



REQUEST FOR STANDING OFFER (RFSO)

Subject:

PROVISION OF DRY-CLEANING SERVICES

For further details, please refer to the Statement of Work attached as **Annexe "A"** of this document.

Issue Date:

June 29, 2021

Closing Date and Time:

July 16, 2021 at 11:00AM EST

RFSO No:

SEN-007 21/22

SENATE INFORMATION

For all inquiries the Contracting Authority is:

Contact: Shirley Chartrand
Title: Senior Procurement Advisor
Address: 40 Elgin Street, 11th floor
 Ottawa, ON K1A 0A4, Canada
Telephone no: 613-995-8888
E-mail: Proc-appr@sen.parl.gc.ca

Bids can be delivered by **e-mail only** to the address of the Contracting Authority below.

E-mail: Proc-appr@sen.parl.gc.ca

PLEASE MARK ALL CORRESPONDANCE WITH THE RFSO NUMBER INDICATED ABOVE.

BIDDER SIGNATURE BLOCK

The Bidder offers and agrees to provide the Senate of Canada, upon the terms and conditions set out herein, including attachments to this document, the services listed herein and on any attachment at the prices(s) set out, therefore.

The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Bidders submitting a bid as a joint venture.

Name of Firm:

Name of Representative:

Authorized Signature:

Date:

Position Title:

Email Address:

Telephone Number:

Fax Number:

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PART 1 - GENERAL INFORMATION

1. Introduction

The RFSO is divided into (6) six parts, and (4) four 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	Resulting Standing Offer and call-up Clauses: includes the clauses and conditions that will apply to any resulting call-ups, the Annexes, the Appendices, Basis of Payment, and any other annexes
Part 6	Terms of Work and Payment
Annex "A"	Statement of Work
Annex "B"	Basis of Payment
Annex "C"	Language Proficiency
Annex "D"	Direct Deposit Enrollment Form

2. Summary

The Senate of Canada (Senate) is seeking to establish a Standing Offer Agreement (SOA) for Dry Cleaning Services, as defined in Annex "A" - Statement of Work, for **three (3) years from award of Standing Offer Agreement** with an option to extend the SOA for two (2) additional one (1) year terms

3. Debriefings

Bidders may request a debriefing on the results of the RFSO process. Bidders should make the request to the Contracting Authority within five (5) working days of receipt of the results of the RFSO process. The debriefing may be in writing, by telephone or in person.

4. Bid Submission Language

Submissions will be accepted in either English or French.

5. Key Terms and Definitions

Terms	Definitions
Account Manager	an employee of the Contractor and who manages the relationship between the Senate and the Contractor. Does not manage the running of the project
Bidder	the person or entity submitting a bid to perform the services outlined in Annex "A" – Statement of Work. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.
Statement of Work (SOW)	the whole of the goods/services, materials, matters and things required to be done, furnished and performed in order to carry out the standing offer agreement and resulting contracts including all services to be delivered.
Responsive Bid	a bid that complies with the invitation to bid and all prescribed

PART 2 - BIDDER INSTRUCTIONS

1. Prelude

- 1.1 The Senate invites “Bidders” to respond to this RFSO to provide dry cleaning services as described in Annex “A” – Statement of Work (SOW).

2. Signature Requirement

- 2.1 Page 1 of this RFSO must be completed, signed, dated and returned with your mandatory requirements bid thereby acknowledging having read, understood and accepted the complete bid package and all addendums issued.
- 2.2 The Chief Executive Officer or a designate that has been authorized to commit the Bidder to contracts must sign the RFSO.
- 2.3 Failure to sign the cover page shall result in the disqualification of the bid.

3. Irrevocable Bids

- 3.1 Bids will remain open for acceptance for a period of not less than **ninety (90) days** from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation.
- 3.2 The Senate reserves the right to seek an extension of the bid validity period from all responsive Bidders in writing, within a minimum of **five (5) days** before the end of the bid validity period. If the extension is accepted by all responsive Bidders, the Senate will continue with the evaluation of the bids. If the extension is not accepted by all responsive Bidders, the Senate will, at its sole discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

4. Cost Related to the Preparation of Bid

- 4.1 No payment direct or indirect will be made for costs that may be incurred relative to the preparation or submission of a bid in response to this RFSO. All electronic documents shall become the property of the Senate and will not be returned.

5. Joint Venture

- 5.1 A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to bid together on a requirement. Bidders who bid as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a. the name of each member of the joint venture;
 - b. the Procurement Business Number of each member of the joint venture;
 - c. the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable; and
 - d. the name of the joint venture, if applicable.
- 5.2 If the information is not clearly provided in the bid, the Bidder must provide the information on request from the Contracting Authority.
- 5.3 The bid and any resulting SOA must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Contracting Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the RFSO and any resulting SOA. If a SOA is awarded to a joint venture, all members of the joint venture will be jointly and severally or liable for the performance of any resulting SOA.

6. Inquiries and Communications

- 6.1 The Contracting Authority for all inquiries and other communications in regard to this RFSO is stated on the cover page of this document. All communication or inquiries must

be directed **ONLY** to this person. Non-compliance with this condition for that reason alone will result in the disqualification of Bidder's bid.

- 6.2 Enquiries regarding this RFSO must be received by e-mail at: Proc-appr@sen.parl.gc.ca by the Contracting Authority, no later than **July 8, 2021 by 11am EST**. Enquiries received after that time may not be answered. Bidders should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable the Senate to provide an accurate answer. 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 the Senate determines that the enquiry is not of a proprietary nature. The Senate may edit the question(s) or may request that the Bidder do so, in order 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 the Senate.
- 6.3 To ensure the equality of information among Bidder, answers to enquiries which are relevant to the RFSO will be provided to all Bidders by simultaneously posting responses to Buy and Sell without revealing the sources of the inquiry.

7. Provision of False or Incorrect Information

- 7.1 The Senate will reject any bids found to contain false, incorrect or misleading information. It is the responsibility of the Bidder to ensure that all information provided is accurate, clear and easily understood. Furthermore, the Senate may refer cases of fraudulent misrepresentation to the Royal Canadian Mounted Police for potential criminal investigation.

8. Price Justification

- 8.1 If there is a sole responsive bid received, the Bidder must provide, on the Senate's request, one or more of the following price justifications:
- a current published price list indicating the percentage discount available to the Senate; or
 - a copy of paid invoices for similar goods and services provided to other clients; or
 - a price breakdown showing the cost of direct labor and profit; or
 - price or rate certifications; or
 - any other supporting documentation as requested by the Senate.

