



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Réception des soumissions - TPSGC / Bid Receiving  
- PWGSC

Voir dans le document/

See herein

NA

Québec

NA

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

TPSGC/PWGSC  
601-1550, Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

<b>Title - Sujet</b> Dry cleaning and laundry Dry cleaning and laundry services	
<b>Solicitation No. - N° de l'invitation</b> W0138-20A041/A	<b>Date</b> 2021-10-15
<b>Client Reference No. - N° de référence du client</b> W0138-20A041	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$QCN-041-18224
<b>File No. - N° de dossier</b> QCN-0-43214 (041)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Standard Time EST <b>on - le 2021-11-17</b> Heure Normale du l'Est HNE	
<b>Delivery Required - Livraison exigée</b> Voir doc.	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cloutier, Annabelle	<b>Buyer Id - Id de l'acheteur</b> qcn041
<b>Telephone No. - N° de téléphone</b> (418)654-6227 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DE LA DEFENSE NATIONALE 3E ESCADRE BAGOTVILLE 3 ESM-B225 ALOUETTE Québec G0V1A0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## STANDING OFFER FOR DRY CLEANING AND LAUNDRY SERVICES

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Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-0-43214

Buyer ID - Id de l'acheteur  
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment and any other annexes

### **1.2 Summary**

**1.2.1** This Request for Standing Offer is issued to meet the requirement of the Department of National Defence - Bagotville Detachment, for the provision of all labour, materials, tools, transportation, equipment and supervision necessary to provide laundry and dry cleaning services, including pick-up and delivery on an as required basis and on a schedule specified in Annex A – Statement of Work. These services are required for various Department of National Defence - Bagotville Detachment facilities.

It is anticipated that a maximum of one (1) Standing Offer will be put in place as a result of this Request for Standing Offers.

The period of this Standing Offer is one (1) year from the issuance of the Standing Offer. There are also two optional years of one (1) year each.

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**1.2.2** This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

### **1.3 Security Requirements**

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.4 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### **1.5 Anticipated migration to an e-Procurement Solution (EPS)**

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/active>

#### **2.1.1 SACC Manual Clauses**

[A3015T](#) (2014-06-26), Certifications – Bid

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A3015T/5>

## 2.2 Submission of Offers

Offers must be submitted only to the Public Works and Government Services Canada (PWGSC) Quebec Region Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation.

### 2.2.1 Epost Connect

Offerors choosing to submit using epost Connect must send an email requesting to open an epost Connect conversation to the following address:

[TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RQReceptionSoumissions-QRSupplyTendersReception.PWGSC@tpsgc-pwgsc.gc.ca)

**Note: Offers will not be accepted if emailed directly to this email address.** This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2006](#) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2006/active>), or to send offers through an epost Connect message if the offeror is using its own licensing agreement for epost Connect.

It is the Offeror's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

[Steps to follow for the Bid Submission to Bid Receiving Unit \(BRU\) using epost Connect](https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect) (<https://buyandsell.gc.ca/steps-to-follow-for-the-bid-submission-to-bid-receiving-unit-bru-using-epost-connect> )

### 2.2.2 Facsimile

Facsimile number: 418-566-6168.

2.2.3 Bids transmitted by hardcopy to PWGSC will not be accepted.

## 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

### **Definitions**

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

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

As per the above definitions, is the Offeror a FPS in receipt of a pension?

**YES ( ) NO ( )**

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

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

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

**Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

**YES ( ) NO ( )**

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

## 2.4 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority [Annabelle.Cloutier@tpsgc-pwgsc.gc.ca](mailto:Annabelle.Cloutier@tpsgc-pwgsc.gc.ca) no later than **seven (7) calendar days** before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

## 2.5 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

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

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential offerors to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages offerors to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Offerors should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Offerors should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

- Section I: Technical Offer
- Section II: Financial Offer
- Section III: Certifications

Offers transmitted by hardcopy will not be accepted.

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

**Section I: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

**Section II: Financial Offer**

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment.

**Section III: Certifications**

Offerors must submit the certifications and additional information required under Part 5.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

**4.1.1 Financial Evaluation**

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

**4.1.2 Firm Prices and/or Rates**

M0019T (2007-05-25), Firm Prices and/or Rates

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/M/M0019T/5>

**4.2 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

The price of a bid will be calculated by establishing a total evaluation amount. The total evaluation amount will be calculated by adding the evaluation amounts of each item. **A firm unit price must be provided for each item.** The Firm Unit Prices must be all-inclusive (administrative costs, profit and other direct expenses).

