



Request for Proposal: ISED192596-003

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Innovation, Science and Economic Development
Canada - Contracts & Materiel Management
235 Queen Street
Bid Receiving Area, Mail Scanning
Room S-143, Level S1
Ottawa, ON K1A 0H5

Attention: Chantal Lafleur

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Innovation, Science and
Economic Development Canada**

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

**Proposition à: Innovation, Sciences et
Développement économique Canada**

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

Comments – Commentaires

**This document does not contain a
Security Requirement - Ce document ne
contient pas une exigence de sécurité**

Issuing Office - Bureau de distribution

Innovation, Science and Economic
Development Canada / Innovation, Sciences
et Développement économique Canada
Contracts & Materiel Management / Contrats
et gestion du matériel
235 rue Queen Street
Ottawa, Ontario, K1A 0H5

Title - Sujet	
Protective Apparel Rental, Laundry and Delivery Services	
Solicitation No. - N° de l'invitation	Date
ISED192596-003	January 15, 2020
Solicitation Closes - L'invitation prend fin	Time Zone Fuseau horaire
at - à 02:00 PM on – le February 25, 2020	Eastern Standard Time (EST)
F.O.B. - F.A.B.	
Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Inquiries to : Adresser toutes questions à:	
Chantal Lafleur Chantal.lafleur2@canada.ca	
Telephone No. - N° de téléphone	
613-990-5937	
Destination – of Goods, Services, and Construction: Destination - des biens, services et construction:	
See Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery required - Livraison exigée	Delivered Offered - Livraison proposée
See Herein	
Vendor/firm Name and full address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. - N° de télécopieur Telephone No. - N° de téléphone	
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



Request for Proposal (RFP)

For the provision of

**Protective Apparel Rental, Laundry and Delivery
Services**

for

**Innovation, Science and Economic Development
Canada**

ISED192596-003



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefing

PART 2 - INSTRUCTIONS TO BIDDERS

1. Glossary of Terms
2. General Conditions
3. Submission of Bids
4. Notice to bidders
5. Communications - Solicitation Period
6. Applicable Laws
7. Rights of Canada
8. Price Support
9. Bid Costs
10. Conduct of Evaluation
11. Conflict of Interest – Unfair Advantage
12. Entire Requirement

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

1. Certifications Required with the Bid
2. Certifications Precedent to Contract Award and Additional Information

PART 6 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. General Conditions
3. Security Requirements
4. Term of Contract – Period of the Contract
5. Authorities
6. Proactive disclosure of Contracts with Former Public Servants
7. Payment
8. Certifications and Additional Information – Compliance
9. Federal Contractors Program for Employment Equity – Default by the Contractor
10. Applicable Laws
11. Priority of Documents
12. Foreign Nationals (Canadian Contractor) OR Foreign Nationals (Foreign Contractor)
13. Insurance
14. Additional Clause

List of Attachments:

Attachment 1 to Part 3, Pricing Schedule
Attachment 1 to Part 4, Technical Criteria
Attachment 1 to Part 5, Certifications Required with the Bid

List of Appendices:

Appendix A, Statement of Work



- Attachment 1 to Appendix A – List of Items
- Attachment 2 to Appendix A – List of Locations

Appendix B, Terms of Payment

PART 1 - GENERAL INFORMATION

1. Introduction

The bid solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Appendices include the Statement of Work, the Terms of Payment and any other appendices.

The Attachments include the Pricing Schedule, the Evaluation Criteria, The Certifications Required with the Bid and any other attachments.

2. Summary

Innovation, Science and Economic Development Canada (ISED) is soliciting bids for the services of protective apparel rental, laundry and delivery services at various sites across Canada, as defined in Appendix A, Statement of Work. It is intended to result in the award of at least one (1) contract per province or region. The Contract shall be in effect for an initial period of two (2) years plus three (3) one-year irrevocable options allowing Canada to extend the term of the contract.

Canada reserves the right to add, modify or remove apparel and/or locations in future refreshes and/or re-competitions.

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), Canada-Chile Free Trade Agreement, Canada-Columbia Free Trade Agreement, Comprehensive and Progressive Agreement for Trans-Pacific Partnership, Canada-Honduras Free Trade Agreement, Canada-Korea Free Trade Agreement, Canada-Panama Free Trade Agreement, Canada-Peru Free Trade Agreement, Canada-Ukraine Free Trade Agreement.

3. Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1. Glossary of Terms



TERM	DEFINITION / MEANING
RFP	Request for Proposal
ISED	Innovation, Science and Economic Development Canada or the Department
Mandatory requirements	Whenever the words “shall”, “must”, “will” and “mandatory” appear in this document or any related document forming a part hereof, the item being described is a mandatory requirement. Failure to comply or demonstrate compliance with a mandatory requirement will render the bid non-responsive and the bid will not be considered further.
Should	The word “should” means an action that is preferred but not mandatory.
Minister	The Minister of Innovation, Science and Economic Development.
Canada	“means Her Majesty the Queen in right of Canada as represented by the Minister of ISED and any other person duly authorized to act on behalf of that Minister”.