9. Conflict of Interest – Unfair Advantage

- 9.1 In order to protect the integrity of the procurement process, Bidders are advised that the Senate may reject a bid in the following circumstances:
- if the Bidder, any of its affiliates or subcontractors any of their respective employees or former employees was involved in any manner in the preparation of the RFSO or in any situation of conflict of interest or appearance of conflict of interest;
 - if the Bidder, any of its affiliates or subcontractors, any of their respective employees or former employees had access to information related to the RFSO that was not available to other Bidders and that would, in the Senate's opinion, give or appear to give the Bidder an unfair advantage.
- 9.2 The experience acquired by a Bidder who is providing or has provided the goods and services described in the RFSO (or similar goods and services) will not, in itself, be considered by the Senate as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.
- 9.3 Where the Senate intends to reject a bid under this section, the Contracting Authority will inform the Bidder and provide them with an opportunity to make representations before making a final decision. Bidders who are in doubt about a particular situation should contact the Contracting Authority before bid closing. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Bidder acknowledges that it is within the Senate's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

10. Ownership of RFSO documents

- 10.1 This RFSO and all supporting documentation have been prepared by the Senate and remain the sole property of the Senate, Ottawa, Canada. The information is provided to the Bidder solely for its use in connection with the preparation of a response to this RFSO and shall be considered to be proprietary and confidential information of the Senate. These documents are not to be reproduced, copied, loaned or otherwise disclosed directly or indirectly, to any third party except those of its employees having a need to know for the preparation of the Bidders response, and the Bidder further agrees not to use them for any purpose other than that for which they are specifically furnished.

11. Funding Approvals

- 11.1 Bidders should note that all contract awards are subject to the Senate's internal approvals process which includes the requirement of obtaining internal approvals should funding requirements exceed internal budgets for any proposed contract. Despite the fact that a Bidder may have been recommended for SOA award, a SOA will only be awarded if internal approval is granted according to the Senate's internal policies. In this case, if approval is not granted, a SOA cannot be awarded.

12. Applicable Laws

- 12.1 Any resulting SOA must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Ontario**.

13. Level of Security

- 13.1 In accordance with the Senate Accreditation Policy a valid security clearance is a condition of any Senate contract and is required for all individuals with whom the Senate may need to share or provide access to sensitive or classified information, assets, or facilities.
- 13.2 Before any work can be undertaken at/with the Senate, all individuals, including affiliates and subcontractors working on any resulting contract(s) must hold a valid security clearance at the level of "Site Access" by a parliamentary or governmental institution recognized by the Senate.
- 13.3 Individuals that do not hold a valid security clearance at the level of "Site Access" by a recognized institution must undergo the Senate security screening process and successfully obtain a Senate security clearance at the required level.
- 13.4 A financial inquiry may be performed as part of the security screening process to assess whether an individual poses a security risk on the basis of financial pressure or history of poor financial responsibility. The inclusion of a financial inquiry in a security screening is determined on a case-by-case basis and is based on the types of duties or tasks being performed by the individual at the Senate.
- 13.5 The Senate reserves the right to raise the required level of a security clearance as needed.

PART 3 – BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

The Senate requests that Bidders provide their bid in four (4) separate electronic files in a single transmission as follows:

File I: Mandatory Criteria (one soft copy in PDF format) and Page 1 of the RFSO signed

File II: Technical Bid (one soft copy in PDF format)

File III: Financial Bid – Annex “B” – Basis of Payment (one soft copy in PDF format)

File IV: Annex “D” - Direct Deposit Form (one soft copy in PDF format)

The Senate Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- a. Use a numbering system that corresponds to the bid solicitation.

Bidders must indicate the RFSO number as part of the subject line in their electronic bid submission.

Prices must appear in the financial bid only. **Prices indicated in any other section of the bid will result in the disqualification of the bid.**

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

File I: Mandatory Criteria

1. In the Mandatory Criteria Section of their bid, Bidders should clearly indicate how they meet each of the Mandatory Criteria outlined in Part 4 – Evaluation Procedures and Basis of Selection.

File II: Technical Bid

1. In their Technical Bid, Bidders should demonstrate their understanding of the requirements contained in the RFSO and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
2. 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 RFSO is not sufficient. In order to facilitate the evaluation of the bid, the Senate 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.

File III: Financial Bid - Annex “B” – Basis of Payment

1. Pricing must include all requirements as set forth in the RFSO.
2. Bidders must submit their Financial Bid, in Canadian funds, in accordance with the Annex “B” - Basis of Payment.
3. Failure to complete and return this information shall result in the disqualification of your bid.

File IV: Annex “D” – Direct Deposit Form

1. Bidders must complete, sign and return Annex “D” – Direct Deposit Form with their Bid.

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- 1.1 Bids will be assessed in accordance with the entire requirement of the RFSO including the mandatory criteria, technical criteria and financial bid.
- 1.2 The Senate shall conduct the RFSO process in a fair manner and will treat all Bidder's equitably. Objective standards and evaluation criteria will be applied uniformly to all Bidders.
- 1.3 An evaluation team composed of representatives of the Senate will evaluate the bids.
- 1.4 It is the responsibility of the Bidder to ensure that their bid is clear and complete. The Senate reserves the right to contact any Bidder during the evaluation of bids to obtain clarifications. If the Senate seeks clarification or verification from the Bidder about its bid, the Bidder will have **two (2) working days** (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to the Senate. Failure to meet this deadline will result in the bid being evaluated on the information that was provided.

2. Mandatory Criteria

- 2.1 Bidders must ensure full compliance with the following mandatory requirements. Failure to clearly demonstrate full compliance or provide supporting documentation will result in the disqualification of the bid.
- 2.2 The Bidder must include the Mandatory Criteria table in their bid and ensure that the page and paragraph number in the Bidders' Bid is indicated in the column entitled "Cross Reference" for all mandatory information included.
- 2.3 Bidders **MUST meet all the mandatory requirements** of the RFSO. No further consideration will be given to Bidders not meeting all the mandatory criteria.

The mandatory criteria are:

MANDATORY CRITERIA TABLE			
Mandatory Criteria	Submission Requirements	Met / Not Met	Cross Reference
<p>M1. Bidder's Years of Experience</p> <p>The Bidder must have a minimum of five (5) years of experience in the last seven (7) providing dry cleaning services, similar in scope as the work as described in Annex "A" - Statement of Work.</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide:</p> <ul style="list-style-type: none"> • A statement indicating that they have the requested years of experience to provide these services <p>All information requested must be provided under Mandatory Criterion (M1) in your submission.</p> <p>Failure to provide the information specified will result in your bid being given no further consideration.</p>		
<p>M2. Bilingual Account Manager</p> <p>The Bidder must designate a bilingual account manager who will act as the principal point of contact for all matters related to these requested services.</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide the following:</p> <ul style="list-style-type: none"> • account manager's full name • a statement indicating that he/she meets the language requirement. 		

