



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions/Travaux publics et Services
gouvernementaux Canada
See herein for bid submission
instructions/
Voir la présente pour les
instructions sur la présentation
d'une soumission
NA
Ontario

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right
of Canada, in accordance with the terms and conditions
set out herein, referred to herein or attached hereto, the
goods, services, and construction listed herein and on any
attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la
Reine du chef du Canada, aux conditions énoncées ou
incluses par référence dans la présente et aux annexes
ci-jointes, les biens, services et construction énumérés
ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Blanchissage et Nettoyage à sec	
Solicitation No. - N° de l'invitation W0113-22CS01/A	Date 2021-11-03
Client Reference No. - N° de référence du client W0113-22-CS01	
GETS Reference No. - N° de référence de SEAG PW-\$KIN-955-8497	
File No. - N° de dossier KIN-1-56012 (955)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-12-03 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Laforteza, Sarah	Buyer Id - Id de l'acheteur kin955
Telephone No. - N° de téléphone (416) 460-0524 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Various locations within CFB Borden, per SOW.	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services / Travaux publics et
services gouvernementaux
Kingston Procurement
Des Acquisitions Kingston
86 Clarence Street, 2nd floor
Kingston
Ontario
K7L 1X3

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

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Amd. No. - N° de la modif.
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KIN-1-56012

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

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Insurance Requirements, the DND 626 Task Authorization Form and Task Authorization Usage Report.

1.2 Summary

- 1.2.1 This requirement is for the supply of all labour, materials, tools, equipment, transportation and supervision necessary to provide laundry and dry cleaning services, (including pick-up and delivery of items), to the Department of National Defence at various locations at the Canadian Forces Base in Borden ON. This service will be on a scheduled, and on an "as and when requested" basis in accordance with the terms and conditions outlined in Annex A.
- 1.2.2 This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as part of the bid will render the bid non-responsive.
- 1.2.3 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Bids – epost only

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

PWGSC Ontario Region Bid Receiving Unit

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

TPSGC.orreceptiondessaoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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

Bids transmitted by facsimile or hard copy to PWGSC will not be accepted.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 5 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

- Due to the nature of the bid solicitation, bids transmitted by facsimile or hard copy will not be accepted.

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B"

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

SACC Manual Clause [C3011T](#) (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Point Rated Technical Criteria

Point rated technical criteria are used to determine the relative technical merit of each bid and the best overall value to Canada. Point rated criteria identify value-added factors and provide a means to assess and distinguish one bid from another. The onus is on Bidders to submit clear and well-organized bids which address the criteria below. The maximum points that can be achieved for each rated criterion are specified.

Overall Points 645 maximum / 452 minimum (70%)		
Reference	Description	Weight of Points
PR1 Approach and Methodology (Points 225 maximum)		
The Department of National Defence requires the pick up and return of items to be Laundered and Dry Cleaned to individual units within CFB Borden. The Bidder will be required to develop and employ a system acceptable to the Department of National Defence at CFB Borden that will co-ordinate all pickup and returns of items to be Laundered and Dry Cleaned to the individual units. In order to do so, Bidders will submit a system plan which encompasses, as a minimum, the following:		
PR1.1	A Scope of Work for pickup and returns of items to the individual units with assurance that the items picked up for cleaning is returned to the correct unit. This is to include complete details of all activities / actions that will occur when items are picked up or returned to units.	70
PR1.2	A plan to meet timelines identified for pick up and return of items.	50
PR1.3	A plan to ensure the clean laundry returned is not mixed with the dirty laundry being picked up.	30
PR1.4	A contingency plan in the event your equipment or delivery vehicles are temporarily out of commission.	25
PR1.5	A plan for recording and managing lost items and discrepancies.	25
PR1.6	Demonstration of the use of environmentally friendly products and/or appliances in laundering and dry cleaning process. <i>(Total = 25 points)</i> a) Overall environmental performance of laundry cleaners, detergents, fabric softeners and stain removers. (Information to be provided by supplier: Certifications – EcoLogo, Green Seal, US EPA design of environment.)	25 a) 10 b) 5

Overall Points 645 maximum / 452 minimum (70%)		
Reference	Description	Weight of Points
	<p>b) Low toxicity of cleaning technology. (Information to be provided by supplier: Cleaning technology used. In favour of: water-based, cleaning based on liquid carbon dioxide.)</p> <p>c) Energy efficient appliance. (Information to be provided by supplier: Certifications/Logos – ENERGY STAR qualification and/or HE (high efficiency) clothing dryers, washers, and/or pressing apparatus.</p>	c) 10
<p>PR2 Facility Evaluation (Points 160 maximum)</p> <p>CFB Borden is in part a training facility for the Department of National Defence and other outside agencies. Timeliness is very important to meet training schedules. The items to be Laundered and Dry Cleaned are used in the training and day to day work of personnel at CFB Borden. In order to determine if the Bidders facility is adequate to ensure the proper performance of the work described herein, the Bidders will provide details of the facility where the work is to be performed which is to include as a minimum:</p>		
PR2.1	A description of resources available at the facility including personnel and an equipment list.	70
PR2.2	The capacity of the facility in regards to ability to accommodate quantities and timeliness.	50
PR2.3	Square footage of the facility you propose to use for this requirement.	25
PR2.4	The location of the facility in regards to distance from CFB Borden.	15
<p>PR3 Proposed Equipment Resources (Points 140 maximum)</p> <p>In order to demonstrate that sufficient equipment resources are available to carry out the work described in this RFP, Bidders must provide the following:</p>		
PR3.1	A detailed list of all vehicles you will use to carry out the services, such as but not limited to vans, trucks etc. Details of the equipment listed should include but not be limited to: make, model, size, year, CSA approved, etc. Bidder's should indicate whether the vehicles are " smoke free ", owned by their company and/or leased.	90
PR3.2	In addition, as all equipment must be serviceable throughout the entire Contract. Bidder is to provide details describing their quality assurance plan to be able to replace any and all malfunctioning equipment within 24 hours of equipment failure.	50
<p>PR4 Corporate Experience (Points 120 maximum)</p> <p>The Bidder should have relevant corporate experience in providing Laundry and Dry Cleaning Services, as related to those in this RFP. To demonstrate this experience, the Bidder is to provide information relative to the extent of corporate experience by:</p>		
PR4.1	Providing an overview of the company including date and place of incorporation.	20