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

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

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

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

### **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

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

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

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### **5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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

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## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

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

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

- 7.1.1 The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### **7.2 Security Requirements**

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

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No. W0138-20A041**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex D;

b) *Contract Security Manual* (Latest Edition).

### **7.3 Standard Clauses and Conditions**

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

#### **7.3.1 General Conditions**

[2005](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2005/14) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2005/14>

#### **7.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods and services to Canada under contracts resulting from the Standing Offer. This data must include all purchases done by Canada, including those acquired and paid for by Canada acquisition cards.

The Offeror must provide this data in accordance with the reporting requirements. If some data is not available, the reason must be indicated in the report. If no goods or services is provided during a given period, the Offeror must provide a "nil" report.

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

(If an alternate reporting period is used, delete the quarterly periods stated below and define the alternate reporting period.)

The quarterly reporting periods are defined as follows:

- First quarter: April 1 to June 30;
- Second quarter: July 1 to September 30;
- Third quarter: October 1 to December 31;
- Fourth quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than **ten (10)** calendar days after the end of the reporting period.

### **7.4 Term of Standing Offer**

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

Call-ups against this Standing Offer may be made from the issuance of the Standing Offer for a period of one (1) year.

#### **7.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) periods of one (1) year each under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

### 7.4.3 Delivery Points

Delivery of the requirement will be made to delivery points specified at Annex "A" of the Standing Offer.

## 7.5 Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Annabelle Cloutier  
Title: Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1550, d'Estimauville Avenue  
Quebec (Quebec) Canada G1J 0C7

Telephone: 418-654-6227

E-mail address: [Annabelle.Cloutier@tpsgc-pwgsc.gc.ca](mailto:Annabelle.Cloutier@tpsgc-pwgsc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representatives

*(Must be completed by the Offeror)*

The Offeror's representatives are :

#### Administrative representative

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

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

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

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

Email : \_\_\_\_\_

#### Call-up follow-up

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

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

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

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

Email : \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of National Defence - Bagotville Detachment.

## 7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 2 and 3 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
  - PWGSC-TPSGC 942 Call-up Against a Standing Offer
  - PWGSC-TPSGC 942-2 Call-up Against a Standing Offer - Multiple Delivery
  - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
  - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

or

3. An equivalent form or electronic call-up document which contains at a minimum the following information:
  - standing offer number;
  - statement that incorporates the terms and conditions of the Standing Offer;
  - description and unit price for each line item;
  - total value of the call-up;
  - point of delivery;
  - confirmation that funds are available under section 32 of the Financial Administration Act;
  - confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$10 000,00 (Applicable Taxes included).

## 7.10 Financial Limitation

*(Will be completed at the issuance of the standing offer)*

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_ (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call

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ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or three (3) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

### **7.11 Priority of Documents**

*(Will be completed at the issuance of the standing offer)*

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions **2005** (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions **2010C** (2020-05-28), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Legend for the Basis of Payment;
- g) Annex C, Basis of Payment;
- h) Annex D, Security Requirements Check List;
- i) the Offeror's offer dated \_\_\_\_\_.

### **7.12 Certifications and Additional Information**

#### **7.12.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

#### **7.13 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Quebec.

#### **7.14 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

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

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

#### **7.2.1 General Conditions**

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

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2010C/18>

Section 13 Interest on Overdue Accounts, of 2010C (2020-05-28), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

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

Call-ups against this Standing Offer may be made from the date of issuance of the Standing Offer for a period of one (1) year.

#### **7.3.2 Delivery Date**

Delivery must be completed within the time frame specified in Annex "A" of the call-up against the Standing Offer.

### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price as specified in Annex B – Basis of payment. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

## 7.5.2 Limitation of Price

[C6000C](#) (2017-08-17), Limitation of Price

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/C/C6000C/7>

## 7.5.3 Single Payment

[H1000C](#) (2008-05-12), Single Payment

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/H/H1000C/2>

## 7.5.4 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## 7.5.5 SACC Manual Clauses

[A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9117C/2>

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/A/A9062C/4>

## 7.6 Invoicing Instructions

### Block Invoices (Monthly)

- a) A block invoice will be issued at the end of each month summarizing the total cost of each Call-up for that month, the total of the block invoice and taxes, for each Identified User ;
- b) The Offeror shall include a copy of all Call-ups, each signed, with the Designated User's block invoice; and
- c) Block invoices are to be sent to each specific address of the users covered by this Standing Offer.

