



**RETURN BIDS VIA E-MAIL TO:  
RETOURNER LES SOUMISSIONS À :**

**Email / Courriel :**

[DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca) &

[Ginette.AliagaGallo@dfo-mpo.gc.ca](mailto:Ginette.AliagaGallo@dfo-mpo.gc.ca)

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : Pêches et Océans 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 appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

<b>Title / Titre</b> Laundry and Dry Cleaning Services		<b>Date</b> February 17, 2021
<b>Solicitation No. / N° de l'invitation</b> FP802-200173/A		
<b>Client Reference No. / No. de référence du client(e)</b> F7003-20A105		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à :</b> 2:00 PM EST (Eastern Standard Time / HNE (Heure Normale de l'Est)) <b>On / le :</b> March 1, 2021		
<b>F.O.B. / F.A.B.</b> Destination	<b>Taxes</b> See herein — Voir ci-inclus	<b>Duty / Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services / Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to : / Adresser toute demande de renseignements à :</b> Ginette Aliaga <b>Email / Courriel:</b> <a href="mailto:Ginette.AliagaGallo@dfo-mpo.gc.ca">Ginette.AliagaGallo@dfo-mpo.gc.ca</a>		
<b>Delivery Required / Livraison exigée</b> See herein — Voir en ceci	<b>Delivery Offered / Livraison proposée</b>	
<b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>		
<b>Telephone No. / No. de téléphone</b>	<b>Facsimile No. / No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with this bid solicitation

### **1.2 Statement of Work**

The work to be performed is detailed under Annex A, Statement of Work

### **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.

### **1.4 Trade Agreements**

The requirement is subject to the, Canada-Chile Free Trade Agreement (CCFTA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada-Colombia Free Trade Agreement, Canada-European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Peru Free Trade Agreement, Canada-Ukraine Free Trade Agreement, World Trade Organization Agreement on Government Procurement (WTO\_GPA), Canada-Panama Free Trade Agreement, Canada-Korea Free Trade Agreement (CKFTA), Canada , Canada-Honduras Free Trade Agreement, and the Canadian Free Trade Agreement (CFTA).



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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

**As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.**

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 by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFO 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 Nova Scotia.

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)
- (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.



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

**Section I: Technical Bid** (one soft copy in PDF format)

**Section II: Financial Bid** (one soft copy in PDF format)

**Section III: Certifications** (one soft copy in PDF format)

#### **Important Note:**

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

**For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.**

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

#### **Section I: Financial Bid**

Bidders must submit their financial bid in accordance with the **Pricing Schedule – Attachment 1 of Part 5**

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete

Section 6.7.4 - Electronic Payment of Invoices to identify which ones are accepted.

If Annex "D" 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 SACC Manual Clauses**

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

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

- 4.2.1** A bid must comply with all 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**

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 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 provided 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 procurement 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 Additional Certifications Precedent to Contract Award**

##### **5.2.2.1 List of Names for Integrity Verification Form**

Bidders must complete the List of Names for Integrity Verification form found in Attachment 2 to Part 5.



**5.2.3.2 Contractor's Representative**

The Contractor's Representative for the Contract is:

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

**5.2.3.3 Supplementary Contractor Information**

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

\_\_\_\_\_

- b) The status of the contractor (individual, unincorporated business, corporation or partnership:

\_\_\_\_\_

- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

\_\_\_\_\_

- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

\_\_\_\_\_

**The following certification signed by the contractor or an authorized officer:**

"I certify that I have examined the information provided above and that it is correct and complete"

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Signatory



**ATTACHMENT 1 TO PART 5 - PRICING SCHEDULE**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services tax or the Harmonized Sales tax excluded, FOB destination including Canadian customs and excise taxes included.

The responsive offer with the lowest aggregate total evaluated will be recommended for issuance of a Contract. Firms must bid on all items in the format requested below. Submissions that do not bid on all items in the format requested will be deemed non-responsive.

For Type of Process Required, see Appendix 1 included in the Statement of Work, Annex A.

Below rates are per Type of Process Required. For each year, the firm unit prices quoted for items 1 to 24 will be multiplied by the estimated annual usages shown. The resulting amounts will be added together to obtain a total evaluated price.

