



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des soumissions

REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Canadian Food Inspection Agency

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

Proposition aux : Agence canadienne d'inspection des aliments

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

Comments: - Commentaries :

Title – Sujet Garment rental, laundry, and delivery services for various locations across Western Canada		Date July 28, 2020
Solicitation No. – N° de l'invitation E0516		
Client Reference No. - No. De Référence du Client		
Solicitation Closes – L'invitation prend fin		
At /à :	15 :00	EST (Eastern Standard Time) HNE (heure normale de l'Est)
On / le :	September 8, 2020	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Robert Smith, Procurement Officer		
Telephone No. – No. de téléphone (613) 773-7397		Facsimile No. – No. de télécopieur (613) 773-7615

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

May 2019 High Complexity Bid Solicitation and Resulting Contract Template (HC)

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

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

1.2 Summary

- 1.2.1 This bid solicitation is being issued to satisfy the requirement of the Canadian Food Inspection Agency (the "Client") for the provision of garment rental, laundry, and delivery services for a variety of protective garments for approximately 670 employees of Canadian Food Inspection Agency at various locations across BC, Alberta, Saskatchewan and Manitoba from Contract award to March 31, 2022, with the option to extend the term of the contract for three (3) additional option periods under the same conditions.
- 1.2.2 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA)."
- 1.2.3 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity – Certification.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted to the Canadian Food Inspection Agency (CFIA) Bid Receiving Unit Email Address (cfia.bidreceipt-receptiondesoumission.acia@canada.ca) only by the date and time indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bid submitted by mail, courier, facsimile or epost will not be accepted.

2.2.1 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 4 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.3 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fourteen (14) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid

Section II: Financial Bid

Section III: Certifications

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in attachment 1 to Part 3.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

4.1.1.2 Point Rated Technical Criteria

Point rated technical evaluation criteria are included in Attachment 1 to Part 4.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 18 points overall for the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 46 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 40 % for the technical merit and 60 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 40 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 60 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

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

Basis of Selection - Highest Combined Rating Technical Merit (40%) and Price (60%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 40 = 34.07$	$89/135 \times 40 = 26.37$	$92/135 \times 40 = 27.26$
	Pricing Score	$45/55 \times 60 = 49.09$	$45/50 \times 60 = 54$	$45/45 \times 60 = 60$
Combined Rating		83.16	80.37	87.26
Overall Rating		2nd	1st	2nd

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.3 Rate or Price Certification

The Bidder certifies that the price proposed

- a. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- b. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity; and
- c. does not include any provision for discounts to selling agents.

PART 6 - OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- (d) the Bidder's proposed location of work performance and document safeguarding must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (e) the Bidder must provide the addresses of proposed sites or premises of work performance and document safeguarding as indicated in Part 3 - Section IV Additional Information.

2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

7.3.1 Please refer to Annex C – Security Requirements Checklist.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of November 1, 2020 to October 31, 2022 inclusive.

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Robert Smith
Procurement Officer
Canadian Food Inspection Agency
59 Camelot Drive, Ottawa ON K1A 0Y9
Telephone: (613) 773-7397
Facsimile: (613) 773-7615
E-mail address: Robert.smith@canada.ca

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

7.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____

E-mail address: _____

In its absence, the Project Authority is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

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

7.5.3 Contractor's Representative

The Contractor's representative for the contract is:

Name: _____

Title: _____

Telephone: ____-____-_____

Facsimile: ____-____-_____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B, Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ **(will be provided at contract award)**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

7.7.3 Monthly Payment

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

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

7.7.4 Electronic Payment of Invoices – Contract

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

- a. Direct Deposit (Domestic and International);
- b. Electronic Data Interchange (EDI);
- c. Wire Transfer (International Only).

7.8 Invoicing Instructions

1. The Contractor must submit invoices monthly 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. Each invoice must be supported by:
 - a. a copy of the release document and any other documents as specified in the Contract.
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.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award.*), as clarified on _____ " *or* ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Insurance Requirements

A. Compliance with Insurance Requirements

1. 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.
2. 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.
3. The Contractor should 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. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX A - STATEMENT OF WORK

1. Purpose

To provide garment rental, laundry, and delivery services for a variety of protective garments for approximately 670 employees of Canadian Food Inspection Agency at various locations across British Columbia, Alberta, Saskatchewan and Manitoba.