Overall Points 645 maximum / 452 minimum (70%)		
Reference	Description	Weight of Points
PR4.2	Provide details of three (3) similar Laundry and Dry Cleaning Services operations currently or previously managed by the Bidder's firm as follows: (<i>Total = 100 points</i>) <ul style="list-style-type: none"> a) Name and location of each of the three (3) operations; b) Length of service at each of the three (3) operations; c) Type of service at each of the three (3) operations; d) Size of client operation at each of the three (3) operations; and e) Provide details of the total volume of Laundry and Dry Cleaning Services per week, for each of the three (3) operations f) Provide a contact person, telephone number and e-mail address for each of the operations. Inform the contact person you have identified them as a source of reference. 	100 a) 6 b) 12 c) 28 d) 26 e) 25 f) 3

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

In Annex "B", Basis of Payment, the extended price for each item will be calculated by multiplying the estimated usage values by the Bidder's corresponding unit price. The evaluated price will be the aggregate of all the extended prices for all items for the firm periods and single option year.

SACC Manual clause [A0220T](#) (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 *SACC Manual* Clause [A0035T](#) (2007-05-25), Basis of Selection – Lowest Price Per Point

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 451 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 645 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social](#)

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KIN955
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Development Canada (ESDC) - Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Financial Capability

SACC *Manual* clause [A9033T](#) (2012-07-16) Financial Capability

6.2 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "D".

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization

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

7.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "E".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$20,000.00, Applicable Taxes included, inclusive of any revisions.

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

7.1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

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

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows (to be completed upon award):

- 1st quarter:
- 2nd quarter:
- 3rd quarter:
- 4th quarter:

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

Reporting Requirement - Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (*contracting authority to edit the text as applicable*):

For each authorized task:

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

For all authorized tasks:

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

7.1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Department of National Defence, Canadian Forces Base Borden, CFTS Tech Service MLS Base Supply National Defence. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Supplemental General Conditions

7.2.2.1 Compliance with on-site measures, standing orders, policies and rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

7.3 Security Requirements

There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from ____ to ____ inclusive. (To be completed at contract award)

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 4 additional one year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Sarah Laforteza**
Title: Intern Supply Officer
Directorate: Procurement – Ontario Region
Public Services and Procurement Canada

Address: 86 Clarence Street, 2nd Floor
Kingston ON K7L 1X3

Telephone: (416) 460-0524

Facsimile: (613) 545-8067

E-mail: sarah.laforteza@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority (To be completed at contract award):

The Project Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Solicitation No. - N° de l'invitation
W0113-22CS01/A
Client Ref. No. - N° de réf. du client
W0113-22-CS01

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-1-56012

Buyer ID - Id de l'acheteur
KIN955
CCC No./N° CCC - FMS No./N° VME

Facsimile: _____
E-mail address: _____

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

7.5.3 Contractor's Representative (To be completed by bidder):

General enquiries:

Name: _____
Title: _____
Address: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

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 Payment

7.7.1 Basis of Payment

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex "B".

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

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$20,000.00. Customs duties are *included* and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Monthly Payment

SACC Manual clause [H1008C](#) (2008-05-12)

7.7.4 T1204 - Direct Request by Customer Department

SACC Manual clause [A9117C](#) (2007-11-30)

7.7.5 Taxes – Foreign-based Contractor

SACC Manual clause [C2000C](#) (2007-11-30)

7.7.6 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. Invoice Submission - Monthly

One (1) invoice will be submitted per month for each individual DND Unit, and will include the quantity of the weekly Pick up and Return Slips with the reference numbers, subtotal, and the extension of the totals.

 - 1) Invoices must be submitted in the Contractor's name. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract.
 - 2) Invoices must show:
 - i. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, Contract Number, Client Reference Number (CRN), Procurement Business Number (PBN), and financial code(s);

-
- II. a copy of the Pick up and Return Slips with details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes; and
 - III. the extension of the totals, if applicable.

An example the invoice is provided at Appendix 1.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2020-05-28), General Conditions – Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex D, Insurance;
- (f) Annex E, DND 626, Task Authorization Form;
- (g) Annex F, Task Authorization Usage Report;
- (h) Annex G, COVID-19 Vaccination Requirement Certification;
- (i) Appendix 1, Examples of the Pick up and Return Slip and the Invoice
- (j) the signed Task Authorizations (including all of its annexes, if any);
- (k) the Contractor's bid dated _____, (*insert at the time of contract award*).