MANDATORY CRITERIA TABLE			
Mandatory Criteria	Submission Requirements	Met / Not Met	Cross Reference
<p>The account manager must meet the language proficiency level intermediate as described in Annex “C” - Language Proficiency.</p>	<p>All information requested must be provided under Mandatory Criterion (M2) in your submission.</p> <p>Failure to provide the information specified will result in your bid being given no further consideration.</p>		
<p>M3. Bidder’s References</p> <p>The Bidder must provide two (2) references to whom they have provided dry cleaning services. These accounts must be of similar size and complexity to the requirements of the statement of work and must have been completed within the past five (5) years.</p> <p>These references will be evaluated under R2 below.</p> <p>NOTE: The Senate may not be used as a reference.</p> <p>The Senate of Canada <u>may</u> contact these references to validate the information provided</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide the following details for each reference:</p> <ul style="list-style-type: none"> • Name of company • Contact Name • Valid phone number and/or e-mail address for the contact. • Length of time providing services to the client. • A brief description of the services provided <p>This information must be provided under Mandatory Criterion (M3) in your submission.</p> <p>Failure to provide this information will result in your bid being given no further consideration.</p>		
<p>M4. Reporting</p> <p>The Bidder must provide reports to the Senate Project Authority as indicated in the Annex “A” - Statement of Work, 15 – Reporting.</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide:</p> <ul style="list-style-type: none"> • a statement indicating compliancy with the mandatory requirement. <p>This information must be provided under Mandatory Criterion (M4) in your submission.</p> <p>Failure to provide the information specified will result in your bid being given no further consideration.</p>		
<p>M5. Acceptance of resulting contract clauses</p> <p>The Bidder must confirm that, should they be the successful Bidder, they acknowledge acceptance of the resulting contract clauses outlined in Part 5 – Standing Offer and Resulting Call-up Clauses</p>	<p>In order to meet this Mandatory requirement, the Bidder must provide</p> <ul style="list-style-type: none"> • a statement indicating compliancy with the mandatory requirement. <p>This information must be provided under Mandatory Criterion (M5) in your submission.</p>		

MANDATORY CRITERIA TABLE			
Mandatory Criteria	Submission Requirements	Met / Not Met	Cross Reference
	Failure to provide the information specified will result in your bid being given no further consideration.		

3. Rated Evaluation Criteria

- 3.1 Bids that do not clearly meet all the mandatory criteria set forth in this RFSO and do not attain a minimum of **74 points** for the requirements which are subject to the evaluation criteria point rating will receive no further consideration.
- 3.2 Price is only one criterion in the evaluation of bids. The Senate is seeking best overall value and will evaluate bids on a point rating system based on evaluation criteria.
- 3.3 The Bidder must include the Point Rated Technical Criterion table in their bid and ensure that the page and paragraph number in the Bidders' Appendix is indicated in the column entitled "Cross Reference" for all rated information included.
- 3.4 Bidders must include all information relating to the criteria in the Bidder's Technical Bid. All information contained within the Bidder's Technical Bid must be complete and clear in order to be evaluated. Failure to include all information may result in disqualification of the bid.

The rated evaluation criteria are:

TECHNICAL EVALUATION CRITERIA		
TECHNICAL MERIT Point Rated Technical Criterion	Maximum No. of Points Available	Cross Reference Section
<p>R1. Bidder Experience</p> <p>Bidder's experience in providing bilingual services in the provision of dry-cleaning services</p> <p>The Bidder shall demonstrate experience which is above and beyond the minimum five (5) years of experience identified in M1.</p>	<p>Maximum 10 points</p> <p>6 points - 5 + to 10 years 8 points - 10+ to 15 years 10 points - 15+ years</p>	
<p>R2. Bidder Reference</p> <p>The two (2) references provided in M3, will be evaluated on the following information:</p> <ul style="list-style-type: none"> The similarity of the service provided The similarity of size and complexity to the requirements outlined in Annex "A" – Statement of Work. <p>References must be available two (2) weeks after the closing of the RFSO.</p> <p>The Senate of Canada <u>may</u> contact these references to validate the information provided.</p>	<p>Maximum 30 points</p> <p><u>Each reference submitted shall be rated on 15 points</u></p> <p>1-5 points: The Reference provided validates a minimal similarity to the work requested in the Annex "A" – Statement of Work.</p> <p>6-10 points: The Reference provided demonstrates a similarity to the work requested in Annex "A" – Statement of Work but not in all aspects.</p> <p>11-15 points: The Reference provided validates a full</p>	

TECHNICAL EVALUATION CRITERIA		
TECHNICAL MERIT Point Rated Technical Criterion	Maximum No. of Points Available	Cross Reference Section
NOTE: The Senate may not be used as a reference.	similarity to the work requested in the Annex “A” – Statement of Work.	
<p>R3. Bidders capacity and approach</p> <p>The Bidder shall describe their approach to meet the requirements outlined in the SOW, to meet the delivery/pickup requirement of the Senate and to ensure customer satisfaction.</p> <p>Bidders shall demonstrate that it has the capacity (qualified and experienced staff; facilities and equipment) to perform the required Services as outlined in the Statement of Work – Annex “A”</p>	<p style="text-align: center;">Maximum 30 points</p> <p>1-10 points: The response provided demonstrates a minimal understanding of the work and the requirements outlined in the Annex “A” – Statement of Work.</p> <p>11-20 points: The response provided demonstrates an understanding of the work and the requirements outlined in Annex “A” – Statement of Work but not in all aspects.</p> <p>21-30 points: The response provided validates a full understanding of the work and the requirements outlined in the Annex “A” – Statement of Work.</p>	
<p>R4. Quality Assurance Management</p> <p>The Bidder shall explain how quality of service is achieved by its personnel of all departments to ensure total customer satisfaction.</p>	<p style="text-align: center;">Maximum 15 points</p> <p>1-5 points: The response provided demonstrates a minimal understand of the quality of service outlined in Annex “A” – Statement of Work.</p> <p>6-10 points: The response provided demonstrates an understanding of the quality of service outlined in Annex “A” - Statement of Work but not in all aspects.</p> <p>11-15 points: The response provided a full understanding of the quality of work outlined in the Annex “A” – Statement of Work.</p>	

TECHNICAL EVALUATION CRITERIA		
TECHNICAL MERIT Point Rated Technical Criterion	Maximum No. of Points Available	Cross Reference Section
R5 Reporting The Bidder shall provide a sample report showing at a minimum the required information identified in Annex “A” - Statement of Work – 15- Reporting.	Maximum 10 points 1-5 points: The Bidder can provide some of the required information on the report. 6-10 points: The Bidder can provide all of the required information on the report.	
R6. Green Business Practices The Bidder shall outline their company’s sound environmental practices, including but not limited to environmentally friendly/hypoallergenic cleaning products.	Maximum 5 points 0 point: The Bidder does not demonstrate green business practices. 5 points: The Bidder demonstrate green business practices.	
R7. Accessibility The Bidder shall outline their company’s accessibility practices “Accessibility refers to the design of products, devices, services, or environments as to be usable by people with disabilities.”	Maximum 5 points 0 point: The Bidder does not demonstrate accessibility practice. 5 points: The Bidder demonstrate accessibility practice.	
Total of all the point rated technical criteria	105 points Maximum	
Minimum pass mark	74 points required to pass	

4. Financial Evaluation

- 4.1 The price of the offer will be evaluated in Canadian dollars, tax excluded.
- 4.2 For offer evaluation and Offeror selection purposes only, the evaluated price of an offer will be determined in accordance with the Financial Offer detailed in Annex “B” – Basis of Payment.

