

RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

See herein for bid submission
instructions/
Voir la présente pour les
instructions sur la presentation
d'une soumission

NA

Request For a Standing Offer

Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics
et services gouvernementaux
Canada Place/Place du Canada
10th Floor/10e étage
9700 Jasper Ave/9700 ave Jasper
Edmonton
Alberta
T5J 4C3

Title - Sujet Laundry Services	
Solicitation No. - N° de l'invitation W168A-20MK01/A	Date 2020-06-16
Client Reference No. - N° de référence du client W168A-20MK01	GETS Ref. No. - N° de réf. de SEAG PW-\$EDM-100-11853
File No. - N° de dossier EDM-9-42238 (100)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-07-28	
Time Zone Fuseau horaire Mountain Daylight Saving Time MDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Fisher, Drew	Buyer Id - Id de l'acheteur edm100
Telephone No. - N° de téléphone (780)901-4270 ()	FAX No. - N° de FAX (780)497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE BASE SUPPLY BLDG 593 3 CDSB DET WAINWRIGHT DENWOOD Alberta T9W1T8 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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N° de l'invitation - Solicitation No.
W168A-20MK01/A
N° de réf. du client - Client Ref. No.
W168A-20MK01

N° de la modif - Amd. No.
File No. - N° du dossier
EDM-9-42238

Id de l'acheteur - Buyer ID
EDM100
N° CCC / CCC No./ N° VME - FMS

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work the Basis of Payment, the Electronic Payment Instruments, and any other annexes

1.2 Summary

For the provision of regular laundry services, including pick up and delivery of items, to the Department of National Defence (DND), CFB/ASU Wainwright, Denwood, Alberta as required during the period of the Standing Offer and in accordance with the terms and conditions contained herein.

The period of the Standing Offer will be three (3) years from date of issuance

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

1.3 Debriefings

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

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

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 6.15 Transition to an e-Procurement Solution (EPS).

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Offers

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

PWGSC Western Region Bid Receiving Unit

Only offers submitted using epost Connect service will be accepted. The Offeror must send an email requesting to open an epost Connect conversation to the following address:
roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca

Note: Offers will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instruction [2006](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Standing Offers closing date.

Transmission of offers by facsimile or hardcopy to PWGSC will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, 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,

"fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the successful bidder is a former public servant in receipt of a pension paid under the [Public Service Superannuation Act](#).

"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 FPS in receipt of a pension, as applicable:

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

By providing this information, 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](#).

A contract awarded to a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to the fee abatement formula, as required by Treasury Board Policy.

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 - Request for Standing Offers

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

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

2.5 Applicable Laws

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

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province

or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

The Offeror must submit its offer electronically in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

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

Offers transmitted by facsimile or hardcopy will not be accepted.

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment". The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

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

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

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

3.1.2 Exchange Rate Fluctuation

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

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Must meet the requirements and provide the services in Annex A - Statement of Work.

Failure to meet any of the following mandatory criteria at solicitation closing will render your submission non-compliant and given no further consideration:

Offeror must have a minimum of 12 months experience providing laundry services similar to this requirement to a Government/Medical Facility or to other organization that requires similar services. Reference(s) from these facilities must be provided with their offer to confirm experience.

4.1.2 Financial Evaluation

4.1.2.1

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

The total overall offer price will be calculated as follows:

- a) The total aggregate bid offer will be calculated by multiplying the unit price for each line item by the associated estimated usage and summing the values.
- b) Calculation will be applied to each year of pricing and all periods will be totaled to determine the total evaluated aggregate bid price of the Offer.