2. General Conditions

The general conditions as set out in Innovation, Science and Economic Development Canada's General Conditions of a Service Contract will form part of and shall be incorporated into the resulting contract. This document is available at the following website: <http://www.ic.gc.ca/generalconditions-services>.

3. Submission of Bids

- 3.1 Bids must be submitted only to ISED's Bid Receiving Area by the date, time and place indicated on page 1 of the bid solicitation. Bidders are hereby advised that the Bid Receiving Area of ISED is open Monday to Friday inclusive, between the hours of 7:30 am and 4:30 pm, excluding Statutory Holidays.

ELECTRONIC BIDS WILL NOT BE ACCEPTED. Due to the nature of this bid solicitation, bids transmitted by facsimile or electronic mail to ISED will not be accepted.

- 3.2 Canada requires that each bid, at closing time, be signed by the Bidder or by an authorized representative of the Bidder. In the event of a bid submitted by a contractual joint venture, the bid shall either be signed by all parties of the joint venture or a statement shall be provided to the effect that the signatory has the authority to bind all parties of the joint venture. Bidders who submit a bid agree to be bound by all parts of this solicitation, as well as all parts of the resulting Contract.

- 3.3 It is the Bidder's responsibility to:

- obtain clarification of any terms, conditions or technical requirements contained in the solicitation, if necessary, before submitting a bid;
- prepare its bid in accordance with the instructions contained in the bid solicitation;
- submit by closing date and time a signed complete bid;
- send its bid only to the ISED Bid Receiving Area specified on Page 1 of the bid solicitation or to the address specified in the bid solicitation;
- ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the envelope(s) or the parcel(s) containing the bid;
- provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation; and



Request for Proposal: ISED192596-003

- g. include the name and telephone number of a representative who may be contacted for clarification or other matters relating to the Bidder's proposal.
- 3.4 Bids will remain open for acceptance for a period of not less than one-hundred and twenty (120) calendar days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of three (3) business days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.
- 3.5 Bid documents and supporting information must only be submitted in either English or French.
- 3.6 Pricing information must not be included in any section of the proposal other than the Financial Proposal section of the bid.
- 3.7 Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to legal obligations including the provisions of the *Access to Information Act*, R.S. 1985, c.A-1 and the *Privacy Act*, R.S. 1985, c. P-21, international obligations and judicial order.
- 3.8 Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a Bidder's proposal. Canada will not evaluate information such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.
- 3.9 Proposals received after the closing time and date shown will not be considered and will be returned unopened to the sender.
- 3.10 The Bidder's signature indicates acceptance of the terms and conditions governing the resulting contract and the Minister reserves the right to reject any proposal including any condition proposed by the Bidder that would not be, in the opinion of the Contracting Authority, in Canada's interest.

4. Notice to bidders

The following terms and conditions may apply to this solicitation:

- 4.1 Bidders may be required to provide, prior to contract award, specific information with respect to their legal and financial status, and their technical capability to satisfy the requirement as stipulated in this solicitation.
- 4.2
 - a) For Canadian-based bidders, prices must be firm (in Canadian funds) with Canadian customs duties and excise taxes as applicable INCLUDED, and Goods and Services Tax (GST) or Harmonized Sales Taxes (HST) as applicable EXCLUDED.
 - b) For Foreign-based bidders, prices must be firm (in Canadian funds) and EXCLUDE Canadian customs duties, excise taxes and GST or HST as applicable. CANADIAN CUSTOMS DUTIES AND EXCISE TAXES PAYABLE BY ISED WILL BE ADDED, FOR EVALUATION PURPOSES ONLY, TO THE PRICES SUBMITTED BY FOREIGN-BASED BIDDERS.
- 4.3 The contract term "Employment Equity" and any clause relating to international sanctions, if and when included in this document, apply to Canadian-based bidders only.



5. Communications – Solicitation Period

- 5.1 To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation, from the issue date of the solicitation up to the closing date (the “bid solicitation period”), must be directed **ONLY** to the Contracting Authority identified in the bid solicitation. Enquiries and other communications are **NOT** to be directed to any other government official(s). Failure to comply with this request may, for that reason alone, result in the bid being declared non-responsive.
- 5.2 Bidders must reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care must be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are proprietary in 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders.
- 5.3 All enquiries regarding this bid solicitation must be submitted in writing to the Contracting Authority named below as early as possible within the solicitation period to allow sufficient time to provide a response. All enquiries must be submitted in writing no later than seven (7) working days before the bid closing date. Enquiries received after that time may not be answered.

