



**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 présentation  
d'une soumission

NA  
Ontario

**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**

Address inquiries to the Contracting Authority at  
cynthia.lamorie@pwgsc-tpsgc.gc.ca

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada Supply  
and Services Operation  
Petawawa Procurement  
Building S-111, Rm C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa  
Ontario  
K8H 2X3

<b>Title - Sujet</b> Laundry & Dry Cleaning Service	
<b>Solicitation No. - N° de l'invitation</b> W0107-21EM02/A	<b>Date</b> 2020-07-28
<b>Client Reference No. - N° de référence du client</b> W0107-21EM02	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PET-907-1640
<b>File No. - N° de dossier</b> PET-0-53006 (907)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-08-31</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lamorie, Cindy	<b>Buyer Id - Id de l'acheteur</b> pet907
<b>Telephone No. - N° de téléphone</b> (613)401-3643 ( )	<b>FAX No. - N° de FAX</b> (613)687-6656
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Various 2 CMBG Units	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Laundry & Dry Cleaning Service for the Department of National Defence, establish a Regional Individual Standing Offer RISO for the provision of laundry & dry cleaning services on an "as and when" requested basis at Garrison Petawawa.	Total		1	Each	\$	XXXXXXXXXXXX		

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W0107-21EM02/A  
Client Ref. No. - N° de réf. du client  
W0107-21EM02

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-0-53006

Buyer ID - Id de l'acheteur  
PET907  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into six 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; and
- 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**

- 1.2.1** The Department of National Defence (DND) Garrison Petawawa requires the establishment of a Regional Individual Standing Offer (RISO) for the provision of all labour, materials, tools, transportation, equipment, supervision required to provide laundry and dry cleaning services, including pickup and delivery on an "as and when" requested basis. These services will be required at various buildings throughout Garrison Petawawa.

The period for placing call-ups against this Standing Offer will be from date of award to 30 September 2023.

- 1.2.2** 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 6.13 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>) 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](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### 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 Ontario 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:

[TPSGC.oreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.oreceptiondessaoumissions-orbidreceiving.PWGSC@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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

#### Definitions

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

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

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

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

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** ( ) **NO** ( )

If so, the Offeror must provide the following information:

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

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

### 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) 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 Ontario.

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

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
- Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

## 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 Financial Offer  
Section II: Certifications

Offers transmitted by facsimile or hardcopy will not be accepted.

#### Section I: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

##### 3.1.1 Electronic Payment of Invoices - Offer

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

If Annex "E" 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 Mandatory Financial Criteria**

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration:

- a) Offers must not contain any alteration to the Pricing Basis other than the addition of the Offeror's unit prices.
- b) Pricing must be provided for all items and all pricing periods.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Evaluation of Price**

The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The evaluated price of an offer will be determined as follows:

The Extended Pricing for Pricing Basis "A" in Annex B is the sum of the extended price of all Items. The extended price for each Item is the sum of the Offeror's unit prices for all Pricing Periods, multiplied by the respective Estimated Usage per Year value.

The Extended Pricing for Pricing Basis "B" in Annex B is the sum of the extended price of all Items. The extended price for each Item is the sum of the Item's Pricing Periods' cost. Each Pricing Period cost will be determined by applying the discount % against the Estimated Usage per Year and then subtracting that value from the Estimated Usage per Year.

The Extended Pricing for Pricing Basis "C" in Annex B is the sum of the extended price of all Items. The extended price for each Item is the sum of the Offeror's unit prices for all Pricing Periods, multiplied by the respective Estimated Usage per Year value.

The Evaluated Price is the sum of the Extended Pricing for Pricing Basis "A" plus Pricing Basis "B" plus Pricing Basis "C" in Annex B.

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection**

SACC Manual Clause [M0069T](#) (2007-05-25) Basis of Selection

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Offer**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

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

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

## 5.2.3 Additional Certifications Precedent to Contract Award

### 5.2.3.1 Board of Directors Certification

In accordance with the **Ineligibility and Suspension Policy**, Section 17, Bidders are required to provide a list of their Board of Directors as part of their bid. Bidders are requested to complete Annex "F" - Additional Certification Information 1. Board of Directors.

