

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

Room 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

Bid Fax: (403) 292-5786

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT.

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/Travaux
publics et Services gouvernementaux Canada
Room 1650, 635 8th Ave. S.W.

Calgary

Alberta

T2P 3M3

Title - Sujet Laundry and Dry Cleaning Services	
Solicitation No. - N° de l'invitation M5000-187105/A	Date 2018-06-18
Client Reference No. - N° de référence du client M5000-187105	GETS Ref. No. - N° de réf. de SEAG PW-\$CAL-137-6769
File No. - N° de dossier CAL-7-40144 (137)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-07-30	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Loi, Ngan	Buyer Id - Id de l'acheteur cal137
Telephone No. - N° de téléphone (403)973-2796 ()	FAX No. - N° de FAX (403)292-5786
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: RCMP Academy - Depot Division Various Locations, location will be indicated on Call-up 5600 - 11 Ave P.O. Box 6500 Regina, SK S4P 3J7	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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M5000-187105/A
Client Ref. No. - N° de réf. du client
M5000-187105

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-7-40144

Buyer ID - Id de l'acheteur
Cal137
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided and; |
| Part 6 | Security Requirements: includes specific requirements that must be addressed by offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, Laundry and Dry Cleaning Legend, the Basis of Payment, Security Requirements Check List, the Electronic Payment Instruments, and any other annexes.

1.2 Summary

- 1.2.1 A Regional Individual Standing Offer (RISO) for the provision of Laundry and Dry Cleaning Services for the Royal Canadian Mounted Police Training Academy - Depot Division and F Division Headquarters in Regina, Saskatchewan on an "as and when required" basis during the Standing Offer period.
- The period of Standing Offer is for one year from Date of Issuance with two (2) additional one (1) year option periods.
- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
- 1.2.3 This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2017-04-27) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of [2006](#), Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 180 days

The 2006 standard instructions is amended as follows:

- section 05, entitled Submission of offers, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each offer, at RFSO closing date and time or upon request from the Standing Offer Authority, be signed by the Offeror or by an authorized representative of the Offeror. If an offer is submitted by a joint venture, it must be in accordance with section 17."
 - paragraph 2.d is deleted entirely and replaced with the following: "send its offer only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the RFSO or, to the specified address in the RFSO, as applicable."
 - paragraph 2.e is deleted entirely and replaced with the following: "ensure that the Offeror's name, return address, RFSO number, and RFSO closing date and time are clearly visible on the offer; and"
- section 06, entitled Late offers, is deleted entirely and replaced with the following: "PWGSC will return or delete offers delivered after the stipulated RFSO closing date and time, unless they qualify as a delayed offer as described in section 07. For late offers submitted using means other than Canada Post Corporation's epost Connect service, the physical offer will be returned. For offers received electronically, the late offers will be deleted. As an example, offers submitted using Canada Post

Corporation's epost Connect service, an epost Connect conversation initiated by the Bid Receiving Unit via the epost Connect service pertaining to a late offer will be deleted. Records will be kept documenting the transaction history of all late offers submitted using epost Connect."

- section 07, entitled Delayed offers, is amended as follows:
 - subsection 1 is deleted and replaced as follows:

1. An offer delivered to the specified Bid Receiving Unit after the RFSO closing date and time but before the standing offer issuance date may be considered, provided the offeror can prove the delay is due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or national equivalent of a foreign country). Private courier (Purolator Inc., Fedex Inc., etc.) is not considered to be part of CPC for the purposes of delayed offers.

- a. The only pieces of evidence relating to a delay in the CPC system that are acceptable to PWGSC are:

- i. a CPC cancellation date stamp;
- ii. a CPC Priority Courier bill of lading;
- iii. a CPC Xpresspost label;

that clearly indicates that the offer was sent before the RFSO closing date.

- b. The only piece of evidence relating to a delay in the epost Connect service provided by CPC system that is acceptable to PWGSC is a CPC epost Connect service date and time record indicated in the epost Connect conversation history that clearly indicates that the offer was sent before the RFSO closing date and time.

