



**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

Manitoba

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal To: Public Works and Government  
Services Canada

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: Travaux Publics et Services  
Gouvernementaux Canada

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

Comments - Commentaires

<b>Title - Sujet</b> Laundry and Dry Cleaning Services des services de blanchissage et de nettoyage à sec	
<b>Solicitation No. - N° de l'invitation</b> W0127-20P014/A	<b>Date</b> 2020-12-22
<b>Client Reference No. - N° de référence du client</b> W0127-20P014	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$STN-205-5409	
<b>File No. - N° de dossier</b> STN-0-43107 (205)	<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> Central Standard Time CST <b>on - le 2021-01-21</b> Heure Normale du Centre HNC	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Baessler, Nancy	<b>Buyer Id - Id de l'acheteur</b> stn205
<b>Telephone No. - N° de téléphone</b> (306) 241-2826 ( )	<b>FAX No. - N° de FAX</b> (306) 975-5397
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE ATTN: BLDG 187 SAPPER WAY P.O.BOX 10500 STN FORCES EDMONTON Alberta T5J4J5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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/Réception  
des soumissions Travaux publics et Services gouvernementaux  
Canada  
Government of Canada Building  
101 - 22nd Street East  
Suite 110  
Saskatoon  
Saskatche  
S7K 0E1

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

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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 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 DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

For the supply of all labor, materials, tools, equipment, transportation, and supervision necessary to provide regular laundry and dry cleaning services, including pickup and delivery of items, to the Department of National Defence, Edmonton Garrison, located north of Edmonton, Alberta; and to the Jefferson Armoury located in the city of Edmonton, on a regularly scheduled and on an "as and when requested" basis during the period of the Contract.

Services include pick-up and delivery of items on a regularly scheduled and on an "as and when requested" basis, in accordance with the terms and conditions contained in the Request for Proposal. The resulting Task Authorization (TA) contract will be for a three-year period, from date of contract award.

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

### **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](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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 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 bid solicitation:  
**PWGSC Western Region Bid Receiving Unit**

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca)

**Note:** Bids 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 Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

It is the Bidder'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 solicitation closing date.

Bids transmitted 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

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

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

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

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

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

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

#### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 Alberta.

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

#### **2.6 Bid Challenge and Recourse Mechanisms**

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers 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)

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- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

Bids transmitted by facsimile or hardcopy will not be accepted.

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 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 Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

### **3.1.2 Electronic Payment of Invoices – Bid**

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

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

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

### **3.1.3 Exchange Rate Fluctuation**

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

## **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" and "financial" evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Technical Criteria**

- a) Ability to perform the full scope of the work as described in Annex A, Statement of Work.
- b) Provision of pricing as per the instructions in Annex B, Basis of Payment.

#### **4.1.2 Financial Evaluation**

The total overall bid price will be calculated as follows:

- a) The extended price will be calculated by multiplying the estimated usage values provided by the Bidder's corresponding unit price.
- b) The total assessed bid price is the aggregate of all the extended prices for all three (3) years.

### **4.2 Basis of Selection**

- 4.2.1** A bid must comply with all the requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

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

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real 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.

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid list at the time of contract award.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Statement of Work**

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

#### **6.1.2 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **6.1.2.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex C.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (2) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **6.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of **\$25,000.00**. Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority before issuance.

##### **6.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

##### **6.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "D". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain

#### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

#### **For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

### **6.1.2.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by the Department of National Defence, 1 SVC BN Supply Coy LPO. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## **6.2 Standard Clauses and Conditions**

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

### **6.2.1 General Conditions**

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

## **6.3 Security Requirements**

**6.3.1** There is no security requirement applicable to the Contract.

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the Contract is for three (3) years from date of Contract award.

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Nancy Baessler, Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch

Telephone: 306 241 2826  
E-mail address: nancy.baessler@pwgsc-tpsgc.gc.ca

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

### **6.5.2 Project Authority**

The Project Authority for the Contract is:

*To be Determined*

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

### 6.5.3 Contractor's Representative

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2019-01 of the Treasury Board Secretariat of Canada.