**Table A – Laundry and Dry Cleaning Service**

Item #	Description	Class	Material Type	Type of Process Required	Estimated Annual Usage	Initial Year Firm Unit Price (A)	Option Year 1 Firm Unit Price (B)	Option Year 2 Firm Unit Price (C)
1	Bath Mat	Bath	86/14 Cotton-Polyester	1, 1a	3720			
2	Bath Towel	Bath	86/14 Cotton-Polyester	1, 1a	6480			
3	Face Cloth	Bath	86/14 Cotton-Polyester	1, 1a	3240			
4	Hand Towel	Bath	86/14 Cotton-Polyester	1, 1a	3240			
5	Bed Skirt	Bedding	Polyester	1	240			
6	Blanket	Bedding	Nylon	1	480			
7	Comforter	Bedding	Microfiber shell, mico denier filling	1	480			
8	Fitted Sheet	Bedding	60/40 Cotton-Polyester	1, 1a	3120			
9	Flat Sheet	Bedding	60/40 Cotton-Polyester	1, 1a	3120			
10	Mattress Cover	Bedding	Polyester with thermoplastic polyurethane coating	1, 1a	300			
11	Pillow Slip	Bedding	60/40 Cotton-Polyester	1, 1a	9360			
12	Sham	Bedding	60/40 Cotton-Polyester	1, 1a	204			
13	Spread	Bedding	Various	1	288			
14	Jersey	Clothing	Polyester	1	120			
15	Navy Liner	Clothing	Nylon	1	2			
16	Rain Coat	Clothing	Nylon	7	2			
17	Shirt	Clothing	65/35 Polyester-Cotton	4	6			
18	Uniform Dress Jacket	Clothing	65/35 Wool-Polyester	10	2			
19	Uniform Dress Pant	Clothing	65/35 Wool-Polyester	10	2			
20	Uniform Dress Skirt	Clothing	65/35 Wool-Polyester	10	2			
21	Mascot	Miscellaneous	Mixed	7	6			
22	Rags	Miscellaneous	Mixed	1, 1a	40			
23	Shower Curtain	Miscellaneous	Vinyl	2	840			
24	Table Cloth	Miscellaneous	Various	1	72			



Total cost for the bid	
(Initial contract period + Option Period 1 + Option Period 2	\$ _____



## ATTACHMENT 2 TO PART 5 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

### Requirements

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

List of names for [integrity verification form](#)



## 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 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

**As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.**

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.

#### 6.3.1 General Conditions

6.3.1.1 [2010C](#) (2020-05-28), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.3.2.1 Subsection 10 of [2010C](#) (2020-05-28), General Conditions - Professional Services (Medium Complexity) – Invoice submission, is amended as follows:

Delete: [2010C](#) 10 (2020-05-28), Invoice submission

Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to [DFO.invoicing-facturation.MPO@canada.ca](mailto:DFO.invoicing-facturation.MPO@canada.ca). The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. Contractor's Name and remittance physical address;
  - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
  - c. Invoice Date;
  - d. Invoice Number;
  - e. Invoice Amount (broken down into item and tax amounts);
  - f. Invoice Currency (if not in Canadian dollars);
  - g. DFO Reference Number (PO Number or other valid reference number);
  - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);
  - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates



- 
- and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - j. Deduction for holdback, if applicable;
  - k. The extension of the totals, if applicable; and
  - l. If applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
  4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

## **6.4 Term of Contract**

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

The Work is to be performed from date of contract award to November 30<sup>th</sup>, 2021.

### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## **6.5 Authorities**

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Ginette Aliaga  
Senior Procurement Officer  
Fisheries and Oceans Canada  
Materiel and Procurement Services  
Address: 200 Kent Street  
Ottawa, Ontario K1A 0E6  
Telephone: 343-540-9331  
E-mail address: [Ginette.AliagaGallo@dfo-mpo.gc.ca](mailto:Ginette.AliagaGallo@dfo-mpo.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 *(to be inserted at Contract award)***

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Telephone: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

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**

The Contractor's Representative for the Contract is: *(to be inserted at Contract award)*

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: 2012-2](#) of the Treasury Board Secretariat of Canada.

