

**Lab Coats Rental**  
**STATEMENT OF WORK**  
**January 04, 2021**

**1. Scope**

**1.1. Lab coats service**

Rental, maintenance and repair of lab coats, towels, hand towels and dish cloths.

**1.2. Introduction**

Laundry, cleaning and other related services for the maintenance and rental of lab coats, towels and dish cloths.

**1.3. Objectifs des besoins**

The supplier will be responsible for the weekly maintenance of the white lab coats, white terry towels and absorbent dish cloths, replacing or repairing them as required.

**1.4. Contexte et portée particulière des besoins**

The lab coats will be used by laboratory personnel who, in the course of their work, carry out chemical or microbiological analyses. The lab coats are also used by visitors, contractors and the building maintenance team.

**2. Needs**

**2.1. Tasks, activities, deliverables and milestones**

1. Provide the following items: white lab coats, absorbent white terry towels and absorbent dish cloths according to the attached inventory;
2. Identify the lab coats inside (user's name) and protect them in transit to keep them clean;
3. Pick up and delivery of all items once a week, always on the same day, whenever possible, and within the store's business hours of 8:00 a.m. to 11:45 a.m. and 1:00 p.m. to 4:15 p.m.;
4. To maintain and clean all items to be picked up each week;
5. Replace the lab coats as needed and/or upon request of the customer;
6. Respond to additional customer requirements (white lab coats, white terry towels and absorbent dish cloths) within 2 weeks;
7. The supplier at the customer's request will have a two-week delay for any inventory reduction request;
8. The Supplier shall carry out a complete inventory of all items upon request and by appointment with the Departmental Representative;

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**Énoncé des Travaux**

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9. The white lab coats must meet the following criteria: 100% cotton, opaque fabric, must reach the knees of each user, with and without sleeves according to the quantity requested by the customer, i.e. approximately 50% with machon and 50% without machon. The smock must have pockets and be equipped with snap buttons, all to the satisfaction of the ministerial representative.

It is possible within the framework of the contract that there may be specific needs such as antistatic coats.

10. The price grid is based on a monthly price and the service is weekly. The number of coats and cloths listed in the inventory grid is based on a monthly rotation.

## **2.2. Method and source of acceptance**

Cleaned items must be clean and odorless. And they must have been cleaned with a hypoallergenic soap and if possible biodegradable and eco responsible.

If an item is not cleaned to the satisfaction of the departmental representative, it will be returned to the supplier and must be cleaned at the supplier's expense.

## **2.3. Reporting Requirements**

Invoices should be sent to the following address: Quebec\_Magasin\_Longueuil@canada.ca  
The contract number must be written on the invoice as well as the organization number (9000).

## **2.4. Project Management Control Procedures**

The Project Manager will oversee the work of the contractor.

## **3. Information supplémentaire**

### **3.1. Authorities**

The contractor will deal with the Chief Storekeeper or Facilities Officer.

### **3.2. Canada's Obligations**

The chief storekeeper will take care of receiving the items at the receiving dock or any other person at the service of the merchandise receiving team located at 1001 Saint-Laurent Ouest Longueuil, Quebec.

### **3.3. Obligations of the contractor**

The merchandise must be delivered on a weekly basis according to a regular schedule agreed upon with the project manager.

The contractor will have to avoid overpackaging and, as much as possible, use recyclable and biodegradable packaging, in a spirit of sustainable development.

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**3.4. Place of work, location of work and place of delivery**

1001 Saint-Laurent Street West, Longueuil, Quebec J4K 1C7

**3.5. Working language**

French

**3.6. Insurance Requirements**

The contractor must have and maintain appropriate professional liability insurance coverage.

**3.7. Travel and Living Expenses**

All travel and living expenses (if applicable) are included in the amount allocated to the contract.

**4. Project Schedule**

At the awarding of the contract, the contractor will meet with the departmental representative to establish the implementation procedure (inventory taking, staff action if necessary, etc.), the supplier will have approximately 4 weeks to prepare to offer the service following the awarding of the contract.

**4.1. Anticipated project start and completion dates**

The services of the contractor will be required for a period of approximately 3 years, starting April 1, 2021. The expected completion date is March 31, 2024.

**5. Applicable Documents and Glossary**

**5.1. Applicable documents**

Inventory;

Price table: prices must be broken down.

**Annexe "A"**  
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**Health Canada**  
**1001, Saint-Laurent Street West**  
**Longueuil, Quebec J4K 1C7**

**Inventory**

<b>Product</b>	<b>Required services</b>	
	<b>Location</b>	<b>Laundry service</b>
White Lab Coats with pockets 40 identified VISITOR		X
500 White Lab Coats of size 36 to 56 identified in the name of each user (with or without half-half sleeve).	X	X
50 white terrycloth hand towels	X	X
50 dish cloths	X	X
4 carrying bags for maintenance (supplied and maintained)	No charge	

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**Price Table**

<b>Item</b>	<b>Monthly quantity *estimation</b>	<b>Monthly price</b>	<b>Total Price 01/04/2021- 31/03/2022</b>	<b>Total Price 01/04/2022 - 31/03/2023</b>	<b>Total Price 01/04/2023 - 31/03/2024</b>	<b>Total Price</b>
<b>Rental of white lab coat</b>	500	\$	\$	\$	\$	\$
<b>Rental of white terry towels</b>	50	\$	\$	\$	\$	\$
<b>Rental of dish cloths</b>	50	\$	\$	\$	\$	\$
<b>*White lab coat cleaning</b>	500	\$	\$	\$	\$	\$
<b>*VISITOR lab coat cleaning</b>	40	\$	\$	\$	\$	\$
<b>*White Terry Towel Cleaning</b>	50	\$	\$	\$	\$	\$
<b>*Dishcloth cleaning</b>	50	\$	\$	\$	\$	\$
<b>Carry bag (4)</b>	0	\$	\$	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$	\$	\$	\$