## 7.7 Insurance

[G1005C](#) (2016-01-28), Insurance – No Specific Requirement

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/G/G1005C/3>

## 7.8 Dispute Resolution

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

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## ANNEX "A" - STATEMENT OF WORK

### Standing Offer for dry cleaning and laundry services

#### 1. General Specifications for the dry cleaning and the laundry services

##### 1.1. Context

CFB Bagotville needs a standing offer for a dry cleaning and laundry services. The requested service must include pickup, cleaning and delivery of various types of clothing and textiles. Cleaning must be done outside of the base.

##### 1.2. Lost and Destroyed Items

Items on purchase orders that are not returned within one month will be considered lost or destroyed and the contractor must replace them at its expense.

##### 1.3. Bags and Equipements

The contractor must provide sufficient equipment to meet the needs.

For dry cleaning services: minimum quantity of 40 bags.

For laundry services: minimum quantity of 80 bags.

The bags must be sufficiently large and will be used for collecting items from the various places. The contractor must provide for a rotation of these bags since he will have to leave some in place in different departments. Bags must be identified with the name of the contractor.

The collection truck must be equipped with a hydraulic system or other for places without loading docks. The contractor must have enough employees to load and unload the bags without assistance from military or federal government personnel.

##### 1.4. Pickup

Unless otherwise specified below, the material to be cleaned must be picked up two (2) times a week, on Tuesday and Thursday and returned within a maximum of 7 calendar days following the day of the pickup. Normal pickup and delivery times are between 8:00 a.m. and 4:00 p.m. All products must be returned to the building from which they were picked up.

#### 2. Dry Cleaning Specifications

##### 2.1. Pickup and Return Locations

Please refer to the plan at the end of the present document.

1	Régiment du Saguenay Jonquière (RSJ)
2	Chicoutimi Naval Reserve (CNR)
3	Singles Accommodations, Bulding 60
4	Cadets' Supply, Bulding 86C

5	Clothing store, Bulding 86H
6	2 ATS, Bulding 86

## 2.2. Chicoutimi Naval Reserve

The return of items from the Chicoutimi Naval Reserve must be made for the next pick-up. You come to pick up the items on Tuesday, you return them on Thursday of the same week (2 days instead of 7 days) and those of Thursday, you return them the following Tuesday and so on.

## 2.3. Cadets' Supply - Bulding 86C

Only one notice will be given to the Contractor if the performance of this service is to take place. The pick-up and return of the material will be carried out according to the modalities below.

### 2.3.1. Material Pickup and Return

- A) Period from the 15<sup>th</sup> September till the 15<sup>th</sup> June of each year:  
Pickup will be every Tuesday without notice.

Return to cadet supply will be within 48 business hours of pickup.

Quantities of up to 400 sleeping bags (item no. 9), and canvas sleeping bag bags (item no. 23) can be sent at the same time and returned within 48 working hours. ,

- B) Period from the 16<sup>th</sup> June till the 14<sup>th</sup> September of each year:

Pickup will be done according to a specific schedule to be determined and provided by the Cadet Supply Manager when the summer camp opens.

As for the return, it will be done according to the training schedule that will be provided by the summer camp when it opens.

**Notes:** The pickup and return time for this period will be 24 hours in some cases 48 hours for others.

On certain occasions, an unscheduled pickup may be required during problematic situations such as emergencies and / or heavy rain. These pickups will be requested by the Cadet Supply Officer and the material must be returned within 48 hours.

At the end of the camp (mid August) the total quantity of pillows (+/- 1300) must be cleaned and returned in the same week.

### 2.3.2. Explanation of the reasons for short delay to carry out cleaning:

**Sleeping bags:** The times for cleaning sleeping bags depend on the cadet corps exercises. Currently, the Cadet Supply Department has 500 sleeping bags in stock. Cadet corps schedule their exercises based on the availability of their personnel and equipment. Up to 500 cadets can be on duty in the same weekend.

The Cadet Supply Department currently supports 25 cadet corps which have between 30 to 120 cadets each and they must plan two exercise weekends per training year (normally fall-winter and / or winter-spring). Sometimes, 5 to 8 cadet corps plan their

exercises on the same weekend (200 to 400 cadets). If the following week, there are other exercises planned, the cadet supply department needs the sleeping used the previous weekend to provide them with sleeping bags.

