

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS A :

Bid Receiving/Réception des soumissions:

cfia.bidreceipt-receptiondesoumission.acia@canada.ca

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Canadian Food Inspection Agency

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

Proposition aux : Agence canadienne d'inspection des aliments

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 appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

Title – Sujet Laundry and clothing rental services for the province of Quebec		Date April 29, 2020
Solicitation No. – N° de l'invitation E0386		
Client Reference No. - No. De Référence du Client E0386		
Solicitation Closes – L'invitation prend fin		
At /à :	14 :00	EDT(Eastern StandardTime) HAE (heure normale de l'Est)
On / le :	June 8, 2020	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Aimée Legault, Agente d'achats Aimee.legault@canada.ca		
Telephone No. – No. de téléphone (613) 773-7672	Facsimile No. – No. de télécopieur (613) 773-7615	

Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

TABLE OF CONTENTS

MARCH 2019 TEMPLATE FOR BID SOLICITATION AND RESULTING CONTRACT FOR HIGH COMPLEXITY (HC) REQUIREMENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY.....	3
1.3 DEBRIEFINGS.....	3
PART 2 - BIDDER INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	5
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....	6
PART 3 - BID PREPARATION INSTRUCTIONS	7
3.1 BID PREPARATION INSTRUCTIONS.....	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION - BASIS OF SELECTION – HIGHEST COMBINED RATING OF TECHNICAL MERIT AND PRICE.....	8
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	9
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	9
PART 6 - RESULTING CONTRACT CLAUSES	11
THE FOLLOWING CLAUSES AND CONDITIONS APPLY TO AND FORM PART OF ANY CONTRACT RESULTING FROM THE BID SOLICITATION.....	11
6.1 STATEMENT OF WORK.....	11
6.2 STANDARD CLAUSES AND CONDITIONS.....	11
6.3 SECURITY REQUIREMENTS.....	11
6.4 TERM OF CONTRACT.....	11
6.5 AUTHORITIES.....	11
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	12
6.7 PAYMENT.....	12
6.8 INVOICING INSTRUCTIONS.....	13
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	13
6.10 APPLICABLE LAWS.....	14
6.11 PRIORITY OF DOCUMENTS.....	14
6.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR <i>OR</i> FOREIGN CONTRACTOR).....	14
6.13 INSURANCE.....	14
ANNEX A, STATEMENT OF WORK	15
ANNEX B, BASIS OF PAYMENT	36
ANNEX 3.2 TO PART 3 OF THE BID SOLICITATION ,ELECTRONIC PAYMENT INSTRUMENTS	38
ANNEX 5.1 TO PART 5 OF THE BID SOLICITATION	45

PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven 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 Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements and any other annexes.

1.2 Summary

1.2.1 This bid solicitation is being issued to satisfy the requirement of the Canadian Food Inspection Agency (the "Client") for rental, laundry and delivery services of various clothing items for all CFIA employees working in the Province of Quebec, for the period of contract award until May 31, 2022, with three (3) one (1) year options to extend each contract under the same terms and conditions..

1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

1.2.3 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity – Certification.

1.3 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

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) 2019-03-04 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 3.a) of Section 01, Integrity Provisions - Bid of Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety and replaced with the following:

- a. at the time of submitting an arrangement under the Request for Supply Arrangements (RFSAs), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of names “.

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

Delete: 60 days

Insert: 120 days

2.2 Submission of Bids

- a. Unless otherwise specified in the RFP, bids must be received by the Contracting Authority at the location indicated by the date, time and place indicated on page 1 of the bid solicitation.
- b. If your bid is submitted by fax or e-mail, Canada will not be responsible for late bids received at destination after the closing date and time, even if submitted earlier.

2.3 Former Public Servant

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

Definitions

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

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

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

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the

PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least fifteen (15) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The bid must be gathered per section and separated as follows:

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

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

Canada requests that bidders follow the format instructions described below in the preparation of 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) (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.

3.2 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 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.

3.3 Section II: Financial Bid

3.3.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet or in Annex 3.1.

3.3.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “3.2” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “3.2” 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.

3.4 Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex 4.1.

4.1.2 Financial Evaluation

SACC Manual Clause [A0220T](#) 2014-06-26, Evaluation of Price

4.2 Basis of Selection - Basis of Selection – Highest Combined Rating of Technical Merit and Price

4.2.1 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 points specified for each criterion for the technical evaluation, and
- d. obtain the required minimum of 34 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 49.

4.2.2 Bids not "(a) or (b) or (c) and (d)" will be declared non-responsive.

4.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 80 % for the technical merit and 20 % for the price.

4.2.4 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 80% .

4.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 20 %

4.2.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.7 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 80/20 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 (80%) and Price (20%)				
		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 x 80 = 68.15	89/135 x 80 = 52.74	92/135 x 80 = 54.52
	Pricing Score	45/55 x 20 = 16.36	45/50 x 20 = 18.00	45/45 x 20 = 20.00
Combined Rating		84.51	70.74	74.52
Overall Rating		1st	2nd	3rd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the 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.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](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.

Canada will also have the right to terminate the Contract 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 Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

[2035](#) 2018-06-21, General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to May 31, 2022 inclusive

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 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 thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Aimée Legault
Title: Procurement Officer
The Canadian Food Inspection Agency
Address: 59 Camelot Drive, Ottawa ON, K1A 0Y9
Téléphone : (613) 773-7672
Télécopieur : (613) 773-7615
E-mail address: aimee.legault@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.

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: **(to be provided at contract award)**

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

In its absence, the Project Authority is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

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

6.5.3 Contractor's Representative (to be provided at contract award)

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost of \$ _____ **(to be provided at contract award)**. Customs duties are included and Applicable Taxes are extra.

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

6.7.2 Limitation of Expenditure

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

Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 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.

6.7.4 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);

6.7.5 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

6.8 Invoicing Instructions

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

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 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.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035, 2018-06-2, General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*", as clarified on _____ " **or** ",as amended on _____" *and insert date(s) of clarification(s) or amendment(s)*).

6.12 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

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

OR

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

6.13 Insurance

SACC Manual clause G1005C 2016-01-28 Insurance

ANNEX A, STATEMENT OF WORK

Garment Laundry and Rental Services for the Province of Quebec

1.0 Background

The Canadian Food Inspection Agency (CFIA) is dedicated to safeguarding food, animals and plants, which enhances the health and well-being of Canada's people, environment and economy. Its employees work in a wide range of scientific, technical, operational and administrative positions and are located in field offices, laboratories and food processing facilities throughout the province of Quebec and across Canada.

2.0 Objective

The CFIA has a requirement for the rental, embroidery and laundering of various garments for all CFIA employees who work in the province of Quebec and need protective clothing of various models. The services would be required for approximately 600 employees at some 50 different sites in the province of Quebec.

3.0 Term

Delivery of the services will be spread over **two (2) years** from the date the service contract is awarded, plus **three (3) option periods of one (1) year each**. The CFIA reserves the right to add or remove work sites receiving services under the contract, as some work sites may commence operations and others may cease operations during the period.

4.0 Tasks

4.1 Inventory

- a) The inventory must be maintained and adjusted to meet the requirements.
- b) The quality of the garments must meet food industry criteria.
- c) All garments must be identified with the name of the establishment, the account number, the employee's name, if requested, and the size, and will be traceable by the Contractor's tracking system; this identification must be inside the garment.
- d) The Contractor will provide garments in sizes ranging from XS to 7XL.
- e) The Contractor will provide garments tailored for women.
- f) Measurements for employee clothing sizes will be taken on site by the Contractor, following contract award, before the initial delivery.
- g) The Contractor will adjust the sizes and/or quantities required at the Project Authority's request within a period of seven (7) calendar days from receipt of a request.
- h) Garments are to be upgraded as needed. Minor repairs such as sewing on buttons, mending, patching, zippers, sewing seams and hemming pants must be done automatically by the Contractor free of charge.
- i) Garments that require major repairs or are beyond repair must be identified by the Contractor and submitted to the Project Authority for assessment of damage and approval before disposal.
- j) The Contractor will travel to each work site twice a year to do a full inventory count and ensure that there are no service concerns.
- k) Some garments belong to the CFIA. For those garments, only laundry charges are payable. These include white lab coats, insulated and non-insulated coveralls, winter coats, 3-in-1 coats, windproof coats and freezer coats, all in navy or green;
- l) Any ink spots must be removed free of charge.
- m) Lab coats must not have breast pockets. No additional charges will be incurred to alter any lab coats to meet this requirement.
- n) Garments may have two (2) front pockets at the bottom, depending on the type of clothing or model. No additional charges will be incurred to alter any garments to meet this requirement.
- o) Some garments will have to meet the following requirements: 50% polyester and 50% cotton composition, knitted sleeve cuffs, and collars of at least three (3) different colours.
- p) Other items (towels, bath towels, dishcloths) may be required. The hand towels must be between 15" to 18" X 25" to 20" in size.
- q) The Contractor provides consistent, uninterrupted service to all work sites.
- r) Shirts, white or navy colour as required, must be short sleeved, standard length, with snap closure and without pockets.
- s) Pants, in white or navy colour and with elastic waistband or zipper and snap closure at the waist as required, must have side and back pockets.