- section 08, Transmission by facsimile, is deleted entirely and replaced with the following:
"Transmission by facsimile or by epost Connect

1. Facsimile

- a. Unless specified otherwise in the RFSO, offers may be submitted by facsimile.
 - i. PWGSC, National Capital Region: The only acceptable facsimile number for responses to RFSOs issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the RFSO.
 - ii. PWGSC regional offices: The facsimile number for responses to RFSOs issued by PWGSC regional offices is identified in the RFSOs.
- b. For offers transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed offer including, but not limited to, the following:
 - i. receipt of garbled, corrupted or incomplete offer;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the offer;
 - v. failure of the Offeror to properly identify the offer;
 - vi. illegibility of an offer; or
 - vii. security of offer data.
- c. An Offer transmitted by facsimile constitutes the formal offer of the Offeror and must be submitted in accordance with section 05.

2. epost Connect

- a. Unless specified otherwise in the RFSO, offers may be submitted by using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a):
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to RFSOs issued by PWGSC headquarters is: TPSGC.DGAreceptiondessousmissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca, or if applicable, the email address identified in the RFSO.
 - ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to the RFSOs issued by PWGSC regional offices is identified in the RFSO.
- b. To submit an offer using epost Connect service, the Offeror must either:
 - i. send directly its offer only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the RFSO closing date and time (in order to ensure a response), an email that includes the RFSO number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
- c. If the Offeror sends an email requesting epost Connect service to the specified Bid Receiving Unit in the RFSO, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Offeror to access and action the message within the epost Connect conversation. The Offeror will then be able to transmit its offer afterward at any time prior to the RFSO closing date and time.
- d. If the Offeror is using its own licensing agreement to send its offer, the Offeror must keep the epost Connect conversation open until at least 30 business days after the RFSO closing date and time.
- e. The RFSO number should be identified in the epost Connect message field of all electronic transfers.
- f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should an offeror not have a Canadian address, they may use the Bid Receiving Unit address specified in the RFSO in order to register for the epost Connect service.
- g. For offers transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the offer including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete offer;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the offer;
 - v. failure of the Offeror to properly identify the offer;
 - vi. illegibility of the offer;
 - vii. security of offer data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
- h. An offer transmitted by epost Connect service constitutes the formal offer of the Offeror and must be submitted in accordance with section 05."

2.1.1 SACC Manual Clauses

B1000T (2014-06-26), Condition of Material - Bid
M0222T (2016-01-28), Evaluation of Price – Canadian/Foreign Offerors
M0019T (2007-05-25), Firm Price and/or Rates

2.2 Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the RFSO:

Bid Receiving Public Works and Government Services Canada
Room 1650, 635 8 Ave SW
Calgary, AB T2P 3M3
The email address of PWGSC Bid Receiving Unit in Western Region is:
ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca
Facsimile: 403-292-5786

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES () NO ()**

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES () NO ()**

If so, the Offeror must provide the following information:

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

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

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. Offerors are required to provide their offer in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment. The offer must be gathered per section and separated as follows:

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer (1 hard copy)
Section II: Financial Offer (1 hard copy)
Section III: Certifications (1 hard copy)

- If the Offeror is simultaneously providing copies of its offer using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

Canada requests that offerors follow the format instructions described below in the preparation of hard copy of their offer:

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

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

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

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex C, Basis of Payment.

3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications Offerors must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Please see Annex A – Statement of Work.

4.1.2 Financial Evaluation

4.1.2.1 The evaluated price will be established using the following calculation:

For each year, the unit price quoted for each line item will be multiplied by its estimated usages to obtain the extended price per line item;

The extended prices for each line item will be summed to arrive at the total price for each year;

The total price for each year will be added to arrive the total evaluated price.

SACC Manual Clause M0222T (2016-01-28), Evaluation of Price – Canadian/Foreign Offerors

4.2 Basis of Selection

- 4.2.1** An offer must comply with the requirements of the Request for Standing Offer and meet all the mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all offerors must provide with their offer, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

PART 6 - SECURITY REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

- 7.1.1** The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

7.2 Security Requirements

- 7.2.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/PWGSC.
3. Subcontracts, which contain security requirements, are NOT to be awarded without the prior written permission of the CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and Security Guide (if applicable), attached at Annex D;
 - b. Industrial Security Manual (Latest Edition).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

2005 (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled E. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is for one (1) year from Date of Issuance.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one-year option periods, from TBD to TBD and from TBD to TBD under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Ngan Loi
Procurement Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Western Region
1650, 650 8 Ave SW Calgary, AB T2P 3M3

Telephone: 403-973-2796
Facsimile: 403-292-5786
E-mail address: ngan.loi@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Standing Offer is: **(To be determined)**

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3 Offeror's Representative

(To be completed by Offeror)

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

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

7.6 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.