5 Basis of Selection

Highest Combined Rating of Technical Merit (70%) and Price (30%)

A bid must comply with all the requirements of the RFSO. If it is determined that a bid does not comply with any of the requirements of the RFSO, such bid will be deemed non-responsive and will not be given further consideration.

The evaluation and selection process will be conducted in the following phases:

- Phase 1 – Mandatory Criteria
- Phase 2 – Technical Merit - Rated Evaluation

Phase 3 – Determination of Highest Ranked Bidder

Phase 1 – Mandatory Criteria

In Phase 1, all bids will be evaluated for their compliance with the mandatory criteria. Any bid that fails to meet any of the mandatory criteria will be deemed non-responsive and will not be given further consideration.

Phase 2 – Technical Merit - Rated Evaluation

In Phase 2, the bids that are deemed responsive in Phase 1 will be evaluated against the rated technical criteria. If any Phase 2 bid does not obtain the required minimum overall points for the technical evaluation criteria, such bid will not be given further consideration.

Phase 3 – Determination of Highest Ranked Bidder

In Phase 3, a combined evaluation score for those bids deemed responsive in Phases 1 and 2 will be determined in accordance with the following formula:

For evaluation purposes, the total of Annex “B” – Basis of Payment shall be used.

$$\frac{\text{Technical Proposal Score} \times 70}{\text{Maximum Number of Points}} + \frac{\text{Lowest Price} \times 30}{\text{Bidder's Price}} = \text{Combined Evaluation Score}$$

The Bidder with the highest combined evaluation score will be considered for the award of a SOA.

In the case of a tie bid, when all factors including pricing are considered equal, a coin toss shall be used to determine which of the tied Bidders receive the award.

PART 5 – STANDING OFFER AND RESULTING CALL-UP CLAUSES

The following clauses and conditions shall apply to and form part of any SOA and call-ups resulting from the RFSO.

1. Appropriate Law

- 1.1 This SOA and resulting call-ups shall be governed by and construed in accordance with the laws in force in the province of **Ontario**.

2. Assignment

- 2.1 The SOA shall not be assigned in whole or in part by the Contractor without the prior written consent of the Senate and any assignment made without that consent is void and of no effect.
- 2.2 No assignment of the SOA shall relieve the Contractor from obligations under the SOA or impose any liability upon the Senate.

3. Time is of the Essence

- 3.1 Time is of the essence in this SOA.
- 3.2 Any delay by the Contractor in performing the Contractor's obligations under the SOA and any resulting call-up which is caused by events beyond the Contractor's control must be reported in writing to the Senate. This notice shall state the cause and circumstances of the delay. Furthermore, when requested to do so, the Contractor shall deliver, in a form satisfactory to the Senate, a "work around plan" including alternative sources and any other means that the Contractor will utilize to overcome the delay.
- 3.3 Unless the Contractor complies with the notice requirements set forth in the SOA, any delays that would constitute an excusable delay shall be deemed not to be an excusable delay.
- 3.4 Notwithstanding that the Contractor has complied with the notice requirements, the Senate may exercise any right of termination contained in the SOA.

4. Indemnity against Claims

- 4.1 Except as otherwise provided in the SOA, the Contractor shall indemnify and save harmless the Senate from and against any and all claims, damages, loss, costs and expenses which they may at any time incur or suffer as a result or arising out of:
- a. any injury to persons (including injuries resulting in death) or loss of or damage to property of others which may be alleged to be caused by or suffered as a result of the carrying out of work or any part thereof; and
 - b. any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials, parts, work in progress or finished work delivered to or in respect of which any payments have been made by the Senate.

5. Insurance

- 5.1 The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the SOA 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 SOA.

6. Inspection and Acceptance

- 6.1 All reports, deliverables, items, documents, goods and all services rendered under the SOA and resulting call-ups are subject to inspection by the Project Authority or his/her representative. Should any report, document, good or services not be in accordance with the requirement of the Statement of Work and to the satisfaction of the Project Authority or his/her representative, as submitted, the Project Authority will have the

right to reject it or require the correction at the sole expense of the Contractor before recommending payment. The Senate reserves the right of access to any records resulting from this SOA and any resulting call-up.

7. Termination of Standing Offer Agreement (SOA)

- 7.1 The Senate may immediately terminate this SOA if the Contractor is for any reason unable to provide the services required under this SOA and any resulting call-up. Such termination notice shall be made in writing.
- 7.2 The SOA and any resulting call-up may be immediately terminated by the Senate if it is determined that the services provided by the Contractor are not satisfactory. Such termination notice shall be made in writing.
- 7.3 The SOA and any resulting call-up may be terminated by the Senate upon ten (10) days written notice if it is determined that the work, services or goods provided by the Contractor, either in whole or in part, are no longer required.
- 7.4 Either party may terminate this SOA upon ten (10) days written notice.

8. Notice

- 8.1 Any notice or other communication may be given in any manner, and if required to be in writing, shall be addressed to the party to whom it is intended at the address in the SOA or at the last address of which the sender has received written notice.
- 8.2 Any notice or other communication given in writing in accordance with paragraph 8.1 shall be deemed to have been received by either party:
 - a. If delivered personally, on the day that it was delivered
 - b. If forwarded by mail, on the earlier of the day it was received or the sixth day after it was mailed
 - c. If forwarded by facsimile or electronic mail, 24 hours after it was transmitted.
- 8.3 A notice given under Termination of Standing Offer Agreement shall be given in writing and, if delivered personally, shall be delivered, if the Contractor is a sole proprietor, to the Contractor

9. Warranties

The Contractor warrants that:

- 9.1 it is competent to perform the Work required under this SOA and the Contractor has the necessary qualifications, including the knowledge, skill and ability to perform the Work effectively;
- 9.2 it shall provide under this SOA a quality of service at least equal to that which Contractors generally would expect of a competent Contractor in a like situation;
- 9.3 it has complete authority to enter into this SOA; and
- 9.4 all work commenced under this SOA and subsequent call-ups will be completed in full.