- t) Laboratory coats (smocks) must be available in the following colours: white, navy, green, burgundy, or white with red collar, blue, green, grey or beige. Some must have a knitted cuff (sleeve). All are long sleeved, with snap button closure and pockets only at the bottom.
- u) T-shirts must all be navy without pockets.
- v) Coveralls must all be navy coloured, may be insulated or non-insulated as required, long sleeved with zipper and fabric flap covering the zipper and a snap button at the collar. They must have pockets at the hips only.
- w) Jackets (short smocks or lab coats are all white, are short in length, long-sleeved with snap closure and have pockets at the bottom only.

4.2 Tasks to be performed

- a) The Contractor must provide laundry and dry-cleaning services on both a scheduled and an 'as and when requested' basis for each work site. Scheduled services will make up the majority of the work to be performed. The Project Authority will provide the Contractor with at least 24 hours' notice prior to a request for 'as and when requested' services. When possible, the Contractor may accommodate requests with less than 24 hours' notice, but the Contractor will not be obligated to fulfill such requests.
- b) In exceptional circumstances (emergencies), the CFIA may request that the Contractor provide clothing or other items immediately to equip first-response teams, shorten some pickup/delivery cycles, or add a new work site to the regular list. The Project Authority will provide the Contractor with at least 24 hours' notice prior to a request for 'as and when requested' services. When possible, the Contractor may accommodate requests with less than 24 hours' notice, but the Contractor will not be obligated to fulfil such requests.
- c) The Contractor will be responsible for pick-up of soiled garments and drop-off of laundered garments at the locations specified below. Soiled garments will be placed in depositories (racks or bins) provided for this purpose at the collection points for each work site. The depositories must not be removed from the premises.
 - The Contractor's representative must confirm, in a brief written report signed by both parties, the number of garments collected at pick-up time (for each type and size of garment) and the number of garments delivered at drop-off time (for each type and size of garment).
 - The number of clean garments that the Contractor brings back should be exactly the same as the number of soiled garments collected in the last pick-up, for each type and size of garment.
 - Any discrepancies, whether noted by the Contractor or the CFIA representative at the work site, must be brought to the Project Authority's attention at the earliest opportunity.
- d) Scheduled pick-ups must take place as specified in the table provided, for each work site (see below). Exceptions must be pre-approved by the Project Authority at least twenty-four (24) hours prior to scheduled delivery.
- e) Prior to washing/cleaning the garments, the Contractor must ensure that all garment pockets are empty. The CFIA will not be held responsible for damage to laundry if items are left in pockets.
- f) Laundered/dry-cleaned garments must be returned to the work sites within seven (7) days of pick-up. Exceptions to this time frame will only be accepted in circumstances approved by the Project Authority at least twenty-four (24) hours prior to scheduled delivery.
- g) Laundered/cleaned garments are to be placed on hangers unless otherwise directed by the CFIA; some work sites may require that garments be received folded.
- h) Garments must be laundered/dry-cleaned thoroughly, including pre-treatment (if necessary), to remove any and all dirt, stains and odours. If the Contractor or its representatives find an item that is permanently stained or which has a permanent odour, that item must be separated from the others and the Project Authority must be notified. Any such garments must be returned separately from the rest of the laundered/dry-cleaned garments and are to be removed from rotation by the Project Authority. Those garments must be noted in the written report submitted by the Contractor at drop-off, which must be signed by both parties.
- i) If the Contractor or its representatives find an item that is damaged (e.g., a torn lab coat) or if an item is damaged during the laundering/dry-cleaning process, that item must be separated from the others and the Project Authority must be notified. Any such garments must be returned separately from the rest of the laundered/dry-cleaned garments and are to be removed from rotation by the Project Authority. Those garments must be noted in the written report submitted by the Contractor at drop-off, which must be signed by both parties.
- j) In the case of an item lost or damaged in transit, washing or dry-cleaning, the Contractor is responsible for replacing the lost and/or damaged item:
 - a. An item consisting of several pieces (3-in-1 coats, for example) will be considered lost or damaged if all the pieces are not returned at the same time;
 - b. If the item is provided by the Contractor itself, the Contractor will replace it;

- c. If the item is directly owned by the CFIA and sourced from an external supplier, the CFIA will purchase the same or equivalent item (at its option), send a copy of the invoice to the Contractor and receive an equivalent credit from the Contractor within thirty (30) days to cover the costs incurred.
- k) Some garments may be contaminated with blood, body fluids, etc. Those garments require special handling and must be cleaned separately from other garments.
- l) The Contractor must provide labels at each work site so that employees can easily identify garments requiring repair or alteration.
- m) The Contractor must make minor repairs to the garments (buttons, seams, repair or replacement of zippers, repair of minor tears or holes, etc.). If an item cannot be repaired, it must be separated from the others and the Project Authority must be notified. Any such garments must be returned separately from the rest of the garments and are to be removed from rotation by the Project Authority. Those garments must be noted in the written report submitted by the Contractor at drop-off, which must be signed by both parties.
- n) If at any time the Contractor fails to fulfill any of the mandatory criteria in the Statement of Work, the Contractor will be notified in writing by the Project Authority. The Contractor will then have twenty-four (24) calendar hours to submit an action plan to the Project Authority and then seventy-two (72) calendar hours to resolve the problem situation. Failure to resolve a Statement of Work situation within seventy-two (72) calendar hours will result in the current month's billing for that work site being reduced to zero.
- o) Four (4) written notices for the same problem within a period of six (6) months, for all work sites combined, will be sufficient to put the Contractor in default and in breach of contract.

4.3 Delivery

- a) The initial delivery will be made free of charge in the week prior to the start of the Contract to ensure that the employees have their garments in order to provide uninterrupted service.
- b) The initial order will comprise new garments and at least two-thirds (2/3) of the identified requirements in the initial inventory.
- c) Pick-up and delivery of the garments will be done once a week unless the CFIA instructs otherwise; some work sites may require twice-a-week service at no additional charge.
- d) Pick-ups and deliveries will be made during regular operating hours specific to each work site (see below). The contractor's proposed schedule will be confirmed with the CFIA representative on site as the CFIA representative must be present at the time of pick-up and delivery.
- e) Laundered/dry-cleaned garments must be returned to the location where they were picked up.
- f) Cleaned and pressed garments must be returned to each work site on hangers or folded and arranged by size, as specified by the CFIA representative at each work site.
- g) The Contractor must respond to inventory adjustments within one week.

4.4 Invoicing

- a) The CFIA will receive an electronic invoice for garment rental, laundry, embroidery and delivery services actually rendered during the billing period.
- b) There will be no initial inventory charge.
- c) There will be no minimum pick-up/delivery charges and no fuel surcharges. All pick-up and delivery charges must be included in the unit prices.
- d) The Contractor must produce a pick-up slip to be signed and retained by the client. The Contractor's delivery slips for cleaned garments must be signed by CFIA. Both slips must also be signed by the Contractor's representative.
- e) The Contractor must have an accounting system that can provide detailed invoices and usage reports for each work site and for each region.
- f) A weekly electronic invoice must be issued for each work site and sent to the person designated by the CFIA for each work site. Payment will be made after reconciliation of the weekly invoice with the pick-up and delivery slips (delivery slips must include the unit price and the number of garments delivered).
- g) The Contractor will provide the CFIA with a monthly statement for each work site. It will be sent to the person designated by the CFIA for each work site.
- h) The Contractor is responsible for keeping the CFIA informed of the account numbers and representatives for each work site (see Annex A).
- i) If the Contractor uses subcontractors, a single invoice containing the same information as specified in 4.4 f) and 4.4 g) is required.
- j) Damaged garments are replaced at the Agency's expense only when the Agency is responsible for the damage to the garments and has approved their disposal. The Contractor must replace the item at no charge when the item is unusable as a result of normal use and/or a defect.
- k) All replacement charges for lost/damaged garments must be billed separately from the regular monthly invoices and sent to the person designated by the CFIA for each work site (see below) together with

appropriate documentation. If the garments are subsequently found, the Contractor must take them back and reimburse the CFIA.