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Royal Canadian Mounted Police Training Academy - Depot Division and F Division Headquarters in Regina, Saskatchewan.

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;

- description and unit price for each line item;
- total value of the call-up;
- point of delivery;
- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed **\$10,000.00** (Applicable Taxes included).

7.10 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2016-01-28), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract;
- e) Annex A, Statement of Work;
- f) Annex B, Dry Cleaning and Laundry Legend;
- g) Annex C, Basis of Payment;
- h) Annex D, Security Requirement Check List;
- i) the Offeror's offer dated _____ .

7.11 Certifications and Additional Information

7.11.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.12 Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

[2029](#) (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

Section 12 Interest on Overdue Accounts, of [2029](#) (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Delivery Date

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

7.4 Proactive Disclosure of Contracts with Former Public Servants

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

7.5 Payment

7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s) as specified Annex C. Customs duties are **TBD** 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.

7.5.2 Payment

H1000C (2008-05-12), Single Payment

7.5.3 SACC Manual Clauses

C2000C (2007-11-30), Taxes - Foreign-based Contractor

7.5.4 Electronic Payment of Invoices – Call-up

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s): To be determined.

7.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
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.

7.7 Insurance

SACC Manual clause [G1005C](#) (2016-01-28), Insurance – No Specific Requirement

7.8 SACC Manual Clauses

A9039C (2008-05-12), Salvage
A9068C (2010-01-11), Government Site Regulations

ANNEX "A"

STATEMENT OF WORK

For the provision of Laundry and Dry Cleaning Services for the Royal Canadian Mounted Police Training Academy - Depot Division and F Division Headquarters in Regina, Saskatchewan on an "as and when required" basis during the Standing Offer period.

The period of Standing Offer is for one (1) year from Date of Issuance, with two (2) additional one (1) year option periods.

1 General Requirements

- .1 Unit Prices to include pickup and delivery to and from several locations on site. A site map will be provided, if necessary, by the Site Authority.
- .2 Pickup and delivery times to be negotiated between the Site Authority and Offeror at time of call-up and is subject to change due to increase and/or decrease in volume and/or frequency.
- .3 Any packaging used shall be of the type to keep items clean and dry. Packaging to be to industry standards.
- .4 All items will be laundered in accordance with the processing requirements stated herein.
- .5 Laundry bags must be provided by the Offeror and must be easily identified to distinguish between clean, dirty and contaminated item.
- .6 Identification method must be provided by the Offeror to easily identify bags of laundry of contaminated items being picked up.

2 Pick Up / Drop Off Instructions

- .1 Delivery and Pick up shall be as specified with a one-week turnaround time for processing. Occasionally items may be required with a quicker turnaround but standard will be one week. Pick-up and Delivery will be required Monday to Saturday as and when required.
- .2 Pick Up and Delivery Points will be:
 - i. Building #22, C Block, Loading Dock
 - ii. Building #61, D Block, Loading Dock
 - iii. Building #98, Division Mess, Loading Dock
 - iv. Building #13, Medical Treatment Centre (MTC)
 - v. Building #34, Officer's Mess
 - Occasional requests may be made by F Division Headquarters Building.
- .3 All deliveries will be made to the same address as the original pickup.
- .4 Laundry shall be properly identified, parceled and returned on specified day. Identification to include building number and unit identification.
- .5 Packaging used shall be of the type to keep items clean and dry. Packaging to be to industry standard.

3 Division of Responsibilities

.1 The Royal Canadian Mounted Police will count the soiled garments, towels, and sheets and will supply a list of items and numbers when the items are picked up, as well as keep a copy.

.2 The Offeror's facility, prior to laundry services being performed, will confirm the number and type of items against the Client's list:

i. Any errors or discrepancies will be reported immediately to the Client, prior to the service being performed. Written notification of errors or discrepancies can be delivered by fax or email to the client.

.3 The Offeror's delivery slips for cleaned items must be signed by the Client on receipt.