The Contracting Authority is:

Name: Chantal Lafleur
Title: Senior Contracts and Procurement Advisor
Email address: chantal.lafleur2@canada.ca
Telephone Number: 613-990-5937

- 5.4 To ensure consistency and quality of information provided to bidders, the Contracting Authority will simultaneously distribute any information with respect to significant enquiries received and the replies to such enquiries without revealing the sources of the enquiries.
- 5.5 Meetings will not be held with individual bidders prior to the closing date and time of this RFP.
- 5.6 Amendments to the Bidder’s proposal will not be accepted after the RFP closing date and time.

6. Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or Canadian territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or Canadian 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 Bidder.

7. Rights of Canada

Canada reserves the right to:

- a. reject any or all bids received in response to the bid solicitation;
- b. enter into negotiations with bidders on any or all aspects of their bids;



Request for Proposal: ISED192596-003

- c. accept any bid in whole or in part without negotiations;
- d. cancel the bid solicitation at any time;
- e. reissue the bid solicitation;
- f. if no responsive bids are received and the requirement is not substantially modified, re-tender the requirement by inviting only the bidders who bid to re-submit bids within a period designated by Canada;
- g. negotiate with the sole responsive Bidder to ensure best value to Canada;
- h. accept, or waive, a non-material error of form in a Bidder's proposal or, where practical to do so, request a Bidder to correct a non-material error of form in the Bidder's proposal provided there is no change in the price quoted;
- i. award more than one contract for the requirement if it is determined that no single proposal satisfies the project objectives; and
- j. retain all proposals submitted in response to this bid solicitation.

8. Price Support

In the event that the Bidder's proposal is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price support if applicable:

- a. a current published price list indicating the percentage discount available to Canada; or
- b. copies of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- d. price or rate certifications; or
- e. any other supporting documentation as requested by Canada.

9. Bid Costs

No payment will be made for costs incurred in the preparation and submission of a bid in response to the bid solicitation. Costs associated with preparing and submitting a bid as well as any costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.

10. Conduct of Evaluation

In conducting its evaluation of the bids, Canada may, but will have no obligation to, do the following:

- a. seek clarification or verification from bidders regarding any or all information provided by them with respect to the bid solicitation;
- b. contact any or all references supplied by bidders to verify and validate any information submitted by them;
- c. request, before award of any contract, specific information with respect to Bidder's legal status;
- d. conduct a survey of Bidder's facilities and/or examine their technical, managerial, and financial capabilities to determine if they are adequate to meet the requirements of the bid solicitation;
- e. correct any error in the extended pricing of bids by using unit pricing and any error in quantities in bids to reflect the quantities stated in the bid solicitation;
- f. verify any information provided by bidders through independent research, use of any government resources or by contacting third parties;
- g. interview, at the sole costs of bidders, any Bidder and/or any or all of the resources proposed by bidders to fulfil the requirement of the bid solicitation.

Bidders will have the number of days specified in the request by the Contracting Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.



11. Conflict of Interest – Unfair Advantage

In order to protect the integrity of the procurement process, bidders are advised that Canada may reject a bid in the following circumstances:

- a. if the Bidder, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation;
- b. if the Bidder, any of its subcontractors, any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in Canada's opinion, give the Bidder an unfair advantage.

The experience acquired by a Bidder who is providing or has previously provided the goods and/or services described in the bid solicitation (or similar goods and/or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.

Where Canada intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest or unfair advantage exists.

12. Entire Requirement

The bid solicitation documents contain all the requirements relating to the solicitation. Any other information or documentation provided to or obtained by a Bidder from any source are not relevant. Bidders should not assume that practices used under previous contracts will continue, unless they are described in the bid solicitation. Bidders should also not assume that their existing capabilities meet the requirements of the bid solicitation simply because they have met previous requirements.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders prepare and submit their formal proposal as four (4) separately bound documents as follows:

Section I:	Technical Bid	4 hard copies
Section II:	Financial Bid	2 hard copies
Section III:	Certifications	2 hard copies
Section IV:	Additional Information	2 hard copies

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

The Bidder can bid on more than one province or region specified in the Statement of Work, in Attachment 2 to Appendix A, but should submit one separate bid for each specified province. Canada requests that the Bidder clearly identifies in the first pages of its bid which province or region it is bidding on.



Request for Proposal: ISED192596-003

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

The financial bid must be submitted as a separate package to the technical bid.

Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

Bidders must submit their price(s) and/or rate(s), FOB destination; Canadian customs duties and excise taxes included, as applicable.

When the Bidder is required to bid a firm price for the work or any portion of the work, bidders must provide in their financial bid a price breakdown for the firm price quoted.

Electronic Payment of Invoices – Bid

Canada requests that bidders:

1. select option 1 or, as applicable, option 2 below; and
2. include the selected option in Section II of their bid.