10. Records to be kept by the Contractor

- 10.1 The Contractor shall keep proper accounts and records of the costs of work, services, and all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers. These accounts and records shall at reasonable times be open to audit and inspection by the authorized representatives of the Senate, who may make copies and take extracts therefrom.
- 10.2 The Contractor shall not dispose of the documents referred to herein without the written consent of the Senate, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the SOA or, in the absence of such specification, for a period of two (2) years following the completion of the work.

11. Confidentiality

- 11.1 Any information of a character confidential to the affairs of the Senate, its members or any of its employees, agents or Contractors to which the Contractor or any of its employees, or affiliates or subcontractors become privy as a result of services to be performed under this SOA and any resulting call-up shall be treated as confidential during and after the performance of the work.

12. Safeguarding of Senate information

- 12.1 It is a **MANDATORY REQUIREMENT** of this SOA and any resulting call-up that the Contractor insure or guarantee that all information provided under this SOA or resulting call-up be kept in Canada. If at anytime throughout the term of any resulting call-up, the storage location of all information is no longer kept in Canada, the Contractor shall notify the Senate Contracting Authority immediately in accordance with Section 8- Notice of this SOA.

13. Rules and Regulations

- 13.1 In its operation, the Contractor and its employees will comply and abide by all lawful rules and regulations of the Senate which may be established from time to time, provided that no such rules or regulations shall inhibit the Contractor from exercising its rights and duties hereunder.
- 13.2 The Contractor further understands that, to ensure fairness, openness and transparency in the procurement process, the commission of certain acts or offenses may result in a termination for default under the SOA. If the Contractor made a false declaration in its bid, makes a false declaration under the SOA, fails to diligently maintain up-to-date the information herein requested, or if the Contractor or any of the Contractor's affiliates or subcontractors fail to remain free and clear of any acts or convictions specified herein during the period of the SOA, such false declaration or failure to comply may result in a termination for default under the SOA. The Contractor understands that a termination for default will not restrict the Senate's right to exercise any other remedies that may be available against the Contractor and agrees to immediately return any advance payments.

14. Miscellaneous Restrictions

- 14.1 Under no circumstances shall the Contractor use any stationery with Senate letterhead to conduct business under this SOA.
- 14.2 It is the intention of the parties that the contract is for the performance of a service or services and that the Contractor is engaged as an independent Contractor providing services to the Senate and that the Contractor's Directors, Officers, Employees are not engaged as Senate employees and they are not subject to the terms and conditions of employment or privileges applicable to the employees of the Senate.
- 14.3 No Contractor or their staff can render services or benefit from payments under a SOA with the Senate if they are a family member (as defined in the Senate Administrative Rules) of the end user or of someone in a similar position who has influence over the scope of work.

15. Subcontracts

- 15.1 The Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the Work.
- 15.2 In any subcontract, the Contractor must, unless the Contracting Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Contracting Authority, not less favourable to the Senate than the conditions of the SOA.
- 15.3 Even if the Senate consents to a subcontract, the Contractor is responsible for performing the call-up and the Senate is not responsible to any subcontractor. The Contractor is responsible for any matters or things done or provided by any

subcontractor under the call-up and for paying any subcontractors for any part of the Work they perform.

16. No Implied Obligations

16.1 It is the intention of the parties that this SOA is for the provision of services. The Contractor is engaged as an independent Contractor providing services in accordance with this SOA, to the Senate. The Contractor's directors, officers, employees and agents are not engaged as Senate employees and are not subject to the terms and conditions of employment applicable to the employees of the Senate.

17. Performance

17.1 The Contractor shall report the performance under this SOA and any resulting call-up to the Senate in whatever format and frequency that the Senate may require.

18. Amendments to the Standing Offer Agreement

18.1 No person other than the Manager of Procurement Services or their designate can amend this SOA in any form. Any changes to the original SOA must be made in writing.

19. Conflict of Interest

19.1 The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the SOA, the Contractor shall declare it immediately to the Senate.

19.2 It is a term of this SOA or any resulting call-up that no former public office holder who is not in compliance with the Conflict of Interest Act shall derive a direct benefit from this SOA or any resulting call-up.

20. Discrimination and Harassment in the Workplace

20.1 The Contractor declares that the Contractor its directors or officers have not suffered any judgments in regard to legislation pertaining to discrimination or harassment in the workplace.

20.2 If such judgments are made against the Contractor, its directors or officers during the life of this SOA, the Senate reserves the right to immediately terminate the SOA. In such cases, the Senate shall only be liable for payment for services performed. No other costs or fees shall be due or payable by the Senate.

21. Health and Safety

21.1 The Contractor, while working in the Senate workplace, must comply with the Senate Policy on Occupational Health and Safety and the Guidelines promoting a scent-free work environment. Particularly this entails:

- a. Refraining or minimizing the use of scented products while in the Senate workplace;
- b. Taking all reasonable measures to protect the health and safety of every employee and other person granted access to the workplace for work purpose; and
- c. No smoking in any buildings or within the vicinity (or within nine (9) meters) of entrances, exits, windows or air intakes of Senate occupied buildings in the Parliamentary Precinct.

21.2 If Contractors breach those duties and responsibilities, corrective action will be taken which could include measures up to SOA termination. The Senate Policy on Occupational Health and Safety and the Guidelines promoting a scent-free work environment will be available upon request.

22. Advertisement

22.1 The Contractor shall not without prior written consent from the Senate, advertise or publicize any work performed to the Senate. Breach of this clause is considered to be

a breach of confidentiality and will result in the removal of the Contractor from Senate source files.

23. Entire Standing Offer Agreement (SOA)

- 23.1 This SOA constitutes the entire SOA between the parties with respect to the subject matter of the SOA and supersedes all previous negotiations, communications and other SOAs relating to it unless they are incorporated by reference in the SOA.

24. Authorities

24.1 Contracting Authority

The Contracting Authority for the SOA is:

To be Determined

Senior Procurement Officer
Finance and Procurement Directorate
The Senate of Canada
40 Elgin Street, 11th floor
Ottawa, ON K1A 0A4

Telephone: 613-995-8888

E-mail: Proc-appr@sen.parl.gc.ca

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

24.2 Project Authority

The Project Authority for the SOA is:

To be Determined

24.3 Contractor's Representative

The Contractor's representative for the SOA is:

Account Manager:

To be Determined

25. Replacement of Specific Individuals

- 25.1 If specific individuals are identified in the SOA to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 25.2 If the Contractor is unable to provide the services of any specific individual identified in the SOA, it must provide a replacement with better than or equivalent qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to the Senate. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide the name, qualifications and experience of the proposed replacement.
- 25.3 The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection II. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the SOA.