.4 Any discrepancies found by the Client on delivery of completed service, will be deemed the Offeror's responsibility and will be investigated by the Offeror to the satisfaction of the client. Discrepancies include, but are not limited to:

i. **Missing Items:** Items deemed to be missing will be based on a comparison between the original list supplied and the delivery slip or actual items received. If it is determined that the Offeror is responsible for the missing items, the Offeror will replace the items or provide compensation based on industry standard rates.

ii. **Damaged Items:** Damage to items that can be linked to the laundry or dry cleaning processes. If it is determined that the damage is derived through improper or faulty mechanical or procedural processes, the Offeror will repair the damaged item if possible, or provide compensation based on industry standard rates. Excessive bleaching may cause premature wear and tear and is not acceptable. The Offeror will not be held responsible for damages relating to missing buttons or damaged zippers.

iii. **Items improperly cleaned during call-up process:** Items that are returned to the client that do not meet the cleaning standards outlined in Item 5 – Cleaning Standards will be picked up and re-cleaned with no additional charge

.5 The Offeror will provide the client the necessary forms or procedure to submit complaints.

.6 Complaints will be submitted within seven (7) business days.

.7 The Offeror must respond as soon as possible, but within a maximum time of two (2) business days. The issue will be resolved, whenever possible, within one (1) week.

4 Cleaning Standards

.1 Only North American Standard Dry Cleaning method will be considered (no water).

.2 All items will be laundered in accordance with the processing requirements stated herein.

.3 No substitution of items will be made – actual item received for cleaning/laundrying must be returned.

.4 All colored items are to be sorted by Offeror prior to laundry services being performed.

.5 Laundry must be clean when returned, any dirty items that cannot be cleaned must be separated and labeled. The RCMP will not be charged for the cleaning of these items.

.6 Laundry must be free of scents, odors and animal hair (e.g.: cigarette smoke, etc.)

.7 Cook's clothing and aprons to be wrapped after cleaning, as per industry standards.

.8 To reduce wrinkles, tablecloths to be folded when cold. Offeror to consult with Food Services' Laundry coordinator on proper method of folding tablecloths and napkins.

.9 Some bedding, garments and clothes requiring laundering may be contaminated with blood, bodily fluids, etc. These items will be marked "Contaminated", require special handling and are not to be cleaned with other items.

5 Invoicing Instructions

.1 Offeror shall provide monthly invoicing per pick up location

The Offeror certifies that they are able to perform all of the work as described in Annex A – Statement of Work.

Authorized Representative Signature

Date

ANNEX "B"

LAUNDRY AND DRY CLEANING LEGEND

Class

1. Clothing
2. Bedding and towels
3. Camping equipment
4. Kitchen equipment
5. Hospital equipment
6. Miscellaneous

Material

1. Cotton
2. Wool
3. Nylon
4. Leather
5. Linen
6. Rayon
7. Canvas
8. Miscellaneous
9. Rubber
10. Polyester-Cotton
11. Polyester
12. Acrylic
13. Fur

Types of Processes Required

Laundry

1. Washed and tumbled dried
2. Washed and air dried, fold/hung
3. Washed and pressed
4. Washed, starched and hand pressed
5. Washed, starched, dried on stretcher and hand pressed
6. Rough washed
7. Hand sponged and air dried
8. Washed, tumbled dried, pressed and hung on hangers
9. All-white – powder bleach and soap, medium dry, fold
10. All-white – powder bleach and soap, medium dry, hung
11. Washed, pressed and folded 7 inches by 11 inches
12. Washed and steam dried

Dry Cleaning

13. Stain removal and Dry cleaned, tumbler dried and folded
14. Stain removal and Dry cleaned and hung
15. Stain removal and Dry-cleaned, re-blocked and pressed
16. Stain removal and Shampooed

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ANNEX "C"

BASIS OF PAYMENT

- All-inclusive prices must be submitted for all line items as outlined below in order to fulfil all of the requirements as listed in Annex A – Statement of Work.
- The items listed herein are to be quoted as firm prices in Canadian Dollars, GST/HST extra, and FOB destination including all pick-up and delivery charges.
- GST (if applicable) is to be added to the invoice as a separate item
- The quantity as shown in Annex C are estimated usages and for evaluation purposes only and will not form part of the resulting Standing Offer.