### 6.7 Payment

#### 6.7.1 Basis of Payment - Limitation of Expenditure

For the Work described in the **Statement of Work – “Regularly Scheduled” Services** in Annex A; and relating to **Basis of Payment** in Annex B:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ \_\_\_\_\_ (*amount inserted at contract award*). Customs duties are included and Applicable Taxes are extra.

#### 6.7.2 Limitation of Expenditure

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

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

whichever comes first.

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

### **6.7.3 Basis of Payment – Limitation of Expenditure – Task Authorizations**

For the Work described in the **Statement of Work – “Regularly Scheduled” Services** in Annex A; and relating to **Basis of Payment** in Annex B:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the work specified in the authorized Task Authorization (TA), and relating to **As and When Requested Services** in Annex B – Basis of Payment, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.7.4 Monthly Payment**

SACC Manual clause H1008C (2008-05-12), Monthly Payment

### **6.7.5 SACC Manual Clauses**

A9117C (2007-11-30), T1024 Direct Request by Customer Department

### **6.7.6 Electronic Payment of Invoices – Contract**

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

*To be determined.*

## **6.8 Invoicing Instructions**

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

Each invoice must be supported by:

- a. A copy of the DND 626 and any other documents 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.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

### 6.10 Applicable Laws

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

### 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2020-05-28), Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) the Contractor's bid dated \_\_\_\_\_,

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

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

**OR**

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

### 6.13 Insurance

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

### 6.14 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.

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File No. - N° du dossier

Buyer ID - Id de l'acheteur  
STN205  
CCC No./N° CCC - FMS No./N° VME

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- (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](#)".

#### **6.15 SACC Manual Clauses**

A9062C (2011-05-16) Canadian Forces Site Regulations  
C0705C (2010-01-11), Discretionary Audit

**ANNEX "A"**

**STATEMENT OF WORK**

For the supply of all labor, materials, tools, equipment, transportation, and supervision necessary to provide regular laundry and dry cleaning services, including pickup and delivery of items, to the Department of National Defence, Edmonton Garrison, located north of Edmonton, Alberta; and to the Jefferson Armoury located in the city of Edmonton, on a regularly scheduled and on an "as and when requested" basis during the period of the Contract.

**1.0 RESPONSE TIME/FRAME FOR COMPLETION OF WORK**

- 1) This requirement has a regular laundry and dry cleaning pick up schedule that must be adhered to. Times, days and locations are identified in items A and B below.
- 2) In addition to regular pickups, there may be additional tasks. Response time of the Contractor shall be within 2 days of receipt of a task authorization.
- 3) Service turnaround times are as follows from time of items being picked up, unless otherwise directed by the Site Authority.
  - a. Laundry items are to be returned within three (3) calendar days.
  - b. Dry cleaning within seven (7) calendar days.
- 4) The Department of National Defence reserves the right to inspect the items and if the specified standards are not met, items will be re-laundered until specifications are met. This will be done at no additional cost to the Department of National Defence.
- 5) Contractor's facility must be open for business at least six (6) days a week.
- 6) All pick-ups will be listed on the delivery slip or DND 626, Task Authorization Form.
- 7) All deliveries are to be completed as per the delivery slip or DND 626, Task Authorization Form; no partial deliveries will be accepted.
- 8) All deliveries will be made to the same address as the original pick up.

A. **REGULARLY SCHEDULED SERVICES:** Weekly delivery pick up locations and days are as follows:

Item No.	Project Authority	Pick-up/Drop-off Location	Day of the Week
1	Squadron Quartermaster (SQ)	408 Squadron/Hanger 2, Door 7 and Door 8	Wednesday
2	Clothing Supervisor IC	Clothing/Building 176	Tuesday, Friday AM
3	Warehouse Supervisor	Supply Company/Bldg. 236, Door 6	Tuesday, Friday AM
4	Regimental Quartermaster (RQ) or Technical Quartermaster (TQ)	1 Service Battalion/Bldg. 179, Door 12	Thursday AM
5	RQ or TQ	3 PPCLI/Bldg. 408, Door 5	Wednesday
6	RQ or TQ	1 Headquarters and Signals Regiment/Bldg. 400, Door E	Wednesday

