service: 58**

### **Central Region**

Current number of Central Region establishments requiring laundry service: 11

#### **CFIA Hamilton District Office**

\*This service location may require multiple accounts

709 Main Street West

Hamilton, Ontario

Contact: Mandy Milk

Number: 905-572-2201

#### **Port Colborne Poultry Ltd.**

##### **Establishment #416**

2276 2nd Concession

Port Colborne, Ontario

Contact: Dr. Lori Dykeman

Number: 905-834-7663

#### **Golden Valley Poultry Ltd. (formerly Niagara Country Fresh Poultry)**

##### **Establishment #471**

6245 Pearson Street

Smithville, Ontario

Contact: Dr. Fazle Azim

Number: 905-957-0300 ext 249

#### **Maple Leaf Pork**

##### **Establishment #4**

821 Appleby Line

Burlington, Ontario

Contact: Graham Elliot

Number: 905-333-2934

#### **Maple Leaf Poultry**

##### **Establishment #196**

32 Kennedy Road South

Brampton, Ontario

Contact: Frank Muto

Number: 905-453-6262

#### **Maple Lodge Farms Ltd**

##### **Establishment #285**

8301 Winston Churchill Blvd

Brampton, Ontario

Contact: Naglaa Mohamed

Number: 905-455-8340

#### **CFIA Guelph District Office**

\*This service location may require multiple accounts

259 Woodlawn Road

Guelph, Ontario

Contact: Lori Jennex

Number: 226-217-1156

#### **Cami Intl. Poultry Inc.**



**Establishment #658**

620 Rusholme Road  
Welland, Ontario L3B 5N7  
Contact: George Stanoev  
Number: 905-732-9151

**CFIA Kingsville Office**

\*This service location may require multiple accounts

106 Wigle Avenue, Unit 1  
Kingsville, Ontario N9Y 2J8  
Contact: Jacqueline St Denis/Rosetta Marchese  
Number: 519-733-5013 (45411)

&

Contact: Cindy Balsam  
Phone: 519-326-9047

**CFIA PPV Office**

395 Ontario Street  
Unit 13  
St. Catharines, Ontario L2N 7N6  
Contact: Jennifer Robinson  
Phone: 905-938-8694

**CFIA Ottawa District Office**

38 Auriga Drive, Unit 8  
Ottawa, Ontario K2E 8A5  
Contact: Christina Considine  
Number: (613) 773-8605



**Toronto Region**

Current number of establishments in Toronto Region requiring laundry service: 4

**Lashbrooks Egg Products**

**Establishment #34**

115 Bonnie Crescent  
Elmira, Ontario N3B 3G2  
Contact: Adam Schill/Larry Bond  
Number: 519-669-4597

**Toronto Regional Office**

1124 Finch Ave, West, Unit #2  
Toronto, Ontario M3J 2E2  
Contact: Edris Gunter  
Number: 416-665-5055

**Santa Maria Foods Corp**

**Establishment #473a**

10 Armthorpe Road  
Brampton, Ontario  
Contact: Marc Vangageldonk  
Number: 905-791-2891

**CFIA Mississauga District Office**

**Fish Inspection**

1050 Courtney Park Drive  
Mississauga, Ontario L5T 2R4  
Contact: Charmaine Noble  
Number: 289-247-4004

**Destination Inspection Service - National Operations**

Current number of establishments requiring laundry service: 1

**Ontario Food Terminal**

**CFIA - Destination Inspection**

165 The Queensway, Room 317  
Toronto, Ontario M8Y 1H8  
Contact: Perry Long  
Number: 416-259-5478



**Northeast Region**

Current number of establishments in Northeast Region requiring laundry service: 20

\*\*Request to have all 3 slaughter establishments' laundry ( Est. 47, Est. 11 and Est. 99, see double asterisks (\*\*) below) to be cleaned at one laundry facility.