2. Period of Contract

The period of the resulting contract will be from November 1, 2020 to October 31, 2022, with the option to extend the term of the contract for three (3) additional option periods under the same conditions on the sole discretion of the Agency.

3. Statement of Requirements

The contractor shall provide services for CFIA sites listed in Annex I.

Specifically, the contractor must provide:

- 1) Pick up and delivery of garments. Each CFIA site will discuss pick-up and delivery schedules with the winning contractor. The contractor shall return and exchange clothes at a maximum of every 7 days.
- 2) Minor repairs to be done automatically such as mending rips, patching, sewing on buttons. The contractor shall supply buttons and patching material.
- 3) Towels are a rental item.
- 4) Some garments are owned by the CFIA and will only be charged for laundering. *Inventory control for CFIA-owned garments must be demonstrated (able to consistently return garments to the correct site).
 CFIA Owned Garments Include:
 - Shirts, LS & SS
 - Pants
 - Coats, Long & Short
 - Coveralls
 - Towels
 - Parkas
 - Freezer Coats
 - Insulated Overalls
 - Kevlar Gloves
- 5) Garments requiring major repairs, or which are beyond repair, must be identified as such by the contractor and returned to identified point of origin. The agency has the option to replace CFIA-owned garments with rentals as required.
- 6) Garments are to be washed with hypo-allergenic, environmentally friendly cleaning products.
- 7) All garments are to be returned to the proper site in a timely manner
- 8) Garment/supply requirements as follows:

<p><u>Shirts:</u> Colors: Various Sizes: Various Length: Hip length Sleeve Length: various (long and short) Closure: Snap buttons Pockets: Hip (no chest) Make: 65% Polyester, 35% Cotton</p>	<p><u>Pants</u> Colours: various Sizes: various Closure: snap button / zipper or drawstring Pockets: front and back Make: 65% Polyester, 35% Cotton</p>	<p><u>Lab Coats</u> Colours: Various Sizes: Various Length: knee length Sleeve Length: long Closure: snap buttons Pockets: hip (no chest) Make: 65% Polyester, 35% Cotton</p>
---	---	---

<p><u>Shop Coats</u> Colours: Various Sizes: Various Insulated & Non-Insulated Length: knee length Sleeve Length: long Closure: snap buttons Pockets: hip (no chest) Make: 65% Polyester, 35% Cotton</p>	<p><u>Coveralls</u> Colors: various Insulated & Non-Insulated Sizes: various Sleeve Length: long Closure: snap buttons Pockets: hip / chest Make: 65% Polyester, 35% Cotton</p>	<p>Hanger Racks Hamper stands Hamper bags Towels Mats</p>
---	--	---

4. Delivery

Laundry shall be identified and parcelled according to size per site, then returned on the specified day with proper identification.

Proper inventory quantities must be delivered on time, in the sizes requested, parcelled by size, and be clean and dry.

5. Invoicing and Reporting

Contractor procedure as follows:

- 1) The Contractor will produce a pick up slip to be signed by local staff confirming all products were received as described. Slips will be kept by contractor.
- 2) The Contractors accounting system must be capable of providing detailed invoices and usage reports at various levels.
- 3) The pick-up / delivery slips shall be attached to the invoice by the contractor.
- 4) Quantities shown as delivered on the delivery slips must match actual quantities delivered.
- 5) This information must be presented in an easy to read, easily understood format.

6. Cleaning

- 1) The contractor shall clean garments and towels by the commercial patented process using environmentally friendly, hypoallergenic products to remove blood, ink, grease, grime, dust and other usual industrial types of soil likely to be encountered in a laboratory, workshop, or meat processing/slaughter establishment.
- 2) Garments must be neatly pressed and folded with care given to pressing so as not to damage snaps or other items on the garments would cause to become un-wearable.
- 3) Garments must be rinsed in cold water and protein dissolving substance to remove protein, blood, etc., before laundering.
- 4) Garments must be thoroughly cleaned and dried before delivery.

Formula for all whites: The sequence detailed in Appendix II to Annex A shall be used for washing of cotton clothing.

The last 3 rinses shall be checked for color. If last rinses are not perfectly clear and free from supplies, additional rinses must be added before souring operation.

7. Meeting and Mandatory Inventory Count

The Contractor and the CFIA will schedule a visit to each establishment every six (6) months to take inventory. If there are any problems with the service provided by the Contractor, the Contractor's representative will be informed. If the problems are not resolved in the next month, the CFIA reserves the right to withdraw the establishment concerned from the Contract or to simply terminate the Contract.