7.12 Defence Contract

SACC Manual Clause [A9006C](#) (2012-07-16), Defence Contract

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

7.13 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.14 Dispute Resolution

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

ANNEX A

STATEMENT OF WORK

DO NOT MIX INDIVIDUAL DND UNITS ITEMS.

1. Specification

The Contractor will perform the Work in accordance with:

- A. Annex A-1, Specification DA/DID/UNIT-1-2-3 Laundry and Dry Cleaning.
- B. Annex B Basis of Payment, List of Items and Type of Process.
- C. Specific Requirements,

Surgical garments must be rinsed in cold water and protein dissolving substance to remove protein, blood, etc., before laundering.

Maintenance coveralls used by mechanics are to be washed separate of other loads as per the following steps:

- 8 min. bath in emulsifier
- Rinse then normal wash, which consists of 2 washes, 5 rinses (3 cold/2 hot)
- Last rinse use sours to take soap out
- If unable to lift dirt then bleach
- If still not clean then dry clean

Individual wrapping

- All items for Hospital and Dental Clinic to be completely wrapped, each individually in paper or plastic wrapper, (i.e. towels, surgical).
- Smocks, suits, jackets/coats, shirts/tops, trousers/pants/slacks, bedspreads, table cloths and drapes, to be placed on coat hangers and individually covered with plastic.

Bundling and tie down

- Bundling and tie down will be used if, specified quantities for each DND Unit applies.
- Cases, aprons, facecloths, towels (dish/glass) folded and tied in bundles of 25 (per type - not mixed).
- Placemats, napkins, wiping rags, aprons tied in bundles of 25 (per type – not mixed).
- Bed sheets, blankets, towels (bath and hand) and parka hoods to be folded and tied in bundles of ten.
- All bundles exceeding twelve inches to be tied with twine every twelve inches.
- All sleeping bags to be separate.
- All mitts, gloves and socks to be tied in bundles of ten pairs.

Repairs

- Minor repairs to be done automatically such as mending rips, patching, sewing on buttons. The Contractor is to supply buttons and patching materials.
- Major repairs, or which are beyond repair, must be identified as such by the Contractor and returned so identified to the point of origin.

2. Regular Pick up and Return

Timeliness is very important to meet training schedules. The items to be Laundered and Dry Cleaned are used in the training and day to day work of personnel at CFB Borden.

2.1 Pick up and Return Addresses / Locations, will be provided by the individual units at the DND at CFB Borden. Pick up and return locations may be added or removed or changed during the period of the Contract.

It is important to note that CFB Borden is a large area covering approximately 90 km², which includes a significant portion of training areas. The main area with buildings in use is approximately 50 km².

2.2 Time Schedule, the hours for Pick up and Return will be on Tuesday and Thursday between 1000 and 1400 hours. Other time schedule will be mutually agreed upon between the Contractor and individual units.

2.3 Finished Items, the Contractor will check finished clothing and other textile items to ensure that they meet the required standards for dry-cleaning, laundering and pressing, and assemble, hang and/or bag finished clothing and other textile items to be returned to their original unit(s).

2.4 Specific Identification, items marked with specific identification (i.e. R&Q SS, MLS Supply, etc.) must be identified, grouped and parceled, then returned with proper identification to their original unit(s).

2.5 Transportation of Laundry / Dry Cleaning, articles will be in a "smoke free vehicle".

2.6 Emergency Pick up and Return

Individual emergency service may be required on an as and when requested basis. Returns are required within twelve (12) hours of pick up or sooner.

2.7 Non-Acceptance of Items, Pick up and Return

- For rejected items such as wet / damp sleeping bags or stained garments, the Contractor agrees to pick up the rejected items within twenty-four (24) hours of receiving notice.
- Returns are required within twenty-four (24) hours of pick up.
- Charges will not be applied for items not accepted due to the fault of the Contractor.

2.8 Accountability

- The individual units are responsible for providing an accurate pick up and return slip, of the items to be laundered and dry cleaned, at the specific pick up and return location. The items will correspond to the items in the Basis of Payment.
- Participants will count items to be Laundered and Dry Cleaned. The Contractor's Agent will sign the pick up slip to be kept by the Contractor and DND.
- Once signed by the Contractor's Agent will be responsible for the care of the items while in their possession. The Contractor must take reasonable and proper care of all Government Property while it is in its possession or subject to its control.
- The Contractor and DND will count items returned from being Laundered and Dry Cleaned. The Contractor's Return Slip for Laundered and Dry Cleaned items will be signed by the client.

An example of a Pick up and Return Slip is provided at Appendix 1.

2.9 Discrepancies

- The Contractor must record any discrepancies of lost items. The Contractor must provide a report of all discrepancies of lost items on a monthly basis. The report must be given to the appropriate units as well as a copy to the Project Authority.
- DND will not be responsible for any missing items unless proper and adequate documentation, which supports the discrepancies, is provided to the individual units and their representatives as well as a copy to the Project Authority.
- The Contractor will be financially responsible for any items not returned to DND.

2.10 Replacement Value, compensation for loss or damage to Government Property is based on the full cost to replace the items of the same or equivalent quality, or the reasonable cost to repair them, whichever is more appropriate. These charges will be deducted from the Contractor's invoice.