**\*\* Maple Leaf Poultry**

**Establishment #47**

100 Ethel Ave  
Toronto, Ontario M6N 4Z7  
Contact: John de Freitas  
Number: 416-767-7551

**\*\* St. Helen's Meat (Elbee Meat)**

**Establishment #11**

1 Glen Scarlett Road  
Toronto, Ontario M6N 1P5  
Contact: Istvan Juhasz  
Number: 416-767-6046

**\*\* Ryding-Regency Meat Packers**

**Establishment #99**

70 Glen Scarlett Road  
Toronto, Ontario M6N 1P4  
Contact: Drago Herenda  
Number: 416-767-5998

**CFIA Belleville District Office**

**Animal Health and Meat Hygiene Programs**

345 College Street East, Unit 6  
Belleville, Ontario K8N 5S7  
Contact: Glynda Moore  
Number: 613-969-3441

**Belleville District Office**

**Plant Health**

345 College Street, Unit 6  
Belleville, Ontario K8N 5S7  
Contact: Holly Lalone  
Number: 613-969-3332

**CFIA Belleville District Office**

**Programs**

345 College St. East, Unit 6  
Belleville, Ontario K8N 5S7  
Contact: Laurie Cornford  
Number: 613-969-3405

**CFIA Ottawa District Office**

\*This service location may require multiple accounts

38 Auriga Drive, Unit 8  
Ottawa, Ontario K2E 8A5  
Contact: Dianne Paquette  
Number: (613) 274-7374



**CFIA Brockville Office**

300 Park Street  
Brockville, Ontario K6V 3V5  
Contact: Pamela Klinkenberg  
Number: 613-342-3682

**Farm Fresh Poultry Co-Op Inc.**

**Establishment #434**  
191 John Street  
Harriston, Ontario  
Contact: Dr. Anitha Gude  
Number: 519-338-2471

**Exceldor Foods Ltd.**

**Establishment #025**  
Hanover, Ontario  
Contact: Dr. David Brown  
Number: 519-364-1410

**Sure Fresh Foods Inc**

**Establishment #071**  
3855 4th Line, Box 1329  
Bradford, Ontario  
Contact: Veterinarian-in-Charge – Inspection Office  
Number: 905-939-2962 x 240

**King Cole Ducks Ltd**

**Establishment #255**  
15351 Warden Avenue  
Aurora, Ontario  
Contact: Randa Mekhail  
Phone: 905-836-9461

**CFIA Barrie District Office**

500 Huronia Road, Unit 103  
Barrie, Ontario L4N 8X3  
Contact: Susan Markus  
Phone: 705-739-0008

**Conscious Living Cuisine Processing Ltd.**

**Establishment #805**  
126815 Southgate Rd 12  
Dundalk Ontario N0C 1B0  
Contact: Dr. Manju Wijekoon - Cell # 519-766-7801  
Phone # 519-664-1132 (inspection office)

**CFIA Markham District Office**

140 Renfrew Drive, Suite 240  
Markham ON L3R 6B3  
Contact: Paulette Massey  
Phone: 905-513-2850

**CFIA Port Perry District Office**

60 Van Eward Drive, Unit 6  
Port Perry, ON L9L 1G3  
Contact: Pamela Klinkenberg  
Phone: 905-985-1870





**CFIA Peterborough District Office**

163 Simcoe Street  
Peterborough, ON K9H 2H6  
Contact: Linda Jeffrey  
Phone: 705-742-6917

**Conestoga Meat Packers Ltd**

**Establishment #391**  
313 Menno Street, R.R. #2  
Breslau, Ontario N0B 1M0  
Contact: Denyse Hayward  
Phone: (519) 648-9478

**CFIA Walkerton District Office**

19 Ontario Road  
Walkerton, Ontario N0G 2V0  
Contact: Vickie Willan  
Phone: (519) 881-1299

**CFIA Mount Forest District Office**

7392 Hwy 89  
Mount Forest, Ontario N0G 2L0  
Contact: Nasreldin Mohamed  
Phone: (519) 509-4166



**Southwest Region**

Current number of Southwest Region establishments requiring laundry service: 22

**Cargill Limited**

**Establishment #470**

10 Cuddy Blvd

London, Ontario N5V 3S9

Contact: Darren Cornish

Phone: (519) 453-4900

**Maple Leaf Foods Inc.**

**Establishment #439**

1865 Perth County Road 139

St Mary's, Ontario N4X 1B7

Contact: Pat O'Drowsky

Phone: (519) 229-6444

**Sofina Foods Inc.**

**Establishment #101**

147 John Street

Dublin, Ontario N0K 1E0

Contact: Kuldip Saini

Phone: (519) 345-2380

**Cold Spring Farms Ltd**

**Establishment #214**

159 Brock Street

Thamesford, Ontario N0M 2M0

Contact: Krista Puddester

Phone: (519) 285-3940 or (428-2630 ?)