26. Priority of Documents

- 26.1 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 the RFSO including all annexes;
 - b. the articles of the SOA;
 - c. the Contractor's Bid dated *(To be identified upon contract issuance)*.

27. Proactive Disclosure

- 27.1 All contracts awarded by the Senate must reflect fairness in the spending of public funds. The Senate is obligated to report every quarter on its website, all contract awarded that have a value of more than \$10,000.00 or whose value has exceeded \$10,000.00 via amendment.

PART 6 - TERMS OF WORK AND PAYMENT

1. Period of the Standing Offer Agreement (SOA)

- 1.1 The Contractor shall, for **three (3) years from award of Standing Offer Agreement**, perform and complete with care, skill, diligence and efficiency the work that is described in this document.

2. Extension of the SOA

- 2.1 The Contractor grants to the Senate the irrevocable option to extend the term of the SOA by up to two (2) additional one (1) year period under the same conditions. The Contractor agrees that, during the extended period of the SOA it will be paid in accordance with the prices listed in Annex "B" – Basis of Payment.
- 2.2 The Senate may exercise this option at any time by sending a written notice to the Contractor at least two (2) weeks before the expiry date of the SOA. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through an amendment.

3. Financial Limitations

- 3.1 The total cost to the Senate against the resulting SOA must not exceed the sum of **\$xxxx.xx** (applicable taxes excluded) unless otherwise authorized in writing by the Contracting Authority. The Contractor must not supply any service which would cause the total cost to the Senate to exceed the said sum unless an increase is so authorized.
- 3.2 The Contractor must notify the Project Authority as to the adequacy of this sum when 75 percent of this amount has been committed before the expiry date of the SOA, whichever comes first. However, if at any time, the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the Contracting Authority.

4. Basis of Payment

- 4.1 In consideration of the Contractor satisfactorily completing all of its obligations under the SOA, the Contractor will be paid in accordance with rates specified in Annex "B" - Basis of Payment.
- 4.2 The Senate will not entertain any charges which are not specified in the Basis of Payment.

5. Invoicing

- 5.1 The Contractor shall submit a detailed invoice for each call-up. Invoices must show:
- Unique invoice number
 - Invoice Date
 - Date on which or period during which services were rendered
 - Standing Offer Number
 - Total costs per month, subtotaled by Senate Department and Employee Name

- 5.2 The Contractor's certified invoice shall be forwarded to:

**The Senate of Canada
Finance and Procurement Directorate
40 Elgin Street, 11th floor
Ottawa, Ontario
K1A 0A4 Canada**

or by e-mail at: finpro@sen.parl.gc.ca

- 5.3 The invoice must be reviewed and signed by the Project Manager or their delegated authority before payment is issued.
- 5.4 Payment by the Senate to the Contractor for work shall be made:

- within thirty (30) days following the date of receipt of an invoice for payment, or
- within thirty (30) days following the date on which the work is completed, or the goods delivered and accepted, whichever date is the later.

5.5 If the Senate has any objections to the invoice, written notification of the nature of such objections shall be forwarded to the Contractor.

6. Method of Payment

6.1 Direct Deposit: The Senate can deposit directly all payments into the individuals/corporation's account. Please submit a completed Annex "D" - Direct Deposit Form with your bid.

6.2 Payments will be addressed and mailed to the name and address indicated on the first page of the SOA.

7. Sales Tax

7.1 The Senate is exempt from Provincial Sales Taxes.

7.2 PST Exemption No.: Ontario 11708174G / Quebec: 10-0813-5602-P

7.3 The Applicable Taxes are not included in the resulting call-up amount.

7.4 The Applicable Taxes must be listed as a separate line item on all invoices.

8. Interest on Overdue Accounts

For the purpose of this section:

8.1 An amount is "due and payable" when it is due and payable by the Senate to the Contractor according to the terms and conditions of the SOA and resulting call-ups.

8.2 An amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.

8.3 "Date of payment" means thirty (30) days from the date of receipt of the invoice at the Senate.

8.4 The "Bank Rate" shall be the average Bank of Canada discount rate for the previous month, plus 3 per cent.

8.5 The Senate shall be liable to pay simple interest at the Bank rate on any amount which is overdue from the day such amount became overdue until the day prior to the date of payment inclusively; however, interest will not be payable nor paid unless the amount has been outstanding (unpaid) for more than fifteen (15) days following the due date. Interest shall only be paid when the Senate is responsible for the delay in paying the Contractor. In the event that the Senate is not responsible for the delay in paying the Contractor, no interest shall be paid.

8.6 The Senate shall not be liable to pay the Contractor any interest on unpaid interest.

ANNEX “A” – STATEMENT OF WORK (SOW)

1. Introduction

The Senate of Canada requires on-going dry-cleaning services and repair work in support to its operations. Although this requirement will mostly consist of dry cleaning of uniforms and other garments, it may also include drapes and building maintenance items such as rags, etc. A detailed list of items and forecasted annual quantities are provided below.

2. Contract Period

The period of the resulting Standing Offer Agreement for Dry Cleaning and related Services is for a period of three (3) years from signature on Standing Offer Agreement with the option to renew the standing offer for two (2) additional one (1) year periods.

3. Scope of Work

Work under this RFSO comprises the furnishing of all labour, material, tools, equipment, transportation and supervision to provide dry cleaning services in support of the Senate of Canada.

The Contractor shall provide 2 laundry bags per user to put dirty cloths in in their pricing. Laundry bags must allow for the identification of the user and the building of the delivery. Senate users are responsible for identifying the bags with their names and the delivery building. They must fill the Dry-Cleaning Form with the details required and insert the form in the laundry bag. Replacement bags due to loss, tears, damage beyond wear and tear shall be provided at the Senates' cost.

The Contractor shall perform the work in accordance with this Statement of Work.

All dry-cleaning services are to be performed in accordance with the current industrial standards for dry cleaning by any national or provincial standards organization. Where no such standard exists, the 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 dry-cleaning items are to be hung on a hanger unless otherwise directed in writing by the designed project authority.