7	Tool Crip Supervisor	Lord Strathcona Horse Regiment (LdSH)/Bldg. 405, Door 10	Thursday, Friday AM
8	RQ or TQ	1 Canadian Engineer Regiment (CER)/Bldg. 404, Bay 17	Thursday AM
9	RQ or TQ	1 Field Ambulance (Fd Amb)/Bldg. 175	Thursday
10	Warehouse Supervisor	CSG Edmonton/Jefferson Armoury, Door 3 11630-109 Street, Edmonton	Thursday
11	RQ or TQ	Reserve Units/Jefferson Armoury, Door 4 11630-109 Street, Edmonton	Thursday

**B. AS AND WHEN REQUESTED SERVICES:** Services requiring a Task Authorization form – DND 626:

Item No.	Project Authority (for issuance of TA DND 626)	Pick-up/Drop-off Location	Day of the Week
1	Logistics Officer or Supply Account Holder	Site E18	"As and when requested" by Project Authority
2	Procurement Officer	7 Canadian Forces Supply Depot (CDFS) Building 236 East End Door, Valour Road (195 Avenue) and Rhine Road (83rd Street)	"As and when requested" by Project Authority
3	RQ or TQ	1 Princess Patricia Canadian Light Infantry (PPCLI)/Bldg. 403 QM	"As and when requested" by Project Authority
4	RQ or TQ	1 Military Police Regiment / Bldg 191	"As and when requested" by Project Authority

- 9) All pick-ups/deliveries are to be made between 0900 - 1500 hrs. No deliveries are to be made Friday PM or Monday. All locations shall have weekly pickup at a minimum. No Deviations.
- 10) Due to operational requirements, changes to addresses and/or pick up time will be provided by Garrison Supply as they occur.
- 11) Written communication will occur between the Project Authority and Contractor Contact identified in the Contract and will be provided to the driver upon pick up of the laundry.
- 12) All permanent schedule changes are to be approved by Garrison Supply in conjunction with the Contracting Authority, whereby an amendment will be issued.

**2.0 SITE SPECIFIC INSTRUCTIONS**

- 1) Location Site E18 - this pick up will only be when called for by Militia Supply on DND 626, Task Authorization Form. Delivery/pick up times will not be on Friday afternoon or Monday.
- 2) 2.2 7 Canadian Forces Supply Depot, Building 236 East End door, Valour Rd., (195th Avenue) and Rhine Rd. (83rd Street) - this pick up will only be called for by 1 Service Battalion LPO on DND 626, Task Authorization Form. Delivery/pick up times will not be on Friday afternoon or Monday.

### 3.0 CONTRACTOR'S RESPONSIBILITY

- 1) The Contractor's delivery agent shall accept the Department of National Defence's count of soiled garments, towels and sheets, which he may check, sign a delivery slip to be kept by the client.
- 2) After delivery to the Contractor's facility and prior to laundry and dry cleaning services being performed, the contractor will confirm the number and types of items delivered against the client's count.
  - a) Any error or discrepancies will be reported immediately to the client, prior to the services commencement. Written notification of errors or discrepancies can be deliver by fax or email to the applicable Project Authority.
- 3) The client will sign the Contractor's delivery slips for cleaned items.
- 4) Any discrepancies found by the client, upon return that were not reported as per 2.1, will be deemed the Contractor's responsibility and will be investigated by the Contractor to the satisfaction of the client. Discrepancies include but are not limited to:
  - a) Missing items: Items deemed to be missing based on a comparison of the quantity shown by the delivery slip or amended notification but not received upon call up delivery.
    - i. If it is determined that the Contractor is responsible for the missing items, the Contractor will replace the items or provide compensation based on industry stand rates for missing items.
  - b) Damaged Items: Damage to items that can be linked to the laundry or dry cleaning processes.
    - i. If it is determined that the damage is derived through improper or faulting mechanical or procedural processes, the Contractor will repair or replace the damage items, or provide compensation based on industry standard rates for damaged items.
    - ii, The Contractor will not be held responsible for damaged relating to missing buttons or damaged zippers.
  - c) Items improperly cleaned/missed during call up process: Items that are returned to the client that do not meet the cleaning standards outlined in Item 4.
    - i. Any improperly cleaned or missed items will ne picked up immediately by the Contractor for cleaning at no additional charge to the client.
- 5) The Contractor will provide the client, the necessary forms or procedure to submit their complaints.
- 6) The client has seven (7) business days upon delivery to submit a complaint. The Contractor has forty-eight (48) hours to respond to a client's complaint and five (5) business days to formally address the issue.
- 7) The Contracting Authority will be included in all correspondence regarding complaints.