- 1) The Contractor must have a system for locating missing garments. Lost garments must be replaced within one pick-up/delivery cycle.

5.0 Reporting

The Contractor must produce detailed reports on garment usage for each work site on request.

6.0 Cleaning

The Contractor will clean garments and towels in an environmentally friendly manner using a certified commercial process that meets the Hygienically Clean Food Safety standard or is consistent with European or International Standards Organization (ISO) standards or equivalent, to remove dirt, grime, dust, grease, ink and other usual types of industrial soil likely to be encountered in laboratories, workshops, slaughterhouses or meat processing plants. Clean garments will be free of odours, pathogens, diseases, microbes and allergens. Garments will be neatly pressed. The cleaning process must follow environmental best practices. The CFIA reserves the right to visit the Contractor's facility(ies) to ensure compliance with the wash formula and best practices.

7.0 Wash formula

The wash formula used must eliminate all pathogens, diseases, microbes, allergens and odours and must meet the Hygienically Clean Food Safety standard or be compatible with European or International Standards Organization (ISO) standards or equivalent. The Contractor will be required to specify which standard its wash formula meets and maintain its certification for the duration of the contract and option periods.

8.0 Representative

The Contractor will be required to assign a specific person to administer the CFIA account. This person will be the contact for all CFIA staff. Responsibilities will include keeping the Project Authority informed of account numbers and representatives for each work site, responding to complaints and questions about inventories or billing, initiating inventory checks, advising the CFIA as soon as irregularities are identified, and responding to urgent requests for garments. This condition does not change even if the Contractor uses subcontractors.

9.0 Meeting and mandatory inventory taking

Once a year, by appointment, the Contractor and the CFIA will take inventory at each work site. Any problems with the service provided by the Contractor will be reported to the Contractor's representative. If the problems are not resolved within the following month, the CFIA reserves the right to withdraw the work site concerned from the contract or simply terminate the contract.

If there is a difference between the Contractor's and the CFIA's counts, the CFIA's count will prevail. In that case, no loss charges will be requested, and the Contractor's inventory will be adjusted to match the CFIA's count.

10.0 End of contract

At the end of the contract (or option period(s)), the Contractor will have six (6) weeks to complete the final inventory as set out in paragraph 9 and retrieve the last garments.

Garments rented by the CFIA may be reused by the contractor if all references to the CFIA are first removed (labels, etc.).

All garments that are owned by the CFIA or embroidered with the CFIA logo or contain any reference to the CFIA that cannot be removed must be returned to the CFIA clean and in good condition, within a normal pick-up cycle.

APPENDIX 1 TO ANNEX A – CONTACT INFORMATION FOR REGIONS

Work Site	Address	Telephone	Acct #	Room	Representative	Office	Cellphone

APPENDIX 2 TO ANNEX A - LIST OF WORK SITES BY REGION AND CONTACT DETAILS

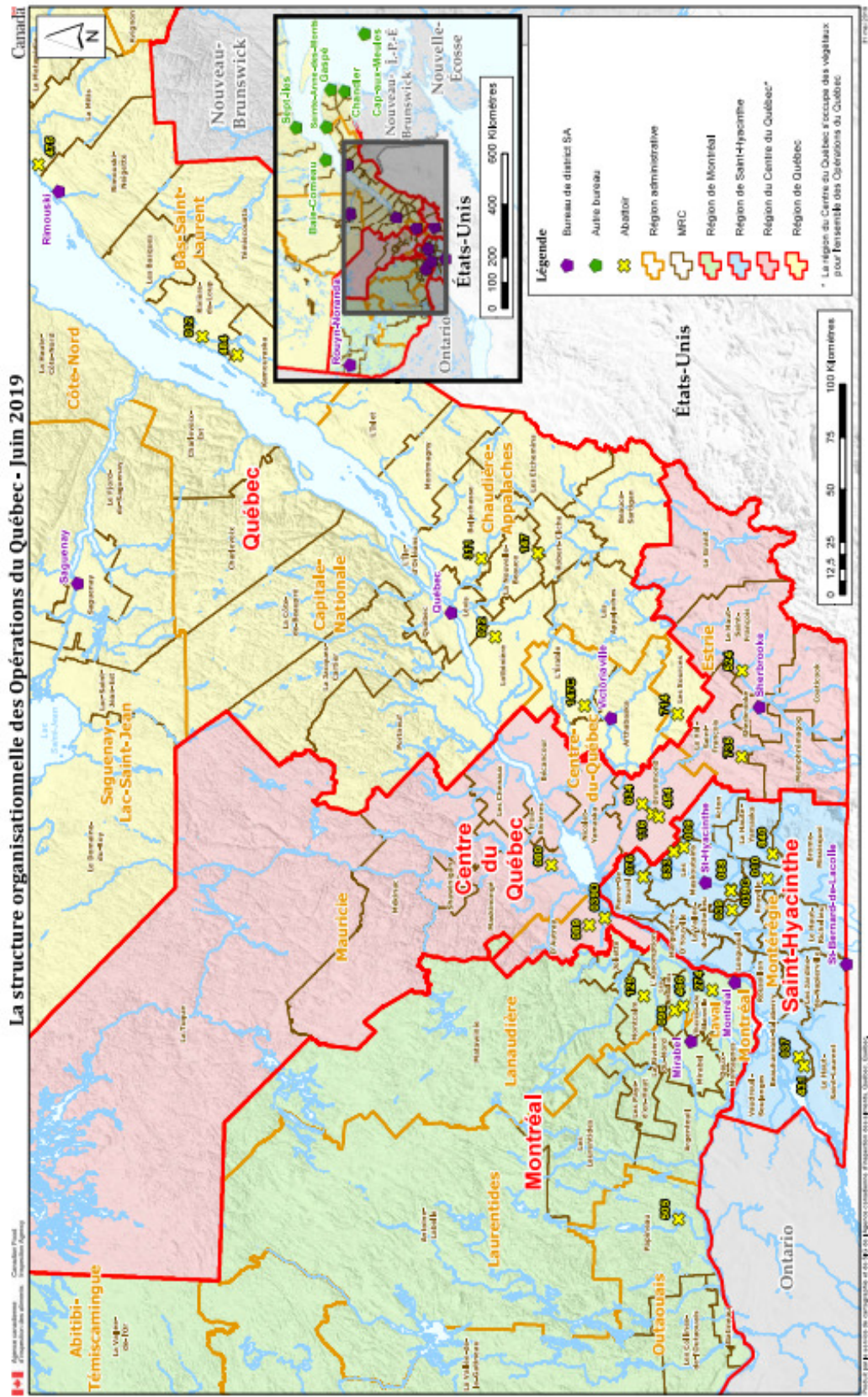
Work Site	Name	Address	CFIA Phone	Days of Operation	Hours of Operation
009	L.G. Hébert et Fils Ltée	428 Hébert Ste-Hélène-de-Bagot, QC J0H 1M0	Will be provided on contract award	Monday to Friday	7:00 a.m. - noon 12:45 p.m. - 3:15 p.m.
012	Les Viandes Du Bretons Inc.	150 Ch. des Raymond Rivière-du-Loup, QC G5R 5X8	Will be provided on contract award	Monday to Thursday Friday	7:00 a.m. - 3:15 p.m. 7:00 a.m. - 2:30 p.m.
022	Abattoir Agri-Bio Inc.	999 Industrielle Saint-Agapit, QC G0S 1Z0	Will be provided on contract award	Monday to Friday	8:00 a.m. - noon 1:00 p.m. - 4:30 p.m.
037	Hudson Valley Farms	228 Principale St-Louise-de-Gonzague, QC J0S 1T0	Will be provided on contract award	Monday, Tuesday, Wednesday	6:30 a.m. - 11:30 a.m. 12:30 p.m. - 3:00 p.m.
039	Unidindon inc.	3380 Principale St-Jean-Baptiste, QC J0L 2B0	Will be provided on contract award	Monday to Friday	7:00 a.m. - noon 1:00 p.m. - 3:30 p.m.
039D	Olymel S.E.C.	580 Laferrière Berthierville, QC J0K 1A0	Will be provided on contract award	Monday to Friday	6:00 a.m. - 2:30 p.m. 3:15 p.m. - 11:30 p.m.
039G	Olymel S.E.C.	249 Principale St-Damase, QC J0H 1J0	Will be provided on contract award	Monday to Friday	6:30 a.m. - 11:30 a.m. 12:15 p.m. - 2:45 p.m.
067	Produits Alimentaires Viau inc.	6625 Ernest-Cormier Laval, QC H7C 2V2	Will be provided on contract award	Monday to Friday	6:00 a.m. - 6:00 p.m. 6:00 p.m. - 12:00 a.m. 12:00 a.m. - 6 a.m.
076	Viande Richelieu inc.	595 Royale Massueville, QC J0G 1K0	Will be provided on contract award	Monday to Friday	7:00 a.m. - noon 1:00 p.m. - 3:30 p.m.
080	A. Trahan Transformation inc. Olymel S.E.C.	860 Chemin Des Acadiens Yamachiche, QC G0X 3L0	Will be provided on contract award	Monday to Friday	6:00 a.m. - 11:00 p.m.
086	Artic Blast Mtl inc.	565 Fernand-Poitras Terrebonne, QC J6Y 1Y5	Will be provided on contract award	Monday to Friday	6:00 a.m. - 6:00 p.m.