**Cargill Meat Packers**

**Establishment #51**

165 Dunlop Drive

Guelph Ontario N1L 1P4

Contact: Tammy Coltsman

Phone: (519) 823-5200 x238

**CFIA Windsor District Office**

**Animal Health**

2000 Continental Ave

Windsor ON N9E 3P1

Contact: Carolyn Small

Phone: (519) 969-2522

**Hayter's Turkey Products Inc.**

**Establishment #85**

47467 Dashwood Road, R.R. #2

Dashwood, Ontario N0M 1N0

Contact: Kuldip Saini

Number: (519) 237-3158



**Belwood Poultry Inc**

**Establishment #681**

4272 4<sup>th</sup> Concession  
Amherstburg, Ontario N9V 2Y9  
Contact: Amrit Gill  
Number: (519) 285-3940

**CFIA Sarnia District Office**

1555 Venetian Blvd.  
Point Edward, Ontario N7T 0A9  
Contact: Meidrym Hebda  
Phone: (519) 332-3031

**CFIA Woodstock District Office**

1401 Dundas Street East  
P.O. Box 20064  
Woodstock, Ontario N4S 8X8  
Contact: Dan DeWit  
Number: (519) 539-8505

**CFIA London Regional Office**

**Complex 8 London**

19-1200 Commissioners Road East  
London, Ontario N5Z 4R3  
Contact: Liliana Voinic  
Number: (519) 691-1306 x 195

**CFIA London Regional Office**

**Food Safety**

19-1200 Commissioners Road East  
London, Ontario N5Z 4R3  
Contact: Food Safety Supervisor  
Number: (519) 691-1306

**CFIA London District Office**

**Facilities**

19-1200 Commissioners Rd. E.  
London, Ontario N5Z 4R3  
Contact: Erin Morris (Ana Magalhaes)  
Number: (519) 691-1306 x 123

**CFIA London District Office**

**Food Processing Group**

19-1200 Commissioners Rd. E.  
London, Ontario N5Z 4R3  
Contact: Chris Edmiston  
Number: (519) 691-1306 x125

**CFIA London District Office**

**Animal Health**

19-1200 Commissioners Rd. E.  
London, Ontario N5Z 4R3  
Contact: Jennifer Wheeler  
Number: (519) 691-1306



**CFIA Kitchener District Office**

**Complex 8 Kitchener**

7-700 Strasburg Road  
Kitchener, Ontario N2E 2M2  
Contact: Kevin Redmond  
Phone: (519) 585-3000

**CFIA Mitchell District Office**

Animal Health  
154A Ontario Rd  
PO Box 520  
Mitchell, ON N0K 1N0  
Contact: Tom Cox  
Number: (519) 348-0433

**CFIA Exeter District Office**

Huron Research Station  
RR 1  
Exeter, ON N0M 1S4  
Contact: Rick Smith  
Number: (519) 235-0242

**CFIA Hamilton District Office**

**Complex 9 & 10**

709 Main Street West  
Hamilton, Ontario  
Contact: Rob MacDonald/Julia Russell  
Number: (905) 570-8067 / (905) 572-2820

**CFIA Hamilton District Office**

**Food Safety Office**

709 Main Street West  
Hamilton, Ontario  
Contact: Sheila Fortune/Linda Koslowski  
Number: (289) 775-6328 / (905) 570-8267

**Fieldgate Organics Inc.**

**Establishment #663**

194338 19th Line  
Ingersoll, ON N5C 3J6  
Contact: Moussa Coulibaly  
Number: (519) 425-5088

**Nipissing Game Farm Inc.**

**Establishment #766**

19914 Duart Road  
Muirkirk, ON N0L 1X0  
Contact: Yvonne Innes  
Number: (519) 678-3504



## Section 4

### Financial Proposal – Bidder to Complete

#### 1.0 TERMS OF PAYMENT

The Contractor will be paid in accordance with the terms and conditions stated in paragraph 7, Contract Amount & Terms of Payment, CFIA Service Contract Articles of Agreement.

