

**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

## 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 questions to the Standing Offer 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> W0135-211741/A	<b>Date</b> 2020-10-08
<b>Client Reference No. - N° de référence du client</b> W0135-211741	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PET-907-1649
<b>File No. - N° de dossier</b> PET-0-53012 (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 2020-10-28</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> 22 Wing North Bay 15 Manston Cres. Hornell Heights, ON P0H 1P0	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend 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 (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
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Buyer ID - Id de l'acheteur  
PET907  
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## THIS SOLICITATION HAS SECURITY REQUIREMENTS

### PART 1 - GENERAL INFORMATION

#### 1.1 Introduction

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

- |        |   |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement;   |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;   |
| Part 3 | Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;   |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;   |
| Part 5 | Certifications and Additional Information: includes the certifications and additional information to be provided;   |
| Part 6 | Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and  |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:<br><br>7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;<br><br>7B, 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 Security Requirements Checklist, the Electronic Payment Instruments, and any other annexes.

#### 1.2 Summary

- 1.2.1** The Department of National Defence (DND) 22 Wing North Bay 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 22 Wing North Bay.

The period for placing call-ups against this RISO will be from Date of Award to 31 December 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 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors 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.

### 1.4 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.

### 1.5 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 7.13 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) (<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 "F" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "F" 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 II: 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) Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment in Canadian Funds.
- 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 Evaluated Price is the sum of the Extended Pricing for Pricing Basis "A" plus Pricing Basis "B" in Annex B for all years.

## **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/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

### **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 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors should refer to the [Contract Security Program](#) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

## PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 7.1 Offer

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

#### 7.2 Security Requirements

7.2.1 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Standing Offer.

#### Security Requirement for a Canadian Supplier

1. The Contractor/Offeror, must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offeror personnel requiring access to sensitive work site (s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are **NOT** to be awarded without prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide attached at Annex 'D', and
  - (b) Industrial Security Manual (Latest Edition).
3. For additional information on security requirements, Offerors should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

#### 7.3 Standard Clauses and Conditions

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

##### 7.3.1 General Conditions

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

##### 7.3.2 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.

## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups and providing services against the Standing Offer is from Date of Award to 31 December 2023 inclusive.

### **7.4.2 Delivery Points**

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

## **7.5 Authorities**

### **7.5.1 Standing Offer Authority**

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.

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

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_

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File No. - N° du dossier  
PET-0-53012

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

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.

### 7.5.3 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: \_\_\_\_\_

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

### 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is various units at 22 Wing North Bay, Ontario.

### 7.8 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.

#### **7.9 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$5000 (Applicable Taxes included).

#### **7.10 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*)

#### **7.11 Certifications and Additional Information**

##### **7.11.1 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.

#### **7.12 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 \_\_\_\_\_.

#### **7.13 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.

### **7.1 Statement of Work**

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

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 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.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

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

#### **7.3.2 Delivery Date**

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

### **7.4 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.

### **7.5 Payment**

#### **7.5.1 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.

#### **7.5.2 Limitation of Price**

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

#### **7.5.3 Single Payment**

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

#### **7.5.4 SACC Manual Clauses**

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

#### **7.5.5 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)

#### **7.6 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 will be complete and forwarded to the Technical Authority within 14 days of the completion of work and must contain the following:
    - i) Requirement Number and Call-up Number;
    - ii) Dated invoice.
  - b) No invoices will be paid for services without receipt of a complete inspection/service report, per piece of equipment, delivered to the Technical Authority.
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.

## 7.7 Insurance

The Contractor must comply with the insurance requirements specified in Annex "D". 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.

## 7.8 SACC Manual Clauses

SACC Manual clause [A9062C](#) (2010-01-11) Canadian Forces Site Regulations

## 7.9 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.

## 7.10 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](#)".

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## ANNEX "A"

### STATEMENT OF WORK

#### 1. Purpose

The Department of National Defence (DND) 22 Wing North Bay, located at Building 15 Manston Crescent, Hornell Heights, Ontario 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 process required in Appendix 1 to Annex A, as well as best practices in the laundering 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 Para 5, Annex A) and deliver back to the unit within seven (7) calendar days;

2.2 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 Para 5.

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.

5. Supplier will service the following locations:

5.1 22 Wing CFB North Bay, Hornell Heights On.  
Buildings:  
Building 15 (Supply);  
Building 7 (Accommodations);  
Building 10 (31 Health Services);  
Building 10 (1 CF Dental Unit)  
Building 11 (Accommodations); and  
Building 14 (Wing Foods).