3. Environmental Considerations

Canada is committed to greening its supply chain. In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. Environmental performance considerations include, among other things: the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; reduced waste and support reuse and recycling; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances. In accordance with the Policy on Green Procurement, for this solicitation:

- Participants are requested to provide all correspondence including (but not limited to) documents, reports and invoices in electronic format unless otherwise specified by the Project Authority, thereby reducing printed material.
- Participants should recycle (shred) unneeded copies of non-classified/secure documents (taking into consideration the Security Requirements).
- Product components used in performing the services should be recyclable and/or reusable, whenever possible.

4. Code of Environment Stewardship

In response to growing concerns for the environment, the Government of Canada has adopted a Code of Environment Stewardship which outlines the government's commitment to a better environment. As part of this the DND / CAF adopted the code. One of the objectives is to "ensure that environmental considerations are integrated into procurement policies and practices".

5. Reporting Requirement (*when requested*)

The Contractor and the client (DND Units) must report on a when requested basis on the Contract activities to ensure the Limitation of Expenditure is not exceeded. The data must be submitted to the Project Authority no later than five calendar days after request.

ANNEX "A-1"
SPECIFICATION
DA/DID/UNIT-1-2-3
Laundry and Dry Cleaning

1. Definition

This specification states the requirements of the Department of National Defence, hereinafter called the Department, for Laundering and Dry Cleaning of Service clothing.

2. General

2.1 *Intended use* - The requirements of this specification are intended to produce a satisfactory quality of dry cleaning and laundering of Service clothing and other textile items by commercial establishments.

2.2 *Workmanship* - All workmanship and shop practices will be in accordance with good commercial practice, and with any additional requirements specified by the Department.

3. Technical Requirements

3.1 *This specification covers the following methods of dry cleaning and laundering of Service clothing and other textile items:*

- Dry cleaning of Service clothing and other textile items.
- Laundering of undyed cotton flat work or undyed cotton clothing.
- Laundering of dyed cotton flat work or dyed cotton clothing.
- Laundering of woolen or part woolen blankets and clothing.

3.2 *Dry Cleaning of Service Clothing and other Textile Items.*

3.2.1 *Materials*

The new solvent used in the process will meet the normal commercial requirements. Care will be taken that the solvent in which the garments are processed does not contain an accumulation of impurities greater than is normal in good commercial dry cleaning practice.

3.2.2 *Equipment*

3.2.2.1 The dry cleaning operation will be carried out in any of the standard types of dry cleaning system.

3.2.2.2 All dry cleaning wheels will be in good running order and will be maintained in a clean condition. The inside surfaces of all washers, extractors, an drying tumblers and any other containers in which the fabrics are placed during processing will be free from imperfections such as may give rise to mechanical damage of the fabrics being processed.

3.2.3 *Finish*

3.2.3.1 The finished work will be absolutely free from solvent odour or from any other odour resulting from the dry cleaning operation.

3.2.3.2 All spots and stains not removed by the dry cleaning operation will be removed insofar as possible, subsequent to the cleaning operation and any spot removal operations carried out on the fabrics will be of such a nature as not to cause damage to the fabrics being processed.

3.2.3.3 All fabrics will be finished as specified in the Contract.

Laundering of Undyed Cotton Flat work or Undyed Cotton Clothing

3.3.1 Equipment

3.3.1.1 The laundering operation will be carried out in any standard type of commercial wash wheel. All wash wheels will be provided with thermometers.

3.3.1.2 All wash wheels will be in good running order and will be maintained in a clean condition. The inside surfaces of all wash wheels, shaking tumblers, drying tumblers, extractors and any other container in which the fabrics are placed during processing will be free from imperfections, such as may give rise to mechanical damage of the fabrics being processed.

3.3.2 Materials

3.3.2.1 The water used will not contain more than 5 grains of hardness per imperial gallon, calculate as calcium carbonate. An adequate supply of hot water will be maintained for use in the laundering operation. The practice of raising the temperature of the water in the wash wheels by means of live steam will not be permitted.

3.3.2.2 A suitable grade of commercial laundry soap will be used together with any of the standard alkalis used in laundering, as soap builders. The use of soap containing one or more of the alkaline soap builders is permitted.

3.3.2.3 The use of detergents, wetting-out agents and washing assistance with the soap and alkali is permitted.

3.3.3 Laundering Procedure

3.3.3.1 The following sequence of operations will be used. Where heavily stained work is being processed, it may be necessary to extend the formula to include one or more sudsing and rinsing operations.

Item	Operation	Supplies	Temperature (Fahrenheit)	Time (Minutes)
1	Break	Soap plus alkali to give good suds	100 - 130	10
2	Suds	Soap plus alkali to give good running suds	140 - 160	10
3	Suds	Soap plus alkali to give good running suds	140 - 160	10
4	(X)	Bleach		
5	Rinse	Water	140 - 160	4
6	Rinse	Water	140 - 160	4
7	Rinse	Water Sour	120 -140	4
8	(XX)	Water Sour	100 - 120	5

Starching when necessary.

(X) Where the bleaching operation is carried out in the first rinse, an additional rinse will be used.

(XX) The inclusion of a bluing operation is optional.

3.3.3.2 In the bleaching operation use will be made of a solution of sodium hypo chlorite. For medium stained work, not more than one quart of 1% available chlorine bleach will be used per 100 pounds of work. In the case of heavily stained work, the use of larger quantities of bleach is permitted, but in no case will the amount of bleach used exceed two quarts of 1% available chlorine bleach. The temperature of the bleaching operation will not exceed 160 degree F.

