

**RETURN BIDS TO:**

## RETOURNER LES SOUMISSIONS À:

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

**1713 Bedford Row**

**Halifax, N.S./Halifax, (N.É.)**

## Halifax

## Nova Scotia

**B3J 1T3**

**Bid Fax: (902) 496-5016**

## 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

**Vendor/Firm Name and Address****Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions

1713 Bedford Row

Halifax, N.S./Halifax, (N.É.)

Halifax

Nova Scot

B3J 1T3

<b>Title - Sujet</b> RISO - Supply of Bulk Linens	
<b>Solicitation No. - N° de l'invitation</b> MA021-190015/A	<b>Date</b> 2019-12-11
<b>Client Reference No. - N° de référence du client</b> MA021-19-0015	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$HAL-219-10846
<b>File No. - N° de dossier</b> HAL-9-83143 (219)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-02-05</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Standard Time AST
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Richard, Linda K.	<b>Buyer Id - Id de l'acheteur</b> hal219
<b>Telephone No. - N° de téléphone</b> (902)402-9059 ( )	<b>FAX No. - N° de FAX</b> (902)496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MARINE ATLANTIC INC. 65 MEMORIAL DRIVE NORTH SYDNEY NOVA SCOTIA B2A0B9 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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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 and Additional Information: includes the certifications and additional information to be provided;   |
| Part 6 | Security, Financial and Insurance 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 Requirement, the Basis of Payment, the Electronic Payment Instruments, and Insurance Requirements.

### **1.2 Summary**

1.2.1 Marine Atlantic Inc. has a requirement for the supply of and delivery of bulk linens such as duvet covers, bed sheets, pillow cases and pillows. These items are for use on MAI's current fleet of four vessels and any future vessels MAI may acquire, if applicable. Delivery is to Marine Atlantic at 65 Memorial Drive, North Sydney, Nova Scotia B2A 0B9.

The period of the Standing Offer is from date of award until March 31, 2022; with an option period of two years from April 1, 2022 to March 31, 2024, and the final option period of April 1, 2024 to March 31, 2025.

### **1.3 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.

## 1.4 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## 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](#) (2019-03-04) 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: 90 days

### 2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the RFSO.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

### 2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 7 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.

## 2.4 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 Nova Scotia.

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.

## 2.5 SACC Manual Clauses

*SACC Manual Clause B4024T (2018-12-30) No Substitute Products*

## 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. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer  
 Section II: Financial Offer  
 Section III: Certifications  
 Section IV: Additional Information

- 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 (2 hard copies)  
 Section II: Financial Offer (1 hard copy)  
 Section III: Certifications (1 hard copy)

Due to the nature of the RFSO, offers transmitted by epost Connect service and by facsimile will not be accepted.

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:

- use 8.5 x 11 inch (216 mm x 279 mm) paper;
- 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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 "B" Basis of Payment.

**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**

1. A sample of each item listed in Table 1 of Annex "A" must be received by PSPC - Bid Receiving prior to the closing date of this Standing Offer MA021-19-0015.
2. A copy of their manufacturer's written specifications for all items listed in Table 1 of Annex "A".
3. Item D3 in Table D of Annex "B" must be signed to acknowledge acceptance of all items listed in Table D.

#### **4.1.2 Financial Evaluation**

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price-Bid

## **4.2 Basis of Selection**

### **4.2.1 Basis of Selection - Mandatory Technical Criteria Only**

SACC Manual Clause M0031T (2007-05-25) Basis of Selection - Mandatory Technical Criteria Only

## **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 property 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 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **6.1 Offer**

**6.1.1** The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### **6.2 Security Requirements**

**6.2.1** There is no security requirement applicable to the Standing Offer.

#### **6.3 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.

##### **6.3.1 General Conditions**

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



## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of award until March 31, 2022.

### **6.4.2 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 periods, option period 1 from April 1, 2022 to March 31, 2024, and option period 2 from April 1, 2024 to March 31, 2025, 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 before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### **6.4.3 Delivery Points**

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

## **6.4 Authorities**

### **6.4.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Linda Richard  
Title: Acting Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row  
Halifax, NS B3J 1T3

Telephone: 902-402-9059  
Facsimile: 902-496-5016  
E-mail address: linda.k.richard@pwgsc.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.

#### 6.4.2 Project Authority

The Project Authority for the Standing Offer is **(To be named upon award of SO):**

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

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.

#### 6.4.3 Offeror's Representative (Please complete)

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

#### 6.5 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is Marine Atlantic Inc.

#### 6.6 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 2 and 3 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.