4. Potential items list and estimated quantities (this listing is based on non-COVID times)

Item #	DESCRIPTION	FORECASTED ANNUAL REQUIREMENT
1	Pants and/or skirts/shorts	600
2	SS-LS Polo/Shirts/Blouses MC-ML	600
3	Jackets (winter/summer/5 in 1)	95
4	Ties	30
5	Scarves	5
6	Tunics	50
7	Cardigan, V-neck Sweaters, hoodies	148
8	Vests (Various types)	250
9	Robes or dresses	5
10	Draperies with lining (square foot)	9000
11	Sheer Panels (square foot)	9000
12	Tablecloth (square foot)	20
13	Hat or Ball Cap	130
14	Flag	20
15	Gloves (pair)	65
16	Drapery Attachments	94
17	Table Skirts	50
18	Valence (by foot)	100
19	Raincoats	70
20	Blazers	30

Item #	DESCRIPTION	FORECASTED ANNUAL REQUIREMENT
21	Smock/Aprons/Unisex shirts	1
22	Socks (winter/summer)	610

5. Details of main Dry-Cleaning items

1- Pants (Dress/Regular cargo/ Heavy Duty cargo /Shorts)	Heavy Duty cargo pants and shorts-Fabric: 65% poly, 35% cotton Dress and Cargo regular pants-Fabric: 65% poly, 35% viscose
2- Dress Shirts SS/LS	SS-Fabric: 65% poly, 35% cotton LS-Fabric: 65% poly, 35% cotton
3- Polos SS/LS	SS-Fabric: 65% poly, 35% cotton LS-Fabric: 100% polyester
4-Jackets and coats (Summer, Rain, Winter, 5 in 1)	All-Fabric: 100% polyester
5- Clip on tie	Fabric-Wool blend
6- Cardigan, V-neck sweaters and hoodies	Cardigan-Fabric: 100% acrylic V-neck sweaters and hoodies-Fabric: 60% cotton, 40% acrylic
7-Gloves (Work and winter)	Winter-Fabric: 100% polyester Work-Fabric: Synthetic
9-Blazer	Fabric: 54% Polyester 44% Wool, 2% Lycra

Note: These details are as an example only and are subject to change without notice.

6. Contractor Responsibilities:

- 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 the locations and times listed below. 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.
- All items requiring return to designated persons shall include an identification tag to assist the Senate 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.
- 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 Quarter Master.
- Delivery and pick-up slip information shall include the name of the Senate employee if applicable (must be legible) and the pick-up and subsequent return location.
- Must be able to complete laundry pick-ups / deliveries twice a week Tuesdays & Fridays.
- Laundry services must be performed and delivered by the next service day.

7. COVID Protocol

- At the onset of the Standing Offer Agreement, the contractor will be required to complete an on-line Covid-19 [form](#) at least 4 days prior to the first access of the workplace (this only needs to be done once), including confirmation that they have read "*Keeping Building Occupants Safe while allowing the Continuation of Construction Projects and Building Upkeep During the COVID-19 Pandemic*".
- The contractor must provide a **Health and Safety Plan** outlining the measures the contractor has developed for their employees in response to COVID-19 to be reviewed by the OSHW Advisor (linda.sabourin@sen.parl.gc.ca) and must include Covid-19 protocols and procedures have been developed for their employees.

- The Contractor shall ensure that:
 - their employees are symptom free of the SARS-CoV-2 virus that contributes to Covid-19 disease
 - their employees have the required personal protective equipment and devices required (i.e. hand sanitizer, facemask, etc.)
 - all travel in a Senate building must be as direct as possible from the entry point to the work site with no deviations, as well as locations for a break/lunchroom must be identified, when applicable
 - their employees will abide by passive Covid-19 screening signs at points of entry, and refrain from entering if exhibiting any of the symptoms listed.

8. Work Attire and vehicle identification

- The Contractor's employees must be properly attired when doing business with the Senate of Canada. They must have proper work attire, which is clean and where the company and employee's name is prominently displayed on the outer clothing at all times.
- The name of the Contractor shall be clearly marked on the vehicle picking up and delivering to the Senate locations

9. Pick-up and Deliveries

- The selected Contractor shall perform pick-up and delivery services as indicated below. When the scheduled pick up or delivery day falls on a statutory holiday, the selected bidder shall schedule the pick-up and delivery services for the next business day following the holiday.
- Garments picked-up must be cleaned and delivered by the next service day.
- Pick-ups and deliveries are to be made to the following area:
 - Senate of Canada Building (2 Rideau Street)
 - Victoria Building (140 Wellington Street),
 - Trades (95 Noel Street, Quebec)
 - 1 Wellington, Ottawa
 - East Block (111 Wellington Street, Ottawa)
 - 61 Queen Street, Ottawa

NOTE: Other location may be added upon contract award.

10. Service Days and timings

Tuesdays and Fridays from 9:00 am to 2:00 pm

11. Client Groups

A list of client groups that may require dry-cleaning services and repair work will be provided to the successful contractor upon award of Standing Offer Agreement.

12. Damages to Garments

- The selected Contractor shall be fully responsible to replace (at current replacement cost) or repair all items damaged or lost.
- Costs for repairs or replacement of garments damaged or lost by the selected Contractor shall be deducted from outstanding invoices. In such cases, the Senate shall inform the selected Bidder in writing prior to proceeding and deducting outstanding invoices.

13. Senate Responsibilities

- The Senate of Canada shall provide to the selected Contractor a cabinet in one of the Senate buildings for the storage, pick-up and delivery of garments. These rooms will be furnished with clothing racks, shelving and a work-surface as may be required to perform required services under this contract.

- The Senate of Canada shall provide parking at assigned locations for one vehicle on assigned service days. No parking will be provided for 61 Queen Street, Ottawa, ON.
- The Senate of Canada shall perform security clearance on the Contractor’s individuals associated with this work.
- Upon successful security clearance in accordance with clause 13 in Part 2 of this RFSO, the Senate shall issue a security pass(es) to the selected Bidders’ employee(s) to permit access to the Senate precinct.
- Should the location of pick-ups and drop-offs be changed the Senate will advise the Contractor within 10 days;
- Laundry bags will be tagged to pick-up at the predetermined drop-off area;
- The Project Authority will notify the Contractor of irregular service issues when they arise. Irregular service issue includes but not limited to, quality of service, short delivery, delivery not on time, etc.;
- The Project Authority will advise the Contractor of any inventory shortfall, via email;
- The Project Authority will provide account number for each Senate user.

14. Senate Security Protocol

Prior to any work being undertaken at/with the Senate, all individuals, including affiliates and subcontractors working on any resulting contract(s) must hold a valid security clearance at the level of “Site Access” by a parliamentary or governmental institution recognized by the Senate.

As a condition of contract award, the Contractor shall provide a list of all employees who will be working on this contract and that will be access the senate precinct and senate buildings for all services rendered for the purposes of conducting a Senate Security clearance.

Once the Security Clearances have been processed and security clearance granted, the Corporate Security Directorate will contact the successful Contractors’ identified representative and make formal arrangements to acquire vehicle information prior to commencement of work.

15. Reporting

The contractor must provide a monthly report summary to the Project Authority by email on the first Monday of each month.

Report Type	Report Frequency	Required Information
Summary of Dry-Cleaning Expenditures	Monthly	Month/Year Department Account Number Employee Name Date of Request Item Description Number of Items Cost per Item Subtotal cost per employee Subtotal cost per Department Total cost per month

The Senate reserve the right to modify the reporting parameters as and when required after contract award and or during contract period.