#### 4.0 CLEANING STANDARDS

- 1) All items will be laundered/dry cleaned in accordance with the processing requirements outline in the following table:

<u>Class</u>	
1	Clothing
2	Bedding and Towels
3	Camping Equipment
4	Miscellaneous
<u>Material</u>	
1	Cotton
2	Wool
3	Nylon
4	Leather
5	Rayon
6	Canvas
7	Miscellaneous
8	Rubber
<u>Process Required</u>	
1	Hot Wash
2	Cold Wash
3	Tumble Dry
4	Hang Dry
5	Hand Fold
6	Roller Press
7	Hand Press
8	Stretch
9	Starch
10	Anti-Static
11	Wash twice
12	Dry Clean
13	Re-add anti-static
14	Re-starch
15	Soak and stain removal
16	Tumble dry low heat
17	Hand sponge and air dry
18	No heat air dry

- 2) No substitution of items will be made – actual item received to be returned to DND.  
3) All colored items are to be sorted by Contractor prior to laundry services being performed.

- 4) Anti-static treatment to be provided by Contractor for flying coveralls, flying trousers and all other flying related items.
- 5) Sleeping bags and sleeping bag hoods to be returned rolled, tied and wrapped in plastic.
- 6) Tent liners, mitts, parkas, mukluks, utility sheets, balaclavas, socks, coats and trouser to be wrapped in plastic.
- 7) Sheets, blankets, shirts etc. are to be wrapped in plastic.
- 8) Dress uniforms to be individually wrapped in plastic.
- 9) All coveralls to be treated with a degreaser when requested. Coveralls and other articles requiring this treatment shall be laundered separately or with like items to reduce the possibility of transfer of grease.
- 10) Packaging used shall be of a type to keep items clean and dry. Packaging to be to industry and Department of National Defence standards.

