



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver, BC V6Z 0B9

Bid Fax: (604) 775-7526

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

### Vendor/Firm Name and Address

### Raison sociale et adresse du

### fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific  
Region

219 - 800 Burrard Street

800, rue Burrard, pièce 219

Vancouver, BC V6Z 0B9

|  |  |
|--|--|
| <b>Title - Sujet</b><br>Laundry Services   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>01550-180085/A   | <b>Date</b><br>2017-07-27  |
| <b>Client Reference No. - N° de référence du client</b><br>01550-180085  |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$VAN-799-8121   |  |
| <b>File No. - N° de dossier</b><br>VAN-7-40089 (799)   | <b>CCC No./N° CCC - FMS No./N° VME</b>   |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2017-08-14</b>   | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Pacific Daylight Saving<br>Time PDT |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>   |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Dunsmore, Adrienne  | <b>Buyer Id - Id de l'acheteur</b><br>van799                                     |
| <b>Telephone No. - N° de téléphone</b><br>(604) 351-7735 ( )   | <b>FAX No. - N° de FAX</b><br>( ) -  |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF AGRICULTURE AND AGRI-FOOD<br>SURDC<br>4200 Highway 97, PO Box 5000<br>SUMMERLAND<br>British Columbia<br>V0H 1Z0<br>Canada |  |

Instructions: See Herein

Instructions: Voir aux présentes

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

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**TITLE: LAUNDRY SERVICES****PART 1 - GENERAL INFORMATION****1.1 Statement of Work**

Agriculture and Agri-Food Canada (AAFC) requires a Contractor for the provision, cleaning and repair of lab coats, coveralls, uniforms and mats for its location in Summerland, British Columbia. The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

**1.2 Debriefings**

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

**1.3 Trade Agreements**

The requirement is not subject to any trade agreements.

**1.4 Canadian Content**

The requirement is subject to a preference for Canadian goods and/or services.

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

**PART 2 - BIDDER INSTRUCTIONS****2.1 Standard Instructions, Clauses and Conditions**

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 120 days

**2.2 Submission of Bids**

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

**Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.**

### **2.3 Former Public Servant**

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

#### **Definitions**

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

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

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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 14 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

# **PART 3 - BID PREPARATION INSTRUCTIONS**

## **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

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

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

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

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

##### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” – Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” – Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

##### **3.1.2 Exchange Rate Fluctuation**

Refer to SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation.

#### **Section III: Certifications**

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

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

#### **4.1 Evaluation Procedures**

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

##### **4.1.1 Technical Evaluation**

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

- a) Each bid will be reviewed for compliance with the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words

"must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be declared non-responsive and be disqualified.

- b) The mandatory requirements are described in Annex "A" – Statement of Work

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price – Bid**

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

Note that the bid prices will not be subject to any future adjustments (such as increases in the Consumer Price Index or to minimum wage). It is the sole responsibility of the Bidder to consider potential increases in the costs associated with overhead, materials, labour, etc.

The Bidder has the opportunity to provide different prices for each year of the Contract and for each of the option years. Therefore, the price quoted by the Bidder must incorporate any projected increases.

For evaluation purposes, the Total Bid Price (Table B.1, Annex "B" – Basis of Payment ) using the pricing tables completed by the bidders will be calculated as follows:

The subtotal quoted for item 1.1;  
plus the subtotal quoted for item 1.2;  
plus the subtotal quoted for item 1.3;  
plus the total price quoted for item 2.1;  
plus the total price quoted for item 3.1

equals the Total Bid Price.

#### **4.2 Basis of Selection**

##### **4.2.1 Mandatory Technical Criteria**

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

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

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

### **5.2.1 Integrity Provisions – Required Documentation**

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

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

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

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#)

#### **5.2.3.1.1**

SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".



Solicitation No. - N° de l'invitation  
01550-180085/A  
Client Ref. No. - N° de réf. du client  
01550-180085

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VAN-7-40089

Buyer ID - Id de l'acheteur  
799  
CCC No./N° CCC - FMS No./N° VME

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

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

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from September 1, 2017 to August 31, 2020 inclusive.