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

8. Damage to Garments

Damaged garments will be replaced at CFIA expense only when CFIA is responsible for damaging the garments. Due to the extreme environment in the slaughter establishments what is deemed "normal wear and tear" by CFIA may not be the same as deemed by the Contractor.

Lost/Damaged items must be reported to the CFIA On-site Contact or designated representative as soon as possible and prior to billing.

Both the Contractor and CFIA On-site Contact at the specific site shall agree on what is being declared "lost or damaged" and which party shall be responsible. Pickup slips reflecting lost or damaged items must be signed by both parties or payment/reimbursement cannot be processed.

Lost/Damaged rental items will be replaced at CFIA expense only when CFIA is responsible. CFIA will not be responsible for lost/damaged charges if incurred by the Contractor.

If CFIA Owned Garments are lost or damaged by the Contractor, arrangements will be made for reimbursement or replacement by the Contractor at no charge.

The Contractor must replace garments at no charge to CFIA when the garment is unusable as a result of normal wear and tear usage due to the extreme environment in various inspection locations and establishments. Both the Contractor and CFIA On-site Contact at the specific site shall agree on what is being declared unusable.

9. Administrative Information

CFIA reserves the right to remove an establishment served under the contract, after the Contractor has received two official complaints from the CFIA.

The CFIA could have additional establishments opening and / or closing in the next 5 years.

APPENDIX I TO ANNEX A – LOCATIONS LISTING AND LAUNDRY REQUIREMENTS

See attached excel spreadsheet.

APPENDIX 2 TO ANNEX A - WASHING SEQUENCE (COTTON GARMENTS)

Operation	Supplies	Inches of Water	Temperature		Time (mins)
			Fahrenheit	Celsius	
1. Flush	N/A	12	100	37.77	2
2. Flush	N/A	12	120	48.88	2
3. Break	Liquid emulsifier and alkali	8	300*	148.88	12
4. Flush	N/A	12	180	82.22	3
5. Suds	Soap plus alkali to give good running suds	7	190	87.77	10
6. Suds	Soap plus alkali to give good running suds	7	190	87.77	8
7. Suds	Bleach and soap to give good running suds	7	160	71.11	8
8. Rinse	N/A	12	180	82.22	3
9. Extract	N/A	N/A	N/A		2
10. Rinse water	N/A		160	71.11	2
11. Rinse water	N/A		140	60	2
12. Rinse water	N/A		140	60	2
13. Rinse water	N/A		120	48.88	2
14. Rinse water	N/A		100	37.77	2
15. Sour water, sour (acid)	N/A		100	37.77	5

Boil with live steam; last 3 rinses shall be checked for colour; if last rinses are not perfectly clear and free from deposits, etc., additional rinses must be added before souring operation.

Solicitation No. - N° de l'invitation
E0516
Client Ref. No. - N° de réf. du client
E0516

Amd. No. - N° de la modif.
File No. - N° du dossier
E0516

Buyer ID - Id de l'acheteur
881
CCC No./N° CCC - FMS No./N° VME

ANNEX B - BASIS OF PAYMENT

(will be inserted at contract award)

ANNEX C – SECURITY REQUIREMENTS CHECKLIST



Government of Canada / Gouvernement du Canada

CFIA 71-062020

E0516
Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
 LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Canadian Food Inspection Agency	
2. Branch or Directorate / Direction générale ou Direction Operations Branch		
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant TBD	
4. Brief Description of Work / Brève description du travail Laundry Contract for laundering services and rental of garments for all applicable CFIA staff across the Western Area.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Government of Canada / Gouvernement du Canada

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Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
 If Yes, indicate the level of sensitivity:
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input checked="" type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments: *must be escorted at all times when in CFIA building*
 Commentaires spéciaux : Laundry couriers drop off and pick up in CFIA offices at each establishment

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
 REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada
 Gouvernement du Canada

Contract Number / Numéro du contrat
E0516

Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET Très SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET Très SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat E0516
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) CAMERON RETZLAFF	Title - Titre REGIONAL PLANNING AND RESOURCE MANAGER	Signature retzlaff, cameron	Digitally signed by retzlaff, cameron Date: 2020.06.04 10:12:18 -06'00'
Telephone No. - N° de téléphone 403-703-8624	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel CAMERON.RETZLAFF@CANADA.CA	Date June 3, 2020
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Lise Lévesque Masson</i>	Title - Titre <i>SECC Coordinator</i>	Signature <i>Lise Lévesque Masson</i>	
Telephone No. - N° de téléphone <i>613-773-1464</i>	Facsimile No. - N° de télécopieur <i>613-773-1468</i>	E-mail address - Adresse courriel <i>lise.levesque.masson@canada.ca</i>	Date <i>June 4, 2020</i>
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Robert Smith	Title - Titre Contracting Officer	Signature <i>Robert Smith</i>	
Telephone No. - N° de téléphone 613-773-7397	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Robert.smith@canada.ca	Date 2020-06-05
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