### 5.2.3.2 Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) as part of their bid. Bidders are requested to complete Annex "F" - Additional Certification Information 2. Procurement Business Number (PBN). Suppliers may register for a PBN online at **Supplier Registration Information** (SRI). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

## PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 6.1 Offer

6.1.1 The Offeror offers to fulfill the requirement in accordance with the 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>) 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 and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements detailed in annex entitled Annex D. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must 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:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

The data must be submitted to the Standing Offer Authority no later than fifteen (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 date of award to 30 September 2023 inclusive.

##### **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 The Standing Offer Authority is:**

Name: Cindy Lamorie  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: Bldg S-111, Garrison Petawawa

Telephone: 613-401-3643  
Facsimile: 613-687-6656  
E-mail address: [cynthia.lamorie@pwgsc-tpsgc.gc.ca](mailto:cynthia.lamorie@pwgsc-tpsgc.gc.ca)

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

##### **6.5.2 Project Authority [PWGSC will fill out at time of award]**

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 [Note to Offerors: Please fill out required information]**

Name and telephone number of the person responsible for:

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

Procurement Business Number: \_\_\_\_\_

**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: 2019-01](#) of the Treasury Board Secretariat of Canada.

**6.7 Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is Garrison Petawawa.

**6.8 Call-up Instrument**

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

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;

- confirmation that funds are available under section 32 of the Financial Administration Act;
- confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$6,000.00 (Applicable Taxes included).

## 6.10 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 (2020-05-28) ; General Conditions –Services Medium Complexity;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) the Offeror's offer dated \_\_\_\_\_ (*Note to Offerors: Canada will insert information at time of issuance*)

## 6.11 Certifications and Additional Information

### 6.11.1 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.

## 6.12 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 \_\_\_\_\_.

## 6.13 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](#) (2020-05-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of [2010C](#) (2020-05-28) General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

The period of the Contract is from the date of the Contract plus two (2) months inclusive.

#### **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: 2019-01](#) of the Treasury Board Secretariat of Canada.

### **6.5 Payment**

#### **6.5.1 Basis of Payment**

In consideration of the Offeror satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit price(s) specified in Annex "B". Customs duties are included and Applicable taxes are extra.

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

#### **6.5.2 Limitation of Price**

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

### 6.5.3 Single Payment

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

### 6.5.4 SACC Manual Clauses

SACC Manual clause [A9117C](#) (2007-11-30) T1204 Direct Request by Customer Department

### 6.5.5 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.
  - a) Invoices must be completed and forwarded to the Unit Points of Contact (POC) listed in Appendix 1 to Annex A;
  - b) The Contractor will be informed of any changes to POCs when required.
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.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### 6.7 Insurance Requirements

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

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

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

than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **6.8 SACC Manual Clauses**

SACC *Manual* clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations

#### **6.9 Inspection and Acceptance**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

#### **6.10 Dispute Resolution**

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

## **ANNEX "A"**

### **STATEMENT OF WORK**

1. **Purpose.**

The Department of National Defence (DND) Garrison Petawawa has a requirement for laundry and dry cleaning services on an "as and when" requested basis.

2. **Scope of Work.**

The Contractor must adhere to the cleaning processes required in Appendix 2 to Annex A, as well as the best practices in the laundry and dry-cleaning industry.

2.1 Pick-up and delivery is the responsibility of the Contractor. The Contractor must pick-up items from unit locations (addresses in Appendix 1 to Annex A) and deliver back within seven (7) days, with the exception of para 2.2;

2.2 There is a requirement that Garrison Accommodations (Bldg L101) requires pick-up and delivery twice per week. One of those days must be the last working day of the week, e.g. Friday most weeks or Thursday if Friday is a statutory holiday. The other pick-up/delivery must be on Tuesday. The items picked up on Tuesday must be delivered back to the Units the following Friday (or Thursday if a statutory holiday). The items picked up on the Friday must be delivered back to the Units the following Friday.