3.3.3.3 A souring operation will be used at the end of the washing cycle and for this purpose use will be made of any one of the standard fluoride sour. At the end of the souring operation the solution in the wheel will be acid to methyl red indicator. The use of oxalic acid as a general sour is not permitted, but where this substance is used at the end of the washing operation to remove rust stains, it will be thoroughly rinsed from the fabrics by means of at least two warm rinses following the souring operation.

3.3.4 Finish the laundered fabrics after extraction will be finished, i.e.: ironed, rough dried, pressed, etc., is required by the Contract.

3.4 Laundering of Dyed Cotton Flat work or Dyed Cotton Clothing

3.4.1 As per paragraph 3.3.1

3.4.2 Materials

3.4.2.1 The water used will not contain more than 5 grains of hardness per Imperial Gallon, calculated as calcium carbonate. An adequate supply of hot water will be maintained for use in the laundering operation. The practice of raising the temperature of the water in the wash wheels by means of live steam will not be permitted.

3.4.2.2 A satisfactory grade of commercial laundry soap will be used. Use may be made of one or more of the standard alkali used in laundering as soap builders, but the amount of alkali used in laundering as soap builders, but the amount of alkali used will not be sufficient to accelerate the fading of the "Fast" dyestuffs. The use of soap containing a moderate amount of alkaline soap builder is permitted.

3.4.2.3 The use of detergents, wetting-out agents and washing assistants with the soap and alkali is permitted.

3.4.3 Laundering Procedure

3.4.3.1 The following sequence of operations will be used. Where heavily soiled work is being processed, it may be necessary to extend the formal to include one or more sudsing and rinsing operations.

Item	Operation	Supplies	Temperature (Fahrenheit)	Time (Minutes)
1	Break	Soap plus alkali to give good suds	100 - 130	10
2	Suds	Soap plus alkali to give good running suds	140 - 160	10
3	Suds	Soap plus alkali to give good running suds	140 - 160	10
4	Rinse	Water	140 - 160	4
5	Rinse	Water	140 - 160	4
6	Rinse	Water Sour	120 -140	4
7	(XX)	Water Sour	100 - 120	5

Starching when necessary

3.4.3.2 No bleaching agent will be employed.

3.4.4 Finish

The laundered fabric after extraction will be finished, i.e.: ironed, rough dried, pressed, etc., as required by the Contract.

3.5 Laundering of Woolen or Part-Woolen Blankets and Clothing

3.5.1 Equipment

3.5.1.1 The laundering operation will be carried out in any standard type of commercial wash wheel in which the speed of the cylinder does not exceed 20 revolutions per minute. All wash wheels will be provided with thermometers.

3.5.1.2 All wash wheels will be in good running order and will be maintained in a clean condition. The inside surfaces of all wash wheels, sinking tumblers, drying tumblers, extractors and any other container in which the fabric are placed during processing will be free from imperfections such as may give rise to mechanical damage of the fabrics being processed.

3.5.2 Materials

3.5.2.1 The water used will not contain more than 5 grains of hardness per imperial gallon, calculated as calcium carbonate. An adequate supply of hot water will be maintained for use in the laundering operation. The practice of raising the temperature of the water in the wash wheels by means of live steam will not be permitted.

3.5.2.2 A suitable grade of neutral laundry soap will be used. No alkaline soap builder will be used.

3.5.3 Laundry Procedures

3.5.3.1 The following sequence of operations will be used. Where heavily soiled work is being processed, it may be necessary to extend the formula to include one or more sudsing and rinsing operations.

Item	Operation	Supplies	Temperature (Fahrenheit)	Time (Minutes)
1	Suds	Soap to give heavy suds	90 - 100	10
2	Suds	Soap to give heavy suds	90 - 100	10
3	Suds	Water	90 - 100	3
4	Rinse	Water	90 - 100	3
5	Rinse	Water plus Chloramine-T	90 - 100	3

3.5.3.2 The soap will be added to the wash wheel in the form of a liquid soap stock prepared by dissolving a suitable quantity of the soap in hot water. Soap in dry form will not be added to the wash wheel.

3.5.3.3 Heavy suds will be maintained throughout the sudsing operations and high water levels will be used in both sudsing and rinsing operations. Every precaution will be taken to avoid subjecting the fabrics being processed to undue mechanical action. The temperature will not be allowed to exceed 100 degree F except in the case of very heavily soiled work when a temperature not greater than 100 degree F may be employed. The wash wheels will be stopped during filling and dumping operations.

3.5.3.4 During the last rinse of the laundering cycle, the fabrics will be subjected to a sterilization treatment in which use is made of sufficient of a suitable preparation containing chloramine-T to give a solution containing 100 parts per million of active chlorine.

3.5.4 Finish

At the end of the washing cycle, the fabrics will be given a light extraction and hung up to dry.

4. Efficiency

4.1 At the discretion of the Department, the Contractor may be required to produce satisfactory proof that the technical operation of his plant is under adequate scientific control.

4.2 At the discretion of the Department samples of supplies used in the laundering or the dry cleaning processes may be subjected to suitable tests for the purpose of determining their suitability or otherwise; and such steps as may be deemed necessary may be taken by the Department to assess the suitability of the laundering or the dry cleaning process used.

5. Inspection

5.1 The Contractor will, during all working hours, afford unrestrained opportunity and facilities for the inspection of the work and materials by an authorized representative of the Department, in order to enable him to exercise reasonable control of quality.