**6.7 Payment**

**6.7.1 Basis of Payment**

**6.7.1.1** The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure of **\$(to be 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 **\$(to be inserted at Contract award)**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor





unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

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

whichever comes first.

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 Methods of Payment**

#### **6.7.3.1 Monthly Payment**

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

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

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

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

- i. Acquisition Card; ( )
- ii. Direct Deposit (Domestic and International) ( )

### **6.8 Invoicing Instructions**

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.

6.8.1 Payments will be made provided that:

6.8.2 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: [DFO.invoicing-facturation.MPO@canada.ca](mailto:DFO.invoicing-facturation.MPO@canada.ca)

cc: AP Coder: (to be inserted at Contract Award)

### **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



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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 Nova Scotia.

#### **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 2010C (2020-05-28), Professional Services (Medium Complexity) apply to and form part of the Contract.
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_ ( To be inserted at Contract Award)

#### **6.12 Insurance - G1005C (2016-01-28)**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

#### **6.13 Dispute Resolution**

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



## **ANNEX "A "** **STATEMENT OF WORK**

### **TITLE: Laundry and Dry Cleaning Services**

#### **SCOPE OF WORK:**

Work under this contract comprises the furnishing of all labour, material, tools, equipment, transportation and supervision to provide laundry and dry-cleaning services in support of the Canadian Coast Guard College (CCGC) located at 1190 Westmount Rd, Sydney, Nova Scotia.

The vendor shall perform the work in accordance with this document and all attached Appendices.

All laundry and dry cleaning services are to be performed in accordance with the current industrial standards for dry cleaning and laundry work established by any national or provincial standards organization. The vendor is to supply all applicable industrial standards for laundry and dry cleaning work. Where no such standard exists, the laundry and dry cleaning services are to be performed as follows and in accordance with:

- A) Any affixed care label attached to a garment
- B) Specific requirements as detailed throughout this solicitation document;
- C) All laundry and dry cleaning items are to be folded unless otherwise directed in writing by the designated Project Authority Document

#### **REQUIREMENTS**

1. Routine requirements - The Contractor will provide weekly laundry and dry cleaning services for the items listed below:
  - a) Bath towels
  - b) Bath mats
  - c) Face cloths
  - d) Hand towels
  - e) Fitted sheets
  - f) Flat sheets
  - g) Mattress covers
  - h) Pillow slips
  - i) Pillow shams
  - j) Blankets
  - k) Comforters
  - l) Bed skirts
  - m) Tablecloths
  - n) Shower curtains
  - o) Rags
  - p) Mascot uniform
  - q) Gym jerseys
  - r) Uniform dress jacket
  - s) Uniform dress pant
  - t) Uniform dress skirt



## **CONTRACTOR RESPONSIBILITIES:**

1. All requested pick-ups and subsequent deliveries are to be made in accordance with the timelines contained within this Statement of Work.

The Contractor is responsible for the pick-up and delivery at Canadian Coast Guard College located at 1190 Westmount Rd, Sydney, Nova Scotia between the hours of 08:00 am and 3:00 pm.

The Contractor must ensure all delivered items are bundled in a manner to keep items clean and dry with the package count on the outside of the bundle.

The Contractor must adhere to the Department of Fisheries and Oceans (DFO) policies and guidelines regarding Health and Safety in the Workplace.

2. All items requiring return to designated persons shall include an identification tag to assist Stores with the return of these items to the appropriate persons. It is the vendor's responsibility therefore to ensure that copies remain with the articles throughout the laundering process and are returned in the same manner.

3. The vendor shall supply two copies of the pick-up and delivery slips, as follows:

- a) One copy to the pick-up/delivery location; and,
- b) The second copy to the designated Project Authority, via e-mail to the Administrative Clerk

4. Delivery and pick-up slip information shall include the name of the CCGC employee if applicable (must be legible) and the pick-up and subsequent return location.

5. The contractor is required to provide the following:

- a) Descriptions for class, material and processes as indicated in Appendix 1.