4.2 Basis of Selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

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

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

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

6.2 Security Requirements

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

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

6.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

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

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

Authority. The quarterly reporting periods are defined as follows:

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

The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive. *(to be determined at award)*

6.4.2 Delivery Points

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

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Drew Fisher
Public Works and Government Services Canada
Acquisitions Branch
Canada Place
Suite 1000, 9700 Jasper Avenue
Edmonton AB, T5J 4C3

Telephone: (780) 901-4270
Facsimile: (780) 497-3510
E-mail address: drew.fisher@pwgsc-tpsgc.gc.ca

N° de l'invitation - Sollicitation No.
W168A-20MK01/A
N° de réf. du client - Client Ref. No.
W168A-20MK01

N° de la modif - Amd. No.
File No. - N° du dossier
EDM-9-42238

Id de l'acheteur - Buyer ID
EDM100
N° CCC / CCC No./ N° VME - FMS

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

6.5.2 Project Authority

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

6.5.3 Offeror's Representative

(to be filled out by bidder)

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

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

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 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence, CFB/ASU Wainwright, Denwood, Alberta.

6.8 Call-up Procedures

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

6.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
 2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPSGC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)
- or
3. An equivalent form or electronic call-up document which contains at a minimum the following information:
 - standing offer number;
 - statement that incorporates the terms and conditions of the Standing Offer;
 - description and unit price for each line item;
 - total value of the call-up;
 - point of delivery;
 - confirmation that funds are available under section 32 of the Financial Administration Act;
 - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

6.10 Limitation of Call-ups

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

6.11 Financial Limitation

Le coût total, pour le Canada, des commandes subséquentes à l'offre à commandes ne doit pas dépasser le montant de _____ \$, *(pour être complétée après l'émission de l'offre à commandes) (taxes applicables exclues)* à moins d'une autorisation écrite du responsable de l'offre à commandes. L'offrant ne doit pas exécuter de travaux ou fournir des services ou des articles sur réception de commandes qui porteraient le coût total, pour le Canada à un montant supérieur au montant indiqué précédemment, sauf si une telle augmentation est autorisée.

L'offrant doit aviser le responsable de l'offre à commandes si cette somme est suffisante dès que 75 p. 100 de ce montant est engagé, ou trois (3) mois avant l'expiration de l'offre à commandes, selon la première des deux circonstances à se présenter. Toutefois, si à n'importe quel moment, l'offrant juge que ladite limite sera dépassée, il doit en aviser aussitôt le responsable de l'offre à commandes.

6.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2017-06-21), General Conditions - Standing Offers - Goods or Services

- d) the general conditions 2010C (2018-06-21), General Conditions- services (Medium Complexity);
- e) Annex "A", Statement of Work;
- f) Annex "B", Basis of Payment;
- g) Annex "C", Standing Offer Usage Report;
- h) the Offeror's offer dated _____ (*insert date of offer*)

6.13 Certifications and Additional Information

6.13.1 Compliance

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

6.14 Applicable Laws

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

6.15 Transition to an e-Procurement Solution (EPS)

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

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

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

B. RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

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

L'article 13 Intérêt sur les comptes en souffrance, de 2010C (2018-06-21), Conditions générales - services (complexité moyenne) ne s'applique pas aux paiements faits par carte de crédit.

6.3 Term of Contract

6.3.1 Period of the Contract

The Work is to be performed during the period of _____ to _____ (*determined in call-up document*)

6.3.2 Delivery Date

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

6.4 Proactive Disclosure of Contracts with Former Public Servants

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

6.5 Payment

6.5.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$(as per the call-up document). Customs duties are included, and Applicable Taxes are extra.

6.5.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$(as per call up document). 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 percent committed, or
 - b. four (4) 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.

6.5.3 SACC Manual Clauses

[A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department
[H1000C](#) (2008-05-12) Single Payment
[M0019T](#) (2007-05-25) Firm Price and/or Rates

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6.5.4 Electronic Payment of Invoices – Call-up

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

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

6.6 Invoicing Instructions

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

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.7 Insurance Requirements

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

6.8 SACC Manual Clauses

[A9006C](#) (2012-07-16) Defence Contract
[A9062C](#) (2011-05-16) Canadian Forces Site Regulation

ANNEX "A"

STATEMENT OF WORK

Title: Regular Laundry Services

Objective:

For the provision of regular laundry services, including pick up and delivery of items, to the Department of National Defence (DND), CFB/ASU Wainwright, Denwood, Alberta as required during the period of the Standing Offer.