33 Svc Bn/ Algonquin Regt.

5.2 All Laundry/Dry Cleaning must be picked up and delivered to the sites above by the Contractor. A seven (7) calendar day turn around will be the standard.

5.3 All laundry and dry cleaning must be subject to a count, both at time of pickup and delivery by the Contractor.

#### 6. Count Verification:

6.1 At time of laundry pickup, the Department of National Defence must provide a count sheet with the number of garments to be laundered. Contractor must verify the count no later than the

following morning after pickup. Contractor must only charge for the number of garments that they recorded as receiving. Billing must reflect these numbers. Any discrepancies that Contractor identifies at count time must be faxed no later than the following morning after pickup to the Unit Site Authority as per Units listed in Para 5.

- 6.2 The Unit staff must verify laundry count of any laundered garments returned on drop of day. DND staff must advise the Contractor of any discrepancies. The Contractor must respond back to the Unit Site Authority, within one (1) day of being advised discrepancies and advise the Unit staff of the corrective action.
- 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.

## **7. Handling Instructions**

- 7.1 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.
- 7.2 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.
- 7.3 A GRA pass is required to access building 7. The Contractor must designate a driver with the required security clearance to access building 7.

## APPENDIX 1 ANNEX A

### 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 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 |

Item No.	Item	Material	Process
1	Bags, Bivy Gortex	5	8
2	Bag Sleeping Liner	1	3
3	Bag Sleeping Inner	4	5
4	Bag Sleeping Outer	4	5
5	Bath Towel White and Coloured	2	1
6	Bath Towel Green	2	1
7	Bed Sheets Coloured	2	1
8	Blankets Single	1,3	1
9	Blanket Wool	3	5
10	CADPAT Coat	4	3
11	CADPAT Wind Pant	4	3
12	Chef / Cook Jackets	2	3
13	Comforters	1	3
14	Coveralls Blue or Grey	1	3
15	Curtains Window	1	3
16	Dental / Medical Scrub Bottoms, Teal Green	2	2
17	Dental / Medical Scrub Tops, Teal Green	2	2
18	Dental / Medical Lab Coat White	2	2
19	Dental Smocks	2	2
20	Dish Towel	2	1
21	Drapes SM	2	3
22	Drapes LG	2	3
23	Duffle Bag	2	1
24	Dust Mop / Floor Sweeper	2	1
25	Facecloths, white and coloured	2	1
26	Fitted sheets, coloured and white	6	3
27	Flat Flannel Sheet	2	3
28	Fleece Blankets	5	6
29	General Smock, Dark Blue	2	3
30	Gortex Parka	5	6
31	Hand towel, white and coloured	2	3

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32	Hoods Sleeping Bag	4	3
33	Liners Tent 5 man	4	4
34	Liners Tent 10 man	4	4
35	Liners Tent Center	4	4
36	Liners Tent Front	4	4
37	Liners Tent Rear	4	4
38	Liner Sleeping Bag	2	4
39	Mattress covers, cloth	1	3
40	Mattress covers, plastic	9	4
41	MukLuk Liner	1	3
42	Pillow Cases	6	2
43	Rain Coat	4	4
44	Rain Pants	4	4
45	Shelter Half Tent	4	4
46	Sleeping Bag Case	4	4
47	Soft Floppy Hats	5	6
48	Surgical Sheet Green Large 51X49 in	6	3
49	Surgical Sheet Medium 34x34in	6	3
50	Table Cloths	6	2
51	Table Skirt	6	2
52	Towel Surgical Green large 15x26in	2	3
53	Towel Surgical Blue large 15x26in	2	3
54	Duffle Bag	1	3
55	Shelter Half Tent	4	3

## APPENDIX 2 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.
4. Med / Dental Scrub Tops: Bundled according to size colour band on shirt pocket.  
Marked by Contractor as to how many in each bundle.
5. Med / Dental Scrub Bottoms: Bundled according to size colour band on pant pocket.  
Marked by Contractor as to how many in each bundle.
6. Tablecloths – Marked by Contractor as to how many in each bundle.
7. Napkins – Marked by Contractor as to how many in each bundle.

For shipping, Accommodations will use the Laundry bags provided by the Contractor.

For receiving, Accommodations will receive the clean linen in a clean Laundry bag provided by the Contractor.

A separate invoice must be provided for Building 7 and Building 11 upon receiving of the laundry by Accommodations Staff.