2.3 Pick-up and delivery will occur during the hours of 0730 to 1500 hrs. (7:30 am to 3:00 pm). Delivery will be FOB Destination to all points detailed in Appendix 1, with the possibility of additional garrison units being identified at a future time; and

3. The Contractor must ensure that each unit's laundry/dry cleaning is laundered separately. The same articles that are forwarded by a unit to the Contractor must be delivered back to that unit. The interchanging of laundered items between units by the Contractor is not permitted in any circumstances.
4. When requested, the Contractor must provide laundry bags to units for the transportation of items to be cleaned. These bags must be returned to the unit with the clean laundry for further use.

### **Additional Service Requirements**

1. The Contractor agrees to provide additional service if required, with a forty-eight (48) hour turnaround. This service is required to meet the needs of units who may be conducting training exercises at Garrison Petawawa, where the laundry will be in laundry bags containing:

- (a) Laundry bags will contain a maximum of 1 x Combat Shirt, 1 x Combat Trousers, 2 x Combat T Shirts, 2 x Pair of socks, 2 x underwear, 2 x brassiere and secured with an electrical tie; and
- (b) Contents are to remain in the bags and laundered in accordance with Appendix 2 & 3 to Annex A.
- (c) Pricing Basis for this service will be Pricing Basis "C" in Annex B Bagged Laundry.

**Note** - Weight approximately 10 pounds per laundry bag.

### **Count Verification**

6. All laundry/dry cleaning will be subject to count verification, both at the time of pick-up and delivery. Addresses for P/U of Laundry/Dry Cleaning as per Appendix 1 to Annex A.

6.1 At time of pick-up, DND must provide a count sheet with the number of garments to be laundered/dry cleaned. The Contractor must verify the count no later than the morning following pick-up. Any discrepancies that the Contractor identified at count time must be faxed to the DND Technical Authority (TA) and unit rep at that time. The Contractor must only charge for the number of garments that they record as receiving. Invoicing must reflect these numbers.

6.2 The DND staff at each unit must verify the laundry/dry cleaning count of any laundered garments returned on the drop off day. DND staff must advise the designated Technical Authority (TA) of any discrepancies the day they are received. The TA will in turn advise the Contractor who will have one (1) day to respond, providing the TA with the corrective action taken.

6.3 If damaged items are found while the Contractor is laundering items, they must be removed and returned separate from serviceable items to the consignee (pick-up point) annotated on the call-up requisition.

### **Handling Instructions**

7. The vehicle used to transport articles must be used exclusively for that purpose, be clean and of sufficient capacity to readily transport the volume of articles generated by this requirement.
8. The cleaned articles must be transported and delivered in a protected state in accordance with normal business practices e.g. the use of plastic sleeves, plastic wrap and/or hangers with plastic sleeves.

**APPENDIX 1 to ANNEX A**

**AREAS OF SERVICE**

<b>Bldg #</b>	<b>Unit</b>	<b>Unit Address</b>
<b>B-104</b>	<b>Royal Canadian Dragoons</b>	<b>144 Amiens Rd</b>
<b>BB-104</b>	<b>1 Canadian Field Hospital</b>	<b>147 Flanders Row</b>
<b>BB-129</b>	<b>2 Combat Engineer Regiment</b>	<b>81 Montgomery RD</b>
<b>BB-130</b>	<b>2 Field Ambulance</b>	<b>80 Montgomery Rd</b>
<b>CC-127</b>	<b>427 Special Operations Aviation Squadron</b>	<b>735 Passchendaele Rd</b>
<b>CC-128</b>	<b>450 Tactical Helicopter Squadron</b>	<b>450 Mattawa Trail</b>
<b>D-57</b>	<b>2 Service Battalion – Transport Maint</b>	<b>269 Menin Road</b>
<b>G-104</b>	<b>Garrison Kitchen – Normandy Court</b>	<b>123 Nicklin Parade Sq</b>
<b>H-110</b>	<b>2 Service Battalion – Clothing Stores</b>	<b>250 Montgomery Rd</b>
<b>H-112</b>	<b>2 Service Battalion – Maint Coy Tool Crib</b>	<b>227 Montgomery Rd</b>
<b>H-119</b>	<b>2 Headquarters &amp; Signal Squadron- QM Shop</b>	<b>246 Centurion Rd</b>
<b>K-101</b>	<b>2 Service Battalion – RQ Shop</b>	<b>182 Peacekeeper Way</b>
<b>K-102</b>	<b>2 Svc Bn - Admin CQMS</b>	<b>182 Peacekeeper Way</b>
<b>L-57</b>	<b>2 Service Battalion – Admin Coy Tool Crib</b>	<b>135 Peacekeeper Way</b>
<b>L-101</b>	<b>4 CDSB Base Accommodations</b>	<b>116 Nicklin Parade Sq</b>
<b>M-12</b>	<b>Dental Annex</b>	<b>54 La Cateau Rd</b>
<b>N-109-D</b>	<b>1 Dental Unit Det</b>	<b>250 Somme Rd</b>
<b>N-109-M</b>	<b>2 Field Ambulance Medical Unit</b>	<b>250 Somme Rd</b>
<b>P-112</b>	<b>2 Canadian Horse Artillery- QM Shop</b>	<b>110 Menin Rd</b>
<b>S-118</b>	<b>3 Royal Canadian Regiment – QM Shop</b>	<b>284 Montgomery Rd</b>
<b>Y101</b>	<b>1 Royal Canadian Regiment – QM Shop</b>	<b>377 Menin Rd</b>
<b>P-57</b>	<b>2 Military Police Regiment</b>	<b>467 Montgomery Rd</b>
<b>H-648</b>	<b>2 Service Battalion - RCEME OJT Coy CQMS</b>	<b>19 Conductor Road</b>