Scope of Work:

A. Pick Up / Drop Off Instructions

1. Delivery and pick up must be on Wednesday of each week, (unless otherwise specified by the Project Authority), with a one-week turnaround time for processing. This date remains static unless approved by the Project Authority.
2. Pick Up and Delivery Points will be:
 - a. Building 593 – Clothing Stores
 - b. Building 599 – Canadian Manoeuvre Training Centre (CMTc)
 - c. Building 633 – Medical Inspection Room, (MIR), (Hospital)
 - d. Building 654 - the Yukon Lodge
 - e. Building 198 - Land Force Western Area Training Center (WATC) RQMS/CQMS
 - f. Building 619 – Base Maintenance Section

Note: These are the only locations for laundry pick up and delivery. No deviations.

3. All pick ups will be listed on form PWGSC 942, "Call-up Against a Standing Offer".
4. All deliveries must be completed as per original PWGSC 942. Partial deliveries will only be accepted with Project Authority's approval.
5. All deliveries must be made to the same address as the original pickup.
6. Laundry must be properly identified, parceled and returned on specified day. Identification is to include building number and unit identification.
7. Clothing Stores, Bldg 593, parcel their laundry into metal tri-walls. These tri-walls will be fork-lifted by DND into the Contractor's truck, where Contractor's staff will be required to hand-transfer the valise(s) onto their truck. DND is unable to allow these tri-walls to leave their facility. Contractor will be required to hand-transfer cleaned laundry to tri-walls upon its' return.
8. Packaging used must be supplied by the Contractor and must be of the type to keep items clean and dry. Packaging must meet industry and the Department of National Defence standards, (see item C. Cleaning Standards)
9. All pick-ups / deliveries must be made between 07:30 AM - 3:00 PM on Wednesday.
10. Any and all schedule changes must be approved by the Project Authority.

11. Contractor must provide one main point of contact for this requirement.

B. Division of Responsibilities:

1. The Contractor's delivery agent must accept the Department of National Defence's count of soiled garments, towels, and sheets, which he may check, and he must sign a delivery slip to be kept by DND.
2. After delivery to the Contractor's facility and prior to laundry services being performed, the Contractor will confirm the number and type of items delivered against DND's count.
 - a. Any errors or discrepancies will be reported immediately to DND, prior to the service commencement. Written notification of errors or discrepancies can be delivered by fax or e-mail to the Project Authority.
3. The Contractor's delivery slips for cleaned items must be signed by DND.
4. Any discrepancies found by DND upon return that were not reported as per 2.a will be deemed the Contractor's responsibility and will be investigated by the Contractor to the satisfaction of the Project Authority. Discrepancies include, but are not limited to:
 - a. Missing Items: Items deemed to be missing based on a comparison of the quantity shown by the delivery slip or amended notification but not received upon call-up delivery.
 - i. If it is determined that the Contractor is responsible for the missing items, the Contractor will replace the items or provide compensation based on industry standard rates for missing items.
 - b. Damaged Items: Damage to items that can be linked to the laundry or dry cleaning processes.
 - i. If it is determined that the damage is derived through improper or faulty mechanical or procedural processes, the Contractor will repair or replace the damaged item or provide compensation based on industry standard rates for missing item. The Contractor will not be held responsible for damages relating to missing buttons or damaged zippers.
 - c. Items Improperly Cleaned / Missed During Call-Up Process: Items that are returned to DND that do not meet the cleaning standards outlines in Section C - Cleaning Standards.
 - i. Any improperly cleaned or missed items will be picked up immediately by the Contractor for cleaning at no additional charge to DND.
5. The Contractor must provide DND with the necessary forms or procedure to submit their complaints.
6. The Department of National Defence shall have seven (7) business days upon delivery to submit a complaint.
7. The Contractor must respond to DND's complaint within two (2) business days and five (5) business days to formally address the issue.
8. The Contracting Authority will be included in all correspondence regarding complaints.
9. Anything that is stained and cannot be cleaned must be returned to DND and they will decide what will be done with the item.