5.2 Inspection by the Department's representative does not relieve the Contractor of responsibility for conforming to the standards laid down and accepted in general practice, and to the requirements of this specification.

6. Shipping Instructions

6.1 Will be as specified herein.

7. Contract Data

7.1 Subletting of Contracts

Department Contracts will not be sublet or transferred without the written permission of the Department of Defence Production and DND Approval Authority.

7.2 Departure from Specification

If the Contractor wishes to suggest alternatives, obtain concession or otherwise depart from the current issue of this specification, he is to forward his proposals immediately to the Department of Defence Production and Project Authority for consideration.

7.3 Enquiries

Any questions relating to this specification are to be referred to the Department of Defence Production's authorized representative and Project Authority.

7.4 Request for Specification

Copies of this specification may be obtained from the Department of Defence Production, Ottawa, Ontario, Canada.

NOTICE: When Government drawings, specifications or other data are used for any purpose other than in connection with a definitely related Government procurement operation, the Canadian Government thereby incurs no responsibility nor any obligation whatsoever, and the fact that the Government may have formulated, furnished, or in any way supplied the said drawings, specifications, or other data, is not to be regarded by implication or otherwise as in any manner licensing the holder or any other person or corporation, or conveying any rights or permission to manufacture, use, or sell any patented invention that may in any way be related thereto.

8. Canadian Forces Laundry and Dry Cleaning Lists

8.1 Legend

Item	Class "C"	Material "D"	Type of Process Required "D"
Laundry			
1	Clothing	Cotton	Wash and tumbler dry
2	Bedding and Towels	Wool	Wash and air dried
3	Camping Equipment	Nylon	Washed and pressed
4	Kitchen Equipment	Leather	Washed, starched and pressed
5	Hospital	Linen	Washed, starched and hand pressed
6	Miscellaneous	Rayon	Washed, starched, dried on stretcher and fringe hand pressed
7		Canvas	Rough washed
8		Miscellaneous	Hand sponged and air dried
9		Rubber	
Dry Cleaning			
			Dry cleaned and tumbler dried
			Dry cleaned and pressed
			Dry cleaned, re-waterproofed and re-blocked
			Dry cleaned, re-blocked and pressed
			Dry cleaned, re-waterproofed and pressed
			Shampooed
			Dry cleaned, re-fireproofed and pressed
			Hand cleaned and re-blocked
			Call-up appropriate methods from "Technical Guide Cleaning for Service and Rugs"

ANNEX B

BASIS OF PAYMENT

Note: text shown in italics will not be included in any resultant contract.

1. List of Items

The list of items for laundry and dry cleaning services, type of process and pricing is specified below. All prices are FOB delivered to CFB Borden, Borden Ontario.

The Bidder must provide firm pricing for all items. The format of the Pricing must not be altered except for the addition of numbers in all of the blank spaces.

The Estimated Yearly Usage provided in the pricing table below is for evaluation purposes only and will not be included in any resulting Contract. The extended price for each item will be calculated by multiplying the estimated usage values by the Bidder's corresponding unit price. The evaluation price will be the aggregate of all extended prices for all items for the single periods and 4 option periods. Payment will be calculated on the actual usage.