The total estimated amount of GST and HST is to be shown separately. Proposals will be assessed on an FOB destination basis.

#### 2.0 BASIS OF PAYMENT

##### Bidder to Complete.

The Bidder must provide a firm all-inclusive unit price per garment, as detailed in the statement of work and for options as described below. There must be no charge for environmental fees or initial set-up fees.

The following requirement must be strictly adhered to: Failure to do so shall render the bidder's proposal as non-responsive.

It is **MANDATORY** that the bidders submit firm per unit pricing for **INITIAL PERIOD and OPTION YEARS 1, 2, and 3 and 4** for all items listed hereafter (Pricing Schedule 1, 2, 3, and 4).

##### Pricing Schedule 1

**Included in price: garment rental cost; laundry pick-up; and delivery and repairs.**

<b>Schedule 1</b>					
<b>Pricing – Garment Rental, Delivery, Laundry and Repairs</b>					
<b>Initial Period (2 years) and (3) Option Years</b>					
<b>Item(s)</b>	<b>Firm-All Inclusive Unit Price Initial Contract Period</b>	<b>Firm-All Inclusive Unit Price *Option Year 1</b>	<b>Firm-All Inclusive Unit Price *Option Year 2</b>	<b>Firm-All Inclusive Unit Price *Option Year 3</b>	<b>Grand Total Unit Price</b>
Short Shop Coat (SC)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Long Shop Coat (LC)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Lab Coat	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Freezer Coat	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$



<b>Shirts</b>					
Long sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Short sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	
<b>Pant (White)</b>					
	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
<b>Coveralls</b>					
Long sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Short sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	
<b>Towels</b>					
	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
<b>Sum of Unit Prices Schedule 1</b>	\$	\$	\$	\$	\$

(GST/HST extra)



**Pricing Schedule 2**

Cost to replace lost/damaged garment (to be invoiced separately from regular monthly invoices):

<b>Schedule 2</b>					
<b>Pricing – Lost/Damaged Garments</b>					
<b>Initial Period (2 years) and (3) Option Years</b>					
<b>Item(s)</b>	<b>Firm-All Inclusive Unit Price Contract Period</b>	<b>Firm-All Inclusive Unit Price *Option Year 1</b>	<b>Firm-All Inclusive Unit Price *Option Year 2</b>	<b>Firm-All Inclusive Unit Price *Option Year 3</b>	<b>Grand Total Unit Price</b>
Short Shop Coat (SC)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Long Shop Coat (LC)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Lab Coat	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Freezer Coat	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
<b>Shirts</b>	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Long sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	
Short sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Pant (White)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
<b>Coveralls</b>	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Long sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	
Short sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Towels	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
<b>Sum of Unit Prices Schedule 1</b>	\$	\$	\$	\$	\$

(GST/HST extra)





### Pricing Schedule 3

All-inclusive price per garment per cleaning for CFIA owned garments.  
(includes in cost: laundry, pick-up, and delivery and minor repairs)

Schedule 3 Pricing – All Inclusive Price Per CFIA Owned Garments Initial Period (2 years) and (3) Option Years					
Item(s)	Firm-All Inclusive Unit Price Initial Contract Period	Firm-All Inclusive Unit Price *Option Year 1	Firm-All Inclusive Unit Price *Option Year 2	Firm-All Inclusive Unit Price *Option Year 3	Grand Total Unit Price
<b>Shirts</b>					
Long sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Short sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	
Pants (White)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
<b>Coats</b>					
Long	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Short	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	
<b>Coveralls</b>					
Long sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Short sleeves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	
Towels	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Parkas	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Freezer Coats	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Insulated Coveralls	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
Kevlar gloves	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$
<b>Sum of Unit Prices Schedule 3</b>	\$	\$	\$	\$	\$

(GST/HST extra)



**Pricing Schedule 4**

Provide all-inclusive price per garment for the following miscellaneous services when requested. The submitted the price for each item noted below must be valid for the duration of the contract including the (4) option years.