## APPENDIX 2 to ANNEX A

### LAUNDRY MATERIALS AND PROCESSES

\*\*THIS LEGEND TO BE USED IN CONJUNCTION WITH TABLE BELOW\*\*

#### MATERIAL

- |                             |             |                  |
|-----------------------------|-------------|------------------|
| 1. Cotton / Polyester Blend | 2. Cotton   | 3. Wool          |
| 4. Nylon                    | 5. Gore-Tex | 6. Linen         |
| 7. Rayon                    | 8. Leather  | 9. Miscellaneous |

#### TYPE OF PROCESS REQUIRED FOR EACH MATERIAL NUMBER ABOVE

- |   |   |
|---|---|
| 1. Washed and Folded                    | 2. Washed, Pressed and Folded           |
| 3. Wash, Tumble Dried and Folded        | 4. Wash, Air Dried and Folded           |
| 5. Dry Clean                            | 6. Cold Wash, Tumble Dried on Low Heat  |
| 7. Washed, Pressed and placed on Hangar | 8. Wash, Tumble Dried and Remain in Bag |

Item No.	Item	Material	Process
1	Arm Protector	2	3
2	Adapter Kit	2	3
3	Bags, Bivy Gortex	5	8
4	Bagged Laundry	1,2	18
5	Bag Sleeping Liner	1	3
6	Bag Sleeping Inner	4	5
7	Bag Sleeping Outer	4	5
8	Bath Towel White and Coloured	2	1
9	Bath Towel Green	2	1
10	Bed Sheet, Flannel	2	1
11	Bed Sheets Coloured	2	1
12	Blankets Single	1,3	1
13	Blanket Wool	3	5
14	Brassards Black	2	3
15	CADPAT Coat	4	3
16	CADPAT Wind Pant	4	3
17	CADPAT Shirt	4	3
18	CADPAT Pants	4	3
19	Casualty Bags (Sleeping Bags)	4	5
20	Chair Cover	6	3
21	Chef / Cook Jackets	2	3
22	Coat Firefighters	4	3
23	Comforters	1	3
24	Coveralls Flyers	1	3
25	Coveralls Blue or Grey	1	5
26	CBRN Coveralls	3	4
27	Curtains Window	1	3
28	Dental / Medical Scrub Bottoms, Teal Green	2	2
29	Dental / Medical Scrub Tops, Teal Green	2	2