Item	Description (Unit of issue is each unless specified otherwise)	Type of Process	Yearly Estimated Usage	Year 1 Firm Unit Price	Year 2 Firm Unit Price	Year 3 Firm Unit Price	Year 4 Firm Unit Price	Year 5 Firm Unit Price
A	Coveralls							
1	Coverall, various sizes and colours	Wash and tumbler dry	6,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Coveralls, CBRN	Wash and tumbler dry	2,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Rags for automotive	Wash and tumbler dry	6,175	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Rags for aircraft	Dry cleaned and tumbler dried	10,400	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
B	Smocks							
1	Smock, various types, sizes and colours	Wash and tumbler dry	683	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Smock, Mensa Butcher	Wash and tumbler dry	200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Smock, Dental	Wash and tumbler dry	200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
C	Parkas							
1	Parka, all types	Dry cleaned and tumbler dried	3,520	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
D	Suits							
1	Suit, Ambulance (EMT) On Car	Dry cleaned and tumbler dried	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Pilot Flying Suit 1 piece	Dry cleaned and tumbler dried	40	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Pilot Flying Suit Pants	Dry cleaned and tumbler dried	40	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Item	Description (Unit of issue is each unless specified otherwise)	Type of Process	Yearly Estimated Usage	Year 1 Firm Unit Price	Year 2 Firm Unit Price	Year 3 Firm Unit Price	Year 4 Firm Unit Price	Year 5 Firm Unit Price
4	Pilot Flying Suit Shirt	Dry cleaned and tumbler dried	40	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Pilot Jacket	Dry cleaned and tumbler dried	40	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
E	Jackets / Coats							
1	Jacket, Chef	Wash and tumbler dried	284	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Jacket, Woman's Food Handlers	Washed and pressed	100	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Coat, Lab	Washed, starched and pressed	1100	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Sweater, Food Handler Black	Washed, and air dried	100	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
F	Shirts / Tops							
1	Shirt Server, cotton white male	Wash and tumbler dry	800	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Shirt Server, cotton white female	Washed, bleach and pressed	570	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Top, Food Handlers White	Washed, bleach and pressed	340	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Top, Scrub	Washed, starched and pressed	5,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Top, Food Handlers Black & Grey	Wash, Tumbler dried & pressed	200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
G	Trousers / Pants / Slacks							
1	Trouser, Extreme Cold	Dry cleaned and tumbler dried	3,520	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Trouser, White Male	Washed, bleach and pressed	52	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Trouser, Green Male	Washed, starched and pressed	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Trouser, Scrub	Washed, starched	5,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Item	Description (Unit of issue is each unless specified otherwise)	Type of Process	Yearly Estimated Usage	Year 1 Firm Unit Price	Year 2 Firm Unit Price	Year 3 Firm Unit Price	Year 4 Firm Unit Price	Year 5 Firm Unit Price
		and pressed						
5	Trouser, Dental	Washed, starched and pressed	4,320	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6	Pant, Wind Combat (Ice pants) Cadpat	Wash and tumbler dry	20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7	Pant, Bib Gortex, Heavy Weight Cadpat	Dry cleaned	150	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8	Slack, Food Handler	Washed and pressed	820	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
9	Slack, Food Handlers Black Female	Washed and pressed	570	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
10	Pant, Chef Unisex Grey Stripe	Wash, tumbler dried & pressed	150	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
H	Cold Weather							
1	Socks, Wool Freeze (price is each) Mukluk	Dry cleaned and tumbler dried	3,550	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Mitts, Winter Liner	Dry cleaned and tumbler dried	50	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Mitts, Winter Outer	Dry cleaned and tumbler dried	30	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Cap, Wool Knit (Toque)	Dry cleaned and tumbler dried	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Balaclava, Wool	Dry cleaned and tumbler dried	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6	Cap, Cold Weather	Dry cleaned and tumbler dried	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7	Scarf	Dry cleaned and tumbler dried	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8	Hood Extreme Cold Weather	Dry cleaned and tumbler dried	30	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
I	Miscellaneous Clothing							
1	Apron	Wash and tumbler dried	780	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Item	Description (Unit of issue is each unless specified otherwise)	Type of Process	Yearly Estimated Usage	Year 1 Firm Unit Price	Year 2 Firm Unit Price	Year 3 Firm Unit Price	Year 4 Firm Unit Price	Year 5 Firm Unit Price
2	Apron, Food Handlers	Wash and tumbler dried	761	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Hat, Chef Black	Dry cleaned	200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Surgical Scrub Caps	Wash and tumbler dried	160	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Parade White Gloves	Dry cleaned and tumbler dried	80	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
J	Support Equipment							
1	Sleeping Bag, Inner / Outer	Dry cleaned and tumbler dried	1820	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Sleeping Bag, Hood	Dry cleaned and tumbler dried	60	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Sleeping Bag, Liner	Dry cleaned and tumbler dried	320	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Blanket, Field Wool	Dry cleaned and tumbler dried	40	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Ground Sheet	Dry cleaned and tumbler dried	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
K	Bedding, Towels, Table Cloths, Other							
1	Sheet, Bed Single, Double, Queen	Washed and tumbler dry, pressed	55,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Pillow Case	Washed and tumbler dry, pressed	85,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Cover, Mattress	Wash and tumbler dried	3,500	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Cover, Mattress bed bug protector	Wash and tumbler dried	6,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Bedsread	Wash and tumbler dried	6,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6	Bedsread, Counterpanes	Wash and tumbler dried	5,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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6	Blanket, Wool Bed	Dry cleaned and tumbler dried	4,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7	Comforter, Double, Queen	Dry cleaned and tumbler dried	2,500	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8	Window Drapes (price is per panel)	Dry cleaned, re-fireproofed and pressed	1,200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
9	Pillow	Wash and tumbler dried	300	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
10	Bed Sheet, Hospital	Wash and tumbler dried	2,600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
11	Bedspread, Hospital	Wash and tumbler dried	60	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
12	Blanket Bed Flannel, Hospital	Wash and tumbler dried	132	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
13	Blanket Bed Thermal, Hospital	Wash and tumbler dried	40	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
14	Pillow Case, Hospital	Wash and tumbler dried	600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
15	Mattress Protector, Hospital	Wash and tumbler dried	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
16	Towel Hand - small	Wash and tumbler dried	7,992	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
17	Towel Hand - medium	Wash and tumbler dried	5,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
18	Towel Bath - small	Wash and tumbler dried	3,100	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
19	Towel Bath - large	Wash and tumbler dried	4,052	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
20	Face Cloth	Wash and tumbler dried	2,573	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
21	Towel, dish and glass	Washed and pressed	150	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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22	Mitts, oven / pot holder	Wash and tumbler dried	200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
23	Towel Hook (Surgical)	Wash and tumbler dried	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
24	Cotton Laundry Bag	Wash and tumbler dried	400	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
25	Huck Towel	Wash and tumbler dried	1,275	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
26	Surgical Drape	Wash and tumbler dried	300	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
27	Sheet Linen White	Washed and pressed		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
28	Cervical Pad	Dry cleaned	36	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
29	Lumbar Pad	Dry cleaned	72	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
30	Vellux® Blanket	Wash and tumbler dried (Do not dry clean)	40,000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
31	Mop Heads	Washed, bleached and tumbler dried	100	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
32	Shower Curtains	Wash and tumbler dried	150	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
33	Bath Mats	Wash and tumbler dried	100	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
34	Table Cloth Regular 72" x 36"	Wash and tumbler dried	3000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
35	Table Cloth Square 60" x 60"	Wash and tumbler dried	1000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
36	Table Cloth Round 60"	Wash and tumbler dried	1420	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
37	Cloth Napkins 12" x 12"	Wash and tumbler dried	4500	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
38	Table Skirt 84"	Wash and tumbler dried	100	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Item	Description (Unit of issue is each unless specified otherwise)	Type of Process	Yearly Estimated Usage	Year 1 Firm Unit Price	Year 2 Firm Unit Price	Year 3 Firm Unit Price	Year 4 Firm Unit Price	Year 5 Firm Unit Price
39	Rags	Wash and tumbler dried	1000	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
40	Cotton Dry Dust Mop 18",24",36"	Wash and tumbler dried	200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
41	Table Cloth Polyester Blends Med, Lrg	Wash, tumbler dried and pressed	900	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
42	Table Cloth Sm, Med Linen	Dry cleaned and pressed	450	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
43	Table Cloth Lrg, Xlrg Linen	Dry cleaned and pressed	600	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
44	Place Mat	Dry cleaned and pressed	2400	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
45	Table, Skirting Various	Dry cleaned and pressed	200	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
46	Serving Gloves (Pr)	Dry cleaned	500	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
47	Micro-Fibre Cloths	Wash and tumbler dried	1560	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
L	Specialty Equipment (Police)							
1	Fist™ Complete Suits (Set)	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Fist™ Helmet	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Simunion® Groin Protection (Female and Male)	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Simunion® Gloves (Pair)	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Simunion® Throat Collar	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6	Simunion® Vest	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7	Simunion® Arm Protector (Pair)	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8	Simunion® Pants	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
9	Simunion® Head Protector Hood	Wash and hang to dry	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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Item	Description (Unit of issue is each unless specified otherwise)	Type of Process	Yearly Estimated Usage	Year 1 Firm Unit Price	Year 2 Firm Unit Price	Year 3 Firm Unit Price	Year 4 Firm Unit Price	Year 5 Firm Unit Price
M	Minor Repairs							
1	Mending Rips		5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Patching		5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Sewing on Buttons		5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