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

ITEM	SHIPPING	RECEIVE
White and/or Colored Sheets	19 Sheets wrapped in one (1) sheet	20 Sheets folded and wrapped in plastic; folded edge on one side
Pillow Cases	19 Pillow Cases placed in one(1) pillowcase	20 Pillow Cases folded and wrapped in plastic; folded edge on one side
Bath Towels	10 Bath Towels placed into one (1) pillow case	5 Bath Towels folded and wrapped in plastic; folded edge on one side (+ one pillowcase)
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 (+one pillow case)
Comforters Double & Queen	5 Comforters wrapped in one (1) Comforter	6 Comforters folded and wrapped in plastic; folded edge on one side
Dish Towels & Cloths	20 Ea placed into one (1) pillowcase	10 Ea folded and wrapped in plastic (+ one pillow case)
Dental Scrub Tops	10 Dental/Medical Scrub Tops placed into laundry bag provided by Contractor.	10 Dental/Medical Scrub Tops folded and wrapped in plastic according to size colour band on shirt pocket.
Dental Scrub Bottoms	10 Dental/Medical Scrub Bottoms placed into laundry bag provided by Contractor.	10 Dental/Medical Scrub Bottoms folded and wrapped in plastic according to size colour band on pant pocket

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Tablecloths	All in 1 large provided laundry bag.	Wrapped in plastic in bundles of 10, folded edge on one side. Separated by color.
Napkins	All in 1 large provided laundry bag.	Wrapped in plastic in bundles of 10, folded edge on one side. Separated by color.

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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 31 December 2021**

**Year 2 – 1 January 2022 to 31 December 2022**

**Year 3 – 1 January 2023 to 31 December 2023**

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## PRICING BASIS "A"

	Item	UOM	Estimated Usage (Annually)	Firm Unit Price Year 1 Date of Award – 31 Dec 2021	Firm Unit Price Year 2 1 Jan 2022 – 31 Dec 2022	Firm Unit Price - Year 3 1 Jan 2023 – 31 Dec 2023
1	Bags, Bivy Gortex	EA	12	\$ /EA	\$ /EA	\$ /EA
2	Bag Sleeping Liner	EA	14	\$ /EA	\$ /EA	\$ /EA
3	Bag Sleeping Inner	EA	60	\$ /EA	\$ /EA	\$ /EA
4	Bag Sleeping Outer	EA	64	\$ /EA	\$ /EA	\$ /EA
5	Bag, Sleeping Arctic	EA	4	\$ /EA	\$ /EA	\$ /EA
6	Bath Towel White and Coloured	EA	900	\$ /EA	\$ /EA	\$ /EA
7	Bath Towel Green	EA	900	\$ /EA	\$ /EA	\$ /EA
7	Bed Sheets Coloured	EA	3500	\$ /EA	\$ /EA	\$ /EA
9	Blankets Single	EA	1000	\$ /EA	\$ /EA	\$ /EA
10	Blanket Wool	EA	1000	\$ /EA	\$ /EA	\$ /EA
11	CADPAT Shirt	EA	6	\$ /EA	\$ /EA	\$ /EA
12	CADPAT Pants	EA	4	\$ /EA	\$ /EA	\$ /EA
13	Chef / Cook Jackets	EA	150	\$ /EA	\$ /EA	\$ /EA
14	Comforters	EA	1000	\$ /EA	\$ /EA	\$ /EA
15	Coveralls Blue or Grey	EA	50	\$ /EA	\$ /EA	\$ /EA
16	Curtains Window	EA	50	\$ /EA	\$ /EA	\$ /EA
17	Dental/Medical Scrub Bottoms, Teal Green	EA	150	\$ /EA	\$ /EA	\$ /EA
18	Dental/Medical Scrub Tops, Teal Green	EA	150	\$ /EA	\$ /EA	\$ /EA
19	Dental/Medical Lab Coat White	EA	100	\$ /EA	\$ /EA	\$ /EA
20	Dental Smocks	EA	200	\$ /EA	\$ /EA	\$ /EA
21	Dish Towel	EA	75	\$ /EA	\$ /EA	\$ /EA
22	Drapes SM	EA	12	\$ /EA	\$ /EA	\$ /EA
23	Drapes LG	EA	12	\$ /EA	\$ /EA	\$ /EA
24	Dust Mop / Floor Sweeper	EA	12	\$ /EA	\$ /EA	\$ /EA
25	Facecloths, white and coloured	EA	900	\$ /EA	\$ /EA	\$ /EA
26	Fitted sheets, coloured and white	EA	3500	\$ /EA	\$ /EA	\$ /EA
27	Flat Flannel Sheet	EA	50	\$ /EA	\$ /EA	\$ /EA
28	Fleece Blankets	EA	1000	\$ /EA	\$ /EA	\$ /EA
29	General Smock, Dark Blue	EA	100	\$ /EA	\$ /EA	\$ /EA
30	Hand towel, white and coloured	EA	200	\$ /EA	\$ /EA	\$ /EA
31	Hoods Sleeping Bag	EA	8	\$ /EA	\$ /EA	\$ /EA
32	Mattress covers, cloth	EA	1250	\$ /EA	\$ /EA	\$ /EA
33	Mattress covers, plastic	EA	1250	\$ /EA	\$ /EA	\$ /EA
34	Mop Heads	EA	15	\$ /EA	\$ /EA	\$ /EA