<b>Schedule 4</b> <b>Pricing – Miscellaneous Services</b> <b>Initial Period (2 years) and (3) Option Years</b>	
Item(s)	Unit Price
Charge for bar coding per item	\$
Charge for sewing on CFIA crests	\$

(GST/HST extra)

**Schedule 5 – Pricing**

All-inclusive unit price per item for the following miscellaneous items when requested. The submitted the price for each item noted below must be valid for the duration of the contract including the (3) option years.

<b>Schedule 5</b> <b>Pricing – Miscellaneous Services</b> <b>Initial Period (2 years) and (3) Option Years</b>				
Item(s)	Firm All-Inclusive Unit Price Initial Contract Period (2 Years)	Firm All-Inclusive * Option Year 1	Firm All-Inclusive * Option Year 2	Firm All-Inclusive * Option Year 3
Small towels (bar towels)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Floor mat (3 ft x 5 ft)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Floor mat (4 ft x 6 ft )	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Floor mat (3 ft x 10 ft)	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Air fresheners	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
Bin rental	\$ _____/ea	\$ _____/ea	\$ _____/ea	\$ _____/ea
<b>Sum of Unit Price Schedule 5</b>	\$	\$	\$	\$

(HST Extra)



**Note A:** No minimum charges are allowed, the Contractor must charge CFIA only for actual services rendered as per prices detailed in Schedules 1 and 2 and 3 and 4 and 5 of this section.

**Note B:** For evaluation purposes only, each firm per unit price will be added up to arrive at the total cost **Schedule 1**; and of **Schedule 2** and of **Schedule 3** and **Schedule 4** and **Schedule 5** and shall be added to arrive at the aggregate total.

**Note C:** Option years will be calculated in the overall financial evaluation.

**TOTAL AGREGATE AMOUNT OF THE FINANCIAL PROPOSAL:**

\$ \_\_\_\_\_ (Total of Schedules 1+2+3+4+5)

**In the case of error in the extension of prices, the unit price will govern.**



### 3.0 METHOD OF PAYMENT

CFIA shall make payments according to the following:

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### 4.0 DIRECT DEPOSIT

The Contractor agrees to receive payment through direct deposit to a financial institution. The appropriate form will be provided prior to contract award. You can also obtain the form from the Receiver General's website at [http://www.inspection.gc.ca/DAM/DAM-aboutcfia-sujetacia/STAGING/text-texte/c5692\\_re\\_1385730987670\\_eng.pdf](http://www.inspection.gc.ca/DAM/DAM-aboutcfia-sujetacia/STAGING/text-texte/c5692_re_1385730987670_eng.pdf)

Government of Canada considers privacy and security of utmost importance in the issuance of payments. Any information you provide to the Government of Canada in support of Direct Deposit is protected under the Government of Canada *Privacy Act and Access to Information Act (R.S.C., 1985, c. A-1)*.

Additional information is available at:  
[www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html](http://www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html)



## Section 5

### CFIA CONTRACT TERMS AND CONDITIONS

**\*\*\*EXAMPLE CONTRACT ONLY\*\*\***

The Service Contract agreement between the CFIA and the selected bidder will be subject to the following terms and conditions.

#### 1. DEFINITIONS

1.1 For the sole purpose of this Service Contract the parties agree that:

“General Conditions” shall mean Public Works and Government Services Canada (PWGSC) 2035- General Conditions - Services, set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by the Department of Public Works and Government Services.