## 6.8 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$40,000.00 (Applicable Taxes included).

## 6.9 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 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010A (2018-06-21); General conditions: Goods (medium complexity)
- e) Annex A, Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*)

## 6.10 Certifications and Additional Information

### 6.10.1 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.

## 6.11 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 Nova Scotia.

## 6.12 Transition to an e-Procurement Solution (EPS)

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## **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 Requirement**

The Contractor must provide the items detailed in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

2010A (2018-06-21), General Conditions - Goods (Medium Complexity) apply to and form part of the Contract.

### **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 Payment**

#### **7.4.1 Basis of Payment**

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 Annex *B* for a cost of \$ (*call-up amount*). 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.

#### **7.4.2 Limitation of Price**

SACC Manual clause C6000C (2017-08-17) Limitation of Price

#### **7.4.3 Single Payment**

SACC Manual clause H1000C (2008-05-12) Single Payment

#### **7.4.4 Electronic Payment of Invoices – Call-up**

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

- a. Direct Deposit (Domestic and International);

#### **7.5 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.

#### **7.6 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **7.7 SACC Manual Clauses**

SACC *Manual* clause [B7500C](#) (2006-06-16) Excess Goods

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## **ANNEX "A"**

### ***REQUIREMENT***

#### **Summary of Deliverables**

The supplier will supply and deliver linens such as towels, duvet covers, bed sheets and pillows for the use on MAI's current fleet of four vessels and any future vessels MAI may acquire, if applicable.

The complete list of linens and specifications can be found below in Table 1. Linens will be FOB delivered to MAI warehouse located at 65 Memorial Drive, North Sydney, NS B2A 0B9.

No substitutions or alternative products will be accepted.

Samples of all items listed in Table 1 are required from each supplier interested in submitting a bid.

Samples are to be sent to the below address prior to the closing date of this standing offer.

PSPC - Bid Receiving  
Standing Offer MA021-19-0015  
1713 Bedford Row  
Halifax, NS B3J 1T3

Attention: Linda Richard

#### **Table 1.**

#### **Item Specifications and Estimated Average Annual Usage**

Item No.	Item Specification	UoM	Average Annual Usage Quantity	MAI's Delivery Time
1.	<b>Duvet Cover White</b> - 146 x 203 CM; white fabric; 250 thread count; 50/50 cotton/polyester; Pilling Rating >3. Made on a Shuttleless Loom using 152 Gram per Square metre. One (1) cm satin stripe finish. Manufacturer instructions; sewn in an envelope (sac style) with arm hole, with open bottom; one end of envelope to be completely open with a finished stitch; opposite end to have 2 corner pocket arm openings of 17 CM with a finished stitch stitching; to be hemmed and sewn on the inside with a double stitch. Made with long staple combed cotton, woven label.	EA	3060	5 Business Days
2.	<b>Facecloth</b> - 30 CM x 30 CM; color white; material 86/14% combed cotton/polyester; Weight 1.35LB/dozen; Manufacture Design dobby border; borders hemmed; made with 16S ring spun yarn on a shuttleless loom. Loops 100% virgin cotton.	EA	18780	5 Business Days
3.	<b>Pillow case</b> - Size 107 CM x 86 CM; color white; fabric 50/50 cotton/polyester; thread count T250; Pilling Rating >3; style flat; hem - top to be 7.6 CM weave; satin stripe 1 CM finish; percale. Made on a Shuttleless Loom using 152 Gram per Square meter, made with long staple combed cotton, woven label.	EA	2400	5 Business Days
4.	<b>Sheet</b> - Size 137 CM x 223 CM; color white; fabric 50/50 cotton/ polyester; thread count T250; Pilling Rating >3; style flat; hem top to be 7.6 CM; bottom to be 1 CM weave; vertical satin stripe 1 CM finish; percale. Made on a Shuttleless Loom using 152Gram per Square meter, made with long staple combed cotton, woven label	EA	4920	5 Business Days
5.	<b>Towel Bath</b> - 137 CM x 68.6 CM; color white; material cotton 86/14% combed cotton/polyester; weight 14LBS/dozen; design dobby border; borders hemmed; manufacture made with 16S ring spun yarn on a shuttleless loom. Loops 100% virgin cotton.	EA	9960	5 Business Days
6.	<b>Towel Dish</b> - 22" x 32"; Assorted pattern, 100% cotton; 42 oz/dozen. VAT dyed yarn.	EA	360	5 Business Days
7.	<b>Blanket Polar Fleece</b> - 60" x 72"; assorted colors, no pastel colors or white; 100% polyester; double stitched edging; washable; anti-pill hemmed top and bottom. Anti-pill on both sides of the blanket.	EA	1140	5 Business Days
8.	<b>Pillow</b> - Size 66 CM x 50 CM; color white; shell fabric; 100% cotton; thread count 240 fill; garneted slick polyester; fill size 595 grams; style queen;	EA	1560	5 Business Days