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PET-0-53006

Buyer ID - Id de l'acheteur  
PET907  
CCC No./N° CCC - FMS No./N° VME

30	Dental / Medical Lab Coat White	2	2
31	Dental Smocks	2	2
32	Dish Towel	2	1
33	Drapes SM	2	3
34	Drapes LG	2	3
35	Dust Mop / Floor Sweeper	2	1
36	Facecloths, white and coloured	2	1
37	Fitted sheets, coloured and white	6	3
38	Flat Flannel Sheet	2	3
39	Fleece Blankets	5	6
40	Fleece Shirt	5	6
41	Fleece Pants	5	6
42	General Smock, Dark Blue	2	3
43	Gortex Bib Pants	5	6
44	Gortex Combat Pants	5	6
45	Gortex Parka	5	6
46	Gortex Sweat Pants	5	6
47	Gortex Sweat Shirt	5	6
48	Hand towel, white and coloured	2	3
49	Hoods Sleeping Bag	4	3
50	Jacket Flyers	4	3
51	Jacket Flyers Type	4	3
52	Liners Coat all Weather	4	3
53	Liners Parka	4	3
54	Liners Tent 5 man	4	4
55	Liners Tent 10 man	4	4
56	Liners Tent Center	4	4
57	Liners Tent Front	4	4
58	Liners Tent Rear	4	4
59	Liners Trousers Fire	4	3
60	Mattress covers, cloth	1	3
61	Mattress covers, plastic	9	4
62	Medical Scrubs	2	2
63	Mitts Winter Inner	4	3
64	Mitts Winter Outer	8	4
65	Mop Head	2	1
66	MukLuk Liner	1	3
67	Napkins	6	2
68	Overalls, Mens AFV	1	3
69	Oven Mitts	1	3
70	Parka Intermediate	4	3
71	Parka Mens	4	3
72	Pillow Cases	6	2
73	Pelvic Protective	1	4
74	Rain Coat	4	4
75	Rain Pants	4	4
76	Rucksacks	4	4
77	Soft Floppy Hats	5	6
78	Sleeves Protective	5	6
79	Surgical Sheet Green Large 51X49 in	6	3
80	Surgical Sheet Medium 34x34in	6	3

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81	Surgical Wrist Restraints	2	3
82	Table Cloths	6	2
83	Table Skirt	6	2
84	Throat Protective – Neck Gator	4	1
85	Towel Surgical Green large 15x26in	2	3
86	Towel Surgical Blue large 15x26in	2	3
87	Trousers Flying	2	5
88	Trousers Firefighters	2	5
89	Welding Coat	1	4
90	White Gloves	7	1
91	White sheets, single and double	6	3
92	Wrist Restraints - Dental	2	3

### APPENDIX 3 to ANNEX A

#### BUNDLING

Contractor must return the following items bundled with the fold one side for easy counting.

1. Sheets: Marked by Contractor as to how many in each bundle.
2. Pillowcases: Marked by Contractor as to how many in each bundle.
3. Blankets: Marked by Contractor as to how many in each bundle.

#### Bundling and Average Loads – Laundry & Dry Cleaning Services

ITEM	SHIPPING	RECIEVE	AVERAGE LOAD
White and/or Colored Sheets	19 Sheets wrapped in one (1) sheet	20 Sheets folded and wrapped in plastic; folded edge on one side	200 Sheets
Pillow Cases	19 Pillow Cases placed in one(1) pillowcase	20 Pillow Cases folded and wrapped in plastic; folded edge on one side	200 Pillow Cases
Bath Towels	10 Bath Towels placed into one (1) pillow case	5 Bath Towels folded and wrapped in plastic; folded edge on one side	50 Bath Towels
Hand Towels and Face Cloths	20 Ea placed into one (1) pillow case	10 Ea folded and wrapped in plastic; folded edge on one side	50 Hand Towels & Face Cloths
Mattress Covers	10 Covers wrapped into one (1) sheet	4 Mattress Covers wrapped in plastic; folded edge on one side	30 Mattress Covers
Fleece Blankets	9 Fleece Blankets wrapped in one (1) Fleece Blanket	5 Fleece Blankets folded and wrapped in plastic; folded edge on one side	20 Fleece Blankets
Wool Blankets Grey	9 Wool Blankets wrapped in one (1) Wool Blanket	5 Wool Blankets folded and wrapped in plastic; folded edge on one side	10 Wool Blankets
Comforters Double & Queen	5 Comforters wrapped in one (1) Comforter	5 Comforters folded and wrapped in plastic; folded edge on one side	10 Comforters
Dish Towels & Cloths	20 Ea placed into one (1) pillowcase	10 Ea folded and wrapped in plastic	10 Ea Dish Towels & Cloths

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

#### ***Estimated Usages:***

*The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for one year and are an estimate of the requirement made in good faith. The Standing Offer will be limited to the actual items ordered.*

#### ***Applicable Taxes***

*HST must not be included in the unit prices (but will be added as a separate item to any invoice issued).*

#### **Pricing:**

Prices must be quoted as per the unit of issue stated below. All prices are firm, all-inclusive, unit prices in Canadian dollars, FOB Destination, Canadian customs duties and excise taxes included, HST excluded. HST is not included in the unit prices but will be added as a separate item to any invoice issued.