C. Cleaning Standards:

1. All items must be laundered in accordance with the processing requirements stated in Annex "B", Basis of Payment, Process Type.
2. No substitution of items will be made. Actual items received must be returned to DND.
3. All coloured items are to be sorted by Contractor prior to laundry services being performed.
4. Cook's clothing and aprons must be wrapped after cleaning as per industry standards.
5. To reduce wrinkles, tablecloths must be folded when cold. Contractor must consult with Mess's Laundry Co-ordinator and / or Project Authority on proper methods of folding tablecloths and napkins.
6. Other packaging requirements are as follows:
 - a. Sleeping bags and sleeping bag hoods must be returned rolled, tied, and wrapped in plastic.
 - b. Sheets, shirts, Cook's clothing (including aprons) etc. are to be wrapped in plastic.
 - c. Dress uniform, (shirts), to be individually wrapped in plastic.
7. All coveralls to be treated with degreaser. Other articles are to be treated with a degreaser when requested. Coveralls and other articles requiring this treatment must be laundered separately to reduce the possibility of transfer of grease.
8. Some clothing articles may contain traces of diesel fuel.
9. Blood stains from food are common on Cook's whites and these articles are to be pre-treated as necessary and as per Industry Standards. Yellow stains are not acceptable.
10. Green towels sent from the hospital, (Bldg 633), must be laundered and packed separately from other lint bearing material. These towels are used in surgery and must be lint free in order to prevent infection. Instructions on handling these towels can be found under the Infection Prevention and Control Best Practices for Long Term Care, Home and Community Care including Health Care Offices and Ambulatory Clinics <http://www.phac-aspc.gc.ca/amr-ram/ipcbp-pepci/infection-eng.php>.
11. Some bedding, garments, and clothes from the Hospital may be contaminated with blood, bodily fluids, etc. These items will be double bagged and marked "Contaminated". These items require special handling and must not to be cleaned with other items.

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ANNEX "B"

BASIS OF PAYMENT

- G.S.T. is excluded of the prices quoted herein (if applicable). G.S.T. will be shown as a separate item on the invoice (if applicable)
- Prices quoted are to include all applicable cost to provide this service, including the cost of pick up and delivery of items, and are to remain firm for the period of the Standing Offer.
- Pricing must be provided for all line items for the offer to be considered responsive.
- The estimated usages listed herein are for evaluation purposes only and will not form part of any resulting Standing Offer.

Item	Description	Class	Material	Process type	Est. Annual Usage	Unit Price		
						Year #1	Year #2	Year #3
	Clothing Stores:					\$	\$	\$
1	Coat Man's CADPAT (ICE)	1	1	4	50	\$	\$	\$
2	Coveralls, Cotton Grey	1	1	3	3,000	\$	\$	\$
3	Smock, Grey	1	1	3	50	\$	\$	\$
4	Parkas, White Winter Camouflage	1	1	1	50	\$	\$	\$
5	Scarves Neck Combat	1	1	1	25	\$	\$	\$
6	Shirts Cotton, all types	1	1	3	1,200	\$	\$	\$
7	Trousers, Man's, CADPAT (ICE)	1	1-3	1	50	\$	\$	\$
8	Trousers, Parka Winter	1	7	1	25	\$	\$	\$
9	Coat, Combat (IECS)	1	8	1	100	\$	\$	\$
10	Trousers, Combat (IECS)	1	8	1	100	\$	\$	\$
11	Parka EXCW (IECS/ICE)	1	8	1	50	\$	\$	\$
12	Overalls CW (IECS)	1	8	1	50	\$	\$	\$
13	Sweatshirt (ICE)	1	8	8	200	\$	\$	\$
14	Sweatpants (ICE)	1	8	8	150	\$	\$	\$
15	Socks, Wool Freeze	1	2	2	150	\$	\$	\$
16	Mitts T.F. Inner	1	2	1	10	\$	\$	\$