ANNEX “B” – BASIS OF PAYMENT

All applicable taxes are extra to these prices.

Part A and Part B below must be completed in its entirety. Failure to provide pricing for each item will result in the disqualification of your bid.

Basis of award will be low total cost for Part A and Part B for all years (including option years).

PART A: Pricing of on each item with Standard Delivery:

Item #	DESCRIPTION	Estimated Annual Requirement	UNIT COST Year 1	UNIT COST Year 2	UNIT COST Year 3	UNIT COST Option Year 1 (if exercise)	UNIT COST Option Year 2 (if exercise)
1	Pants and/or skirts/shorts	600	\$	\$	\$	\$	\$
2	SS-LS Polo Shirts/Blouses MC-ML	600	\$	\$	\$	\$	\$
3	Jackets (winter/summer/5 in 1)	95	\$	\$	\$	\$	\$
4	Ties	30	\$	\$	\$	\$	\$
5	Scarves	5	\$	\$	\$	\$	\$
6	Tunics	50	\$	\$	\$	\$	\$
7	Cardigan, V-neck Sweaters, hoodies	148	\$	\$	\$	\$	\$
8	Vests (Various types)	250	\$	\$	\$	\$	\$
9	Robes or dresses	5	\$	\$	\$	\$	\$
10	Draperies with lining (square foot)	9000	\$	\$	\$	\$	\$
11	Sheer Panels (square foot)	9000	\$	\$	\$	\$	\$
12	Tablecloth (square foot)	20	\$	\$	\$	\$	\$
13	Hat or Ball Cap	130	\$	\$	\$	\$	\$
14	Flag	20	\$	\$	\$	\$	\$
15	Gloves (pair)	65	\$	\$	\$	\$	\$
16	Drapery Attachments	94	\$	\$	\$	\$	\$
17	Table Skirts	50	\$	\$	\$	\$	\$
18	Valence (by foot)	100	\$	\$	\$	\$	\$
19	Raincoats	70	\$	\$	\$	\$	\$
20	Blazers	30	\$	\$	\$	\$	\$
21	Smock/Aprons/Unisex shirts	1	\$	\$	\$	\$	\$
22	Socks (winter/summer)	610	\$	\$	\$	\$	\$
Total (Part A)			\$	\$	\$	\$	\$

PART B: Repairs Pricing:

Item #	Description	UNIT COST Year 1	UNIT COST Year 2	UNIT COST Year 3	UNIT COST Option Year 1 (if exercised)	UNIT COST Option Year 2 (if exercised)
1	Pants and/or skirts (seams and waist adjustment)	\$	\$	\$	\$	\$
2	Shirts and/or blouses (adjusting sleeve lengths)	\$	\$	\$	\$	\$
3	Installing new zipper on pants or skirts	\$	\$	\$	\$	\$
4	Installing new zipper on coats and jackets	\$	\$	\$	\$	\$
5	Sewing buttons	\$	\$	\$	\$	\$
6	Sewing crests	\$	\$	\$	\$	\$
7	Small repairs (sewing)	\$	\$	\$	\$	\$
8	Medium repairs (sewing)	\$	\$	\$	\$	\$
9	Large repairs (sewing)	\$	\$	\$	\$	\$
10	Waterproofing	\$	\$	\$	\$	\$
	Total (Part B)	\$	\$	\$	\$	\$

Summary of Costs:

ALL INCLUSIVE COST	TOTAL COST Year 1	TOTAL COST Year 2	TOTAL COST Year 3	TOTAL COST Option Year 1	TOTAL COST Option Year 2
Total of Part A	\$	\$	\$	\$	\$
Total of Part B	\$	\$	\$	\$	\$
Total Cost	\$	\$	\$	\$	\$
GRAND TOTAL	\$				

Company Name	
Name of Representative	
Signature and Date	

ANNEX “C” – LANGUAGE PROFICIENCY

Language Proficiency Grid Legend	Oral	Comprehension	Written
Basic	A person speaking at this level can: <ul style="list-style-type: none"> • ask and answer simple questions; • give simple instructions; and • give uncomplicated directions relating to routine work situations. 	A person reading at this level can: <ul style="list-style-type: none"> • fully understand very simple texts; • grasp the main idea of texts about familiar topics; and • read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	A person writing at this level can: <ul style="list-style-type: none"> • write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: <ul style="list-style-type: none"> • sustain a conversation on concrete topics; report on actions taken; • give straightforward instructions to employees; and • provide factual descriptions and explanations. 	A person reading at this level can: <ul style="list-style-type: none"> • grasp the main idea of most work-related texts; • identify specific details; and • distinguish main from subsidiary ideas. 	A person writing at this level can: <ul style="list-style-type: none"> • deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: <ul style="list-style-type: none"> • support opinions; and understand and express hypothetical and conditional ideas. 	A person reading at this level can: <ul style="list-style-type: none"> • understand most complex details, inferences and fine points of meaning; and • have a good comprehension of specialized or less familiar material. 	A person writing at this level can: <ul style="list-style-type: none"> • write texts where ideas are developed and presented in a coherent manner.

ANNEX "D" – DIRECT DEPOSIT ENROLLMENT FORM



FINANCES AND PROCUREMENT DIRECTORATE
Supplier Creation &
Direct Deposit Enrollment Form

Protected once completed
For internal use only _____
Supplier ID Code _____

INSTITUTION AND ACTION REQUIRED - Please select:

Create - Senate of Canada ▼

Reason for action:

Section 1 - SUPPLIER DETAILS

LEGAL NAME: _____ Tel: _____

OPERATING NAME: _____ Tel: _____

ADDRESS:
Street No. /PO BOX: _____ Postal Code/Zip: _____
City: _____ Province / State: _____ Country: _____

Remittance Address if different from above:
Street No. /PO BOX: _____ Code Postal/Zip : _____
City: _____ Province / State: _____ Country: _____

HST/GST (If applicable Corporation) _____
Social Insurance Number (for Contractor) _____

Section 2 - SUPPLIER PAYMENT DETAILS

CANADIAN \$ | OTHER CURRENCY _____ (By Cheque Only)

Method of Payment:
 CHEQUE | (CND \$) DIRECT DEPOSIT - Please Attach a blank "VOIDED" cheque or other related banking documents - *Recommended*

Direct Deposit Email Payment Notification:
EMAIL Address 1 _____
EMAIL Address 2 _____

Section 3 - CONSENT

I give consent to the Senate of Canada to pay the invoices for the supplier identified in Section 2 through Direct Deposit to the financial institution that I have designated through the attach cheque with "VOID" written on it or my other attached related banking documents.

Name: _____
Signature: _____ Date: _____
COMMENTS: _____

Please submit the completed and signed form (and attachment) to the Senate Procurement Division by e-mail at:

Proc-Appr@sen.parl.gc.ca