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

Option 1:

The Bidder accepts to be paid by the following Electronic Payment Instrument(s):

- () VISA Acquisition Card
- () MasterCard Acquisition Card



Request for Proposal: ISED192596-003

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

Option 2:

- ☐ The Bidder does not accept to be paid by Electronic Payment Instruments.

Exchange Rate Fluctuation

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

Section III: Certifications

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

Section IV: Additional Information

In section IV of their bid, bidders should provide the following information:

1. their legal name;
2. their Procurement Business Number (PBN) (for additional information on how to register to obtain a PBN, refer to the following website: <https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>);
3. their full mailing address;
4. the name of the contact person (including this person's mailing address, phone number and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid.



ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all-inclusive rates (in CaD) for each item identified.

The Contractor shall be bound by the fixed cost prices quoted in its financial bid for the work. No increase in its rates or prices will be accepted during the period of the Contract.

Under any resulting contract, Canada will not accept travel and living expenses that may need to be incurred by the contractor for any relocation of resources required to satisfy its contractual obligations.

Region and Province:

Pricing Schedule 1: Included in Price: apparel rental cost, laundry, pick-up, delivery, and repairs

Pricing Schedule 1 - Apparel Rental, Laundry, Pick-up, Delivery and Repairs Initial Period (2 years) and (3) Option Years						
	Item(s) – As per Attachment 1 to Appendix A	Firm-All Inclusive Unit Price Initial Contract Period	Firm-All Inclusive Unit Price Option Year 1	Firm-All Inclusive Unit Price Option Year 2	Firm-All Inclusive Unit Price Option Year 3	Total (CAD)
		A	B	C	D	E = (A+B+C+D)
1	Long Sleeve Shirt, Meets CSA Z96- 15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
2	Short Sleeve Meets CSA Z96- 15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 or is suitable material for under FR/ Arc outer layers	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
3	Pants, Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$



Request for Proposal: ISED192596-003

4	Shorts	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
5	Coveralls, Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
6	Winter Bib Pants Overalls, Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
7	Winter Jacket, 3in1, Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
8	Winter Jacket, Just the Jacket, Meets CSA Z96- 15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
9	Spring/Fall Jacket, Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
10	Rain Jacket, Meets CSA Z96- 15 HVSA - Meets NFPA 70E	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$



Request for Proposal: ISED192596-003

	Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)					
11	Rain Pants, Meets CSA Z96- 15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
12	Sum of Unit Prices for Pricing Schedule 1 (applicable taxes excluded):					\$

Pricing Schedule 2: Cost to replace: lost/damaged apparel

Pricing Schedule 2 - Lost/Damaged Apparel Initial Period (2 years) and (3) Option Years						
	Item(s) – As per Attachment 1 to Appendix A	Firm-All Inclusive Unit Price Initial Contract Period	Firm-All Inclusive Unit Price Option Year 1	Firm-All Inclusive Unit Price Option Year 2	Firm-All Inclusive Unit Price Option Year 3	Total (CAD)
		A	B	C	D	E = (A+B+C+D)
13	Long Sleeve Shirt, Meets CSA Z96- 15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
14	Short Sleeve Meets CSA Z96- 15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 or is suitable material for under FR/ Arc outer layers	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
15	Pants, Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$



Request for Proposal: ISED192596-003

	Category Level 2 (ATPV rating of 8 or higher and ARC 2)					
16	Shorts	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
17	Coveralls, Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
18	Winter Bib Pants Overalls, Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
19	Winter Jacket, 3in1, Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
20	Winter Jacket, Just the Jacket, Meets CSA Z96- 15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
21	Spring/Fall Jacket, Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$



Request for Proposal: ISED192596-003

22	Rain Jacket, Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
23	Rain Pants, Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)	\$_____/each	\$_____/each	\$_____/each	\$_____/each	\$
24	Sum of Unit Prices for Pricing Schedule 2 (applicable taxes excluded):					\$

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

Pricing Schedule 3 - Miscellaneous Service Initial Period (2 years) and (3) Option Years		
	Item(s)	Unit Price (CAD)
25	Charge for bar coding per item	\$
26	Charge for sewing on ISED crests	\$
27	Sum of Unit Prices for Pricing Schedule 3 (applicable taxes excluded):	\$

BIDDER'S TOTAL EVALUATED PRICE Sum of Schedule 1, 2 and 3 (Tax excluded) =	\$_____CAD
APPLICABLE TAXES	\$_____CAD



Request for Proposal: ISED192596-003

Note A: No minimum charges will be considered, the Contractor must charge ISED only for actual services rendered as per prices detailed in Schedules 1 and 2 and 3 of this section. There must be no charge for environmental fees or initial set-up fees.

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

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



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

The evaluation team reserves the right but is not obliged to seek clarification or verify any or all information provided by the Bidder with respect to this RFP.

1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Attachment 1 to Part 4.