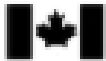
088	Exceldor Cooperative	125 Ste-Anne St-Damase, QC J0H 1J0	Will be provided on contract award	Monday to Friday	7:00 a.m. - noon 1:00 p.m. - 3:30 p.m.
089	Giannone Poultry Inc.	2320 Principale St-Cuthbert, QC J0K 2C0	Will be provided on contract award	Monday to Friday	7:00 a.m. - 3:30 p.m.
096	Montpak international inc.	1591 Chemin Ste-Claire Terrebonne, QC J7M 1M2	Will be provided on contract award	Monday to Friday Sunday to Thursday	6:30 a.m. - 3:00 p.m. 10:00 p.m. - 6:30 a.m.
116	Maple Leaf Foods Inc.	500 Labonté Drummondville, QC J2C 6X9	Will be provided on contract award	Monday to Friday	6:30 a.m. - 2:30 p.m.
129	Olymel S.E.C.	125 rue St-Isidore St-Esprit, QC J0K 2L0	Will be provided on contract award	Monday to Friday	6:30 a.m. - 2:45 p.m. 3:15 p.m. - 11:30 p.m.
138	Les Aliments Chatel inc.	575 Montée St-François Laval, QC H7C 2S8	Will be provided on contract award	Monday to Friday	7:00 a.m. - 3:30 p.m. 3:30 p.m. - 11:30 p.m.
147	Olymel S.E.C.	568 Ch. de l'Écore Sud Vallée-Jonction, QC G0S 3J0	Will be provided on contract award	Monday to Friday	6:42 a.m. - 2:57 p.m. 3:42 p.m. - 11:42 p.m.
147C	Olymel S.E.C. (Prince Foods)	155 St-Jean-Baptiste Nord Princeville, QC G6L 5C9	Will be provided on contract award	Monday to Friday	6:26 a.m. - 3:41 p.m.
274	9020-2516 Québec inc. Marvid Poultry Canada	5671 boul. Industriel Montréal Nord, QC H1G 3Z9	Will be provided on contract award	Monday to Friday	9:30 a.m. - 3:00 p.m. 3:00 p.m. - 7:30 p.m.
283	Premier Meat	270 Joseph-Carrier Vaudreuil-Dorion, QC J7V 5V5	Will be provided on contract award	Monday to Friday	6:00 a.m. - 6:00 p.m.
309	9178-4710 Québec inc. (Marvid Poultly Canada)	10039-10041 av. De Rome Montréal-Nord, QC H1H 4N3	Will be provided on contract award	Monday to Friday	6:00 a.m. - 6:00 p.m. 6:00 p.m. - 9:00 p.m.
311	Exceldor Cooperative	1000 Rte Bégin St-Anselme, QC GOR 2N0	Will be provided on contract award	Monday to Friday	6:00 a.m. - 11:00 p.m.
413	Northfork Bison Distributions Inc.	8715 Lafrenaie St-Léonard, QC	Will be provided on contract award	Monday to Friday	6:00 a.m. - 6:00 p.m.

		HIP 2B6			
431	Les Viandes Valleyfield inc.	414 Route 201 Ouest St-Stanislas-de-Kostka, QC J0S 1W0	Will be provided on contract award	Monday to Friday	7:00 a.m. - noon 12:30 - 3:00 p.m.
438	Les Spécialités Prodal	251 avenue Boyer St-Charles-de-Bellechasse, QC G0R 2T0	Will be provided on contract award	Monday to Friday	6:00 a.m. - 12:00 a.m.
454	Abattoir St-Germain inc.	195 Messier St-Germain-de-Grantham, QC J0C 1K0	Will be provided on contract award	Monday to Thursday Friday	6:25 a.m. - 2:55 p.m. 6:25 a.m. - noon
466	Abattoir Jacques Forget	2215 Ch. Comtois - RR 3 Terrebonne, QC J6X 4H4	Will be provided on contract award	Monday to Friday	6:15 a.m. - 2:15 p.m.
484	Aliments Asta inc.	767 Rte 289 Saint-Alexandre, QC G0L 2G0	Will be provided on contract award	Monday to Friday	7:15 a.m. - noon 1:00 - 3:45 p.m.
524	9369-5989 Québec inc. Viandes Giroux inc.	250, rue George Pinard East-Angus, QC J0B 1R0	Will be provided on contract award	Monday to Wednesday	6:00 a.m. to 3:30 p.m.
634	Ferme des Voltigeurs inc.	2350 boul. Foucault Drummondville, QC J2E 0E8	Will be provided on contract award	Monday to Friday	7:40 a.m. - 4:10 p.m.
692	Métro-Richelieu inc.	370 Métivier Québec, QC G1M 2V3	Will be provided on contract award	Monday to Friday	6:00 a.m. - 9:00 p.m.
710	Montpak International inc.	5730 Place Maurice-Cullen Laval, QC H7C 2V1	Will be provided on contract award	Monday to Friday	2:00 a.m. - 6:00 a.m. 6:00 a.m. - 5:00 p.m.
S712	Emballages C&C	6800 boul. Des Grandes Prairies St-Léonard, QC HIP 3P3	Will be provided on contract award	Monday to Friday	7:00 a.m. - 2:30 p.m.
714	Canards Du Lac Brome Ltée	500 boul. Industriel Asbestos, QC J1T 0A2	Will be provided on contract award	Monday to Friday	7:15 a.m. - noon 1:00 - 3:45 p.m.
S793	Les Aliments Jolyn Ltée	6100 Côte-de-Liesse, Suite 200 St-Laurent, QC H4T 1E3	Will be provided on contract award	Monday to Friday	7:00 a.m. - 3:00 p.m.