#### **5.0 USAGE NOTES**

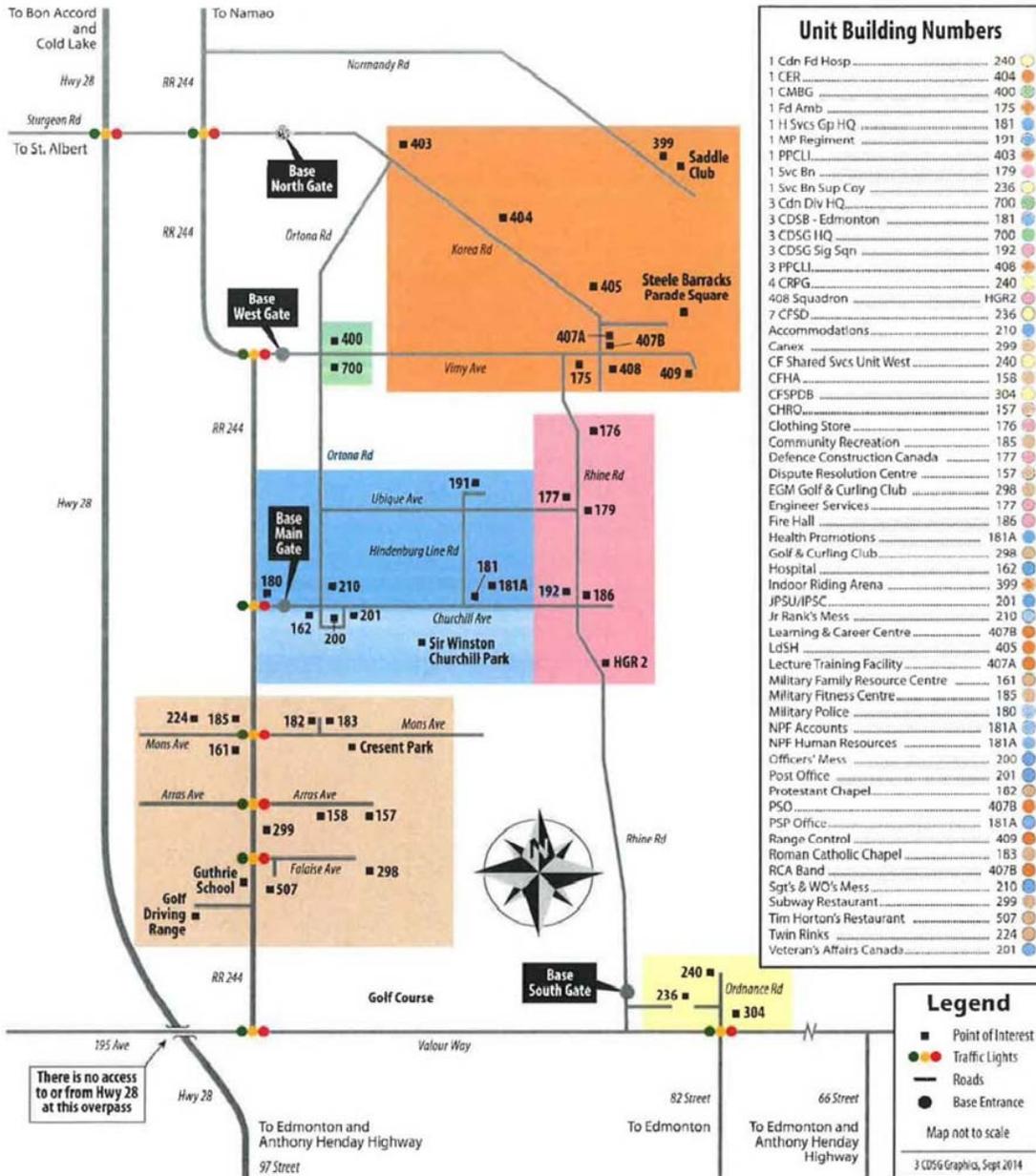
- 1) Cadet Season – September – May: Approximately 400 sleeping bags per week go out for cleaning.
- 2) Approximately another 100 sleeping bags per week could go out from other sections through the year.

#### **6.0 BASE MAP**

- 1) A map of Edmonton Garrison is included as reference on the following page:



# 3 CDSB Edmonton Steele Barracks



## ANNEX "B"

### BASIS OF PAYMENT

It is MANDATORY that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. This section, when completed, will be considered as the Bidder's financial proposal.

Bidders shall provide bids as per unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

**For each year, the firm unit prices quoted for items 1 to 96 will be multiplied by the estimated annual usages shown. The resulting amounts will be added together to obtain a total evaluated price.**

Should there be an error in the pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Rates must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing. No additional charges will be allowed for travel to the site.

Estimated usages are for information purposes only; actual usage will vary from amounts shown.

\*Please refer to Appendix 1 - Key to Table Codes for further information regarding the columns labeled Class, Material, and Process Required.

Item	Description	Class*	Material*	Process Required*	Est. Annual Usage	Year 1 (Dates TBD) Firm Unit Price	Year 2 (Dates TBD) Firm Unit Price	Year 3 (Dates TBD) Firm Unit Price
1.	Arctic Parka	1	7	1, 3, 5	1200 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea
2.	Sleeping Bag - Inner	3	1-3-7	1, 3, 5	3500 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea
3.	Sleeping Bag - Outer (not a shell)	3	1-3-7	1, 3, 5	3500 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea
4.	Sleeping Bag, Trade/1 piece	3	1-3-7	1, 3, 5	3500 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea
5.	Coveralls	1	1	1, 3, 5	4200 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea
6.	Tent, Liner, Modular - Centre Section	3	3	15,1,3,5	255 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea
7.	Sleeping Bag, Hood, Down-filled	1	1-3-7	1,3,5	3500 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea
8.	Coveralls, Flying, Combat	1	2-7	1,10,3,5	25 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea
9.	Jacket, Gortex	1	7	1,3,5	375 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea
10.	Tent, Arctic, 5 Person, Liner	3	3	15,1,3,5	30 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea
11.	Tent, Arctic, 5 Person	3	3	15,1,3,5	30 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea
12.	Tent, Arctic, 10 Person	3	3	15,1,3,5	30 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea
13.	Arctic Parka Hood	1	8	1,4,5	45 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea
14.	Arctic Parka Liner	1	8	1,4,5	55 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea
15.	Bag, Evacuation, Casualty, Insulated	3	1-3-7	1,3,5	5 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea
16.	Blanket, Fire Asbestos	4	7	2,16,3	250 ea	\$_____ /ea	\$_____ /ea	\$_____ /ea