2. Basis of Selection – Basis of Selection – Highest Combined Rating of Technical Merit (60%) and Price (40%)

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 70% overall for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd



ATTACHMENT 1 TO PART 4 - TECHNICAL CRITERIA

1. Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

No points are awarded for the mandatory requirements, but each one must be met in order for the Bidder's proposal to proceed to receive consideration and points for the point-rated technical criteria.

ISED may choose to terminate the evaluation upon the first finding of non-compliance of a mandatory requirement.

Mandatory Technical Criteria (MT) For the purpose of the mandatory technical criteria specified below, the experience of the Bidder and its subcontractors, affiliates and suppliers will be considered.		
Number	Mandatory Technical Criterion	Bid Preparation Instructions
MT1	Bidder Experience The Bidder must demonstrate that they have three (3) years of experience within the last five (5) years. In order to meet this Mandatory requirement, the Bidder must provide a statement indicating compliancy with the mandatory requirement. In supply and delivery of FR/ARC clothing, the Bidder must provide two (2) client references to which it has provided similar services within the last three (3) years. In order to meet this Mandatory requirement, the Bidder must provide for each reference: <ul style="list-style-type: none">• The name of company for whom the work was done;• Description of services;• The dates and duration of the services (MM/YYYY to MM/YYYY);• Reference / Contact Person:<ul style="list-style-type: none">○ Name:○ Title:○ Telephone number:○ Email address: ISED may communicate with these references to validate the stated experience.	
MT2	Work Plan The Bidder must provide a detailed work plan including initial sizing, delivery timelines, method of delivery, the return policy and the timeline associated with this process.	
MT3	Documentation	



Request for Proposal: ISED192596-003

	The Bidder must supply all testing and safety information related to the fabric, construction, and design of apparel options.	
MT4	<p>Apparel Pictures</p> <p>The Bidder must provide pictures of each apparel as indicated in Attachment 1 to Appendix A – List of Items.</p> <p>Provide both male and female size pictures where available.</p> <p>Apparel must be:</p> <ol style="list-style-type: none">1. suitable for the work described in Appendix A;2. be made from fabric blends that are breathable and durable;3. resistant to soiling;4. have a relaxed fit and be reinforced at the seams and stress points.	

2. Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

In order to qualify for the rating process, bids should respond to the following point rated technical requirements in the order shown and should include the referenced Section/Page from the Statement of Work (Appendix A) in the Bidder's proposal.

In addition, the Bidder's proposal must achieve an overall minimum technical rating of 70%.

Bids which fail to obtain the required minimum number of points will be declared non-responsive. Each point-rated technical criterion must be addressed separately.

Number	Point Rated Technical Criteria (RT)	Max Points	Min Points	Cross Reference to Proposal
RT1	<p>Bidder's Experience</p> <p>Bidder experience in the delivery of apparel. The Bidder should demonstrate experience, which is above and beyond the minimum three (3) years of experience identified in MT1.</p> <p>2 points = +3 years – 5 years' experience 5 points = +5 years – 7 years' experience 7 points = +7 years – 9 years' experience 10 points = +9 years' experience</p>	10		
RT2	<p>The Bidder should identify the type and the composition of material for each item being offered.</p> <p>Up to 10 points – FR/ ARC Ratings; Up to 10 points – Color's Available; Up to 10 points – Size's available; Up to 10 points – Thickness; Up to 10 points – Durability.</p>	50		



Request for Proposal: ISED192596-003

RT3	<p>Within the work plan submitted with the Bid, the Bidder will be assessed as follows:</p> <p>The response includes substantial details demonstrating a complete and thorough understanding of the requirement. Bidder receives 100% of the available points for this element.</p> <p>The response includes a substantive amount of the information required to be complete and contains some value added elements. Bidder receives 85% of the available points for this element.</p> <p>The response includes most of the information required to be complete meeting the established minimum and contains no significant weaknesses. Bidder receives 70% of the available points for this element.</p> <p>The response includes some information, but is also missing a substantial amount of information. Some elements poorly described. Bidder receives 50% of the available points for this element.</p> <p>The response is deficient. Bidder receives 0% of the available points for this element.</p>	50		
RT4	<p>The Bidder should indicate the time for installation and operations of all inventory and services from time of award of Contract (if awarded).</p> <p>15 - 30 business days - 15 points 31 to 45 business days - 10 points 46+ business days - 5 points</p>	15		
TOTAL POINTS AVAILABLE:		125	87	



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

1. Certifications Required with the Bid

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

1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity 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.

2. Certifications Precedent to Contract Award and Additional Information

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

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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

2.3 Additional Certifications Precedent to Contract Award

2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16), Status and Availability



2.3.2 Education and Experience

SACC Manual clause A3010T (2010-08-16), Education and Experience

By signing below, the Bidder hereby certifies that it has read the solicitation document and is in compliance with the above noted certifications, that all statements made in its proposal are accurate and factual, that it is aware that ISED reserves the right to verify all information provided in this regards, and that untrue statements may result in the proposal being declared non-responsive or in other action being taken which ISED deems appropriate.