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Adrienne Dunsmore  
Public Works and Government Services Canada  
Vancouver Acquisitions  
Procurement Branch

Address: 219 – 800 Burrard Street  
Telephone: 604-351-7735  
Facsimile: 604-775-7526  
E-mail address: [Adrienne.dunsmore@pwgsc.gc.ca](mailto:Adrienne.dunsmore@pwgsc.gc.ca)

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

#### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 6.5.3 Contractor's Representative

(To be completed by Bidder)

Name/title: \_\_\_\_\_  
Telephone/email: \_\_\_\_\_

Alternate name/title: \_\_\_\_\_  
Telephone/email: \_\_\_\_\_

Accounting/Invoicing Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 6.7 Payment

#### 6.7.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in the Contract for the cost of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

#### 6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **6.7.3 Multiple Payments**

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.

#### **6.7.4 Electronic Payment of Invoices – Contract**

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only)

#### **6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **6.9 Certifications and Additional Information**

##### **6.9.1 Compliance**

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

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#### **6.9.2 SACC Manual Clauses**

SACC Manual Clause A3060C (2008-05-12) – Canadian Content Certification applies and forms part of the Contract.

#### **6.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia

#### **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04) Services – Medium Complexity;
- (c) Annex “A” – Statement of Work;
- (d) Annex “B” – Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## **ANNEX "A" – STATEMENT OF WORK**

### **1. Requirement**

Agriculture and Agri-Food Canada (AAFC) requires a Contractor for the provision, cleaning and repair of lab coats, coveralls, uniforms and mats for its location in Summerland, British Columbia. No security clearance (SRCL) is required; drop-off and pick-up must be escorted.

The Contractor must maintain the following inventory and comply with the following mandatory specifications:

### **2. Scope of Work**

- 2.1 Lab coats must be professionally dry cleaned
- 2.2 Coveralls must be washed, dried, pressed and delivered on hangers
- 2.3 Mats must be washed and dried
- 2.4 Towels must be washed, dried and folded
- 2.5 Dirty garments must be exchanged with clean items once a week
- 2.6 All mats must be replaced with clean mats once a week
- 2.7 Damaged inventory must be replaced once a week

### **3. Inventory**

The following are the initial quantities required, however these quantities may be revised by Agriculture and Agri-Food Canada depending on its needs.

- 3.1 Coveralls  
Coveralls must be industry standard blue, in 100% cotton.
  - a) 114 coveralls
  - b) Five (5) HIVIS (high visibility) coveralls
  - c) Five (5) HIVIS FR (flame resistant) coveralls
- 3.2 Uniforms
  - a) Four (4) Carhartt "or equivalent" pairs of pants
  - b) Five (5) Carhartt "or equivalent" work shirts
- 3.3 Lab Coats  
Lab coats must be white, with three buttons and three pockets, in a cotton/polyester blend.
  - a) 10 extra small
  - b) 30 small
  - c) 50 medium
  - d) 30 large
  - e) 30 extra large
- 3.4 Mats
  - a) One (1) 5' x 10' mat
  - b) Two (2) 4' x 5.5' outdoor scraper mats
  - c) Two (2) 4' x 6' mats
  - d) One (1) 3' x 5' mat

Pick-up and drop-off must be carried out at least once per week. Hours for pick-up and drop-off are 8:00am – 4:00pm, Monday through Friday.

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The Contractor must provide additional lab coats and/or coveralls for summer students and temporary workers, for the same price per unit. The Contractor must provide for and accommodate the increase in lab coats and/or coveralls with no additional set-up or administrative fees.

## ANNEX "B" – BASIS OF PAYMENT

The prices are in Canadian dollars, Applicable Taxes excluded. Note that prices will not be adjusted in the future (Part 4.1.2, Financial Evaluation).

### 1. INITIAL CONTRACT

| <b>1.1 September 1, 2017 – August 31, 2018 inclusive</b> |   |        |     |            |            |
|--|---|--------|-----|------------|------------|
| Item   | Description                             | U of I | Qty | Unit Price | Ext. Price |
| 1  | Coveralls                               | each   | 114 |            |            |
| 2  | HIVIS Coveralls                         | each   | 5   |            |            |
| 3  | HIVIS FR Coveralls                      | each   | 5   |            |            |
| 4  | Carhartt "or equivalent" Pairs of Pants | each   | 4   |            |            |
| 5  | Carhartt "or equivalent" Work Shirts    | each   | 5   |            |            |
| 6  | Lab Coats - Extra Small                 | each   | 10  |            |            |
| 7  | Lab Coats - Small                       | each   | 30  |            |            |
| 8  | Lab Coats - Medium                      | each   | 50  |            |            |
| 9  | Lab Coats - Large                       | each   | 30  |            |            |
| 10   | Lab Coats - Extra Large                 | each   | 30  |            |            |
| 11   | 5' x 10' Mat                            | each   | 1   |            |            |
| 12   | 4' x 5.5' Outdoor Scraper Mat           | each   | 2   |            |            |
| 13   | 4' x 6' Mat                             | each   | 2   |            |            |
| 14   | 3' x 5' Mat                             | each   | 1   |            |            |
| 15   | Service Charge                          | week   |     |            |            |
| <b>Subtotal (1.1)</b>                                    |   |        |     |            |            |