**Year 1 – Date of Award to 30 September 2021**  
**Year 2 – 1 October 2021 to 30 September 2022**  
**Year 3 – 1 October 2022 to 30 September 2023**

**PRICING BASIS "A"**

	Item	UOM	Estimated Usage (Annually)	Firm Unit Price Year 1 Date of Award – 30 Sept 2021	Firm Unit Price Year 2 1 Oct 2021 – 30 Sept 2022	Firm Unit Price - Year 3 1 Oct 2022 – 30 Sept 2023
1	Bags, Bivy Gortex	EA	250	\$ /EA	\$ /EA	\$ /EA
2	Bag Sleeping Liner	EA	1620	\$ /EA	\$ /EA	\$ /EA
3	Bag Sleeping Inner	EA	2705	\$ /EA	\$ /EA	\$ /EA
4	Bag Sleeping Outer	EA	2555	\$ /EA	\$ /EA	\$ /EA
5	Bath Towel White and Coloured	EA	1105	\$ /EA	\$ /EA	\$ /EA
6	Bath Towel Green	EA	1000	\$ /EA	\$ /EA	\$ /EA
7	Bed Sheets Coloured	EA	5000	\$ /EA	\$ /EA	\$ /EA
8	Blankets Single	EA	5001	\$ /EA	\$ /EA	\$ /EA
9	Blanket Wool	EA	5692	\$ /EA	\$ /EA	\$ /EA
10	CADPAT Shirt	EA	207	\$ /EA	\$ /EA	\$ /EA
11	CADPAT Pants	EA	211	\$ /EA	\$ /EA	\$ /EA
12	Chair Cover	EA	260	\$ /EA	\$ /EA	\$ /EA
13	Chef / Cook Jackets	EA	188	\$ /EA	\$ /EA	\$ /EA
20	Coveralls Blue or Grey (Dry Clean Only)	EA	4750	\$ /EA	\$ /EA	\$ /EA
21	CBRN Coveralls	EA	120	\$ /EA	\$ /EA	\$ /EA
22	Dish Towel	EA	41	\$ /EA	\$ /EA	\$ /EA
23	Drapes SM	EA	50	\$ /EA	\$ /EA	\$ /EA
24	Drapes LG	EA	110	\$ /EA	\$ /EA	\$ /EA
25	Dust Mop / Floor Sweeper	EA	500	\$ /EA	\$ /EA	\$ /EA
26	Facecloths, white and coloured	EA	1000	\$ /EA	\$ /EA	\$ /EA
27	Fitted sheets, coloured and white	EA	5550	\$ /EA	\$ /EA	\$ /EA
28	Flat Flannel Sheet	EA	5000	\$ /EA	\$ /EA	\$ /EA
29	Fleece Blankets	EA	25	\$ /EA	\$ /EA	\$ /EA
30	General Smock, Dark Blue	EA	45	\$ /EA	\$ /EA	\$ /EA
31	Hand towel, white and coloured	EA	1000	\$ /EA	\$ /EA	\$ /EA
32	Hoods Sleeping Bag	EA	285	\$ /EA	\$ /EA	\$ /EA
33	Liners Tent 5 man	EA	25	\$ /EA	\$ /EA	\$ /EA
34	Liners Tent 10 man	EA	50	\$ /EA	\$ /EA	\$ /EA
35	Liners Tent Center	EA	43	\$ /EA	\$ /EA	\$ /EA
36	Liners Tent Front	EA	30	\$ /EA	\$ /EA	\$ /EA
37	Liners Tent Rear	EA	34	\$ /EA	\$ /EA	\$ /EA
38	Mattress covers, cloth	EA	1000	\$ /EA	\$ /EA	\$ /EA
39	Mattress covers, plastic	EA	1000	\$ /EA	\$ /EA	\$ /EA
40	Mop Head	EA	500	\$ /EA	\$ /EA	\$ /EA
41	Napkins	EA	2045	\$ /EA	\$ /EA	\$ /EA
42	Oven Mitts	PR	230	\$ /PR	\$ /PR	\$ /PR