840	Abattoir Ducharme inc.	110-A Authier St-Alphonse-de-Granby, QC J0E 2A0	Will be provided on contract award	Monday to Friday	7:15 a.m. - noon 1:00 p.m. - 3:45 p.m.
Œufs CQ	Les œufs Bec-O inc.	830 Lanoie Upton QC J0H 2E0	Will be provided on contract award	Monday to Friday	6:30 – 10 :30
SA Lacolle	Animal Health Office	CFIA Building 503 Autoroute 15 St-Bernard-de-Lacolle, QC J0J 1V0	Will be provided on contract award	Monday to Friday	8:15 a.m. - noon 1:00 p.m. - 4:30 p.m.
SA Victoriaville	Animal Health Office	184 boul. Bois-Francis Nord Victoriaville, QC G6P 9C3	Will be provided on contract award	Monday to Friday	8:15 a.m. - noon 1:00 p.m. - 4:30 p.m.
SA Mirabel	Animal Health Office	17660 Charles, Suite 500 Mirabel, QC J7J 0C3	Will be provided on contract award	Monday to Friday	8:00 a.m. - noon 1:00 p.m. - 4:30 p.m.
SA Rimouski	Animal Health Office	180 av. Cathédrale, Suite 250 Rimouski, QC G5L 5H9	Will be provided on contract award	Monday to Friday	8:00 a.m. - noon 1:00 p.m. - 4:30 p.m.
FL & DAIM QC Laitiers QC Poisson QC SA Québec AB Québec Prot. Vég. – QC	Bureau régional de Québec	2954 boul. Laurier, Suite 100 Québec, QC G1V 5C7	Will be provided on contract award	Monday to Friday	8:00 a.m. - noon 12:30 p.m. - 4:00 p.m.
SA Sherbrooke	Animal Health Office	50 Place de la Cité King West Entrance, Room 228 Sherbrooke, QC J1H 4G9	Will be provided on contract award	Monday to Friday	8:15 a.m. - noon 1:00 p.m. - 4:30 p.m.
Laiters & DAIM STH SR St-Hyacinthe SA St-Hyacinthe AB St-Hyacinthe Prot. Vég. - STH	Bureau régional de St-Hyacinthe	3225 av. Cusson, Suite 4500 St-Hyacinthe, QC J2S 0H7	Will be provided on contract award	Monday to Friday	8:00 a.m. - noon 1:00 p.m. - 4:30 p.m.
FLF, FLT, Poisson DAIM – Montréal SR Montréal	Centre opérationnel du Québec	2001 boul. Robert-Bourassa, Room 671 Montréal, QC H3A 3N2	Will be provided on contract award	Monday to Friday	8:00 a.m. - noon 1:00 p.m. - 4:30 p.m.
ACIA & ASPC - Labo	Laboratoire de St-Hyacinthe	3400 boul. Casavant Ouest St-Hyacinthe, QC J2S 8E3	Will be provided on contract award	Monday to Friday	8:00 a.m. - noon 1:00 p.m. - 4:00 p.m.

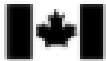
APPENDIX 3 TO ANNEX A - MAP OF QUEBEC BY REGION





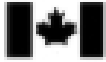
APPENDIX 4 TO ANNEX A - LIST OF WORK SITES BY REGION, REQUIRED INVENTORY AND WEEKLY USAGE (APPROXIMATE)

Sector 1: Québec Region		
Address	Total Inventory	Weekly Usage
Abattoir Agri-Bio inc. (022) 999 Industrielle Saint-Agapit, QC G0S 1Z0	144 white shirts 126 pairs of white pants with elastic waist 75 pairs of white pants with zipper closure 39 white lab coats 45 green lab coats 270 white jackets	48 white shirts 42 pairs of white pants with elastic waist 25 pairs of white pants with zipper closure 13 white lab coats 15 green lab coats 90 white jackets
Les Viandes du Breton inc. (012) 150 chemin des Raymond Rivière-du-Loup, QC G5R 5X8	468 white shirts 648 pairs of white pants with zipper closure 300 white lab coats 204 white lab coats with red collars 90 white hand towels 432 white jackets	156 white shirts 216 pairs of white pants with zipper closure 100 white lab coats 68 white lab coats with red collars 30 white hand towels 144 white jackets
Olymel S.E.C. (147) 568 Ch. de l'Écore Sud Vallée-Jonction, QC G0S 3J0	522 white shirts 471 pairs of white pants with zipper closure 222 white lab coats 150 green lab coats 375 white jackets	174 white shirts 157 pairs of white pants with zipper closure 74 white lab coats 50 green lab coats 125 white jackets
Olymel S.E.C. (147C) 155 St-Jean-Baptiste Nord Princeville, QC G6L 5C9	264 white shirts 231 pairs of white pants with zipper closure 63 white lab coats 30 navy lab coats 147 white jackets	88 white shirts 77 pairs of white pants with zipper closure 21 white lab coats 10 navy lab coats 49 white jackets
Métro-Richelieu Inc. (692) 370 Métivier Québec, QC G1M 2V3	54 white lab coats	18 white lab coats
Exceldor Cooperative (311) 1000 Rte Bégin St-Anselme, QC G0R 2N0	150 white shirts 180 pairs of white pants with zipper closure 150 white lab coats 30 green lab coats 6 navy lab coats 45 white jackets 15 hand towels	50 white shirts 60 pairs of white pants with zipper closure 50 white lab coats 10 green lab coats 2 navy lab coats 15 white jackets 5 hand towels
Prodal Specialties (438) 251 avenue Boyer St-Charles-de-Bellechasse, QC G0R 2T0	69 white lab coats	23 white lab coats
Aliments Asta Inc. 767 Rte 289 St.-Alexandre, QC G0L 2G0	240 white shirts 45 pairs of white pants with elastic waist 180 pairs of white pants with zipper closure 24 white lab coats 210 white jackets 9 hand towels	80 white shirts 15 pairs of white pants with elastic waist 60 pairs of white pants with zipper closure 8 white lab coats 70 white jackets 3 hand towels



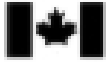
Sector 1: Québec Region

Address	Total Inventory	Weekly Usage
Animal Health Victoriaville 184 boul. Bois-Francis Nord Victoriaville, QC J6A 7Z1	7 white lab coats 2 navy lab coats 10 non-insulated navy coveralls 6 hand towels	2 white lab coats 1 navy lab coat 1 non-insulated navy coveralls 2 non-insulated coveralls (laundry only) 1 hand towel
Animal Health Québec City 2954 boul. Laurier, Suite 100 Québec, QC G1V 5C7	25 pairs of white pants with zipper closure 9 white lab coats 2 navy lab coats	4 pairs of white pants with zipper closure 2 white lab coats 6 non-insulated navy coveralls (laundry only) 2 insulated navy coveralls (laundry only)
Animal Health Rimouski 180 av. Cathédrale, Room 250 Rimouski, QC G5L 5H9		1 white lab coat (laundry only) 3 non-insulated navy coveralls (laundry only)
Animal Feeds – Québec City 2954 boul. Laurier, Suite 100 Québec, QC G1V 5C7		10 non-insulated navy coveralls (laundry only)
Fruits and Vegetables and IMFP 2954 boul. Laurier, Suite 100 Québec, QC G1V 5C7	31 white lab coats 1 non-insulated navy coveralls	6 white lab coats
Dairy Products/Fish Inspection – Québec City 2954 boul. Laurier, Suite 100 Québec, QC G1V 5C7	23 white lab coats	4 white lab coats
Produits Laitiers – QC 2954 Boul. Laurier, Bureau 100 Québec QC G1V 5C7	12 white lab coats	2 white lab coats
Canards du Lac Brome (714) 500 boul. Industriel Asbestos, QC J1T 0A2	126 white shirts 108 pairs of white pants with zipper closure 96 white lab coats 12 green lab coats	42 white shirts 36 pairs of white pants with zipper closure 32 white lab coats 4 green lab coats



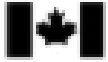
Sector 1: Québec Region

Address	Total Inventory	Weekly Usage
Total Québec City Region	1914 white shirts 171 pairs of white pants with elastic waist 1893 pairs of white pants with zipper closure 25 pairs of white pants with zipper closure 1099 white lab coats 237 green lab coats 10 navy lab coats 204 white lab coats, red collar 1479 jackets 41 non-insulated navy coveralls 120 towels	638 white shirts 57 pairs of white pants with elastic waist 631 pairs of white pants with zipper closure 4 pairs of white pants with zipper closure 355 white lab coats 79 green lab coats 3 navy lab coats 68 white lab coats, red collar 11 navy coveralls 493 jackets 39 hand towels 21 non-insulated navy coveralls (laundry only) 2 insulated navy coveralls (laundry only) 1 white lab coat (laundry only) Occasionally, winter coats (laundry only)