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35	Napkins	EA	2000	\$	/EA	\$	/EA	\$	/EA
36	Pillow Cases	EA	1200	\$	/EA	\$	/EA	\$	/EA
37	Rain Coat	EA	4	\$	/EA	\$	/EA	\$	/EA
38	Rain Pant	EA	2	\$	/EA	\$	/EA	\$	/EA
39	Soft Floppy Hats	EA	2	\$	/EA	\$	/EA	\$	/EA
40	Surgical Sheet Green Large 51X49 in	EA	175	\$	/EA	\$	/EA	\$	/EA
41	Surgical Sheet Medium 34x34in	EA	200	\$	/EA	\$	/EA	\$	/EA
42	Table Cloths	EA	200	\$	/EA	\$	/EA	\$	/EA
43	Table Skirt	EA	25	\$	/EA	\$	/EA	\$	/EA
44	Towel Surgical Green large 15x26in	EA	75	\$	/EA	\$	/EA	\$	/EA
45	Towel Surgical Blue large 15x26in	EA	75	\$	/EA	\$	/EA	\$	/EA

**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 – 31 Dec 2021	Firm Unit Price – (Percentage) Year 2 1 Jan 2022 31 Dec 2022	Firm Unit Price – (Percentage) Year 3 1 Jan 2023 – 31 Dec 2023
1	Miscellaneous Laundry Items: will be offered at current trade prices less a discount of %.	\$5,000	%	%	%
2	Miscellaneous Dry Cleaning Items: will be offered at current trade prices less a discount of %.	\$5,000	%	%	%


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## ANNEX "C"

### SECURITY REQUIREMENTS CHECK LIST

 <b>Government of Canada</b> / <b>Gouvernement du Canada</b>		<b>Contract Number / Numéro du contrat</b> W0135-211741 / 0135-LDS-092020	
		<b>Security Classification / Classification de sécurité</b> Unclass	
<b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b> <b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>			
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>			
<b>1. Originating Government Department or Organization</b> Ministère ou organisme gouvernemental d'origine <b>Department of National Defence</b>		<b>2. Branch or Directorate / Direction générale ou Direction</b> <b>22 Wing North Bay</b>	
<b>3. a) Subcontract Number / Numéro du contrat de sous-traitance</b>		<b>3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant</b>	
<b>4. Brief Description of Work - Brève description du travail</b> Laundry and dry cleaning pick up/drop off at building 7 inside restricted area of 22 Wing North Bay			
<b>5. a) Will the supplier require access to Controlled Goods?</b> Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
<b>5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?</b> 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	
<b>6. Indicate the type of access required - Indiquer le type d'accès requis</b>			
<b>6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?</b> 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	
<b>6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas?</b> 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	
<b>6. c) Is this a commercial courier or delivery requirement with no overnight storage?</b> 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	
<b>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</b>			
<b>Canada</b> <input type="checkbox"/>		<b>NATO / OTAN</b> <input type="checkbox"/>	<b>Foreign / Étranger</b> <input type="checkbox"/>
<b>7. b) Release restrictions / Restrictions relatives à la diffusion</b>			
<b>No release restrictions</b> Aucune restriction relative à la diffusion <input type="checkbox"/> <b>Not releasable</b> À ne pas diffuser <input type="checkbox"/> <b>Restricted to: / Limité à:</b> <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:		<b>All NATO countries</b> Tous les pays de l'OTAN <input type="checkbox"/> <b>Restricted to: / Limité à:</b> <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
		<b>No release restrictions</b> Aucune restriction relative à la diffusion <input type="checkbox"/> <b>Restricted to: / Limité à:</b> <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	
<b>7. c) Level of information / Niveau d'information</b>			
<b>PROTECTED A</b> PROTÉGÉ A <input type="checkbox"/>		<b>NATO UNCLASSIFIED</b> NATO NON CLASSIFIÉ <input type="checkbox"/>	<b>PROTECTED A</b> PROTÉGÉ A <input type="checkbox"/>
<b>PROTECTED B</b> PROTÉGÉ B <input type="checkbox"/>		<b>NATO RESTRICTED</b> NATO DIFFUSION RESTREINTE <input type="checkbox"/>	<b>PROTECTED B</b> PROTÉGÉ B <input type="checkbox"/>
<b>PROTECTED C</b> PROTÉGÉ C <input type="checkbox"/>		<b>NATO CONFIDENTIAL</b> NATO CONFIDENTIEL <input type="checkbox"/>	<b>PROTECTED C</b> PROTÉGÉ C <input type="checkbox"/>
<b>CONFIDENTIAL</b> CONFIDENTIEL <input type="checkbox"/>		<b>NATO SECRET</b> NATO SECRET <input type="checkbox"/>	<b>CONFIDENTIAL</b> CONFIDENTIEL <input type="checkbox"/>
<b>SECRET</b> SECRET <input type="checkbox"/>		<b>COSMIC TOP SECRET</b> COSMIC TRÈS SECRET <input type="checkbox"/>	<b>SECRET</b> SECRET <input type="checkbox"/>
<b>TOP SECRET</b> TRÈS SECRET <input type="checkbox"/>			<b>TOP SECRET</b> TRÈS SECRET <input type="checkbox"/>
<b>TOP SECRET (SIGINT)</b> TRÈS SECRET (SIGINT) <input type="checkbox"/>			<b>TOP SECRET (SIGINT)</b> TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103 (2004/12)