Date: _____

Signature: _____

Title: _____
(Title of duly authorized representative of business)

Name of Business: _____



ATTACHMENT 1 TO PART 5 – CERTIFICATIONS REQUIRED WITH THE BID

1. Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive



Request for Proposal: ISED192596-003

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

If so, the Bidder must provide the following information:

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

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

2. Federal Contractors Program for Employment Equity

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

Complete both A and B.

A. Check only one of the following:

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

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

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

OR



Request for Proposal: ISED192596-003

- () A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- () B1. The Bidder is not a Joint Venture.

OR

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



PART 6 - RESULTING CONTRACT CLAUSES

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

1. Statement of Work

The Contractor must perform the work in accordance with the Statement of Work in Appendix A.

2. General Conditions

Innovation, Science and Economic Development Canada's [General Conditions of a Service Contract](http://www.ic.gc.ca/eic/site/icgc.nsf/eng/h_06661.html) apply to and form part the contract. The document is available at http://www.ic.gc.ca/eic/site/icgc.nsf/eng/h_06661.html.

3. Security Requirements

There is no security requirement applicable to the Contract.

4. Term of Contract - Period of the Contract

The Contractor shall, between the date of Contract award and *(to be completed at contract award)*, perform and complete with care, skill, diligence and efficiency the work that is described in the Statement of Work.

4.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Chantal Lafleur

Title: Senior Contracts and Procurement Advisor

Department: Innovation, Science and Economic Development Canada

Corporate Finance Systems and Procurement Branch

Telephone: 613-990-5937

Email: chantal.lafleur2@canada.ca

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

5.2 Project Authority *(to be completed at contract award)*



The Project Authority for the Contract is:

Name:

Title:

Organization:

Address:

Telephone:

E-mail address:

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

5.3 Contractor's Representative *(to be completed at contract award)*

Name:

Title:

Telephone:

Email:

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. Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid in accordance with the terms of payment, in Appendix 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

8. Certifications and Additional Information - Compliance

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

9. Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.



10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in *(to be completed at contract award)*.

11. Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions, Innovation, Science and Economic Development Canada's General Conditions of a Service Contract;
- c) Appendix A, Statement of Work;
- d) Appendix B, Terms of Payment;
- e) the Contractor's proposal dated *(insert date of bid at contract award)*.

12. Foreign Nationals (Canadian Contractor)

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

Note to Bidders: *Either this clause or the one that follows, whichever applies (based on whether the successful bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

12. Foreign Nationals (Foreign Contractor)

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

13. Insurance

SACC Manual clause G1005C (2016-01-28), Insurance

14. Additional Contract Clause

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



APPENDIX A - STATEMENT OF WORK

1.0 Project Title:

Protective Apparel Rental, laundry and Delivery Services

2.0 Background:

Measurement Canada's inspection staff primary responsibility is to ensure fair measure in the marketplace. In carrying out its mandate, they are exposed to a number of environmental and industrial elements as well as external and extreme weather conditions. As such, the employer has a responsibility to provide them with the personal protective equipment to ensure their safety and the safety of the public we serve. Measurement Canada currently purchases work apparel to meet the weather conditions and some level of protection however, not to the level that is required by industry specifically in the petroleum sector. This leaves our employees vulnerable to the dangerous elements and Measurement Canada preventing them access to establishments. Some of the dangers are extreme heat/cold, explosions, electrocution.

3.0 Project Requirement / Objective:

To provide a variety of protective apparel, laundry and delivery services for employees of Measurement Canada. Equip staff with apparel that offers protection while carrying out the duties set out in the job description, which includes working in/with dangerous Environments.

4.0 Scope of Work / Tasks:

The Contractor must provide the following goods and service, but not limited to:

- The Contractor is responsible for the initial inventory set-up and fit-up of apparel for each employee at contract award. Inventory must be per employee.

- The Contractor to sew, by machine, ISED logo crests to rental apparel when required as provided by ISED.

- Pick-up of soiled apparel and delivery of hygienically clean, laundered apparel and other miscellaneous contracted items. Each ISED site will discuss pick-up and delivery schedules with the Contractor. ISED on-site contact is responsible and will arrange service standards for minimum turnaround time for cleaning and repair with the Contractor.

- Minor repairs are to be done when required such as mending rips, patching, sewing on buttons. The Contractor must supply buttons and patching materials. Repair threading to be color matched to the current apparel threads and sewn by machine. While still maintaining the level of protection required. (Level 2 NFPA 70E Hazard Risk Category 2 or higher for Arc Flash having a protection potential of 8 cal/cm² and NFPA 2112 compliant for Flash Fire.)