In addition, units pick up their equipment on Friday. If there are several exercises at the same time, the day of Friday is reserved only for the distribution of equipment. The material must be prepared before, either Wednesday or Thursday. In summer, the quantities are less (120 to 200 bags) but the frequencies closer because the cadet supply department depends on the training schedule; 50 bags come out for 6 weeks, 80 more for 3 weeks and 120 bags for 1 day.

If the days of sleeping in the forest follow one another and coincide with the return of the 3 weeks or if an evacuation is ordered due to the rain, the contractor must be able to clean between 120 and 200 bags in 24 hours. The main tasks of the cadet supply department is to provide the material required for the exercises and the camp, and the requested service is necessary for the conduct of the various activities planned by the cadet corps or by the camp.

**Pillows** : All pillows used during camp must be cleaned and returned to camp before cadet camp staff leave. Camp ends on the Saturday of the second week of August and staff have approximately 5-7 days left to complete closing duties including preparing bedding sets for the winter and the following summer. The sets are put in plastic bags and placed in Barrack boxes under the beds which takes around 3 days for 10 people for around 1000 beds.

Example: the camp ended on Saturday August 15, bedding is picked up on the morning of the 15th. The remaining staff cadets leave the following Sunday so the task must be completed by Saturday the 22nd. The contractor has until Wednesday to clean and dry about half of the pillows and the rest by Friday morning maximum. This task must be completed before the departure of the Staff Cadets as we, the Cadet Supply Department, are unable to store this bedding in batch in our warehouses.

### 3. Laundry Services Specifications

#### 3.1. Pickup and Return Locations

Please refer to the plan at the end of the present document.

1	Régiment du Saguenay - 2678, Chemin de la réserve, Chicoutimi (Québec) G7S 4W9
2	Réserve navale NCSM Champlain - 405, Boulevard du Saguenay E, Chicoutimi (Québec) G7H 7R4
3	Barrack warden, Single Accommodation, Building 60
4	Medical Clinic, Building 66
5	Dental Clinic, Building 68
6	Electrical and Mechanical Engineering, Building 371
6.1	Electrical and Mechanical Engineering, Building 371 (Heavy Equipment)
7	Transport, Building 371

7.1	Transport, Building 77 (Refueling)
8	Readiness Training Flight, Building 81
9	Cadets Supply, Building 86, door 3
9.1	Cadet Supply, Building 291 (Trailer for the summer)
10	Clothing Store, Building 86
11	Combine MESS and Kitchen, Building 55 and 87
12	Armament, Building 159
13	3 Air Maintenance Squadron, Building 216, door 157
13.1	3 Air Maintenance Squadron, Building 216, doors 103 and 109
13.2	3 Air Maintenance Squadron, Building 216, door 104.1 (Reservoir)
13.3	3 Air Maintenance Squadron, Building 216, door 118.2 (Workshop)
13.4	3 Air Maintenance Squadron, Building 216, door 138 (Engine Bay)
13.5	3 Air Maintenance Squadron, Building 216, door 145 (Indestructive)
14	Real Property operations(CE) Store, Building 218
15	439 Squadron, Hangar 3
16	10 FTTS, Hangar 6
17	433 Squadron, Hangar 7
18	425 Squadron, Hangar 7
19	Quick Reaction Area, Building 121
20	Firefighters Hall, Building 85

### 3.2. Régiment du Saguenay

Pickup is done on the Tuesday or Thursday following a call. The return period is 7 calendar days.

### 3.3. Electrical and Mechanical Engineering (Building 371)

Coveralls collected from building 371 must be picked up on Tuesday and returned on Thursday. If picked up on Thursday, they must be returned the following Tuesday.

### 3.4. Cadets Supply (Building 86 and 291)

Only one notice will be given to the Contractor if the performance of this service is to take place. The pick-up and return of the material will be carried out according to the modalities below.

A) Period from the 15<sup>th</sup> June till the 15<sup>th</sup> September of each year:

Pickup will be done every Tuesday and return Thursday (48h).

The contractor must provide a trailer a minimum of 12 feet long by 6 feet wide and 6 feet high, from July 1<sup>st</sup> to September 1<sup>st</sup> of each year. The trailer will be loaded and unloaded by cadet camp staff. This trailer will be used for the camp laundry and remains the property of the contractor.