ATTACHMENT 1 to PART 3 OF THE BID SOLICITATION – PRICING SCHEDULE

1.1 Garment Rental and Cleaning Fees

The Contractor must provide firm all-inclusive unit prices in Canadian dollars for the rental and cleaning of garments for the period of the contract, as well as for the periods of extension of the contract, GST / HST extra, for work performed as described in Annex A - Statement of Work, completing one or more of the following tables:

Sector 1 : Alberta						
Garment	All-inclusive Unit Price Initial Period (A)	All-inclusive Unit Price Option Year 1 (B)	All-inclusive Unit Price Option Year 2 (C)	All-inclusive Unit Price Option Year 3 (D)	Estimated Weekly Usage (E)	Estimated Cost (= (A+B+C+D)*E*260)
Shirt (long or short sleeve)	_____ \$	_____ \$	_____ \$	_____ \$	1320	_____ \$
Pants	_____ \$	_____ \$	_____ \$	_____ \$	1275	_____ \$
Coat (laboratory or jacket)	_____ \$	_____ \$	_____ \$	_____ \$	1320	_____ \$
Coverall (white or colored)	_____ \$	_____ \$	_____ \$	_____ \$	1235	_____ \$
SubTotal 1A:						_____ \$

Sector 2 : British Columbia						
Garment	All-inclusive Unit Price Initial Period (A)	All-inclusive Unit Price Option Year 1 (B)	All-inclusive Unit Price Option Year 2 (C)	All-inclusive Unit Price Option Year 3 (D)	Estimated Weekly Usage (E)	Estimated Cost (= (A+B+C+D)*E*260)
Shirt (long or short sleeve)	_____ \$	_____ \$	_____ \$	_____ \$	435	_____ \$
Pants	_____ \$	_____ \$	_____ \$	_____ \$	406	_____ \$
Coat (laboratory or jacket)	_____ \$	_____ \$	_____ \$	_____ \$	896	_____ \$
Coverall (white or colored)	_____ \$	_____ \$	_____ \$	_____ \$	206	_____ \$
SubTotal 2A:						_____ \$

Sector 3 : Manitoba						
Garment	All-inclusive Unit Price Initial Period (A)	All-inclusive Unit Price Option Year 1 (B)	All-inclusive Unit Price Option Year 2 (C)	All-inclusive Unit Price Option Year 3 (D)	Estimated Weekly Usage (E)	Estimated Cost (= (A+B+C+D)*E*260)
Shirt (long or short sleeve)	_____ \$	_____ \$	_____ \$	_____ \$	676	_____ \$
Pants	_____ \$	_____ \$	_____ \$	_____ \$	676	_____ \$
Coat (laboratory or jacket)	_____ \$	_____ \$	_____ \$	_____ \$	751	_____ \$
Coverall (white or colored)	_____ \$	_____ \$	_____ \$	_____ \$	113	_____ \$
SubTotal 3A:						_____ \$

Sector 4 : Saskatchewan						
Garment	All-inclusive Unit Price Initial Period (A)	All-inclusive Unit Price Option Year 1 (B)	All-inclusive Unit Price Option Year 2 (C)	All-inclusive Unit Price Option Year 3 (D)	Estimated Weekly Usage (E)	Estimated Cost (= (A+B+C+D)*E*260)
Shirt (long or short sleeve)	_____ \$	_____ \$	_____ \$	_____ \$	99	_____ \$
Pants	_____ \$	_____ \$	_____ \$	_____ \$	100	_____ \$
Coat (laboratory or jacket)	_____ \$	_____ \$	_____ \$	_____ \$	170	_____ \$
Coverall (white or colored)	_____ \$	_____ \$	_____ \$	_____ \$	17	_____ \$
SubTotal 4A:						_____ \$