**Table 2.**  
**Estimated Annual Ordering Percentages Per Month**

Estimated Annual Ordering Percentages Per Month												
Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Duvet Cover - White	0.0%	0.0%	11.6 %	7.4%	9.5%	10.5%	57.0%	0.0%	0.0%	0.0%	4.0%	0.0%
Face Cloth	0.0%	20.7%	1.3%	22.7%	29.6%	2.6%	14.7%	0.0%	1.0%	6.4%	1.0%	0.0%
Pillow Case	0.0%	0.0%	0.0%	22.1%	25.0%	9.6%	9.6%	30.5%	0.0%	0.0%	0.0%	3.2%
Sheet	0.0%	0.0%	0.0%	25.5%	6.6%	17.1%	34.4%	7.9%	0.0%	0.0%	0.0%	8.5%
Towel Bath	0.0%	47.3%	0.0%	39.4%	1.4%	1.4%	7.0%	0.0%	2.1%	1.4%	0.0%	0.0%
Towel Dish	0.0%	0.0%	0.0%	72.1%	0.0%	0.0%	27.9%	0.0%	0.0%	0.0%	0.0%	0.0%
Blanket Polar Fleece	0.0%	29.0%	5.6%	0.0%	10.0%	11.0%	28.0%	2.0%	0.0%	0.0%	0.0%	14.4 %
Pillow	7.4%	4.9%	4.5%	53.4%	12.5%	0.9%	3.7%	4.0%	0.6%	2.2%	5.3%	0.6%
<b>Note: Above annual usage / ordering quantities are estimates only and should not be considered actual order volumes for that month.</b>												

### Delivery Requirements

1. The contractor must be able to fulfill and deliver orders received within five (5) business days of receiving the purchase order.
2. The contractor must deliver and unload all orders at MAI's North Sydney, NS warehouse.
3. Pallets accepted must be clearly labelled with vessel name, purchase order number and secure for movement (shrink wrapped) with maximum dimensions of 48" wide x 48" deep x 48" high.
4. MAI Warehouse receiving hours: Monday to Friday from 7:00am – 9:00pm.
5. MAI shall verify delivery shipments. MAI has the right to return items overshipped at the contractor's cost.
6. All shortages / overages that are reported by MAI within 48 hours (two business days) of delivery shall be rectified within 48 hours (two business days) by the contractor by issuance of a replacement invoice showing the correct revised balance or a credit note.



### **Additional Information**

1. The contractor must meet or exceed a purchase order product fill rate of 95%. Fill rate percentage is calculated on purchase orders being received complete by the required delivery date which is five business days after the order date.
2. MAI's expected commencement lead time from the awarded contract date is four months.
3. In order to meet ongoing delivery requirements, it may be required for the contractor to produce and keep in their inventory the necessary amount of inventory to meet the demands listed in Table 1.
4. Contractor to confirm that MAI will have a 48 hour (2 business days) response time to review shipment quantity and quality discrepancies, verify correct products and report any damage.

### **Other Mandatory Submission Requirements**

4. A sample of each item listed in Table 1 must be received by PSPC - Bid Receiving prior to the closing date of this Standing Offer MA021-19-0015.
5. A copy of their manufacturer's written specifications for all items listed in Table 1.
6. Item D3 in Table D must be signed to acknowledge acceptance of all items listed in Table D.

## ANNEX "B"

### BASIS OF PAYMENT

The Financial Evaluation Total will be used for evaluation purposes only and does not represent a commitment on the part of Canada.

Prices to perform the work as described in the Statement of Work in Annex A must include delivery and be accounted for within Table A, Table B and Table C.

The Offeror MUST complete the pricing in Table A, Table B and Table C. In the event the Total Evaluated Price is not correctly calculated the unit rate will prevail. Offeror MUST complete Table D to confirm all items in Table D can be met.

The Estimated Expenditure must be in Canadian currency and must not include any amount for the Goods and Services Tax (GST) or the Harmonized Sales Tax (HST) as may be applicable.

The offeror must bid on all items in Table A, Table B and Table C.

**Pricing Periods** for this requirement will be:

Year 1 and 2 – from date of issue to March 31, 2022

1<sup>st</sup> Optional SO period: Year 3 & 4 – April 1, 2022 to March 31, 2024

2<sup>nd</sup> Optional SO period: Year 5 – April 1, 2024 to March 31, 2025

### Table A - Initial Two Year Standing Offer

No.	Item	Estimated Annual Qty	Unit Price	Extended Price = Estimated Annual Qty x Unit Price
		(A)	(B)	(A) x (B) = (C)
A1.	Duvet Cover White	3060	\$ _____ /EA	\$ _____
A2.	Facecloth	18780	\$ _____ /EA	\$ _____
A3.	Pillowcase	2400	\$ _____ /EA	\$ _____
A4.	Sheet	4920	\$ _____ /EA	\$ _____
A5.	Towel Bath	9960	\$ _____ /EA	\$ _____
A6.	Towel Dish	360	\$ _____ /EA	\$ _____
A7.	Blanket Polar Fleece	1140	\$ _____ /EA	\$ _____
A8.	Pillow	1560	\$ _____ /EA	\$ _____
<b>Subtotal</b>				\$ _____
<b>Two Year (Subtotal x 2) Total</b>				\$ _____