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Gouvernement  
of Canada  
Gouvernement  
du Canada

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**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?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité : ☒ No ☐ Yes  
Non Oui

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 ☐ Yes  
Non 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  
☒ RELIABILITY STATUS  
COTE DE FIABILITÉ ☐ CONFIDENTIAL  
CONFIDENTIEL ☐ SECRET  
SECRET ☐ TOP SECRET  
TRÈS SECRET  
☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT ☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL ☐ NATO SECRET  
NATO SECRET ☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET  
☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments: Will require access to GRA for pick up/drop off at Bldg 7 Accommodations  
Commentaires spéciaux :

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 ☐ Yes  
Non Oui  
If Yes, will unscreened personnel be escorted:  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non 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 ☐ Yes  
Non Oui

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**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 Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Assets Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 ☐ Yes  
Non 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.

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

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) <b>MCpl Belanger</b>	Title - Titre <b>SCO</b>	Signature <b>BELANGER, RYAN 984</b>	Digitally signed by BELANGER, RYAN 984 Date: 2020.08.25 13:30:58 -04'00'
Telephone no. - N° de téléphone <b>2370</b>	Facsimile - Télécopieur	E-mail address - Adresse courriel <b>Ryan.Belanger@forces.gc.ca</b>	Date <b>2020-08-25</b>
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <b>Sasa Medjovic</b>	Title - Titre <b>Security analyst</b>	Signature <b>MEDJOVIC SASHA 234</b>	Digitally signed by MEDJOVIC, SASHA 234 DN: cn=SASHA, cn=SC, ou=FORCES, ou=INTERNAL, cn=SASHA 234 Reason: I am approving this document Location: your signing location here Date: 2020-09-11 12:28:02 Full PhantumpDF Version: 9.7.1
Telephone no. - N° de téléphone <b>613-996-0286</b>	Facsimile - Télécopieur	E-mail address - Adresse courriel <b>sasa.medjovic@forces.gc.ca</b>	Date
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 <input type="checkbox"/> Yes
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	
Telephone no. - N° de téléphone	Facsimile - Télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorisé contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) <b>Stephanie Tompkins</b> <b>Contract Security Officer</b> <a href="mailto:Stephanie.tompkins@tpgsc-pwgsc.gc.ca">Stephanie.tompkins@tpgsc-pwgsc.gc.ca</a>		Title - Titre	Signature <b>Tompkins Stephanie</b>
		E-mail address - Adresse courriel	Date Digitally signed by Tompkins, Stephanie Date: 2020.09.30 08:53:35 -04'00'

## ANNEX "D"

### 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.
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 "E"

### 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 “F” 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 “G”

### 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 - \_\_\_\_\_

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

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

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

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

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

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

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.