1.2 CFIA Owned Garment Cleaning Fees

The Bidder must provide firm all-inclusive unit prices in Canadian dollars for the cleaning of CFIA-owned garments for the period of the contract, as well as for the periods of extension of the contract, GST / HST extra, for the work performed as described in Annex A - Statement of Work, by completing one or more of the following tables:

Sector 1 : Alberta						
Garment	All-inclusive Unit Price Initial Period (A)	All-inclusive Unit Price Option Year 1 (B)	All-inclusive Unit Price Option Year 2 (C)	All-inclusive Unit Price Option Year 3 (D)	Estimated Annual Usage (E)	Estimated Cost (= (A+B+C+D)*E*5)
Shirts, LS & SS	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Pants	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Coats, Long & Short	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Coveralls	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Towels	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Parkas	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Freezer Coats	_____ \$	_____ \$	_____ \$	_____ \$	130	_____ \$
Insulated Overalls	_____ \$	_____ \$	_____ \$	_____ \$	240	_____ \$
Kevlar Gloves	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
SubTotal 1B:						_____ \$

Sector 2 : British Columbia						
Garment	All-inclusive Unit Price Initial Period (A)	All-inclusive Unit Price Option Year 1 (B)	All-inclusive Unit Price Option Year 2 (C)	All-inclusive Unit Price Option Year 3 (D)	Estimated Annual Usage (E)	Estimated Cost (= (A+B+C+D)*E*5)
Shirts, LS & SS	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Pants	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Coats, Long & Short	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Coveralls	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Towels	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Parkas	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Freezer Coats	_____ \$	_____ \$	_____ \$	_____ \$	100	_____ \$
Insulated Overalls	_____ \$	_____ \$	_____ \$	_____ \$	100	_____ \$
Kevlar Gloves	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
SubTotal 2B:						_____ \$

Sector 3 : Manitoba						
Garment	All-inclusive Unit Price Initial Period (A)	All-inclusive Unit Price Option Year 1 (B)	All-inclusive Unit Price Option Year 2 (C)	All-inclusive Unit Price Option Year 3 (D)	Estimated Annual Usage (E)	Estimated Cost (= (A+B+C+D)*E*5)
Shirts, LS & SS	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Pants	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Coats, Long & Short	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Coveralls	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Towels	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Parkas	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Freezer Coats	_____ \$	_____ \$	_____ \$	_____ \$	75	_____ \$
Insulated Overalls	_____ \$	_____ \$	_____ \$	_____ \$	100	_____ \$
Kevlar Gloves	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
SubTotal 3B:						_____ \$

Sector 4 : Saskatchewan						
Garment	All-inclusive Unit Price Initial Period (A)	All-inclusive Unit Price Option Year 1 (B)	All-inclusive Unit Price Option Year 2 (C)	All-inclusive Unit Price Option Year 3 (D)	Estimated Annual Usage (E)	Estimated Cost (= (A+B+C+D)*E*5)
Shirts, LS & SS	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Pants	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Coats, Long & Short	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Coveralls	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Towels	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Parkas	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
Freezer Coats	_____ \$	_____ \$	_____ \$	_____ \$	25	_____ \$
Insulated Overalls	_____ \$	_____ \$	_____ \$	_____ \$	50	_____ \$
Kevlar Gloves	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
SubTotal 4B:						_____ \$

1.3 Rented Garment Replacement Fees

The Contractor must provide firm all-inclusive unit prices in Canadian dollars for replacement rental clothing for the period of the contract, as well as for periods of contract extension, GST / HST extra, for the work performed as described. in Annex A - Statement of Work, by completing one or more of the following tables:

Sector 1 : Alberta						
Garment	All-inclusive Unit Price Initial Period (A)	All-inclusive Unit Price Option Year 1 (B)	All-inclusive Unit Price Option Year 2 (C)	All-inclusive Unit Price Option Year 3 (D)	Estimated Annual Usage (E)	Estimated Cost (= (A+B+C+D)*E*5)
Shirt (long or short sleeve)	_____ \$	_____ \$	_____ \$	_____ \$	60	_____ \$
Trousers	_____ \$	_____ \$	_____ \$	_____ \$	60	_____ \$
Coat (laboratory or jacket)	_____ \$	_____ \$	_____ \$	_____ \$	60	_____ \$
Coverall (white or colored)	_____ \$	_____ \$	_____ \$	_____ \$	60	_____ \$
SubTotal 1C:						_____ \$