Example of trailer service cycle:

July 1 <sup>st</sup>	16h30 : The trailer is delivered to Building 291 at the cadet camp
Tuesday	09h00: The trailer is collected with the dirty laundry
Thursday	09h00: The trailer is returned with clean laundry
	12h00 : The trailer is loaded with the dirty clothes and is ready to be picked up
	16h30 : The empty trailer is returned to the cadet camp
Next Tuesday	09h00 : The trailer is collected with the dirty laundry and the cycle restart
1 <sup>st</sup> September	The cadet camp is over and the trailer is picked up by the contractor

### 3.5. Combined MESS and Kitchen (Buldings 55 et 87)

Les articles de cuisine et lingettes devrons être ramassés le mardi et retourné le jeudi. S'ils sont ramassés le jeudi, ils devront être retournés le mardi suivant.

### 3.6. Quick Reaction Area (Buldging 121)

Items will be picked up once a week, i.e. Tuesday and must be returned no later than Friday of the same week.

The quick Reaction Area is a restricted Access area and the contractor will have to communicate with the entry gate in order to coordinate with the maintenance office of building 121. The delivery and pickup will be carry out in the parking lot of the Quick Reaction Area.



Plan du camp de cadets de Bagotville / Bagotville cadet camp plan



## BÂTISSSES

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ENTREPÔT GÉNÉRAL	124	GENERAL STORAGE
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ARMEMENT TYPE U	135	TYPE U ARMAMENT
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CASERNE	181	BARRACK
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HANGAR POUR GRUE	188	CRANE SHELTER
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APU SHELTER	
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WORKSHOP	
TRAILER PARK STORAGE	
HUSH HOUSE FOR CF-18	
MUMF	
ARMAMENT SUPPORT	
FACILITY	
SUPPLY – ROADS & GROUNDS	
25 METRE SHOOTING RANGE	
STOP BUTT	
LOX BLDG	
MSE GARAGE	
SINGLE QUARTERS	
PUMPS SHELTER - POL	
COMPOUND	
CF-18 WAREHOUSE	
MISSILE STORAGE	
POL STORAGE	
ILS EQUIP SHELTER (RWY 11)	
ILS EQUIP SHELTER (RWY 29)	
COOLER SHELTER	
GUARD POST	
AIRFIELDS LIGHTING POWER	
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GAS CHAMBER	
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DORMITORY BLDG
DORMITORY BLDG
DORMITORY BLDG
DORMITORY BLDG
DORMITORY BLDG
DORMITORY BLDG
SANITARY BLDG
CADET
CADET-ADMIN
CADET-ADMIN
CADET-ADMIN
GREENHOUSE
“SPRUNG” SHELTER – H2
“SPRUNG” SHELTER – H6
“SPRUNG” SHELTER –216
SANITARY BLDG
CONTROL TOWER
POL GARAGE
POL PUMP STATION
POL STORAGE – ROADS AND GROUNDS
FLYING CLUB
CCCA
ARENA
CADET MULTI-DISCIPLINARY CENTRE & MUSIC SCHOOL

## **BÂTISSSES**

POSTE DE CONTRÔLE D'ENTRÉE 308  
REMISE À BICYCLETTES (NORD) 309  
REMISE À BICYCLETTES (SUD) 310  
ABRI "SPRUNG" H3 312  
ENTREPÔT DE BATTERIES 313  
GROUPE ÉLECTROGÈNE AUXILIAIRE 314  
ENTREPÔT PRODUITS DANGEREUX 316  
GROUPE ELECTROGÈNE (BAT 81) 319  
SAECR 365

## **BUILDINGS**

ENTRANCE CONTROL POST  
BICYCLE STORAGE  
BICYCLE STORAGE  
"SPRUNG" SHELTER – H3  
BATTERY STORAGE  
AUXILIARY POWER PLANT  
HAZARDOUS MATERIAL  
POWER PLANT (BLDG 81)  
ADCTS

## **ANNEX "B" – LEGEND FOR THE BASIS OF PAYMENT**

### **1. Legend for the dry cleaning services (Annex C – Part 1)**

**This legend applies to all items listed in Annex C - Basis of Payment, Part 1.**

#### **"A" Categories:**

1. Clothing
2. Bedding and towels
3. Camping Equipment
4. Kitchen Equipment
5. Hospital Equipment
6. Miscellaneous

#### **"B" Tissu / Matériel:**

1. Cotton
2. Leather
3. Nylon
4. Wool
5. Linen
6. Rayon
7. Canvas
8. Miscellaneous
9. Ruffer

#### **"C" Recommended type of treatment**

1. Dry cleaned and tumbler dried
2. Dry cleaned and pressed
3. Shampoo.

#### **"D" Type of packaging**

1. On hangers with a plastic cover.
2. Individually tied and put in a plastic bag.
3. Folded and tied in bundles of 5.
4. Tied with two ropes in bundles of 5 units and wrapped in protective plastic.
5. 50 in 1. (ex : 49 laundry bags in 1).

