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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 Financial 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:

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Electronic Payment Instruments
Annex D	Listing of Board of Directors

1.2 Summary

Request for a Regional Individual Standing Offer for the provision of laundry/dry cleaning services for the Department of National Defence, CFB Gagetown, on an as and when requested basis, for the period from April 1, 2020 to March 31, 2021 with two (2) one (1) option year periods (April 1, 2021 to March 31, 2022 and April 1, 2022 to March 31, 2023). Items included are as per Annexes A and B.

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).

1.3 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](#) (2018/05/22) 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: 120 days

2.1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Pricing	2010/08/16

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.

Email: TPSGC.RAReceptionSoumisNBPE-ARBidReceivingNBPE.PWGSC@tpsgc-pwgsc.gc.ca
Bids/Offeres will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.

Bid Fax: (506) 851-6759

PWGSC Acquisitions, Bid Receiving
1045 Main Street
1st Floor, Suite 1212
Moncton, NB E1C 1H1

2.3 Former Public Servant

Former Public Servant - Competitive - Offer

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.

(Derived from - Provenant de: M3025T, 2016/01/28)

2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (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 **New Brunswick**.

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

- 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](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.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

[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

Mandatory Technical Criteria as specified in Annex A.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

- 4.2.1 An offer must comply with the requirements of the Request for Standing Offers and meet all 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) 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.

Canada will also have the right to terminate the Call-up for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Offeror must provide the Standing Offer Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before the issuance of a Standing Offer. If the Offeror is a Joint Venture, the Offeror must provide the Standing Offer Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.5 Workers Compensation Certification - Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within two (2) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

(Derived from - Provenant de: A0285T, 2012/07/16)

PART 6 - FINANCIAL REQUIREMENTS

6.1 Financial Capability

SACC Manual clause [M9033T](#) (2011/05/16) Financial Capability

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 There is no security requirement applicable to the Standing Offer.

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>) 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.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from April 1, 2020 to March 31, 2022.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Ginette Savoie
Title: Supply Specialist
Public Services and Procurement Canada
Acquisitions Branch
Address: 1045 Main Street, 4th Floor
Moncton, New Brunswick
E1C 1H1

Telephone: (506) 381- 2680
Facsimile: (506) 851-6759
E-mail address: ginette.savoie@pwgsc-tpsgc.gc.ca

Solicitation No. - N° de l'invitation
W0501-20W006/A
Client Ref. No. - N° de réf. du client
W0501-20W006

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-9-42075

Buyer ID - Id de l'acheteur
mct032
CCC No./N° CCC - FMS No./N° VME

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 identified in the call-up against the Standing Offer.

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 (Offeror please complete)

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.

(Derived from - Provenant de: A3025C, 2013/03/21)

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Department of National Defence
CFB Gagetown
Oronecto, New Brunswick

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the form PWGSC-TPSGC 942, Call-up Against a Standing Offer.

7.9 Limitation of Call-ups

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

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$333,333.33 unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

(Derived from - Provenant de: M4506C, 2013/04/25)

7.11 Priority of Documents

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

- a) the 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 2010C (2016/04/04), General Conditions – Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment; and
- g) the Offeror's offer dated _____.

7.12 Certifications and Additional Information

7.12.1 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.

7.12.2 SACC Manual Clauses

SACC Reference	Section	Date
A0285C	Workers Compensation	2007/05/25

7.13 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 **New Brunswick**.

7.14 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 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

[2010C](#) (2018/06/21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13, Interest on Overdue Accounts, of 2010C (2016/04/04), General Conditions – Services (Medium Complexity), will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.2 Delivery Date

Solicitation No. - N° de l'invitation
W0501-20W006/A
Client Ref. No. - N° de réf. du client
W0501-20W006

Amd. No. - N° de la modif.
File No. - N° du dossier
MCT-9-42075

Buyer ID - Id de l'acheteur
mct032
CCC No./N° CCC - FMS No./N° VME

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.

(Derived from - Provenant de: A3025C, 2013/03/21)

7.5 Payment

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

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices, as specified in Annex B. 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.