| <b>1.2 September 1, 2018 – August 31, 2019 inclusive</b> |   |        |     |            |            |
|--|---|--------|-----|------------|------------|
| Item   | Description                             | U of I | Qty | Unit Price | Ext. Price |
| 1  | Coveralls                               | each   | 114 |            |            |
| 2  | HIVIS Coveralls                         | each   | 5   |            |            |
| 3  | HIVIS FR Coveralls                      | each   | 5   |            |            |
| 4  | Carhartt "or equivalent" Pairs of Pants | each   | 4   |            |            |
| 5  | Carhartt "or equivalent" Work Shirts    | each   | 5   |            |            |
| 6  | Lab Coats - Extra Small                 | each   | 10  |            |            |
| 7  | Lab Coats - Small                       | each   | 30  |            |            |
| 8  | Lab Coats - Medium                      | each   | 50  |            |            |
| 9  | Lab Coats - Large                       | each   | 30  |            |            |
| 10   | Lab Coats - Extra Large                 | each   | 30  |            |            |
| 11   | 5' x 10' Mat                            | each   | 1   |            |            |
| 12   | 4' x 5.5' Outdoor Scraper Mat           | each   | 2   |            |            |
| 13   | 4' x 6' Mat                             | each   | 2   |            |            |
| 14   | 3' x 5' Mat                             | each   | 1   |            |            |
| 15   | Service Charge                          | week   |     |            |            |
| <b>Subtotal (1.2)</b>                                    |   |        |     |            |            |

| <b>1.3 September 1, 2019 – August 31, 2020 inclusive</b> |             |        |     |            |            |
|--|-------------|--------|-----|------------|------------|
| Item   | Description | U of I | Qty | Unit Price | Ext. Price |

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|    |   |      |     |                       |  |
|----|---|------|-----|-----------------------|--|
| 1  | Coveralls                               | each | 114 |                       |  |
| 2  | HIVIS Coveralls                         | each | 5   |                       |  |
| 3  | HIVIS FR Coveralls                      | each | 5   |                       |  |
| 4  | Carhartt "or equivalent" Pairs of Pants | each | 4   |                       |  |
| 5  | Carhartt "or equivalent" Work Shirts    | each | 5   |                       |  |
| 6  | Lab Coats - Extra Small                 | each | 10  |                       |  |
| 7  | Lab Coats - Small                       | each | 30  |                       |  |
| 8  | Lab Coats - Medium                      | each | 50  |                       |  |
| 9  | Lab Coats - Large                       | each | 30  |                       |  |
| 10 | Lab Coats - Extra Large                 | each | 30  |                       |  |
| 11 | 5' x 10' Mat                            | each | 1   |                       |  |
| 12 | 4' x 5.5' Outdoor Scraper Mat           | each | 2   |                       |  |
| 13 | 4' x 6' Mat                             | each | 2   |                       |  |
| 14 | 3' x 5' Mat                             | each | 1   |                       |  |
| 15 | Service Charge                          | week |     |                       |  |
|    |   |      |     | <b>Subtotal (1.3)</b> |  |