#### 2. AGREEMENT

2.1 The following documents and any amendments in writing, and approved by the Parties, and relating thereto form the Service Contract between the CFIA and the Contractor:

2.1.1 These Articles of Agreement;

2.1.2 The General Conditions 2035 as defined in section 1.1 above and incorporated by reference in section 2.3;

2.1.3 Supplemental Conditions, 4006 – Contractor to own Intellectual Property rights in Foreground Information

2.1.4 The document attached hereto as Appendix “A” and entitled “Statement of Work”;

2.1.5 The request for proposal, where applicable; and

2.1.6 The Contractor’s Proposal dated <date> and attached hereto as Appendix “B”.

2.2 In the event of any discrepancies, inconsistencies or ambiguities between or among the wording of the documents, and brought to the attention of one or the other Party in writing, set out in section 2.1, the wording of the document that appears first on the list set out in section 2.1 shall prevail over the wording of a document appearing subsequently on the list set out in section 2.1.

2.3 The General Conditions 2035 as defined in section 1.1 are hereby incorporated by reference into and form part of this Service Contract. The SACC Manual may be viewed on the Department of Public Works and Government Services Canada web site, Internet address: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

2.4 In the General Conditions, all references to the Minister of PWGSC, to the Crown, to Her Majesty, to Canada, to the Government or to the PWGSC shall be interpreted as a reference to Her Majesty in Right of Canada, as represented by the CFIA, where applicable.

2.5 All appendices and attachments referred to in this Service Contract and/or annexed hereto shall form part of this Service Contract.

#### 3. CFIA REPRESENTATIVES

3.1 The representative of the CFIA for the purpose of any issue related to the administration of this Service Contract (Contracting Authority) shall be:

**Barbara Gorman: (613) 773-7671**

**“CFIA Request for Proposal”**



or such other person as may be designated by the CFIA.

- 3.2 The representative of the CFIA for the purpose of any issue related to the Work or any technical aspect of the Work set out in Appendix "A" of this Service Contract (Technical or Project Authority) shall be:

<project authority> <phone #> Provide at Award of Contract  
or such other person as may be designated by the CFIA.

#### **4. CONTRACTOR REPRESENTATIVES**

For the purposes of this Service Contract, the Contractor shall have the work under this Service Contract carried out by <name of person to carry out the Statement of Work> under the direction and control of <if applicable>

#### **5. LEGAL JURISDICTION**

This Service Contract shall be governed by and interpreted in accordance with the laws in force in the Province of British Columbia, Canada

#### **6. TERM OF THE SERVICE CONTRACT AND DURATION OF THE WORK**

- 6.1 This Service Contract shall come into effect on the date of the last signature to this Service Contract and shall terminate, except where expressly stated otherwise, on the last day for completion of the Work as set out in section 6.2. The parties hereto agree that irrespective of the effective date of the Service Contract, the terms and conditions of this Service Contract shall apply to any Work or part thereof commenced on the <day> day of <month>, 200<year>.

- 6.2 The Work shall be completed with care, skill, diligence and efficiency and in accordance with all the terms and conditions of this Service Contract no later than the <day> day of <month>, 200<year>.

##### **6.3 Option to Extend the Contract:**

- i) The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **four (4) additional one-year periods** under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- (ii) 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 formal contract amendment.

#### **7. CONTRACT AMOUNT AND TERMS OF PAYMENT**

##### **7.1 Basis of Payment - Firm Price**

Subject to the terms and conditions of this Service Contract and in consideration for the satisfactory performance of the Work, the CFIA shall pay to the Contractor the firm amount not in any circumstances to exceed \$<amount in numbers> plus applicable taxes.

##### **7.2 Method of Payment**

Payment by CFIA shall be made as follows:

"CFIA Request for Proposal"



Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

### 7.3 Direct Deposit

The Contractor agrees to receive payment through direct deposit to a financial institution. The appropriate form will be provided prior to contract award. You can also obtain the form from the Receiver General's website at <http://www.inspection.gc.ca/about-the-cfia/forms-and-publications/forms-catalogue/form-cfia-acia-5692/eng/1428495377919/1428495379403>

Government of Canada considers privacy and security of utmost importance in the issuance of payments. Any information you provide to the Government of Canada in support of Direct Deposit is protected under the Government of Canada *Privacy Act and Access to Information Act (R.S.C., 1985, c. A-1)*.