6. Must be able to complete laundry pick-ups daily.

7. Laundry services must be able to provide maximum 48 hour turnaround time for processing.

## **ACCESS TO WORK SITE**

Should the contractor require access to the work site in Sydney, aside from regular pickup and delivery, the contractor shall contact the site Project Authority to schedule periods of access.

## **DELIVERY LOCATION**

1. The following location shall serve as the pick-up/delivery location for all laundry, dry cleaning, tailoring, and alterations:

1190 Westmount Rd  
Sydney, NS  
B1R 2J6



**REQUIRED VENDOR INFORMATION**

1. Vendor to provide, in writing to the site authority, throughout the period of contract:

- a) Employee Name(s)
- b) Phone Number(s)
- c) Fax Number(s)
- d) Cell phone number (optional)
- e) Email

2. Vendor to provide, in writing to the site authority, throughout the period of contract:  
Emergency (after-hours) contact information including:

- a) Employee Name
- b) Phone number
- c) Cell Phone number

**APPENDIX 1**

LEGEND	
Type of Process Required (Laundry)	
1	Wash and Tumble Dry
1a	Bleach if Necessary
2	Wash and Air Dry
3	Wash and Press
4	Wash, Starch, Press
4a	Wash, Starch, Hand Press
5	Wash, Starch, Dry on Stretcher and Hand Press Fringes
6	Rough Wash
7	Hand Sponge and Air Dry
8	Hand sponge soiled areas only, hang to dry away from heat/flame
8a	Cold water wash, tumble dry low temp, do not press
9	Dry Clean and tumble dry
10	Dry clean and press
11	Shampoo



**ANNEX "B "**  
**BASIS of PAYMENT**

**To be completed after contract award**

**Table A – Laundry and Dry Cleaning Service**

Item #	Description	Class	Material Type	Type of Process Required As per Appendix 1	Initial Year Cost (A)	Option Year 1 (B)	Option Year 2 (C)	Extended Total (A+B+C)=(D)
1	Bath Mat	Bath	86/14 Cotton-Polyester	1, 1a				
2	Bath Towel	Bath	86/14 Cotton-Polyester	1, 1a				
3	Face Cloth	Bath	86/14 Cotton-Polyester	1, 1a				
4	Hand Towel	Bath	86/14 Cotton-Polyester	1, 1a				
5	Bed Skirt	Bedding	Polyester	1				
6	Blanket	Bedding	Nylon	1				
7	Comforter	Bedding	Microfiber shell, micro denier filling	1				
8	Fitted Sheet	Bedding	60/40 Cotton-Polyester	1, 1a				
9	Flat Sheet	Bedding	60/40 Cotton-Polyester	1, 1a				
10	Mattress Cover	Bedding	Polyester with thermoplastic polyurethane coating	1, 1a				
11	Pillow Slip	Bedding	60/40 Cotton-Polyester	1, 1a				
12	Sham	Bedding	60/40 Cotton-Polyester	1, 1a				
13	Spread	Bedding	Various	1				
14	Jersey	Clothing	Polyester	1				
15	Navy Liner	Clothing	Nylon	1				
16	Rain Coat	Clothing	Nylon	7				
17	Shirt	Clothing	65/35 Polyester-Cotton	4				
18	Uniform Dress Jacket	Clothing	65/35 Wool-Polyester	10				
19	Uniform Dress Pant	Clothing	65/35 Wool-Polyester	10				
20	Uniform Dress Skirt	Clothing	65/35 Wool-Polyester	10				
21	Mascot	Miscellaneous	Mixed	7				



22	Rags	Miscellaneous	Mixed	1, 1a				
23	Shower Curtain	Miscellaneous	Vinyl	2				
24	Table Cloth	Miscellaneous	Various	1				

**INITIAL CONTRACT PERIOD:**

Contract Period: From date of Contract award to November 30, 2021	<b>Total Price Initial Contract Period (Taxes Excluded)</b>	\$
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**OPTION PERIOD 1:**

Option Period 1 December 1, 2021 to November 30, 2022 inclusive	<b>Total Price Option Period 1 (Taxes Excluded)</b>	\$
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**OPTION PERIOD 2:**

Option Period 2 December 1, 2022 to November 30, 2023 inclusive	<b>Total Price Option Period 2 (Taxes Excluded)</b>	\$
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