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43	Pillow Cases	EA	5900	\$	/EA	\$	/EA	\$	/EA
44	Rucksacks	EA	5	\$	/EA	\$	/EA	\$	/EA
45	Soft Floppy Hats	EA	50	\$	/EA	\$	/EA	\$	/EA
46	Table Cloths	EA	1129	\$	/EA	\$	/EA	\$	/EA
47	Table Skirt	EA	120	\$	/EA	\$	/EA	\$	/EA
48	Towel Surgical Green large 15x26in	EA	300	\$	/EA	\$	/EA	\$	/EA
49	Towel Surgical Blue large 15x26in	EA	20	\$	/EA	\$	/EA	\$	/EA
50	Welding Coat	EA	22	\$	/EA	\$	/EA	\$	/EA
51	White Gloves	EA	594	\$	/EA	\$	/EA	\$	/EA
52	White Sheets, single and double	EA	970	\$	/EA	\$	/EA	\$	/EA

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**Pricing Basis "B" Misc. Laundry & Dry Cleaning (Items not found on Pricing Basis A)**

	Item	Estimated Usage (Annually)	Firm Unit Price – (Percentage) Year 1 Date of Award – 30 Sept 2021	Firm Unit Price – (Percentage) Year 2 1 Oct 2021 – 30 Sept 2022	Firm Unit Price – (Percentage) Year 3 1 Oct 2022 – 30 Sept 2023
1	Miscellaneous Laundry Items: will be offered at current trade prices less a discount of %.	\$10,000	%	%	%
2	Miscellaneous Dry Cleaning Items: will be offered at current trade prices less a discount of %.	\$5,000	%	%	%

**Pricing Basis "C" – Bagged Laundry**

	Item	Estimated Usage	Firm Unit Price – Year 1 Date of Award – 30 Sept 2021	Firm Unit Price – Year 2 1 Oct 2021 – 30 Sept 2022	Firm Unit Price – Year 3 1 Oct 2022 – 30 Sept 2023
1	Laundry Bag - 10 lb per Bag	400	\$ /per 10lb bag	\$ /per 10lb bag	\$ /per 10lb bag

## ANNEX "C"

### INSURANCE REQUIREMENTS

#### 1. Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

#### 2. The Commercial General Liability policy must include the following:

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

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

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),*

*Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

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

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

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

**2. Bailee's Customer's Goods Insurance**

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$ 20,000 . Government Property must be insured on a replacement cost basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The Bailee's Customer's Goods must include the following:
  - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
  - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

**3. Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

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2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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**ANNEX "D"**

**PERIODIC USAGE REPORT FORM**

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Public Works and Government Services Canada	(613) 687-6656	<a href="mailto:cynthia.lamorie@pwgsc-tpsgc.gc.ca">cynthia.lamorie@pwgsc-tpsgc.gc.ca</a>
<i>Name</i>	<i>Fax</i>	<i>E - Mail</i>

At: Public Works and Government Services Canada  
Acquisitions Branch Ontario Region  
101 Menin Rd. Garrison Petawawa  
Building S-111, Rm C-114  
Petawawa, Ontario  
K8H 2X3

**REPORT ON THE VOLUME OF BUSINESS**

SUPPLIER:

REPORT FOR THE PERIOD ENDING:

Description of Work	Call up #	Total Billing

Or **NIL REPORT:** We have not done any business with the federal government for this period

**PREPARED BY:**

*NAME:*

*SIGNATURE:*

*TELEPHONE NO.:*

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## ANNEX "E" to PART 3 OF THE REQUEST FOR STANDING OFFERS

### ELECTRONIC PAYMENT INSTRUMENTS

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

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

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

**ANNEX “F”**

**ADDITIONAL CERTIFICATION INFORMATION**

**1. Board of Directors**

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - \_\_\_\_\_

**2. Procurement Business Number (PBN)**

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.