Additional information is available at:  
[www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html](http://www.tpsgc-pwgsc.gc.ca/recgen/txt/depot-deposit-eng.html)

### 7.4 Invoicing Instructions

The Contractor shall submit invoices on its own forms and shall include therein the date, name and address set out below, a clear description of the Work performed and for which payment is being requested by the invoice, the item number and quantity, reference numbers and the contract file number <contract file number>. The Contractor must submit, along with said invoices, all substantiating documentation. Invoices shall be submitted to the CFIA to the following address. Failure to comply with the terms and conditions of this section may delay payment by the CFIA of any amount due and payable under this Service Contract.

CFIA  
<Address>  
Attention of: <project authority>

### 7.5 Income Tax Act

Pursuant to paragraph 221(1)(d) of the Income Tax Act in force on the effective date of this Service Contract, payments made by the CFIA under this Service Contract must be reported on a T4A supplementary slip. Contractors are, therefore, required to provide on each invoice submitted to the CFIA, the following information:

- 7.5.1 the legal name of the Contractor; that is, the name associated with the Social Insurance Number or Business Number of the Contractor, as well as the appropriate address and postal
- 7.5.2 the legal status of the Contractor; that is, without limiting the following, individual, unincorporated business or corporation, limited company ;
- 7.5.3 for Contractors who are an individual or unincorporated business, the Contractor's Social Insurance Number or, if applicable, the Contractor's

"CFIA Request for Proposal"





Business Number or, if applicable, the Contractor's Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number;

7.5.4 for Contractors who are corporations, the Contractor's Business Number or, if the Business Number is not available, the GST/HST number. If the Contractor has no Business Number or GST/HST number, the T2 Corporation Tax Number must be provided.

**7.6 Acceptance of the Work**

All Work is subject to the approval and acceptance of the CFIA and said approval and acceptance is at the sole and unfettered discretion of the CFIA but shall not be unreasonably withheld. The CFIA shall not make any payment and no amount is due to the Contractor until the Work is approved and accepted by the CFIA.

**7.7 Payment Due Date**

Payment by the CFIA to the Contractor shall be made within thirty (30) calendar days following the date on which the Work is completed and approved by the CFIA or on which a claim for payment and all substantiating documentation are received by the CFIA under the Service Contract, whichever date is later.

**7.8 Financial Administration Act**

In accordance with the Financial Administration Act in force on the effective date of this Service Contract, any payment under this Service Contract is subject to there being an appropriation for the Work hereunder for the fiscal year in which any commitment to pay becomes effective. In the event no such appropriation is made, this Service Contract shall terminate immediately and without any repercussion to either party.

**7.9 GST/HST**

The Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) as applicable shall be considered an applicable tax for the purposes of this Service Contract and shall be disclosed and identified as separate items on any invoice or accounting document.

Unless otherwise required by law, the Contractor shall not invoice or collect any ad valorem sales tax levied by the Province in which the taxable goods and/or services required under this Service Contract are delivered to the CFIA. Existing Reciprocal Taxation Agreements, exempting payment of provincial sales tax (PST) shall be superseded by HST legislation.

**7.10 CFIA's Liability**

This Service Contract does not oblige the CFIA to authorize or order any goods or services whatsoever or to spend the estimated expenditure or any money whatsoever except as expressly required herein. Furthermore, the CFIA's liability under this Service Contract shall be limited to the amount set out in section 7.1.

**7.11 Price Certification**

The price charged for the performance of the Work under this Service Contract shall not exceed the lowest price charged any other third party by the Contractor, including the Contractor's most favoured customer or client for like quality and/or quantity of the services and/or goods and the price so charged may be verified by audit by the CFIA before or following any payment by the CFIA under this Service Contract.

7.11.1 Any overpayment by the CFIA made as a result of the Contractor's breach of the condition set out herein, shall be immediately due and owing to the CFIA, shall be immediately repaid to the CFIA and until so repaid shall be deemed a debt due to the Crown.



7.11.2 In the event that the CFIA has not made a payment, then any amount resulting from the Contractor's breach of the condition set out herein shall be deducted from any payment owed by the CFIA to the Contractor.