|   |  |  |  |  |
|---|--|--|--|--|
| <b>INITIAL CONTRACT TOTAL (1.1 + 1.2 + 1.3)</b> |  |  |  |  |
|---|--|--|--|--|

## 2. OPTION YEAR 1

| <b>2.1 September 1, 2020 – August 31, 2021 inclusive</b> |   |        |     |                                  |            |
|--|---|--------|-----|----------------------------------|------------|
| Item   | Description                             | U of I | Qty | Unit Price                       | Ext. Price |
| 1  | Coveralls                               | each   | 114 |                                  |            |
| 2  | HIVIS Coveralls                         | each   | 5   |                                  |            |
| 3  | HIVIS FR Coveralls                      | each   | 5   |                                  |            |
| 4  | Carhartt "or equivalent" Pairs of Pants | each   | 4   |                                  |            |
| 5  | Carhartt "or equivalent" Work Shirts    | each   | 5   |                                  |            |
| 6  | Lab Coats - Extra Small                 | each   | 10  |                                  |            |
| 7  | Lab Coats - Small                       | each   | 30  |                                  |            |
| 8  | Lab Coats - Medium                      | each   | 50  |                                  |            |
| 9  | Lab Coats - Large                       | each   | 30  |                                  |            |
| 10   | Lab Coats - Extra Large                 | each   | 30  |                                  |            |
| 11   | 5' x 10' Mat                            | each   | 1   |                                  |            |
| 12   | 4' x 5.5' Outdoor Scraper Mat           | each   | 2   |                                  |            |
| 13   | 4' x 6' Mat                             | each   | 2   |                                  |            |
| 14   | 3' x 5' Mat                             | each   | 1   |                                  |            |
| 15   | Service Charge                          | week   |     |                                  |            |
|  |   |        |     | <b>OPTION YEAR 1 TOTAL (2.1)</b> |            |

## 3. OPTION YEAR 2

| <b>3.1 September 1, 2021 – August 31, 2022 inclusive</b> |                    |        |     |            |            |
|--|--------------------|--------|-----|------------|------------|
| Item   | Description        | U of I | Qty | Unit Price | Ext. Price |
| 1  | Coveralls          | each   | 114 |            |            |
| 2  | HIVIS Coveralls    | each   | 5   |            |            |
| 3  | HIVIS FR Coveralls | each   | 5   |            |            |



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|                                  |   |      |    |  |  |
|----------------------------------|---|------|----|--|--|
| 4                                | Carhartt "or equivalent" Pairs of Pants | each | 4  |  |  |
| 5                                | Carhartt "or equivalent" Work Shirts    | each | 5  |  |  |
| 6                                | Lab Coats - Extra Small                 | each | 10 |  |  |
| 7                                | Lab Coats - Small                       | each | 30 |  |  |
| 8                                | Lab Coats - Medium                      | each | 50 |  |  |
| 9                                | Lab Coats - Large                       | each | 30 |  |  |
| 10                               | Lab Coats - Extra Large                 | each | 30 |  |  |
| 11                               | 5' x 10' Mat                            | each | 1  |  |  |
| 12                               | 4' x 5.5' Outdoor Scraper Mat           | each | 2  |  |  |
| 13                               | 4' x 6' Mat                             | each | 2  |  |  |
| 14                               | 3' x 5' Mat                             | each | 1  |  |  |
| 15                               | Service Charge                          | week |    |  |  |
| <b>OPTION YEAR 2 TOTAL (3.1)</b> |   |      |    |  |  |

| <b>Replacement Charges</b> |   |             |
|----------------------------|---|-------------|
| Item                       | Description                             | Cost (each) |
| 1                          | Coveralls                               |             |
| 2                          | HIVIS Coveralls                         |             |
| 3                          | HIVIS FR Coveralls                      |             |
| 4                          | Carhartt "or equivalent" Pairs of Pants |             |
| 5                          | Carhartt "or equivalent" Work Shirts    |             |
| 6                          | Lab Coats - Extra Small                 |             |
| 7                          | Lab Coats - Small                       |             |
| 8                          | Lab Coats - Medium                      |             |
| 9                          | Lab Coats - Large                       |             |
| 10                         | Lab Coats - Extra Large                 |             |
| 11                         | 5' x 10' Mat                            |             |
| 12                         | 4' x 5.5' Outdoor Scraper Mat           |             |
| 13                         | 4' x 6' Mat                             |             |
| 14                         | 3' x 5' Mat                             |             |

Replacement charges applicable only when an item is lost or damaged by employees of Agriculture and Agri-Food Canada, and unable to be repaired. Replacement charges must be at the Contractor's cost with no mark-up. There are no applicable replacement charges for items over 3 years old.

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### **ANNEX "C" - ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);

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**NOTE TO BIDDERS:** Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

**AVIS AUX FOURNISSEURS:** Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation ouverte à soumissionner et la date de clôture soient lisibles à l'extérieur de votre offre.

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**Bid Receiving  
Public Works & Government Services Canada  
219 - 800 BURRARD STREET  
VANCOUVER BC V6Z 0B9**

**Solicitation No. : 01550-180085/A**

**Solicitation Closes: August 14, 2017, 2:00 PDT**

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**Réception des soumissions  
Travaux publics et services gouvernementaux Canada  
800 rue Burrard, 219  
Vancouver (C.-B) V6Z 0B9**

**N° de l'invitation : 01550-180085/A**

**La réception des soumissions prend fin le: 14 août, 2017, 2:00 PDT**  
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