A. Standing Offer period: One (1) year from Date of Issuance

1. Laundry Services

Line item	Description	Class/ Material / Proces s	Yearly estimated usages					Unit Price
			Division Mess	C Block Stores	D Block & CTF	Officers Mess	MTC	
Pick Up Day			Weds	Weds	M/W/F	Monday	M/W	
1	Bath Mat	2/1/1		1	14640			\$_____
2	Bed Spread	2/1/1& 2/10/1			237	12	56	\$_____
3	Blanket, acrylic	2/12/12		1828	252	48	101	\$_____
4	Blanket, wool	2/2/2		185	528			\$_____
5	Facecloth	2/1/12			14304		23	\$_____
6	Mattress Cover	2/1/1		920	196	48		\$_____
7	Napkin	6/11/1	1341			10656		\$_____
8	Pillow Protector	2/10/1			5808	51		\$_____
9	Pillow Slip – White	2/1/12		11	1344	204	272	\$_____
10	Server Jacket	1/1/8		816		144		\$_____
11	Sheet, Fitted (39 x 80 x 12) Single	2/1/11			600	76	137	\$_____
12	Sheet, Flat (66 x 115) Single	2/1/11			600	76	137	\$_____
13	Foam Comforter	2/2/2 & 2/10/1			106			\$_____
14	Towel, Bath	2/1/12		42	20,352		89	\$_____
15	Towel, Hand	2/1/12			1,728			\$_____
16	Dish Cloth	2/1/1				192		\$_____
17	Shorts	1/1/1					104	\$_____
18	Housecoat	1/8/1					30	\$_____
19	Quilted Blanket	1/8/12			237			\$_____
20	Tea Towel	2/1/1 & 4/1/1				192	20	\$_____
21	Apron	4/10/4				9		\$_____
22	Gloves	4/1/1				24		\$_____
23	Rags	4/1/1				432		\$_____
24	T-Shirt, Cotton	1/1/1		61				\$_____
25	Jacket/Parka (xs –xxl, ¾ length)	1/8/1		106				\$_____
26	Pants	1/10/8		17				\$_____
27	Shirt	1/10/8		303				\$_____
28	Judo GI jacket	1/1/10		787				\$_____
29	Judo GI pants	1/1/10		921				\$_____
30	Judo GI belt	1/1/9		767				\$_____

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31	Pillow Slip blue	2/1/12			400	125		\$_____
32	Sheet, Fitted blue (39 x 30 x 12)	2/1/11			400	76		\$_____
33	Sheet, Flat blue (66 x 115)	2/1/11			400	76		\$_____
34	Pillow Slip – bone	2/1/12			15552			\$_____
35	Sheet, Fitted bone (39 x 80 x 12)	2/1/11			7728			\$_____
36	Sheet, Flat bone (66 x 115)	2/1/11			7728			\$_____
37	Pillow Sham	2/1/1			84			\$_____
38	Bed Skirt	2/1/1			24			\$_____
39	Throw Pillow	2/1/1			24			\$_____
40	Curtains (91 x 88)	2/1/1			36			\$_____
41	Internal carrier	1/10/10		57				\$_____
42	Fleece jacket	1/8/1		69				\$_____
43	Yellow vest	1/10/2		6				\$_____
44	Table Cloth (54 x 120)	6/1/10	514			690		\$_____
45	Table Cloth (70 x 70)	6/1/10	5			690		\$_____
46	Table Cloth (180 x 100)	6/1/10	1			690		\$_____
47	Table Cloth (70 x 54)	6/1/10	3			690		\$_____
48	Table Cloth (340 x 120)	6/1/10	1			690		\$_____
49	Table Cloth (53 x 118)	6/1/10	3			690		\$_____
50	Table Cloth (71 x 71)	6/1/10	114			690		\$_____
51	Table Cloth (240 x 54)	6/1/10	2			690		\$_____
52	Table Cloth (240 x 120)	6/1/10	16			690		\$_____
53	Fitted Sheet – Bone Double	2/1/11				154		\$_____
54	Flat Sheet – Bone Double	2/1/11				154		\$_____
55	Fitted Sheet – White - Queen	2/1/11				538		\$_____
56	Flat Sheet – White - Queen	2/1/11				538		\$_____

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2. Dry Cleaning Services

Item	Description	Class/ Material/ Process	Yearly estimated usages					Unit Price
			Division Mess	C Block Stores	D Block & CTF	Officers Mess	MTC	
Pick Up Day			Weds	Weds	M/W/F	Monday	M / W	
1	Blanket, Wool	2/2/13			24			\$_____
2	Breeches, wool	1/2/14		1				\$_____
3	Lab Coat	1/8/14						\$_____
4	Coat, Winter	1/8/14			24			\$_____
5	Jacket, bomber	1/8/14		116				\$_____
6	Pants/Skirt	1/2/15						\$_____
7	Shirt	1/1/15		303				\$_____
8	Tunic, Scarlet	1/2/15		12				\$_____
9	Vest, External Carrier	1/7/14		181				\$_____
10	Fur hat	1/12/-		40				\$_____