(Derived from - Provenant de: C0207C, 2013/04/25)

7.5.2 Limitation of Price

SACC Manual clause [C6000C](#) (2017/08/17) Limitation of price

7.5.3 Method of Payment

SACC Reference	Section	Date
H1000C	Single Payment	2008/05/12

7.5.4 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Direct Request by Customer Department	2007/11/30

7.5.5 Electronic Payment of Invoices – Call-up *(To be confirmed at issuance)*

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

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.

(Derived from - Provenant de: H5001C, 2008/12/12)

7.7 SACC Manual Clauses

SACC Reference	Section	Date
A9062C	Canadian Forces Site Regulations	2011/05/16
G1005C	Insurance – No Specific Requirement	2016/01/28

ANNEX A

General

A. Base Gagetown

To provide a Regional Standing offer for the provision of “Laundry/dry cleaning services” for the Department of National Defense, 5 CDSG Gagetown on an as and when required basis for the period 1 April, 2020 to 31 March 2021 with 2 (two) one option years (1 April 2021 to 31 March 2022 and 1 April 2022 to 31 March 2023). Items included as per Annex A and B.

Mandatory Cleaning Requirements

- a. Sheets pillow and mattress covers are to be bleached when washed, pressed and folded.
- b. On delivery, sheets are to be bundled and wrapped, no more than 15 per bundle. Pillow cases are to be bundled and wrapped no more than 40 per bundle.
- c. Blankets and counterpanes are to be washed; On delivery, they are to be tied no more than 5 per bundle.
- d. Counterpanes and towels are to be washed.
- e. Shower Curtains are to be washed. On delivery they are to be tied no more than 10 per bundle.
- f. Bath Towels are to be washed.
- g. Hand Towels are to be washed
- h. Face Cloths are to be washed
- i. Bath Mat are to be washed
- j. Duvets are to be washed. On delivery they are to be tied no more than 5 per bundle
- k. Duvet Covers are to be washed, pressed and folded.

Mandatory Pick-up and Delivery Instructions

- a. Pick-up will be at 5 CDSG DND Quarters and delivery will be on the following day at the following building locations:

Pick-Up	Location	Delivery
Monday	D59, D60 G8, F7, A7 and A10	Tuesday
Tuesday	H1, H3 and H8 (H7 as required)	Wednesday
Wednesday	H20, H21 and H23	Thursday
Thursday	D23, D24, D25 and D27	Friday
Friday	M5, F18 and A11	Monday

B. Combat Training Centre(CTC) Schools Laundry Requirements;

To provide a Regional Standing Offer for the provision of “Laundry Services” for the Department of National Defense, CTC on an as and when required basis for the period from 1 April, 2020 to to 31 March 2021 with 2 (two) one option years (1 April 2021 to 31 March 2022 and 1 April 2022 to 31 March 2023).

Standard bags of Soldiers Laundry to training area locations

<u>Item</u>	<u>Description</u>	<u>unit of issue</u>
7.0	Standard bag of laundry (assorted clothing, less then 9 lbs per bag)	bag
7.1	Camp Petersville	bag

Frequency of pick up/delivery will be as follows;

Pick-up	Location	Delivery
Monday	Camp Petersville	Wednesday
Tuesday	Camp Petersville	Thursday
Wednesday	Camp Petersville	Friday
Thursday	Camp Petersville	Friday
Friday	Camp Petersville	Monday
Friday	Camp Petersville	Tuesday

C. CTC School’s

Standard bags of Soldiers Laundry on Base to various buildings.