8. **DISPUTE RESOLUTION**

- (a) The parties shall first attempt to resolve disputes arising under the terms of this Contract through direct negotiation between their representatives who have authority to settle such disputes within thirty (30) working days of receipt of a written invitation to negotiate. The parties may agree to an extension of the thirty (30) working day period in writing.
- (b) In the event that the parties are unable to resolve the dispute through negotiation as outlined in section 9(a), the parties can agree to submit the dispute to mediation or any such third party assistance process as may be appropriate and agreed upon. Such a process shall be undertaken within twenty (20) working days from the day of initiation. The parties may agree to an extension of the twenty (20) working-day period in writing. The parties agree to share the cost of mediation equally.
- (c) The parties can agree to submit any outstanding issues remaining from direct negotiation, mediation or any other dispute resolution to binding arbitration pursuant to the Canadian Commercial Arbitration Act, R.S.C. 1996, c. 55.
- (d) The parties shall agree on a single arbitrator within thirty (30) calendar days of the decision to proceed to binding arbitration. In the event that the parties cannot agree on an arbitrator, the parties shall apply to a Justice of the Ontario Court (General Division) in Ottawa to have an arbitrator appointed. The arbitration shall take place in Ottawa.
- (e) The Parties agree to share the cost of arbitration equally. Notwithstanding, the arbitrator shall be authorized to require any party to pay the whole or part of the cost. In such case, payments shall be made in accordance with the award and the award shall be final and shall not be subject to appeal.
- (f) As an alternative to the above standard alternative dispute resolution process mentioned at paragraphs a),b),c),d),e), the parties have the option of raising issues or concerns with this solicitation with the Office of the Procurement Ombudsman.
- (g) The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the Contractor respecting administration of this Contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Section 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at [boa-opo@boa-opo.gc.ca](mailto:boa-opo@boa-opo.gc.ca).
- (h) The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will, on request or consent of the parties, participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by email at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).



**9. HEALTH AND SAFETY**

The Contractor shall contact the CFIA's Health and Safety officer or designate at the work site prior to the commencement of the Work under the contract, in order to obtain a copy of CFIA's Occupational Safety & Health Policy, and to determine all specific occupational health and safety policies that apply to the work site. The CFIA's Health and Safety officer shall advise the Contractor of all CFIA's work site specific occupational health and safety policies and procedures that apply prior to the commencement of the Work. The Contractor shall ensure that all of its officer and employees carry out the Work in accordance with all laws for occupational health and safety, the CFIA's Occupational safety & health Policy, and all CFIA work site specific occupational health and safety policies and procedures. In the event that the Contractor, its officers or employees do not comply with the laws, policies and procedures, as required by this condition, the CFIA shall have the exclusive right to terminate this contract.

**10. SECURITY**

The Contractor personnel and subcontractors requiring access to CFIA or federal government information, assets or facilities must EACH hold a valid security clearance granted or approved by the CFIA or the Canadian and International Industrial Security Directorate (CIISD), Public Works and Government Services Canada (PWGSC). The Contractor must submit to the Agency representative a signed copy of form TBS330-47 (Security Screening Certificate and Briefing Form) for each resource or subcontractor. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CFIA. For this contract, the Contractor's personnel must have a security clearance at the level of:

- Reliability
- Confidential
- Secret
- Top Secret
- Other: Not Applicable



## ANNEX "A"

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit HRSDC-Labour's website ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/index.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/index.shtml)).

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

#### **Complete both A and B.**

#### A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer ([http://www.labour.gc.ca/eng/standards\\_equity/index.shtml](http://www.labour.gc.ca/eng/standards_equity/index.shtml)) being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [*temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students*]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) (<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=prfl&frm=lab1168&ln=eng>) in place with HRSDC-Labour.

**< OR >**

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) (<http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=prfl&frm=lab1168&ln=eng>) to HRSDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to HRSDC-Labour.

#### B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.



**< OR >**

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).



## ANNEX "B"

### FORMER PUBLIC SERVANT IN RECEIPT OF A PENSION

A "former public servant" is any former employee of a department, 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.

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:

- 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.



## ANNEX "C"

### 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.