Sector 2 : British Columbia						
Garment	All-inclusive Unit Price Initial Period (A)	All-inclusive Unit Price Option Year 1 (B)	All-inclusive Unit Price Option Year 2 (C)	All-inclusive Unit Price Option Year 3 (D)	Estimated Annual Usage (E)	Estimated Cost (= (A+B+C+D)*E*5)
Shirt (long or short sleeve)	_____ \$	_____ \$	_____ \$	_____ \$	20	_____ \$
Trousers	_____ \$	_____ \$	_____ \$	_____ \$	20	_____ \$
Coat (laboratory or jacket)	_____ \$	_____ \$	_____ \$	_____ \$	40	_____ \$
Coverall (white or colored)	_____ \$	_____ \$	_____ \$	_____ \$	10	_____ \$
SubTotal 2C:						_____ \$

Sector 3 : Manitoba						
Garment	All-inclusive Unit Price Initial Period (A)	All-inclusive Unit Price Option Year 1 (B)	All-inclusive Unit Price Option Year 2 (C)	All-inclusive Unit Price Option Year 3 (D)	Estimated Annual Usage (E)	Estimated Cost (= (A+B+C+D)*E*5)
Shirt (long or short sleeve)	_____ \$	_____ \$	_____ \$	_____ \$	35	_____ \$
Trousers	_____ \$	_____ \$	_____ \$	_____ \$	35	_____ \$
Coat (laboratory or jacket)	_____ \$	_____ \$	_____ \$	_____ \$	40	_____ \$
Coverall (white or colored)	_____ \$	_____ \$	_____ \$	_____ \$	5	_____ \$
SubTotal 3C:						_____ \$

Sector 4 : Saskatchewan						
Garment	All-inclusive Unit Price Initial Period (A)	All-inclusive Unit Price Option Year 1 (B)	All-inclusive Unit Price Option Year 2 (C)	All-inclusive Unit Price Option Year 3 (D)	Estimated Annual Usage (E)	Estimated Cost (= (A+B+C+D)*E*5)
Shirt (long or short sleeve)	_____ \$	_____ \$	_____ \$	_____ \$	5	_____ \$
Trousers	_____ \$	_____ \$	_____ \$	_____ \$	5	_____ \$
Coat (laboratory or jacket)	_____ \$	_____ \$	_____ \$	_____ \$	8	_____ \$
Coverall (white or colored)	_____ \$	_____ \$	_____ \$	_____ \$	1	_____ \$
SubTotal 4C:						_____ \$

1.4 Evaluated Prices

Sector 1 : Alberta	
Subtotal 1A	_____ \$
Subtotal 1B	_____ \$
Subtotal 1C	_____ \$
Evaluated Price for Sector 1 (total of above subtotals)	_____ \$

Sector 2 : British Columbia	
Subtotal 2A	_____ \$
Subtotal 2B	_____ \$
Subtotal 2C	_____ \$
Evaluated Price for Sector 2 (total of above subtotals)	_____ \$

Sector 3 : Manitoba	
Subtotal 3A	_____ \$
Subtotal 3B	_____ \$
Subtotal 3C	_____ \$
Evaluated Price for Sector 3 (total of above subtotals)	_____ \$

Sector 4 : Saskatchewan	
Subtotal 4A	_____ \$
Subtotal 4B	_____ \$
Subtotal 4C	_____ \$
Evaluated Price for Sector 4 (total of above subtotals)	_____ \$

ATTACHMENT 1 to PART 4 OF THE BID SOLICITATION – TECHNICAL EVALUATION CRITERIA

The Bidder is advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute “demonstrated” for the purpose of the evaluation.

Interpretation of the Requirement by the Evaluation Team

1. The Bidder is advised that the month(s) of valid experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
2. The Bidder is advised that, if the experience description only contains years, and does not specify any months within the year, then a maximum of only one month of experience will be allowed by the evaluation team if the experience starts and ends in the same year; and if the experience starts and ends in different years, only one month for the beginning year and one month for the end year of the range specified. For example, if the experience description states that a particular position or assignment was undertaken during:
 - (a). "2004", then only one month will be allowed for 2004, provided that the experience is applicable;
 - (b). "2004-2005" , then only one month will be allowed for 2004, and one month for 2005, for a total of two months, provided that the experience is applicable;
 - (c). "2003-2005" , then only one month will be allowed for 2003, and one month for 2005, and 12 for 2004, for a total of 14 months, provided that the experience is applicable. In cases where the number of years is longer, the first and last year will still be counted as one month each, provided that the experience is applicable.
3. Phrases such as "within the last sixty (60) months" are used mean "within the sixty (60) preceding the closing date of the RFP". In the event that the RFP closing date is changed after the initial publication of the RFP, the Bidder may choose to interpret the phrase as being measured from either the initial closing date or the final closing date, unless otherwise directed in an RFP amendment.