<u>Description</u>	<u>unit of issue</u>
Standard bag of laundry	bag

Frequency of pick up/delivery will be as follows;

<u>Pick-up</u>	<u>Location</u>	<u>delivery</u>
Monday	H20	Tuesday
Wednesday	H20	Thursday
Friday	H20	Monday

ANNEX "B"

Basis of Payment

From 1 April 2020 to 31 March 2021

No.	Description	Unit	Quantity	Unit Price*	Extended Price
1	Sheets, bed	Each	5,000	\$ _____	\$ _____
2	Pillow cases	Each	3,000	\$ _____	\$ _____
3	Mattress covers	Each	2,000	\$ _____	\$ _____
4	Blankets, bed	Each	1,000	\$ _____	\$ _____
5	Curtains, once a year	Pair	100	\$ _____	\$ _____
6	Jersey, rescue	Each	100	\$ _____	\$ _____
7	Laundry bag	Each	200	\$ _____	\$ _____
8	Blanket, bed	Each	9,000	\$ _____	\$ _____
9	Mattress covers	Each	18,000	\$ _____	\$ _____
10	Tablecloth	Each	500	\$ _____	\$ _____
11	Curtains	Each	200	\$ _____	\$ _____
12	CADPAT shirt	Each	1,000	\$ _____	\$ _____
13	CADPAT coat	Each	1,000	\$ _____	\$ _____
14	Coveralls (except chemical)	Each	2,000	\$ _____	\$ _____
15	Inner sleeping bag	Each	1,000	\$ _____	\$ _____
16	Outer sleeping bag	Each	1,000	\$ _____	\$ _____
17	Sleeping bag liner	Each	1,000	\$ _____	\$ _____
18	Sleeping bag hood	Each	1,000	\$ _____	\$ _____
19	Fleece blankets	Each	100	\$ _____	\$ _____
20	Pillowcases	Each	27,000	\$ _____	\$ _____
21	Bedsread	Each	500	\$ _____	\$ _____

ANNEX "B"

Basis of Payment

22	Sheets, bed	Each	45,000	\$ _____	\$ _____
23	Shirts, cotton (all types)	Each	2,000	\$ _____	\$ _____
24	Bath towels	Each	2,000	\$ _____	\$ _____
25	Hand towels	Each	2,000	\$ _____	\$ _____
26	Parka, Gore-Tex	Each	200	\$ _____	\$ _____
27	CADPAT pants	Each	1,000	\$ _____	\$ _____
28	Pants, work clothes	Each	200	\$ _____	\$ _____
29	Pants, cadets	Each	500	\$ _____	\$ _____
30	Physical training dress, pants	Each	500	\$ _____	\$ _____
31	Physical training dress, sweater	Each	500	\$ _____	\$ _____
32	Cap, wool	Each	1,000	\$ _____	\$ _____
33	Cap, combat	Each	1,000	\$ _____	\$ _____
34	Bath mat	Each	100	\$ _____	\$ _____
35	Face cloth	Each	500	\$ _____	\$ _____
36	Napkin	Each	500	\$ _____	\$ _____
37	Jacket, Life preserver	Each	100	\$ _____	\$ _____
38	Jersey, gym	Each	200	\$ _____	\$ _____
39	Arctic tent, 5 people	Each	50	\$ _____	\$ _____
40	Arctic tent, lining	Each	50	\$ _____	\$ _____
41	Jacket, medical/dental	Each	200	\$ _____	\$ _____
42	Work coveralls, general use	Each	2,000	\$ _____	\$ _____
43	Jacket, rain	Each	2,000	\$ _____	\$ _____
44	Pants, rain	Each	500	\$ _____	\$ _____

ANNEX "B"

Basis of Payment

45	Bag, duffel	Each	200	\$ _____	\$ _____
46	Kitchen gloves	Each	500	\$ _____	\$ _____
47	White gloves	Each	500	\$ _____	\$ _____
48	Modular options (central, front and rear)	Each	50	\$ _____	\$ _____
49	Arctic tent linings for 5 and 10 people	Each	50	\$ _____	\$ _____
50	Grey blankets (wool)	Each	50	\$ _____	\$ _____
51	NBCD clothing	Each	200	\$ _____	\$ _____
52	Light service pants	Each	200	\$ _____	\$ _____
53	Heavy service pants	Each	200	\$ _____	\$ _____
54	Light duty jacket	Each	200	\$ _____	\$ _____
55	Heavy duty jacket	Each	200	\$ _____	\$ _____
56	Coat, all season	Each	200	\$ _____	\$ _____
57	White shirts, cooks	Each	1,000	\$ _____	\$ _____
58	White pants, cooks	Each	1,000	\$ _____	\$ _____
59	White coats, cooks	Each	1,000	\$ _____	\$ _____
60	Sweater, combat	Each	100	\$ _____	\$ _____
61	Coats / work coveralls	Each	1,000	\$ _____	\$ _____
62	Standard bag of laundry (assorted clothing, less than 9 pounds per bag) CAP (approximately 5 km from the main entrance)	Each	5,000	\$ _____	\$ _____
63	Standard bag of laundry (assorted clothing, less than 9 pounds per bag) RETS (approximately 5 km from the main entrance)	Each	1,000	\$ _____	\$ _____