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Item	Description	Class	Material	Process type	Est. Annual Usage	Unit Price		
						Year #1	Year #2	Year #3
17	Mitts Arctic Inner	1	3	2	75	\$	\$	\$
18	Trousers, CADPAT	1	1-3	1	500	\$	\$	\$
19	Shirt, CADPAT	1	1-3	1	550	\$	\$	\$
20	Cap, CADPAT	1	1-3	1	150	\$	\$	\$
21	Helmet Cover	6	3	2	50	\$	\$	\$
22	Balaclava	1	3	8	10	\$	\$	\$
23	Neck Gaiter	1	3	8	10	\$	\$	\$
24	Vest Tactical	6	3	9	25	\$	\$	\$
25	Canadian Tan Combat Pants	1	1	3	200	\$	\$	\$
26	Canadian Tan Combat Shirts	1	1	3	200	\$	\$	\$
27	Wet Weather Coat, CADPAT	1	3	1	200	\$	\$	\$
28	Wet Weather Coat, Arid	1	3	1	25	\$	\$	\$
29	Wet Weather Trousers,	1	3	1	150	\$	\$	\$
30	Wet Weather Trousers, ARID	1	3	1	25	\$	\$	\$
31	Blankets, Bed, Wool, Grey	2-5	2	1	4,000	\$	\$	\$
32	Pillowcase	2	1	3	6,000	\$	\$	\$
33	Mattress Cover, White	2-5	1	1	300	\$	\$	\$
34	Sheets Bed	9	1	3	12,500	\$	\$	\$
35a	Sleeping Bag (Inner) / (Outer)	3	7	1	200	\$	\$	\$
35b	Sleeping Bag Hoods	3	7	1	200	\$	\$	\$
35c	Liners Sleeping Bag	3	1	1	200	\$	\$	\$
36	Covers Rucksack	3	7	3	50	\$	\$	\$
37	Valises Blanket Cotton Duck	3	7	1	1,500	\$	\$	\$
38	Sheet Utility, Ground Sheet, Olive DRAB	3	3-9	2	200	\$	\$	\$
39	Thermal Blanket	6	P/C	1	50	\$	\$	\$

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Item	Description	Class	Material	Process type	Est. Annual Usage	Unit Price		
						Year #1	Year #2	Year #3
	Base Kitchen:							
40	Aprons, Food Handling, White	4	1	3	1,800	\$	\$	\$
41	Cloth, Dishwashing	4	1	1	20,000	\$	\$	\$
42	Cloth, Table, Large Linen	6	5	4	2,000	\$	\$	\$
43	Potholders	2	1	1	2,500	\$	\$	\$
44	Napkin, Table, Linen or Cotton	4	5	3	3,000	\$	\$	\$
45	Towels Dish and Glass	1	5	3	13,000	\$	\$	\$
46	Jacket, Cooks	4	P/C	3	10	\$	\$	\$
47	Trouser, Cooks, White	4	P/C	3	1,500	\$	\$	\$
48	Dry Mop Head	6	2	1	250	\$	\$	\$
	Base Hospital/MIR/Dental:							
49	Blanket, Grey, Wool	2	2	1	200	\$	\$	\$
50	Pillow Slip	2	1-5	3	3,000	\$	\$	\$
51	Bed Sheet	2	1-5	3	700	\$	\$	\$
52	Towel, Hand	2	P/C	1	4,000	\$	\$	\$
53	Towel, Bath	2	P/C	1	3,500	\$	\$	\$
54	Valise, Laundry	2	P/C	1	300	\$	\$	\$
55	Gown, Medical	1	1-5	3	200	\$	\$	\$
56	Medical Smock, Laboratory	1	1-5	3	10	\$	\$	\$
57	Grey Shorts	1	P/C	1	400	\$	\$	\$
58	Surgical Drape	2	1-5	3	50	\$	\$	\$
59	Towel, Face	2	1	1	1,500	\$	\$	\$
60	Towel, Dish	2	1	1	100	\$	\$	\$