### **2. Legend for the laundry service (Annex C – Part 2)**

**This legend applies to all items listed in Annex C - Basis of Payment, Part 2.**

#### **"A" Catégories:**

1. Clothing
2. Bedding and towels
3. Camping equipment
4. Kitchen equipment
5. Hospital and dental equipment
6. Shop equipment
7. Miscellaneous

**"B" Tissu / Matériel:**

1. Cotton
2. Wool
3. Nylon
4. Leather
5. Linen
6. Rayon
7. Canvas
8. Miscellaneous
9. Rubber
10. Polyester
11. Gortex

**"C" Recommended type of treatment**

The Contractor cleans clothes, towels and sheets using the usual commercial processes or any patented process, to remove dirt, grime, dust, grease or any other type of dirt. Clothes and sheets should be carefully pressed and folded.

Surgical clothing should be rinsed with cold water and protein dissolving substance, to remove protein, blood, etc., before laundering.

1. Washing and drying in a revolving tank (hot air).
2. Wash and air dry (Cold air).
3. Washing and pressing.
4. Washing, starching and pressing.
5. Washing, starching and hand pressing.
6. Washing, starching, and drying on a tensioner and hand-pressed fringes.
7. Surface washing.
8. Sponging and air dry.
9. Stain sponge and air dry away from any heat source.
10. Mild soap wash (no bleach) and air dry.

**"D" Types of packaging**

The Contractor must deliver the items packaged as per the requirements below:

1. 10 rags per pack, 10 packs per bundle (100 rags). Tied with ropes in "X".
2. Tied individually and / or in pairs.
3. Folded and tied in bundles of 3.
4. Folded and tied in bundles of 5.
5. Folded and tied in bundles of 10.
6. Folded and tied in bundles of 50.
7. Folded and tied in bundles of 20.
8. On hangers and covered with a plastic cover.
9. Individually tied and put in a plastic bag.
10. 50 in 1. (ex : 49 laundry bags in 1).
11. Tied crosswise in bundles of 15 and wrapped in protective plastic.
12. Passed through a finishing calender, on a hanger with a plastic cover.

Solicitation No. - N° de l'invitation  
W0138-20A041/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-0-43214

Buyer ID - Id de l'acheteur  
QCN041  
CCC No./N° CCC - FMS No./N° VME

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### **ANNEX "C" – BASIS OF PAYMENT**

**The Basis of payment (Annex C) attached to the request for Standing Offers package is to be inserted at this point and forms part of this document.**

Solicitation No. - N° de l'invitation  
W0138-20A041/A  
Client Ref. No. - N° de réf. du client

Amd. No. - N° de la modif.  
File No. - N° du dossier  
QCN-0-43214

Buyer ID - Id de l'acheteur  
QCN041  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "D" - SECURITY REQUIREMENTS CHECK LIST**

(See the following pages)



Contract Number / Numéro du contrat <b>W0138-20-A041</b>
Security Classification / Classification de sécurité UNCLASSIFIED / SANS CLASSIFICATION

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>DND / MDN</b>		2. Branch or Directorate / Direction générale ou Direction <b>3 Wing / 3e Escadre Bagotville</b>
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail <b>OC de Service de buanderie et nettoyeur à sec</b>		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
<input type="checkbox"/> Canada <input type="checkbox"/> N/A - S/O	<input type="checkbox"/> NATO / OTAN <input type="checkbox"/> N/A - S/O	<input type="checkbox"/> Foreign / Étranger <input type="checkbox"/> N/A - S/O
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>  Not releasable / À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays: <b>N/A - S/O</b>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>    Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays: <b>N/A - S/O</b>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>    Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays: <b>N/A - S/O</b>
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



Contract Number / Numéro du contrat <b>W0138-20-A041</b>
Security Classification / Classification de sécurité UNCLASSIFIED / SANS CLASSIFICATION

**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity: N/A - S/O  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel : N/A - S/O  
Document Number / Numéro du document : N/A - S/O

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Access to QRA require a reliability status. a site access is required for the rest of the restricted area.

Special comments: \_\_\_\_\_  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui

If Yes, will unscreened personnel be escorted? On DND premises, unscreened pers. may only access public/reception zones  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
N/A - S/O																
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

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

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**