- At the end of the term, should the contract not be renewed, ISED crests must be removed from all rental items and be returned with the ISED owned items. They are not to be used in any other capacity or facility.

Utilize an inventory control system consisting of the following:

- a. Maintained and updated on a monthly basis;
- b. Each apparel has an account number (location), barcode, name of ISED employee and their inventory number;
- c. The Contractor will visit each location on a quarterly basis to assess any loss of apparel with ISED staff, and to ensure there are no service issues or concerns;



Request for Proposal: ISED192596-003

- d. Lost or damaged items must be brought to the attention of ISED on-site contact at the specific location.

-To ensure there is no break in apparel service, one week is given to adjust apparel services when ISED employees move from one site to another or to replace lost/damaged apparel.

-Soiled laundry collection bins and bags with stands, racks and hangers to be supplied by the Contractor.

-The Contractor will adjust sizes and/or quantities required, as requested by on-site contact.

-Apparel must be of a quality suitable for working with electricity – high voltage, petroleum based products –fire and explosion, propane and natural gas explosion, free from stains, made from breathable cotton/fabric blends, are durable and soil resistant, have a relaxed fit, are reinforced at the seams and stress points.

4.1 Cleaning and Quality Standards

While still maintaining the level of protection required, (Level 2 NFPA 70E Hazard Risk Category 2 or higher for Arc Flash having a protection potential of 8 cal/cm² and NFPA 2112 compliant for Flash Fire):

-Apparel are to be hygienically cleaned and free of stains by method of the commercial patented process to remove dirt, grime, dust, grease and other usual industrial types of soil likely to be encountered in various work environments such as but not limited to Refineries, Farming, Retail Petroleum, electricity and Natural Gas utilities.

-The Contractor must disclose their washing/laundrying process formula that ensures apparel are hygienically clean, and free of pathogens.

-An annual quality audit may be conducted by ISED at each processing facility to confirm hygienic laundrying processes and handling are being adhered to.

4.2 Delivery

-Pick-up and delivery of apparel must be done on a weekly basis unless otherwise specified by the service location (existing service schedules to be accommodated).

-Time and schedule for pick-up and delivery will be arranged by ISED on-site contact at each service location.

-The cleaned and pressed apparel must be returned to each location on the specified schedule day.

-Apparel are to be identified and parceled (on hangers or folded and bagged dependent on service location requirements) to be kept completely separate from soiled laundry to prevent cross-contamination.

-Apparel are to be handled and transported in a manner where bacterial cross-contamination is prevented. Vehicles are to be regularly cleaned and disinfected. The Contractor employees are to be fully trained in proper hygienic handling of both dirty and clean apparel to control bio-contamination risks.

- Laundry service for identified items keeping integrity of the clothing and protection;
- Delivery and Pick-up to identified locations (weekly unless otherwise stated);
- Provide items of clothing in male and female cut & style when available;
- Minimum Quantity of 11 various styles of Shirts;
- Minimum Quantity of 11 pants/short combination.

5.0 Deliverables / Timelines:



Request for Proposal: ISED192596-003

The Contractor must provide Measurement Canada offices with a list of items serviced, tract wear & tare for unusual damage or abuse, maintain the integrity of the apparel to guarantee the safety protection of each garment identified as such. Pick up, launder and deliver back to each office location on a regular schedule.

Identify the costs and method of how each item will be on-boarded, replaced, retired and changed out in cases of size change/damage or any other reason missed written.

English speaking provinces – labelling will be English First/French Second – All but the two provinces listed under French Speaking.

French speaking provinces – Labelling will be in French First/English Second for New Brunswick and Quebec.

6.0 Client Support:

Each site will be supported by the on-site contact.

7.0 Work Location:

Work to take place at the Contractor's place of work, with the exception of pick-up & delivery of apparel.

8.0 Official Languages:

All written correspondence must be in both official languages.

9.0 Travel:

There is no travel associated with this Contract.

10.0 Security:

There is no security associated with this Contract.

11.0 Intellectual Property:









Department Markings (Innovation, Science and Economic Development Canada/ Measurement Canada) will remain IP of the Crown.

12.0 Management of the Project:

The project will be managed by Measurement Canada.