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Item	Description	Class	Material	Process type	Est. Annual Usage	Unit Price		
						Year #1	Year #2	Year #3
61	Cloth, Dish	2	1	1	50	\$	\$	\$
62	Towel, Green Huck	2	5	1	100	\$	\$	\$
63	Curtain, Examining Room	2	P/C	3	20	\$	\$	\$
64	Dental Scrub Tops	1	P/C	1	1,050	\$	\$	\$
65	Dental Scrub Pants	1	P/C	1	1,050	\$	\$	\$
	Base Accommodations:							
66	Sheet, Flat	2	P/C	3	1,800	\$	\$	\$
67	Sheet, Fitted	2	P/C	3	1,100	\$	\$	\$
68	Pillow Cases	2	P/C	3	2,500	\$	\$	\$
69	Towel, Bath	2	1	1	2,000	\$	\$	\$
70	Bat Mat	2	1	1	2,100	\$	\$	\$
71	Towel, Hand	2	1	1	2,100	\$	\$	\$
72	Towel, Face	2	1	1	2,000	\$	\$	\$
73	Bedspread / Comforter	2	P/C	6	75	\$	\$	\$
74	Blanket	2	P/C	1	75	\$	\$	\$
75	Mattress Pad	2	P/C	6	30	\$	\$	\$
76	Linen Bag, Yellow	2	5	6	30	\$	\$	\$
77	Canvas Bag, Brown	2	6	1	175	\$	\$	\$
78	Linen Bag, Green	2	5	6	20	\$	\$	\$
79	Shams	2	P/C	3	20	\$	\$	\$
80	Bedskirt	2	P/C	3	10	\$	\$	\$
81	Shower Curtain	6	P/C	3	25	\$	\$	\$
82	Bed Cushions	6	P/C	1	10	\$	\$	\$

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Item	Description	Class	Material	Process type	Est. Annual Usage	Unit Price		
						Year #1	Year #2	Year #3
83	Pillow Slip (Zippered)	2	P/C	1	20	\$	\$	\$
84	Pillows	2	P/C	2	600	\$	\$	\$
	Base MSA:							
85	Liner 10 Man Artic	3	3	2	20	\$	\$	\$
86	Liner 5 Man Arctic	3	3	2	20	\$	\$	\$
87	Liner Tent Centre	3	3	2	2,500	\$	\$	\$
88	Liner Tent Front	3	3	2	1,000	\$	\$	\$
89	Liner Tent Rear	3	3	2	1,000	\$	\$	\$

(IECS) = Olive Drab Cortex Combats - Improved Environmental Clothing System

(ICE) = CADPAT - Improved Clothing Environmental

A/R = As required

CLASS DEFINITION

1. Clothing
2. Bedding and Towels
3. Camping Equipment
4. Kitchen Equipment
5. Hospital Equipment
6. Miscellaneous

MATERIAL DEFINITION

1. Cotton
2. Wool
3. Nylon
4. Leather
5. Linen
6. Canvas
7. Miscellaneous
8. Rubber
9. Polyester – Cotton

PROCESS TYPE DEFINITION

1. Washed and Tumble Dried
2. Washed and Air Dried
3. Washed and Pressed
4. Washed, Starched and Pressed
5. Hand Sponged and Air Dried
6. Washed and Low Temp Tumble Dried
7. Warm Washed and Hang to Dry

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ANNEX "C"

STANDING OFFER USAGE REPORT

Quarterly Usage Report Schedule:

Period:	Report Due:
January 1 to March 31	April 15
April 1 to June 30	July 15
July 1 to September 30	October 15
October 1 to December 31	January 15

The Offeror hereby offers to provide information on completed Call-ups as per the format below:

Supplier Name		Standing Offer Name	
Standing Offer Number		Reporting Period	
Standing Offer Authority	Drew Fisher		

Call-up Number	Dollar Value (Taxes included)
(A) Total Dollar Value Call-ups for this reporting period:	
(B) Accumulated Call-up totals to date:	
(A+B) Total Accumulated Call-ups	

NIL REPORT: During the above reporting period there have been no call-ups issued against this Standing Offer ().

PREPARED BY:	
NAME	
TELEPHONE NUMBER	
SIGNATURE	
DATE	

Send Report to: PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca or fax to: (780) 497-3510.

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

ELECTRONIC PAYMENT INSTRUMENTS

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

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