B. Option Year 1 period from TBD to TBD

1. Laundry Services

Line item	Description	Class/ Material / Proces s	Yearly estimated usages					Unit Price
			Division Mess	C Block Stores	D Block & CTF	Officers Mess	MTC	
Pick Up Day			Weds	Weds	M/W/F	Monday	M/W	
1	Bath Mat	2/1/1		1	14640			\$_____
2	Bed Spread	2/1/1& 2/10/1			237	12	56	\$_____
3	Blanket, acrylic	2/12/12		1828	252	48	101	\$_____
4	Blanket, wool	2/2/2		185	528			\$_____
5	Facecloth	2/1/12			14304		23	\$_____
6	Mattress Cover	2/1/1		920	196	48		\$_____
7	Napkin	6/11/1	1341			10656		\$_____
8	Pillow Protector	2/10/1			5808	51		\$_____
9	Pillow Slip – White	2/1/12		11	1344	204	272	\$_____
10	Server Jacket	1/1/8		816		144		\$_____
11	Sheet, Fitted (39 x 80 x 12) Single	2/1/11			600	76	137	\$_____
12	Sheet, Flat (66 x 115) Single	2/1/11			600	76	137	\$_____
13	Foam Comforter	2/2/2 & 2/10/1			106			\$_____
14	Towel, Bath	2/1/12		42	20,352		89	\$_____
15	Towel, Hand	2/1/12			1,728			\$_____
16	Dish Cloth	2/1/1				192		\$_____
17	Shorts	1/1/1					104	\$_____
18	Housecoat	1/8/1					30	\$_____
19	Quilted Blanket	1/8/12			237			\$_____
20	Tea Towel	2/1/1 & 4/1/1				192	20	\$_____
21	Apron	4/10/4				9		\$_____
22	Gloves	4/1/1				24		\$_____
23	Rags	4/1/1				432		\$_____
24	T-Shirt, Cotton	1/1/1		61				\$_____
25	Jacket/Parka (xs –xxl, ¾ length)	1/8/1		106				\$_____
26	Pants	1/10/8		17				\$_____
27	Shirt	1/10/8		303				\$_____
28	Judo GI jacket	1/1/10		787				\$_____
29	Judo GI pants	1/1/10		921				\$_____
30	Judo GI belt	1/1/9		767				\$_____

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33	Sheet, Flat blue (66 x 115)	2/1/11			400	76		\$_____
34	Pillow Slip – bone	2/1/12			15552			\$_____
35	Sheet, Fitted bone (39 x 80 x 12)	2/1/11			7728			\$_____
36	Sheet, Flat bone (66 x 115)	2/1/11			7728			\$_____
37	Pillow Sham	2/1/1			84			\$_____
38	Bed Skirt	2/1/1			24			\$_____
39	Throw Pillow	2/1/1			24			\$_____
40	Curtains (91 x 88)	2/1/1			36			\$_____
41	Internal carrier	1/10/10		57				\$_____
42	Fleece jacket	1/8/1		69				\$_____
43	Yellow vest	1/10/2		6				\$_____
44	Table Cloth (54 x 120)	6/1/10	514			690		\$_____
45	Table Cloth (70 x 70)	6/1/10	5			690		\$_____
46	Table Cloth (180 x 100)	6/1/10	1			690		\$_____
47	Table Cloth (70 x 54)	6/1/10	3			690		\$_____
48	Table Cloth (340 x 120)	6/1/10	1			690		\$_____
49	Table Cloth (53 x 118)	6/1/10	3			690		\$_____
50	Table Cloth (71 x 71)	6/1/10	114			690		\$_____
51	Table Cloth (240 x 54)	6/1/10	2			690		\$_____
52	Table Cloth (240 x 120)	6/1/10	16			690		\$_____
53	Fitted Sheet – Bone Double	2/1/11				154		\$_____
54	Flat Sheet – Bone Double	2/1/11				154		\$_____
55	Fitted Sheet – White - Queen	2/1/11				538		\$_____
56	Flat Sheet – White - Queen	2/1/11				538		\$_____

Solicitation No. - N° de l'invitation
M5000-187105/A
Client Ref. No. - N° de réf. du client
M5000-187105