ANNEX "B"

Basis of Payment

64	Standard bag of laundry (assorted clothing, less than 9 pounds per bag) Camp Petersville (approximately 30 km from the main entrance)	Each	3,000	\$ _____	\$ _____
65	Standard bag of laundry (assorted clothing, less than 9 pounds per bag) (Barracks)	Each	15,000	\$ _____	\$ _____
66	Various items mentioned above according to needs			\$ _____	\$ _____
Subtotal					\$ _____
HST 15%					\$ _____
Total					\$ _____

*The unit price must include pick-up and delivery.

ANNEX "B"

Basis of Payment

From 1 April 2021 to 31 March 2022 (Option Year 1)

Nº	Description	Unit	Quantity	Unit price*	Extended price
1	Sheets, bed	Each	5,000	\$ _____	\$ _____
2	Pillow cases	Each	3,000	\$ _____	\$ _____
3	Mattress covers	Each	2,000	\$ _____	\$ _____
4	Blankets, bed	Each	1,000	\$ _____	\$ _____
5	Curtains, once a year	Pair	100	\$ _____	\$ _____
6	Jersey, rescue	Each	100	\$ _____	\$ _____
7	Laundry bag	Each	200	\$ _____	\$ _____
8	Blanket, bed	Each	9,000	\$ _____	\$ _____
9	Mattress covers	Each	18,000	\$ _____	\$ _____
10	Tablecloth	Each	500	\$ _____	\$ _____
11	Curtains	Each	200	\$ _____	\$ _____
12	CADPAT shirt	Each	1,000	\$ _____	\$ _____
13	CADPAT coat	Each	1,000	\$ _____	\$ _____
14	Work overalls (except chemicals)	Each	2,000	\$ _____	\$ _____
15	Inner sleeping bag	Each	1,000	\$ _____	\$ _____
16	Outer sleeping bag	Each	1,000	\$ _____	\$ _____
17	Sleeping bag liner	Each	1,000	\$ _____	\$ _____
18	Sleeping bag hood	Each	1,000	\$ _____	\$ _____
19	Fleece blanket	Each	100	\$ _____	\$ _____
20	Pillowcase	Each	27,000	\$ _____	\$ _____
21	Bedspread	Each	500	\$ _____	\$ _____

ANNEX "B"

Basis of Payment

22	Sheets, bed	Each	45,000	\$ _____	\$ _____
23	Shirts, cotton (all types)	Each	2,000	\$ _____	\$ _____
24	Bath towels	Each	2,000	\$ _____	\$ _____
25	Hand towels	Each	2,000	\$ _____	\$ _____
26	Parka, Gore-Tex	Each	200	\$ _____	\$ _____
27	CADPAT Pants	Each	1,000	\$ _____	\$ _____
28	Pants, work dress	Each	200	\$ _____	\$ _____
29	Pants, cadets	Each	500	\$ _____	\$ _____
30	Physical training dress, pants	Each	500	\$ _____	\$ _____
31	Physical training dress, shirts	Each	500	\$ _____	\$ _____
32	Cap, knit	Each	1,000	\$ _____	\$ _____
33	Cap, combat	Each	1,000	\$ _____	\$ _____
34	Bath mat	Each	100	\$ _____	\$ _____
35	Face cloth	Each	500	\$ _____	\$ _____
36	Napkin	Each	500	\$ _____	\$ _____
37	Jacket, Life preserver	Each	100	\$ _____	\$ _____
38	Jersey, gym	Each	200	\$ _____	\$ _____
39	Arctic tent, 5 people	Each	50	\$ _____	\$ _____
40	Arctic tent, liner	Each	50	\$ _____	\$ _____
41	Jacket, medical/dental	Each	200	\$ _____	\$ _____
42	Coveralls, general use	Each	2,000	\$ _____	\$ _____
43	Jacket, rain	Each	2,000	\$ _____	\$ _____
44	Pants, rain	Each	500	\$ _____	\$ _____