**Table B – Optional Period 1 – Two Year Period**

No.	Item	Estimated Annual Qty	Unit Price	Extended Price = Estimated Annual Qty x Unit Price
		(A)	(B)	(A) X (B) = (C)
B1.	Duvet Cover White	3060	\$ _____ /EA	\$ _____
B2.	Facecloth	18780	\$ _____ /EA	\$ _____
B3.	Pillowcase	2400	\$ _____ /EA	\$ _____
B4.	Sheet	4920	\$ _____ /EA	\$ _____
B5.	Towel Bath	9960	\$ _____ /EA	\$ _____
B6.	Towel Dish	360	\$ _____ /EA	\$ _____
B7.	Blanket Polar Fleece	1140	\$ _____ /EA	\$ _____
B8.	Pillow	1560	\$ _____ /EA	\$ _____
<b>Subtotal</b>				\$ _____
<b>Two Year (Subtotal x 2) Total</b>				\$ _____

**Table C – Optional Period 1 – One Year Period**

No.	Item	Estimated Annual Qty	Unit Price	Extended Price = Estimated Annual Qty x Unit Price
		(A)	(B)	(A) X (B) = (C)
C1.	Duvet Cover White	3060	\$ _____ /EA	\$ _____
C2.	Facecloth	18780	\$ _____ /EA	\$ _____
C3.	Pillowcase	2400	\$ _____ /EA	\$ _____
C4.	Sheet	4920	\$ _____ /EA	\$ _____
C5.	Towel Bath	9960	\$ _____ /EA	\$ _____
C6.	Towel Dish	360	\$ _____ /EA	\$ _____
C7.	Blanket Polar Fleece	1140	\$ _____ /EA	\$ _____
C8.	Pillow	1560	\$ _____ /EA	\$ _____
<b>One Year Total</b>				\$ _____

**FOR EVALUATION PURPOSES**

Total Table A = \$ \_\_\_\_\_

Total Table B = \$ \_\_\_\_\_

Total Table C = \$ \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

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**Table D**

<b>OFFEROR MUST SIGN TO CONFIRM THE FOLLOWING:</b>	
D1.	All orders placed by Marine Atlantic Inc. will be delivered to MAI North Sydney Warehouse in Nova Scotia <b><u>no later than five business days</u></b> after the issuance of the purchase order.
D2.	MAI will have a 48-hour (2 business days) response time to review shipment quantity and quality discrepancies, verify correct products, report any damage.
D3.	<b>Company Name:</b> <b>Authorized Person/ Title:</b> <b>Date:</b>

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## ANNEX "C"

### INSURANCE REQUIREMENTS

#### 1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
  - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
  - o. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - p. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by

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registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**2. Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.

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File No. - N° du dossier

HAL-9-83143

Buyer ID - Id de l'acheteur

hal219

CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "X"**

### **SECURITY REQUIREMENTS CHECK LIST**

*(insert if applicable)*



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## ANNEX “X” to PART 3 OF THE REQUEST FOR STANDING OFFERS

*(insert if applicable)*

### ELECTRONIC PAYMENT INSTRUMENTS

*As indicated in Part 3, clause 3.1.2, the Offeror must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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)

## ANNEX "X" "to PART 5 OF THE REQUEST FOR STANDING OFFERS

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

(*insert if applicable*)

*Insert the following certification for requirements issued on behalf of a Department or Agency subject to the FCP, and where an individual call-up limitation will be set at \$1,000,000 and above, Applicable Taxes included: (consult [Annex 5.1](#) of the Supply Manual). (Refer also to Part 5 – Certifications and Additional Information, Part 7A - Standing Offer, Part 7B - Resulting Contract Clauses)*

I, the Offeror, by submitting the present information to the Standing Offer Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare an offer non-responsive, or may set-aside a Standing Offer, or will declare a contractor in default, if a certification is found to be untrue, whether during the offer evaluation period, during the Standing Offer period, or during the contract period. Canada will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply with any request or requirement imposed by Canada may render the Offer non-responsive, may result in the Standing Offer set-aside or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

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

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Offeror certifies having no work force in Canada.
- ☐ A2. The Offeror certifies being a public sector employer.
- ☐ A3. The Offeror certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Offeror certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Offeror has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1 The Offeror certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Offeror certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to issuance of a standing offer, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Offeror is not a Joint Venture.

OR

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

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## **ANNEX “X”**

### **INSURANCE REQUIREMENTS**

*(insert if applicable)*