Amd. No. - N° de la modif.
File No. - N° du dossier
CAL-7-40144

Buyer ID - Id de l'acheteur
Cal137
CCC No./N° CCC - FMS No./N° VME

2. Dry Cleaning Services

Item	Description	Class/ Material/ Process	Yearly estimated usages					Unit Price
			Division Mess	C Block Stores	D Block & CTF	Officers Mess	MTC	
	Pick Up Day		Weds	Weds	M/W/F	Monday	M / W	
1	Blanket, Wool	2/2/13			24			\$_____
2	Breeches, wool	1/2/14		1				\$_____
3	Lab Coat	1/8/14						\$_____
4	Coat, Winter	1/8/14			24			\$_____
5	Jacket, bomber	1/8/14		116				\$_____
6	Pants/Skirt	1/2/15						\$_____
7	Shirt	1/1/15		303				\$_____
8	Tunic, Scarlet	1/2/15		12				\$_____
9	Vest, External Carrier	1/7/14		181				\$_____
10	Fur hat	1/12/-		40				\$_____

C. Option Year 2 period from TBD to TBD

1. Laundry Services

Line item	Description	Class/ Material / Proces s	Yearly estimated usages					Unit Price
			Division Mess	C Block Stores	D Block & CTF	Officers Mess	MTC	
Pick Up Day			Weds	Weds	M/W/F	Monday	M/W	
1	Bath Mat	2/1/1		1	14640			\$_____
2	Bed Spread	2/1/1& 2/10/1			237	12	56	\$_____
3	Blanket, acrylic	2/12/12		1828	252	48	101	\$_____
4	Blanket, wool	2/2/2		185	528			\$_____
5	Facecloth	2/1/12			14304		23	\$_____
6	Mattress Cover	2/1/1		920	196	48		\$_____
7	Napkin	6/11/1	1341			10656		\$_____
8	Pillow Protector	2/10/1			5808	51		\$_____
9	Pillow Slip – White	2/1/12		11	1344	204	272	\$_____
10	Server Jacket	1/1/8		816		144		\$_____
11	Sheet, Fitted (39 x 80 x 12) Single	2/1/11			600	76	137	\$_____
12	Sheet, Flat (66 x 115) Single	2/1/11			600	76	137	\$_____
13	Foam Comforter	2/2/2 & 2/10/1			106			\$_____
14	Towel, Bath	2/1/12		42	20,352		89	\$_____
15	Towel, Hand	2/1/12			1,728			\$_____
16	Dish Cloth	2/1/1				192		\$_____
17	Shorts	1/1/1					104	\$_____
18	Housecoat	1/8/1					30	\$_____
19	Quilted Blanket	1/8/12			237			\$_____
20	Tea Towel	2/1/1 & 4/1/1				192	20	\$_____
21	Apron	4/10/4				9		\$_____
22	Gloves	4/1/1				24		\$_____
23	Rags	4/1/1				432		\$_____
24	T-Shirt, Cotton	1/1/1		61				\$_____
25	Jacket/Parka (xs –xxl, ¾ length)	1/8/1		106				\$_____
26	Pants	1/10/8		17				\$_____
27	Shirt	1/10/8		303				\$_____
28	Judo GI jacket	1/1/10		787				\$_____
29	Judo GI pants	1/1/10		921				\$_____
30	Judo GI belt	1/1/9		767				\$_____

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CCC No./N° CCC - FMS No./N° VME

31	Pillow Slip blue	2/1/12			400	125		\$_____
32	Sheet, Fitted blue (39 x 30 x 12)	2/1/11			400	76		\$_____
33	Sheet, Flat blue (66 x 115)	2/1/11			400	76		\$_____
34	Pillow Slip – bone	2/1/12			15552			\$_____
35	Sheet, Fitted bone (39 x 80 x 12)	2/1/11			7728			\$_____
36	Sheet, Flat bone (66 x 115)	2/1/11			7728			\$_____
37	Pillow Sham	2/1/1			84			\$_____
38	Bed Skirt	2/1/1			24			\$_____
39	Throw Pillow	2/1/1			24			\$_____
40	Curtains (91 x 88)	2/1/1			36			\$_____
41	Internal carrier	1/10/10		57				\$_____
42	Fleece jacket	1/8/1		69				\$_____
43	Yellow vest	1/10/2		6				\$_____
44	Table Cloth (54 x 120)	6/1/10	514			690		\$_____
45	Table Cloth (70 x 70)	6/1/10	5			690		\$_____
46	Table Cloth (180 x 100)	6/1/10	1			690		\$_____
47	Table Cloth (70 x 54)	6/1/10	3			690		\$_____
48	Table Cloth (340 x 120)	6/1/10	1			690		\$_____
49	Table Cloth (53 x 118)	6/1/10	3			690		\$_____
50	Table Cloth (71 x 71)	6/1/10	114			690		\$_____
51	Table Cloth (240 x 54)	6/1/10	2			690		\$_____
52	Table Cloth (240 x 120)	6/1/10	16			690		\$_____
53	Fitted Sheet – Bone Double	2/1/11				154		\$_____
54	Flat Sheet – Bone Double	2/1/11				154		\$_____
55	Fitted Sheet – White - Queen	2/1/11				538		\$_____
56	Flat Sheet – White - Queen	2/1/11				538		\$_____