ANNEX "B"

Basis of Payment

45	Duffel bag	Each	200	\$ _____	\$ _____
46	Kitchen gloves	Each	500	\$ _____	\$ _____
47	White gloves	Each	500	\$ _____	\$ _____
48	Modular options (central, front and rear)	Each	50	\$ _____	\$ _____
49	Arctic tent lining for 5 and 10 people	Each	50	\$ _____	\$ _____
50	Grey blankets (wool)	Each	50	\$ _____	\$ _____
51	NBCD clothing	Each	200	\$ _____	\$ _____
52	Light service pants	Each	200	\$ _____	\$ _____
53	Heavy duty pants	Each	200	\$ _____	\$ _____
54	Light service jacket	Each	200	\$ _____	\$ _____
55	Heavy duty jacket	Each	200	\$ _____	\$ _____
56	Coat, all season	Each	200	\$ _____	\$ _____
57	White shirts, cooks	Each	1,000	\$ _____	\$ _____
58	White pants, cooks	Each	1,000	\$ _____	\$ _____
59	White coats, cooks	Each	1,000	\$ _____	\$ _____
60	Sweater, combat	Each	100	\$ _____	\$ _____
61	Coats/coveralls	Each	1,000	\$ _____	\$ _____
62	Standard bag of laundry (assorted clothing, less than 9 pounds per bag) CAP (approximately 5 km from main entrance)	Each	5,000	\$ _____	\$ _____
63	Standard bag of laundry (assorted clothing, less than 9 pounds per bag) RETS (approximately 5 km from main entrance)	Each	1,000	\$ _____	\$ _____

ANNEX "B"

Basis of Payment

64	Standard bag of laundry (assorted clothing, less than 9 pounds per bag) Camp Petersville (approximately 30 km from the main entrance)	Each	3,000	\$ _____	\$ _____
65	Standard bag of laundry (assorted clothing, less than 9 pounds per bag) (Barracks)	Each	15,000	\$ _____	\$ _____
66	Various articles mentioned above according to needs.			\$ _____	\$ _____
				Subtotal	\$ _____
				HST 15%	\$ _____
				Total	\$ _____

*The unit price must include pick-up and delivery.

ANNEX "B"

Basis of Payment

From 1 April 2022 to 31 March 2023 (Option Year 2)

N°	Description	Unit	Quantity	Unit price*	Extended price
1	Sheets, bed	Each	5,000	\$ _____	\$ _____
2	Pillow cases	Each	3,000	\$ _____	\$ _____
3	Mattress covers	Each	2,000	\$ _____	\$ _____
4	Blankets, bed	Each	1,000	\$ _____	\$ _____
5	Curtains, once a year	Pair	100	\$ _____	\$ _____
6	Jersey, rescue	Each	100	\$ _____	\$ _____
7	Laundry bag	Each	200	\$ _____	\$ _____
8	Blanket, bed	Each	9,000	\$ _____	\$ _____
9	Mattress covers	Each	18,000	\$ _____	\$ _____
10	Tablecloth	Each	500	\$ _____	\$ _____
11	Curtains	Each	200	\$ _____	\$ _____
12	CADPAT shirt	Each	1,000	\$ _____	\$ _____
13	CADPAT coat	Each	1,000	\$ _____	\$ _____
14	Work overalls (except chemicals)	Each	2,000	\$ _____	\$ _____
15	Inner sleeping bag	Each	1,00	\$ _____	\$ _____
16	Outer sleeping bag	Each	1,000	\$ _____	\$ _____
17	Sleeping bag liners	Each	1,000	\$ _____	\$ _____
18	Sleeping bag hood	Each	1,000	\$ _____	\$ _____
19	Fleece blanket	Each	100	\$ _____	\$ _____
20	Pillow cases	Each	27,000	\$ _____	\$ _____
21	Bedspreads	Each	500	\$ _____	\$ _____