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17.	Blanket, Thermal, Single	1	1,7	1, 3, 5	475 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
18.	Blanket, Wool	1	2	2,17,	250 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
19.	Cap, Comforter	1	2	1,17	250 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
20.	Cargo Packs Canvas, 100 lb	3	3	1, 3, 5	250 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
21.	Coat & Liner, Firefighters	1	1,2	2,3	100 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
22.	Sleeping Bag Cover	3	3	1,3,5	680 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
23.	Flag, Nylon	4	3	1,3,5	150 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
24.	Gloves, Insert, Wool	1	2	2,17	325 pairs	\$ _____ /pair	\$ _____ /pair	\$ _____ /pair
25.	Gloves, Knitted, Leather Palm	1	2,4	12	10 pairs	\$ _____ /pair	\$ _____ /pair	\$ _____ /pair
26.	Jacket, Bandsman, w/Gold Trim	1	2,7	12,7	20 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
27.	Jacket, Cold Weather, AFV	1	1,2,3	1,3,5	20 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
28.	Jacket, Flying, Lightweight	1	1,3	1,3,10,5	100 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
29.	Liner, Tent, Modular, Front Section	3	3	15,1,3,5	65 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
30.	Liner, Tent, Modular, Rear Section	3	3	15,1,3,5	60 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
31.	Liner, Firefighter Trousers	1	2	1,2,17	50 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
32.	Liner, Parka	1	3,7	1,3,5	50 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
33.	Mitts, Arctic, Outer	1	4	12	90 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
34.	Mitts, Leather	1	4	12	10 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
35.	Mitts, Arctic, Liners	1	2,7	2,17	90 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea

36a.	Overalls, Cold Weather	1	1,2,3	1,3	24 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
36b.	Overall Cotton or Nylon	1	1,2,3	2,17	10 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
37.	Pants, Gore- Tex	1	7	1,3,5	250 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
38.	Pants, Tac Hel, Olive Green w/Leg Pocket	1	2,7	2,17,5	250 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
39.	Parka, Intermediate, Cold Weather	1	1,2	1,3,5	250 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
40.	Rucksacks	4	1,3,4	1,3,5	200 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
41.	Scarf	1	2	2,17,5	40 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
42.	Shirts, Tac Hel, Olive Green	1	2,7	2,17,5	15 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
43.	Sweaters, Combat CF Green	1	2	2,17,5	250 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
44.	Topcoat, Women's & Men's, Cadet	1	2	2,17,5	250 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
45.	Trousers, Bandsman	1	2	12,7	250 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
46.	Trousers, Flying	1	1,2,3	1,3,5,13	250 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
47.	Trousers, Service, CF	1	2,3	2,17,7	100 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
48.	Toque	1	2	1,3,5	100 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
49.	Balaclava	1	2	1,3,5	130 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
50.	Regular Comforter	2	1,2	1,3,5	25 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
51.	Jacket, Rain (line dry/hang to dry)	1	3,8	2,4,5	225 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
52.	Mukluks (pairs)	1	6,8	1,4	25 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea

53.	Pants, Fleece	1	7	1,3,5	230 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
54.	Trousers, Rain (line dry/hang to dry)	1	3,8	2,18,5	260 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
55.	Bags, Cotton Laundry	4	1	1,3,5	240 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
56.	Bags, Duffel Kit, Cotton Duck	4	6	1,3,5	280 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
57.	Bags, Laundry, Canvas	4	6	1,3,5	390 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
58.	Bags, Protective	4	3,6	1,18,5	150 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
59.	Coat, Combat, Lightweight	1	1,3	1,3,5	150 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
60.	Coat, Men's Combat, No. 107	1	1	1,3,7,5	25 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
61.	Cover, Ironing Board	2	1,7	1,3,5	6 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
62.	Crew-suit, Armoured	1	1,3	1,3,10,5	20 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
63.	Socks, Wool Freeze	1	1	2,17,5	40 pairs	\$ _____ /pair	\$ _____ /pair	\$ _____ /pair
64.	Jacket, Floater	4	3,8	2,4,5	6 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
65.	Jacket, Man's Cadet	1	5,7	2,4,7,5	6 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
66.	Jacket, Woman's Cadet	1	5,7	2,4,7,5	6 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
67.	Jacket, Safety, Neoprene	1	3,8	1,18	6 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
68.	Parkas	1	1,3	1,3,5	50 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
69.	Parka, Men's Cotton & Nylon	1	1,3	1,3,5	6 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
70.	Parka, White Winter Camouflage	1	1	1,3,5	25 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea

71.	Ponchos/ Utility Sheets	1	3,8	1,18	30 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
72.	Rags, Wiping (lbs)	4	1	1,3,5	6 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
73.	Shirts, Floater (1 piece)	1	1,7	2,4,5	125 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
74.	Smock, General Purpose	1	1,7	1,3,5	250 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
75.	Smock, Cotton, Duck	1	1	1,3,5	250 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
76.	Suits, Diver's Floater	1	3,8	2,4,5	6 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
77.	Tent, 5 Man Arctic	3	1,3	1,17,5	2 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
78.	Tent, 10 Man Arctic	3	1,3	1,17,5	5 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
79.	Towels, Maintenance Shop	2,3	1,4	1,3,5	5 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
80.	Trousers, Combat	1	1,3	1,3,5	1010 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
81.	Trousers, Parka White Camouflage	1	6	1,3,5	500 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
82.	Trousers, Wet Weather	1	3,7	1,3,5	100 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
83.	Trousers, Windproof	1	5,7	1,3,5	100 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
84.	Undershirt, Cotton, Quarter Sleeve	1	1	1,3,5	6 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
85.	Valise, Tent, Sleeping	1	1	1,3,5	6 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
86.	Coveralls, Crew Suits, Cotton	1	1,2,3,7	1,3,5	100 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
87.	Shirts, Cotton, All Types	1	1	1,3,5	100 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
88.	Hockey Jersey	1	1	1,3,5	200 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
89.	Hockey Socks	1	1	1,3,5	30 pairs	\$ _____ /pair	\$ _____ /pair	\$ _____ /pair

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90.	Pinnies	1	1	1,3,5	36 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
91.	Table Cloth	4	1	1,6	85 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
92.	Bath Towel	2	1,7	1,3,5	500 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
93.	Broomball Trousers	1	1	1,3,5	15 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
94.	Bed Sheets	2	1	1,6	500 ea	\$ _____ /ea	\$ _____ /ea	\$ _____/ea
95.	Underwear, Cotton	1	1	1,3,5	115 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
96.	Vests (Assorted)	1	1,3	1,3,5	115 ea	\$ _____ /ea	\$ _____ /ea	\$ _____ /ea
97.	General Laundry items not appearing herein will be priced at the rate of \$ _____/kg							
98.	Any Dry Cleaning items not appearing herein will be priced in accordance with the Contractor's current published price list, less a discount of _____%.							

**NOTE: A rate must be provided for items 97 and 98; however, these items will not be included in the financial evaluation**

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**ANNEX "C"**

**DND 626 TASK AUTHORIZATION FORM**

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – A	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédiez à		
Delivery/Completion date – Date de livraison/d'achèvement		
_____ Date		_____ for the Department of National Defence pour le ministère de la Défense nationale
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.



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## **ANNEX "E" to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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