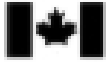
Sector 2: Montréal Region

Address	Total Inventory	Weekly Usage
PFV, FFV, Fish, IMFP 2001 boul. Robert-Bourassa, Room 671 Montréal, QC H3A 3N2	80 white lab coats 5 navy lab coats	15 white lab coats 1 navy lab coat
Premier Meat (283) 270 Joseph-Carrier Vaudreuil-Dorion, QC J7V 5V5	39 white lab coats	13 white lab coats
Northfork Bison Distributions (413) 8715 Lafrenaie St-Léonard, QC H1P 2B6	12 white lab coats	4 white lab coats
Les Aliments Jolyn Ltée (S793) 6100 Côte-de-Liesse, Suite 200 St-Laurent, QC H4T 1E3	12 white lab coats	4 white lab coats
9178-4710 Québec inc. (309) (Marvid Poultry Canada) 10039-10041 av. De Rome Montréal-Nord, QC H1H 4N3	39 white lab coats	13 white lab coats
Emballages C&C (S712) 6800 boul. Des Grandes Prairies St-Léonard, QC H1P 3P3	24 white lab coats	8 white lab coats
Montpak International Inc. 5730 Place Maurice-Cullen Laval, QC H7C 2V1	42 white lab coats	14 white lab coats
Produits alimentaires Viau Inc. (067) 6625 Ernest-Cormier Laval, QC H7C 2V2	33 white lab coats	11 white lab coats



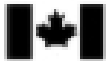
Sector 2: Montréal Region

Address	Total Inventory	Weekly Usage
Olymel S.E.C. (129) 125 St-Isidore Saint-Esprit, QC J0K 2L0	945 white shirts 105 pairs of white pants with elastic waist 714 pairs of white pants with zipper closure 798 white lab coats	315 white shirts 35 pairs of white pants with elastic waist 238 pairs of white pants with zipper closure 266 white lab coats
Les Aliments Chatel inc. (138) 575 Montée St-François Laval, QC H7C 2S8	30 white lab coats	10 white lab coats
Abattoir Jacques Forget (466) 2215 chemin Comtois – RR 3 Terrebonne, QC J6X 4H4	150 white shirts 162 pairs of white pants with elastic waist 18 pairs of white pants with zipper closure 192 white lab coats	50 white shirts 44 pairs of white pants with elastic waist 6 pairs of white pants with zipper closure 64 white lab coats
9020-2516 Québec inc. (274) Marvid Poultry Canada 5671 boul. Industriel Montréal Nord, QC H1G 3Z9	378 white shirts 357 pairs of white pants with elastic waist 381 white lab coats 51 navy lab coats	126 white shirts 119 pairs of white pants with elastic waist 127 white lab coats 17 navy lab coats
Artic Blast Mtl inc. (086) 565 Fernand-Poitras Terrebonne, QC J6Y 1Y5	18 white lab coats	6 white lab coats
Montpak International inc. 1591 chemin Ste-Claire Terrebonne, QC J7M 1M2	33 white lab coats	11 white lab coats
Animal Health Mirabel 17660 Charles, Suite 500 Mirabel, QC J7J 0C3	15 white shirts 16 pairs of navy pants with elastic waist 13 white lab coats 15 navy T-shirts 19 non-insulated navy coveralls 6 insulated navy coveralls 7 hand towels	3 white shirts 3 pairs of navy pants with elastic waist 3 white lab coats 3 navy T-shirts 5 non-insulated navy coveralls 1 insulated navy coveralls 2 hand towels
Agents régionaux Montréal 2001 Boul. Robert-Bourassa, pièce 671 Montréal QC H3A 3N2	10 white lab coats	2 white lab coats blancs
Agents régionaux St-Hyacinthe 3225 Av. Cusson, Suite 4500 St-Hyacinthe QC J2S 0H7	6 white lab coats	1 white lab coat



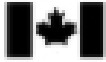
Sector 2: Montréal Region

Address	Total Inventory	Weekly Usage
Total Montréal Region	1473 white shirts 15 navy shirts 594 pairs of white pants with elastic waist 732 pairs of white pants with zipper closure 16 pairs of navy pants with elastic waist 1780 white lab coats 56 navy lab coats 15 navy T-shirts 19 non-insulated navy coveralls 6 insulated navy coveralls 7 hand towels	491 white shirts 3 navy shirts 198 pairs of white pants with elastic waist 244 pairs of white pants with zipper closure 3 pairs of navy pants with elastic waist 578 white lab coats 18 navy lab coats 3 navy T-shirts 5 non-insulated navy coveralls 1 insulated navy coveralls 2 hand towels Occasionally, winter coats (laundry only)



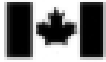
Sector 3: St-Hyacinthe Region

Address	Total Inventory	Weekly Usage
L. G. Hébert et Fils Ltée (009) 428 Hébert, PO Box 150 Ste-Hélène-de-Bagot, QC J0H 1M0	339 white shirts 198 pairs of white pants with elastic waist 141 pairs of white pants with zipper closure 372 white lab coats 45 navy lab coats	113 white shirts 66 pairs of white pants with elastic waist s 47 pairs of white pants with zipper closure 124 white lab coats 15 navy lab coats
Unidindon inc. (039) 3380 Principale St-Jean-Baptiste, QC J0L 2B0	135 white shirts 60 pairs of white pants with elastic waist 75 pairs of white pants with zipper closure 165 white lab coats 30 green lab coats	45 white shirts 20 pairs of white pants with elastic waist 25 pairs of white pants with zipper closure 55 white lab coats 10 green lab coats
Olymel S.E.C. (039G) 249 Principale St-Damase, QC J0H 1J0	645 white shirts 465 pairs of white pants with elastic waist 165 pairs of white pants with zipper closure 669 white lab coats	215 white shirts 155 pairs of white pants with elastic waist 55 pairs of white pants with zipper closure 223 white lab coats
Exceldor Cooperative (088) 125 Ste-Anne St-Damase, QC J0H 1J0	573 white shirts 495 pairs of white pants with elastic waist 66 pairs of white pants with zipper closure 585 white lab coats	191 white shirts 165 pairs of white pants with elastic waist 22 pairs of white pants with zipper closure 195 white lab coats
Viande Richelieu inc. (076) 595 Royale Massueville, QC J0G 1K0	78 white shirts 63 pairs of white pants with elastic waist 15 pairs of white pants with zipper closure 69 white lab coats 39 navy lab coats	26 white shirts 21 pairs of white pants with elastic waist 5 pairs of white pants with zipper closure 23 white lab coats 13 navy lab coats
Livestock Feeds St-Hyacinthe 3225 av. Cusson, Suite 4500 St-Hyacinthe, QC J2S 0H7		4 navy lab coats (laundry only) 1 non-insulated navy coveralls (laundry only)
Hudson Valley Farms (037) 228 Principale St-Louis-de-Gonzague, QC J0S 1T0	72 white shirts 72 pairs of white pants with elastic waist 72 white lab coats 36 navy lab coats	24 shirts 24 pairs of white pants with elastic waist 24 lab coats 12 navy lab coats
Les Viandes Valleyfield Inc. (431) 414 Route 201 Ouest St-Stanislas-de-Kostka, QC J0S 1W0	228 white shirts 210 pairs of white pants with zipper closure 99 white lab coats 15 green lab coats	76 white shirts 70 pairs of white pants with zipper closure 33 white lab coats 5 green lab coats

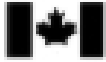


Sector 3: St-Hyacinthe Region

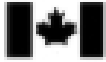
Address	Total Inventory	Weekly Usage
Abattoir Ducharme inc. (840) 110-A Authier St-Alphonse-de-Granby, QC J0E 2A0	138 white shirts 138 pairs of white pants with elastic waist 138 white lab coats, red collar 45 grey or beige lab coats	46 white shirts 46 pairs of white pants with elastic waist 46 white lab coats, red collar 15 grey or beige lab coats
Animal Health Lacolle CFIA Building 503 Autoroute 15 St-Bernard-de-Lacolle, QC J0J 1V0	50 navy T-shirts 45 non-insulated navy coveralls	10 navy T-shirts 10 non-insulated navy coveralls
Produits laitiers et DAIM STH 3225 Av. Cusson, Suite 4500 St-Hyacinthe QC J2S 0H7	45 white lab coats	10 white lab coats
Total St-Hyacinthe Region	2208 white shirts 1491 pairs of white pants with elastic waist 672 pairs of white pants with zipper closure 2076 white lab coats 120 navy lab coats 45 green lab coats 138 white lab coats, red collar 45 grey or beige lab coats 50 navy T-shirts 45 non-insulated navy coveralls	736 white shirts 497 pairs of white pants with elastic waist 224 pairs of white pants with zipper closure 687 white lab coats 40 navy lab coats 15 green lab coats 46 white lab coats, red collar 15 grey or beige lab coats 4 navy lab coats (laundry only) 10 navy T-shirts 10 non-insulated navy coveralls 1 non-insulated navy coveralls (laundry only) On occasion, winter coats (laundry only)