1.0 MANDATORY CRITERIA

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

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

#	Mandatory Technical Criteria (MT)	Required Supporting Information	Compliance (met/not met)	Substantiation
MT1	<p>Experience The bidder must demonstrate having a minimum of four (4) years experience in the laundry and garment rental industry.</p> <p>The sum of all examples must equal or exceed 4 years of service experience.</p>	<p>The sum of all examples must equal or exceed 4 years of service experience. Provide references that must include the following required information:</p> <ul style="list-style-type: none"> • Client Name • Client Contact Name • Client Title • Location serviced • Duration (mm-yyyy to mm-yyyy) • Phone number and/or email • Provide a brief description of services provided 		

#	Mandatory Technical Criteria (MT)	Required Supporting Information	Compliance (met/not met)	Substantiation
MT2	<p>Documentation and Process The bidder must demonstrate how they will provide various services</p> <ol style="list-style-type: none"> 1. Pickup and Delivery- weekly or as otherwise arranged by each site location 2. Drop off garments 3. Pickup of garments 4. Hygienically clean handling/sanitizing and transport of garments 	<ol style="list-style-type: none"> 1. Provide sample copy of scheduler that demonstrates ability to service at agreed upon frequencies 2. a) Provide a sample of delivery slip b) Provide details of how organization of garments will be performed once dropped off; 3. Provide details of how soiled garments will be collected, including cross contamination prevention techniques 4. Provide details of vehicle sanitation/cleaning policy and proof of staff training (ie: certificate of hygienically safe handling training or a component of this in an employee orientation package). 		
MT3	<p>References The bidder must provide two (2) references from client organizations that are similar in size and scope to the CFIA's laundry requirements as described in the Statement of Work.</p> <ul style="list-style-type: none"> • 4 or more different types of garments • multiple sites with weekly pickup and delivery services • a minimum 100 staff to service 	<p>Reference must include the requested information: (MT1 duplicated accepted)</p> <ul style="list-style-type: none"> • Client name • Client Contact Name • Client Title • Location serviced • Duration (mm-yyyy to mm-yyyy) • Phone number and/or email 		
MT4	<p>Documentation and Invoicing</p> <ol style="list-style-type: none"> 1. The Bidder must have the capacity for the use of an automated inventory control and invoicing system, able to generate monthly, detailed and consolidated reports and weekly invoices (frequency to match the scheduled pickup and drop offs), capable of responding to the CFIA requirements. 2. Ability to manage and track lost/damaged garments. 	<ol style="list-style-type: none"> 1. Provide a sample copy of an invoice and monthly consolidated report. 2. Provide a sample of a lost/damaged pickup slip and process for handling/resolving. 3. Provide definition of when a garment is considered "damaged" and the responsibility of the CFIA. 		

#	Mandatory Technical Criteria (MT)	Required Supporting Information	Compliance (met/not met)	Substantiation
MT5	<p>Garment Samples The bidder must provide samples of each garment as indicated in the Statement of Work.</p> <p>Provide both male and female size samples where available.</p> <p>Garment must be:</p> <ol style="list-style-type: none"> 1. Suitable for food industry; 2. Be made from fabric blends that are breathable and durable; 3. Resistant to soiling; 4. Have a relaxed fit and be reinforced at the seams and stress points. <p>Garments samples will be assessed further in the table below.</p>	<p>Provide one sample of each garment to be delivered to:</p> <p>Canadian Food Inspection Agency 1115 57 Ave NE Calgary AB, T2E 9B2</p>		

MT5 a) Garment Samples Evaluation

Garment	1) New, Suitable for Food Industry	2) Fabric Blend Breathable and Durable	3) Resistant to Soiling	4) Relaxed Fit, Reinforced at Seams
White Samples				
Lab Coat				
Short Sleeved Shirt				
Long Sleeved Shirt				
Pants – Elastic Waist				
Pants – Zipper Waist				

2.0 POINT RATED CRITERIA

Les propositions seront évaluées et cotées conformément aux critères d'évaluation énoncés dans la présente section sous CTC1 à CTC5. Les critères d'évaluation de la demande de propositions cotés sont les suivants:

#	Rated Technical Criteria (RT)	Scoring Guideline	Score	Substantiation
RT1	<p>Experience</p> <p>Bidder should demonstrate its experience in providing services to clients with similar Operational requirements: from client organizations that are comparable in size and scope* to the CFIA's laundry requirements as described in the Statement of Work.</p> <p>Reference contacts must be available to the CFIA evaluation committee, in order to respond to the questions outlined in RT1.</p> <p>*Comparable in size and scope=</p> <ul style="list-style-type: none"> • 4 or more different types of garments • Multiple sites with weekly pickup and delivery services • A minimum of 100 staff to service <p>Reference must include the requested information:</p> <ul style="list-style-type: none"> • Client Name • Client Contact Name • Client Title • Location serviced • Duration (mm-yyyy to mm-yyyy) • Phone number and/or email • Provide a brief description of services provided 	<p><i>15 points- 10+ years experience</i></p> <p><i>13 points- 7-9 years experience</i></p> <p><i>11 points- 5-6 years experience</i></p> <p><i>9 points- 4 years experience</i></p>	<p>___ / 15</p>	
RT2	<p>Documentation and Process</p> <p>The Bidder should demonstrate how they meet the criteria of MT2 as follows:</p> <p>3. Does the weekly account/location delivery slip indicate:</p> <ul style="list-style-type: none"> • Week • respective region • location • number of garments • signature for receipt <p>4. a) Does the organization of garments at CFIA site locations build in sanitary practices to prevent contamination of clean garments?</p> <p>b) Are each employee's garments easily identifiable at CFIA site locations?</p> <p>5. a) Are soiled garments kept secure during collection and transportation in segregated containers?</p> <p>b) Are clean garments wrapped and/or separated from soiled garments during delivery and pickup.</p>	<p>5</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>___ / 9</p> <p>Yes/No Yes/No Yes/No Yes/No Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>	

#	Rated Technical Criteria (RT)	Scoring Guideline	Score	Substantiation
RT3	<p>References</p> <p>This evaluation will be based on two (2) reference checks with current or previous clients on the proposing firm. As outlined in RT1- References will be of similar operational requirements. The same required details for contacting references are to be provided. References may be the same as those provided in RT1 or different.</p> <ol style="list-style-type: none"> 1. Did the vendor comply with the process for repair and/or replacement as defined by your contract? 2. Did the vendor comply with the process for accuracy in invoicing and reporting as defined by your contract? 3. Did the vendor comply with the process for inventory control to ensure correct sizes and quantities were delivered consistently as defined by your contract? 4. Did the vendor comply with the process for responding to inventory adjustments or other client service needs as defined by your contract? 5. Did the vendor comply with the process for general quality of garment cleanliness as defined by your contract? 	<p><i>Each of the 2 references will be evaluated separately and will be scored with the following:</i></p> <p><i>The total cumulative points from the two references will be allocated to RT3.</i></p> <p>5 points- <i>References validated that the Bidder complied with all 5 contract obligations identified</i></p> <p>4 points- <i>References validated that the Bidder complied with 4 out of the 5 contract obligations identified</i></p> <p>3 points- <i>References validated that the Bidder complied with 3 out of the 5 obligations identified</i></p> <p>0 points- <i>References validated that the Bidder complied with less than 3 contract obligations identified.</i></p>	__ / 10	
RT4	<p>Garments Damage and Repair</p> <p>The bidder will provide a definition for what constitutes “damages” and will identify which damages they can fix, repair or reuse at no charge to the CFIA. Damages include torn fabric, blood stains, pen stains, see through clothing, ripped buttons or damaged zippers.</p>	<p>12 points- <i>Bidder will cover all damages as outlined by CFIA (6) at no charge</i></p> <p>10 points- <i>Bidder will cover 5 out of the 6 damages as outlined by CFIA at no charge</i></p> <p>8 points- <i>Bidder will cover 4 out of the 6 damages as outlined by CFIA at no charge</i></p> <p>6 points- <i>Bidder will cover 3 out of the 6 damages as outlined by CFIA at no charge</i></p> <p>4 points- <i>Bidder will cover 2 out of the 6 damages as outlined by CFIA at no charge</i></p> <p>2 points- <i>Bidder will cover 1 out of the 6 damages as outlined by CFIA at no charge</i></p> <p>0 points- <i>Bidder will not cover any damages to garments</i></p>	__ / 12	
Bidder Score			__ / 46	