Solicitation No. - N° de l'invitation
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CCC No./N° CCC - FMS No./N° VME

2. Dry Cleaning Services

Item	Description	Class/ Material/ Process	Yearly estimated usages					Unit Price
			Division Mess	C Block Stores	D Block & CTF	Officers Mess	MTC	
	Pick Up Day		Weds	Weds	M/W/F	Monday	M / W	
1	Blanket, Wool	2/2/13			24			\$_____
2	Breeches, wool	1/2/14		1				\$_____
3	Lab Coat	1/8/14						\$_____
4	Coat, Winter	1/8/14			24			\$_____
5	Jacket, bomber	1/8/14		116				\$_____
6	Pants/Skirt	1/2/15						\$_____
7	Shirt	1/1/15		303				\$_____
8	Tunic, Scarlet	1/2/15		12				\$_____
9	Vest, External Carrier	1/7/14		181				\$_____
10	Fur hat	1/12/-		40				\$_____

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Buyer ID - Id de l'acheteur
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ANNEX "D"

SECURITY REQUIREMENT CHECK LIST

(Please see attached)

Solicitation No. - N° de l'invitation
M5000-187105/A
Client Ref. No. - N° de réf. du client
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Cal137
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ANNEX “E” to PART 3 OF THE REQUEST FOR STANDING OFFERS

ELECTRONIC PAYMENT INSTRUMENTS

The Offeror accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

Solicitation No. - N° de l'invitation
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CAL-7-40144

Buyer ID - Id de l'acheteur
Cal137
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ANNEX "F"

STANDING OFFER USAGE REPORT

Return to:

Public Works and Government Services Canada
Acquisitions Branch
Facsimile: (403) 292-5786
Email: wst-pa-cal@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

() 1st quarter: April 1 to June 30; () 2nd quarter: July 1 to September 30;
() 3rd quarter: October 1 to December 31; () 4th quarter: January 1 to March 31.

SUPPLIER: _____

STANDING OFFER NO: _____

DEPARTMENT OR AGENCY: _____

Item No.	Call –Up/ contract No. Description	Value of the Call-Up/Contract (GST/HST excluded)
(A) Total Dollar Value Call-Ups for this reporting period:		
(B) Accumulated Call-Up totals to date:		
(A+B) Total Accumulated Call-Ups:		

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

PREPARED BY: _____

SIGNATURE: _____

DATE: _____



Government
of Canada

Gouvernement
du Canada



SRCL 2017-11131592

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
Enhanced Reliability

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
RCMP		Depot Division	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
		To Be Determined Establishing Standing Offer	
4. Brief Description of Work / Brève description du travail			
Access required to Depot Division grounds and buildings to pick up and drop off laundry and dry cleaning for Custodial Services, Medical Treatment Centre, Stores, Officer's Mess and the Division Mess			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? La fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input checked="" type="checkbox"/> MT		NATO / OTAN <input type="checkbox"/>	
		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/> MT			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>			
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>			
		PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
		PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
		PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
		SECRET SECRET <input type="checkbox"/>	
		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité
Enhanced Reliability

PART A / PARTIE A - ASSURANCE

8 Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité.

9 Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B / PARTIE B - PERSONNEL / PERSONNEL

10 a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

RCMP - Enhanced Reliability (formerly RRS)
(ERS) MT.

Special comments:
Commentaires spéciaux: Require Access to buildings on Depot grounds to pick up and drop off laundry/dry cleaning

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10 b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes
Non Oui

PART C / PARTIE C - INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11 a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11 b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11 c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11 d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11 e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



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CSMP - Continued (PART 5 - Table 1)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMINT TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIAL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COMINT TOP SECRET	A	B	C	CONFIDENTIAL		TRÈS SECRET
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).