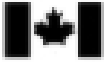
Sector 4: Centre-du-Québec Region		
Address	Total Inventory	Weekly Usage
Plant Health - QC 2954 boul. Laurier, Suite 100 Québec, QC G1V 5C7		3 non-insulated navy coveralls (laundry only)
Ferme des Voltigeurs inc. (634) 2350 boul. Foucault Drummondville, QC J2E 0E8	42 white shirts 33 pairs of white pants with elastic waist 18 pairs of white pants with zipper closure 15 pairs of navy pants with elastic waist 84 white lab coats 18 green lab coats	14 white shirts 11 pairs of white pants with elastic waist 6 pairs of white pants with zipper closure 5 pairs of navy pants with elastic waist 28 white lab coats 6 green lab coats
Abattoir St-Germain inc. (454) 195 Messier Saint-Germain-de-Grantham, Que. J0C 1K0	327 white shirts 237 pairs of white pants with zipper closure 162 white lab coats 27 burgundy lab coats	109 white shirts 79 pairs of white pants with zipper closure 54 white lab coats 14 burgundy lab coats
Viandes Giroux inc. (524) 250 Georges Pinard East Angus, QC J0B 1R0	87 white shirts 87 pairs of white pants with zipper closure 87 white lab coats 27 green lab coats	29 white shirts 29 pairs of white pants with zipper closure 29 white lab coats 9 green lab coats
A. Trahan Transformation inc. (080) 860 chemin Des Acadiens Yamachiche, QC G0X 3L0	726 white shirts 60 pairs of white pants with elastic waist 459 pairs of white pants with zipper closure 396 white lab coats 60 navy lab coats	242 white shirts 20 pairs of white pants with elastic waist 153 pairs of white pants with zipper closure 132 white lab coats 20 navy lab coats
Olymel L.P. (39D) 580 Laferrière Berthierville, QC J0K 1A0	585 white shirts 36 pairs of white pants with elastic waist 513 pairs of white pants with zipper closure 513 white lab coats	195 white shirts 12 pairs of white pants with elastic waist 171 pairs of white pants with zipper closure 171 white lab coats
Giannone Poultry Inc. (089) 2320 Principale St-Cuthbert, QC J0K 2C0	135 white shirts 120 pairs of white pants with elastic waist 15 pairs of white pants with zipper closure 141 white lab coats 15 white jackets	45 white shirts 40 pairs of white pants with elastic waist 5 pairs of white pants with zipper closure 47 white lab coats 5 white jackets
Maple Leaf Foods Inc. (116) 500 Labonté Drummondville, QC J2C 6X9	177 white shirts 177 pairs of white pants with zipper closure 171 white lab coats 15 green lab coats	59 white shirts 59 pairs of white pants with zipper closure 57 white lab coats 5 green lab coats



Sector 4: Centre-du-Québec Region		
Address	Total Inventory	Weekly Usage
Animal Health Sherbrooke 50 Place de la Cité, Room 228 King West Entrance Sherbrooke, QC J1H 4G9	6 non-insulated navy coveralls	1 non-insulated navy coveralls 2 non-insulated navy coveralls (laundry only)
Animal Health St-Hyacinthe 3225 av. Cusson, Suite 4500 St-Hyacinthe, QC J2S 0H7	14 pairs of navy pants with elastic waist 14 navy T-shirts 33 non-insulated navy coveralls	4 pairs of navy pants with elastic waist 4 navy T-shirts 4 non-insulated navy coveralls 1 white lab coat (laundry only) 2 non-insulated navy coveralls (laundry only) 2 insulated navy coveralls (laundry only)
Plant Heath – STH 3225 Av. Cusson, Suite 4500 St-Hyacinthe, QC J2S 0H7		5 non-insulated navy coveralls (laundry only)
Les Œufs Bec-O inc. 830 Lanoie Upton QC J0H 2E0	6 white lab coats 6 white lab coats, red collar	2 white lab coats 2 white lab coats, red collar
Total Centre-du-Québec Region	2079 white shirts 249 pairs of white pants with elastic waist 1506 pairs of white pants with zipper closure 29 pairs of navy pants with elastic waist 1560 white lab coats 6 white lab coats, red collar 60 green lab coats 42 burgundy lab coats 60 navy lab coats 15 white jackets 14 navy T-shirts 39 non-insulated navy coveralls	693 white shirts 72 pairs of white pants with elastic waist 502 pairs of white pants with zipper closure 9 pairs of navy pants with elastic waist 520 white lab coats 2 white lab coats, red collar 20 green lab coats 14 burgundy lab coats 20 navy lab coats 5 jackets 4 navy T-shirts 5 non-insulated navy coveralls 1 white lab coat (laundry only) 12 insulated navy coveralls (laundry only) 2 insulated navy coveralls (laundry only) Occasionally, winter coats (laundry only)



Sector 5: St-Hyacinthe Laboratory		
Address	Total Inventory	Weekly Usage
Saint-Hyacinthe Laboratory 3400 boul. Casavant Ouest St-Hyacinthe, QC J2S 8E3	260 white lab coats (knitted cuffs) 18 white lab coats, blue collar (knitted cuffs) 22 white lab coats, red collar (knitted cuffs) 36 white lab coats, green collar (knitted cuffs)	104 white lab coats (knitted cuffs) 5 white lab coats, blue collar (knitted cuffs) 5 white lab coats, red collar (knitted cuffs) 8 white lab coats, green collar (knitted cuffs)
St-Hyacinthe Lab - Public Health Agency of Canada (PHAC) 3400 boul. Casavant Ouest Saint-Hyacinthe, QC J2S 8E3	50 white lab coats (knitted cuffs)	18 white lab coats (knitted cuffs)
St-Hyacinthe Lab - Facility Management 3400 boul. Casavant Ouest St-Hyacinthe, QC J2S 8E3	8 navy lab coats	4 navy lab coats
St-Hyacinthe Laboratory	310 white lab coats (knitted cuffs) 18 white lab coats, blue collar (knitted cuffs) 22 white lab coats, red collar (knitted cuffs) 36 white lab coats, green collar (knitted cuffs) 8 navy lab coats	122 white lab coats (knitted cuffs) 8 white lab coats, blue collar (knitted cuffs) 5 white lab coats, red collar (knitted cuffs) 8 white lab coats, green collar (knitted cuffs) 4 navy lab coats



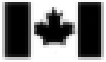
ANNEX B, BASIS OF PAYMENT

(will be provided at the time of contract award)



ANNEX 3.1, PRICING SCHEDULE

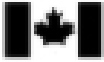
(Please refer to attached Pricing Schedule)



ANNEX 3.2 to PART 3 OF THE BID SOLICITATION ,ELECTRONIC PAYMENT INSTRUMENTS

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

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

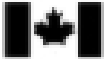


ANNEX 4.1, EVALUATION CRITERIA

1.0 MANDATORY REQUIREMENTS

The RFP's mandatory technical evaluation criteria are as follows:

No.	Mandatory Technical Criterion	
MTC3.1	The Bidder must provide proof that it has a minimum of five (5) years' experience in providing garment laundry and rental service to establishments similar in size to the CFIA in Quebec (100 or more employees). A list of existing clients with the number of years that they have received service from the Bidder is required.	
MTC3.2	The Bidder must demonstrate that it has the ability to provide garment laundry and rental service in the region(s) for which it is bidding (see Appendix 2 to Annex A) by providing two (2) examples of existing clients in cities and remote areas where it provides such service. The Bidder may use subcontractors to meet this criterion. If subcontractors will be used, this must be specified in the list along with the area served by each subcontractor.	
MTC3.3	<p>The Bidder must provide two (2) references for clients of comparable size (100 or more employees) that use similar products (lab coats, pants, shirts, coveralls) in similar soiling conditions (meat slaughterhouse, blood stains, crop fields) and are located at various service sites.</p> <p>The Bidder must have the following reference information and submit it with its bid under the RFP:</p> <ul style="list-style-type: none"> • Name of company evaluated: • Name of the company providing the reference: • Reference telephone number: • Name of individual responsible for the reference: • Locations served by the reference: • Size of reference business (number of employees): • Type of garments used: • Length of time the evaluated contractor provided the service: 	
MTC3.4	The Bidder must describe its automated inventory control and invoicing system. The Bidder must demonstrate its ability to provide consolidated monthly statements and detailed service usage reports and to track potential losses in multiple regions or service locations. The bidder must provide a sample invoice, monthly report, consolidated report, service usage report and loss tracking report.	
MTC3.5	<p>The Bidder must provide one sample of each of the following garments as described in section 4.1 of Annex A:</p> <p><u>White Garment Samples:</u></p> <p>Jackets(short lab coats or smocks), short, long-sleeved, with snap closure, with bottom pockets only.</p> <p>Lab coats (Smocks), long, long-sleeved, with snap closure, with bottom pockets only.</p> <p>Lab coats (Smocks), long, long-sleeved, with snap fastener, with bottom pockets only and with knitted cuffs (sleeves).</p> <p>Short sleeve shirt, standard body length, with snap closure and no pockets.</p> <p>Pants - Elastic waist with side and back pockets.</p> <p>Pants - Zipper and snap closure at waist, with side and back pockets.</p>	



Hand towels size between 15" to 18" X 25" to 30".