ATTACHMENT 1 TO APPENDIX A – LIST OF ITEMS

APPAREL				
ITEM	CUT	COLOUR	STYLE	PROTECTION
Long Sleeve Shirt	Male Female	 And white	Button up Partial button No button	Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)
Short Sleeve Shirt	Male Female	 And white	Button up Polo No button	Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 or is suitable material for under FR/ Arc outer layers.
Pants	Male Female		Cargo Regular	Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)
Shorts	Male Female		Cargo Regular	Not Required
Coveralls	Male Female		Summer Winter	Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)
Winter Bib Pants Overalls	Male Female		Insulated	Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)
Winter Jacket	Male Female		3in1 Just the Jacket	Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)
Spring/Fall Jacket	Male Female		2 styles offering different lengths	Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)
Rain Jacket	Male Female	High Visibility		Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)
Rain Pants	Male Female	High Visibility		Meets CSA Z96-15 HVSA - Meets NFPA 70E Hazard Risk Category Level 2 (ATPV rating of 8 or higher and ARC 2)



ATTACHMENT 2 TO APPENDIX A – LIST OF LOCATIONS

Western Region:

British Columbia:

OFFICE	ADDRESS	# OF STAFF
Vancouver	3625 Lougheed Highway, Vancouver, BC, V5M 2A6	14
Penticton	Suite 340, 277 Winnipeg Street, Penticton, BC, V2A 5M2	4
Victoria	430-1230 Government Street, Victoria BC, V8W 3M4	2

Alberta:

OFFICE	ADDRESS	# OF STAFF
Calgary	Suite 478, 220 – 4th Ave SE Calgary, AB T2G 4X3	13
Edmonton	9305-50 Street, Edmonton AB T6B 2L5	11

Saskatchewan:

OFFICE	ADDRESS	# OF STAFF
Regina	600 – 1945 Hamilton Street, Regina SK S4P 2C7	2
Saskatoon	7th Floor, 123 2nd Ave S, Saskatoon, S7K 7E6	6

Manitoba:

OFFICE	ADDRESS	# OF STAFF
Winnipeg	4th Floor, 400 St. Mary Ave, Winnipeg Manitoba, R3C 4K5	8

Ontario Region:

Ontario:

OFFICE	ADDRESS	# OF STAFF
London	78 Meg Drive, London, Ontario, N6E 3T6	16
Markham	232 Yorktech Drive, Markham, Ontario, L6G 1A6	19
Belleville	328 Sidney Street, Belleville, Ontario, K8P 3Z3	9
Stoney Creek	251 Arvin Ave, Stoney Creek, ON L8E 2L9	6
Thunder Bay	886 Alloy Place (Unit C), Thunder Bay, ON P7B 6E6	1
Ottawa	151 Tunney's Pasture Driveway, Ottawa, ON K1Y 1G9	2
	**one employee is from Eastern Region	1
Sudbury	875 Notre Dame Avenue, Building 3, Sudbury, ON P3A 2T2	3



Eastern Region:

Québec:

OFFICE	ADDRESS	# OF STAFF
Québec	702-1550 avenue d'Estimauville, Québec, Québec G1J 0C4	13
Montréal	9177 boul. Langelier, Montréal, Québec H1P 3K9	26
Rimouski	180 avenue de la Cathédrale, Rimouski, Québec G5L 5H9	1

New Brunswick:

OFFICE	ADDRESS	# OF STAFF
Moncton	1045 Main St, Moncton, Nouveau-Brunswick E1C 1H1	6
Saint-John	189 Prince William, Saint-John, New-Brunswick E2L 2B9	1

Nova Scotia:

OFFICE	ADDRESS	# OF STAFF
Dartmouth	50 Brown Avenue Dartmouth, Nova Scotia B3B 1X8	8

Newfoundland:

OFFICE	ADDRESS	# OF STAFF
St. John's	10 Barter's Hill, St. John's, Newfoundland A1C 6M1	2



APPENDIX B - TERMS OF PAYMENT

1.0 BASIS OF PAYMENT

Her Majesty the Queen in right of Canada agrees to pay the Contractor a sum not to exceed \$ *(will be completed at contract award)*, plus applicable taxes, for the work performed in accordance to the Statement of Work.

1.1 Pre-Authorized Travel and Living Expenses:

Canada will not pay any travel or living expenses associated with performing the Work.

1.2 Initial Contract Period: *(will be completed at contract award)*

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below. The Contractor will be paid all-inclusive unit prices as follows:

Total Estimated Cost - Contract Period (excluding applicable taxes): \$ *(will be completed at contract award)*

2.0 LIMITATION OF EXPENDITURES

No increase in the total liability of Her Majesty or in the price of the Work resulting from any design changes, modifications or interpretations of the specifications, will be authorized or paid to the Contractor unless such design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority prior to their incorporation into the Work. The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Her Majesty to be exceeded without the prior written approval of the Contracting Authority.

3.0 METHOD OF PAYMENT – MONTHLY PAYMENT

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

3.1 Electronic Payment of Invoices – Contract

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)



4.0 INVOICING INSTRUCTIONS

The invoices shall be sent to address indicated above. Each invoice should include the contract number, the Contractor's name, address, tax registration number(s) (if applicable), and a description of the work performed, including the number of days worked when the per diem rates are applicable, during the period covered by the invoice. The applicable tax(es) shall be submitted as a separate amount(s) on the invoice.

All of the above will be to the satisfaction of the Project Authority.