ANNEX "B"**Basis of Payment**

22	Sheets, lit	Each	45,000	\$ _____	\$ _____
23	Shirts, cotton (all types)	Each	2,000	\$ _____	\$ _____
24	Bath towels	Each	2,000	\$ _____	\$ _____
25	Hand towels	Each	2,000	\$ _____	\$ _____
26	Parka, Gore-Tex	Each	200	\$ _____	\$ _____
27	CADPAT Pants	Each	1,000	\$ _____	\$ _____
28	Pants, work dress	Each	200	\$ _____	\$ _____
29	Pants, cadets	Each	500	\$ _____	\$ _____
30	Physical training dress, pants	Each	500	\$ _____	\$ _____
31	Physical training, sweater	Each	500	\$ _____	\$ _____
32	Cap, knit	Each	1,000	\$ _____	\$ _____
33	Cap, combat	Each	1,000	\$ _____	\$ _____
34	Bath mat	Each	100	\$ _____	\$ _____
35	Face cloths	Each	500	\$ _____	\$ _____
36	Napkin	Each	500	\$ _____	\$ _____
37	Jacket, Life preserver	Each	100	\$ _____	\$ _____
38	Jersey, gym	Each	200	\$ _____	\$ _____
39	Arctic tent, 5 people	Each	50	\$ _____	\$ _____
40	Arctic tent, liner	Each	50	\$ _____	\$ _____
41	Jacket, medical/dental	Each	200	\$ _____	\$ _____
42	Coveralls, general use	Each	2,000	\$ _____	\$ _____
43	Jacket, rain	Each	2,000	\$ _____	\$ _____
44	Rain pants	Each	500	\$ _____	\$ _____

ANNEX "B"

Basis of Payment

45	Duffel bag	Each	200	\$ _____	\$ _____
46	Kitchen gloves	Each	500	\$ _____	\$ _____
47	White gloves	Each	500	\$ _____	\$ _____
48	Modular elements (central, front and rear)	Each	50	\$ _____	\$ _____
49	Arctic tent liners for 5 and 10 people	Each	50	\$ _____	\$ _____
50	Grey blankets (wool)	Each	50	\$ _____	\$ _____
51	NBCD clothing	Each	200	\$ _____	\$ _____
52	Light service pants	Each	200	\$ _____	\$ _____
53	Heavy service pants	Each	200	\$ _____	\$ _____
54	Light service jacket	Each	200	\$ _____	\$ _____
55	Heavy service jacket	Each	200	\$ _____	\$ _____
56	Coat, all season	Each	200	\$ _____	\$ _____
57	White shirts, cooks	Each	1,000	\$ _____	\$ _____
58	White pants, cooks	Each	1,000	\$ _____	\$ _____
59	White blouses, cooks	Each	1,000	\$ _____	\$ _____
60	Sweater, combat	Each	100	\$ _____	\$ _____
61	Coats/coveralls	Each	1,000	\$ _____	\$ _____
62	Standard bag of laundry (assorted clothing, less than 9 pounds per bag) CAP (approximately 5 km from the main entrance)	Each	5,000	\$ _____	\$ _____
63	Standard bag of laundry (assorted clothing, less than 9 pounds per bag) RETS (approximately 5 km from the main entrance)	Each	1,000	\$ _____	\$ _____

ANNEX "B"

Basis of Payment

64	Standard bag of laundry (assorted clothing, less than 9 pounds per bag) Camp Petersville (approximately 30 km from the main entrance)	Each	3,000	\$ _____	\$ _____
65	Standard bag of laundry (assorted clothing, less than 9 pounds per bag) (Barracks)	Each	15,000	\$ _____	\$ _____
66	Various items mentioned above according to needs			\$ _____	\$ _____
				Subtotal	\$ _____
				HST 15%	\$ _____
				Total	\$ _____

*The unit price must include pick-up and delivery.

ANNEX C 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)