Coloured clothing samples :

Lab coats (Smocks), long, with long sleeves, with snap closure, with pockets at the bottom only, some with knit cuffs (sleeves) in the following colors : One navy, one green and one burgundy as well as white, one with grey or beige collar, one with blue collar, one with green collar and one with red collar.

Navy T-shirt without pocket.

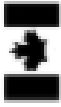
Coveralls (jumpsuit)s - insulated, navy-colored, long-sleeved, zippered coveralls with a fabric flap on the closure and a snap at the collar with pockets at the hips only.

Coveralls (jumpsuits) - non-insulated, navy blue, long-sleeved, zippered, with a fabric flap on the zipper and a snap at the collar with hip pockets only.

Each garment must meet the following mandatory criteria that will be further evaluated under MTC3.6:

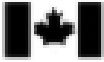
1. The fabric must be comfortable and made from modern, stain-resistant fabric blends,
2. The thickness of the fabric is suitable for everyday use,
3. The fabric of the garment is non-transparent,
4. The fabric is strong and durable,
5. The zipper on the pants works well,
6. The seams are reinforced and strong
7. The cut should be comfortable and loose to allow freedom of movement,
8. The colour of the garment is uniform and appropriate,
9. The design of the garment makes it functional and does not interfere with the flexibility of movement.

Provide one sample of each garment to be delivered to:
CFIA
(client to provide address)



MTC 3.6 Garment Samples Evaluation

Garments	1) The fabric must be comfortable and made from modern, stain-resistant fabric blends	2) The thickness of the fabric is suitable for everyday use	3) The fabric of the garment is non-transparent	4) The fabric is strong and durable	5) The zipper on the pants works well	6) The seams are reinforced and strong	7) The cut should be comfortable and loose to allow freedom of movement	8) The colour of the garment is uniform and appropriate	9) The design of the garment makes it functional and does not interfere with the flexibility of movement.
White Samples									
Jackets(short lab coats or smocks)	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No
Lab coats (Smocks)	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No
Lab coats with knitted cuffs (Smocks)	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No
Short sleeve shirt	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No
Pants - Elastic waist	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No
Pants - Zipper and snap closure	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No
Hand towels	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No
Coloured Samples									
Lab coats (Smocks)	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No
Multiple Colours									
Navy T-shirt	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No
Coveralls (jumpsuits) insulated	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No
Coveralls (jumpsuits) non-insulated	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No	Yes or No



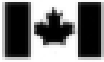
MTC3.7	The Bidder must have a person assigned to the CFIA file for the region(s) for which it is submitting a proposal.	
MTC3.8	The Bidder must use computerized technology including a chip system, a garment tracking system for loss control capable of producing computerized reports on garment usage in the workplace in accordance with section 4.1 of the Statement of Work in Annex A.	

2.0 RATED REQUIREMENTS

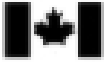
Proposals will be evaluated and scored in accordance with the evaluation criteria detailed in this section under RTC1 to RTC5. The RFP's point-rated evaluation criteria are as follows:

No.	Point-Rated Criterion	Rating Guide	
RTC1: Corporate evaluation			
RTC1.2	The Bidder uses the services of subcontractors to cover the region(s) for which it is submitting a proposal.	<ul style="list-style-type: none"> • No: 10 points • Less than 5 subcontractors: 5 points • 5 or more subcontractors : 0 points <p>Maximum: 10 points</p>	
RTC1.3	The Bidder has measures in place to reduce the environmental impact of its operations. The Bidder must submit its environmental certifications, its environmental management plan or a list of environmentally friendly (green) products used.	<ul style="list-style-type: none"> • ISO 14001: 5 points • Environmental Management System (EMS): 5 points • Green products certified through an eco-labelling program: 5 points • No environmental measures: 0 points <p>Maximum: 15 points</p>	
Minimum required: 15 points out of the maximum possible score of 25 points			

No.	Description	Rating Guide	
RTC2 Level of service/reference check			
RTC2.1	<p>The Bidder has provided reference contact information in response to MTC3.3.</p> <p>The contacts provided for reference must be available to the CFIA evaluation committee to answer the questions below.</p> <p>Score: If the CFIA evaluation committee is unable to contact and obtain responses from the contacts provided by the Bidder, no points will be awarded for this section of the rated requirements.</p> <p>Maximum of 24 points per reference check</p>	<p>1. Punctuality:</p> <p>a. Is the Bidder punctual, and does the Bidder keep to the garment delivery and pick-up schedules?</p> <p style="text-align: right;">Yes (2 points) or No (0 points) /2</p> <p>b. Pick-up and delivery slips are used</p> <p>Pick-up slips (1 point) and/or Delivery notes (1 point) or No (0 point) /2</p> <p>c. Do the clothes delivered correspond to those that had been picked up (type of clothes, size)?</p> <p style="text-align: right;">Yes (2 points) or no (0 points) /2</p>	

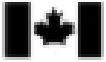


No.	Description	Rating Guide	
RTC2 Level of service/reference check			
		<p>2. Invoicing:</p> <p>a. Is the invoicing accurate, error-free and easy to understand?</p> <p>One invoice per workplace (1 point) Quantity and detail of clothes cleaned (2 points) Details of losses (1 point) No (0 point) /4</p> <p>b. Does the Bidder correct errors reported to it?</p> <p>Yes (1 point) or No (0 points) /1</p> <hr/> <p>3. Inventory:</p> <p>a. Is the Bidder's inventory system effective and up to date at all times?</p> <p>Yes (1 point) or No (0 points) /1</p> <p>b. Does the bidder adjust the inventory quickly following staff movements?</p> <p>Yes (1 point) or no (0 point) /1</p> <p>c. Does the inventory tracking system enable the Bidder and the client to locate garments?</p> <p>Yes (1 point) or No (0 points) /1</p> <p>d. Is clothing waste minimized and does not exceed 1%??</p> <p>Yes (1 point) or No (0 points) /1</p> <hr/> <p>4. Clothing Care :</p> <p>a. Are minor repairs to clothing done efficiently and quickly (buttons, snaps, zippers, snags, patching, etc.)?</p> <p>Effectively (1 point) and/or Quickly (1 point) or No (0 point) /2</p> <p>b. Is the replacement of irreparable clothing done efficiently and quickly?</p> <p>Efficiently : Garment submitted to the customer in advance for approval (1 point) and/or Quickly (1 point) or No (0 point) /2</p> <p>c. Does the quality of the garments ensure that they remain stain-free and in good condition?</p> <p>Stain-free (1 point) and/or In good condition (durable colours) (1 point) and/or No (0 point) /2</p>	



No.	Description	Rating Guide	
RTC2 Level of service/reference check			
		<p>5. Client service</p> <p>a. Does the Bidder provide appropriate client service? Yes (1 point) or No (0 points) /1</p> <p>b. Does the Bidder respond to calls and return calls promptly? Yes (1 point) or No (0 points) /1</p> <p>c. Is there a specific person assigned to your account? Yes (1 point) or No (0 points) /1</p>	
Minimum required: 17 points out of the maximum possible score of 24 points			

<p style="text-align: center;">Total Score:</p> <p>The Bidder must obtain minimum of 34 points overall for (RTC1 and RTC2).</p>	<p>_____ / 49</p>
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ANNEX 5.1 to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

- 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)