2. Miscellaneous items may be included on an as and when requested basis. Prices are as listed in the Contractor's regular, seasonal or current published price lists, less a discount of _____ percent. The Contractor must provide Canada with any further price reductions in effect as a result of a special offering due to year end or surplus manufacturing runs, special job lots, sales, clearances or promotions.

3. Routine items can be removed or added.
4. Emergency services will be as and when requested using the Task Authorizations.

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ANNEX C

to PART 3 OF THE BID SOLICITATION ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX D

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
*Director Business Law Directorate,
Quebec Regional Office (Ottawa),*

*Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - e. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27

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ANNEX E

DND 626 TASK AUTHORIZATION FORM

(See attached)

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ANNEX F

TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule: (to be completed upon award)

Report Due	Work Period Start Date	Work Period End Date

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

Check this box if you are submitting a NIL REPORT (We have not done any business with Canada under this Contract, for this period).

Send by email to: Sarah.Laforteza@pwgsc-tpsgc.gc.ca

Solicitation No. - N° de l'invitation
W0113-22CS01/A
Client Ref. No. - N° de réf. du client
W0113-22-CS01

Amd. No. - N° de la modif.
File No. - N° du dossier
KIN-1-56012

Buyer ID - Id de l'acheteur
KIN955
CCC No./N° CCC - FMS No./N° VME

ANNEX G

COVID-19 VACCINATION REQUIREMENT CERTIFICATION

I, _____ (*first and last name*), as the representative of
_____ (*name of business*) pursuant to
_____ (*insert solicitation number*), warrant and certify that all
personnel that _____ (*name of business*) will provide on the
resulting Contract who access federal government workplaces where they may come into contact with
public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____
Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

APPENDIX 1

EXAMPLES OF THE PICK UP AND RETURN SLIP AND THE INVOICE

1. Example of Pick up and Return Slip:

Pick up and Return Slip			Reference Number: 2016-0001		
DND Unit: CFSTG Tech Svcs MLS Supply					
Address: 247 Cambrai Road (Building O-111)					
Financial code(s): 0113HD L101 4601 IO 11742952					
Category and Item Number	Description	Firm Unit Price	Pick up Qty	Return Qty	Discrepancies Qty
C.1	Parka, all types	\$1.00	15	15	0
G.7	Trouser, Gortex, HW Cadpat	\$1.00	10	10	0
G.14	Pant, Wind Combat	\$1.00	10	10	0
H.1	Socks, Wool Freeze (price is each)	\$1.00	100	100	0
H.2	Mitts, Winter Liner	\$1.00	10	10	0
H.3	Mitts, Winter Outer	\$1.00	10	10	0
J.1	Sleeping Bag Inner / Outer	\$1.00	20	20	0
J.3	Sleeping Bag Liner	\$1.00	20	20	0
J.4	Blanket, Field Wool Grey or Red	\$1.00	10	5	5
Signatures:			Jane Smith	Cpl John Brown	Jane Smith Cpl John Brown
Date:			04 May 16	06 May 16	06 May 16
Remarks:					

2. Example of Invoice:

Contractor: Dixie Cleaners and Laundry Services		Invoice Number: 20150210		
Contract Number: W0113-16CS01/001/TOR		31 May 2016		
DND Unit: CFSTG Tech Svcs MLS Supply				
Address: 247 Cambrai Road (Building O-111)				
Item	Qty	Pick up and Return Slip Reference Numbers	Subtotal	Extended Price
1	6	2016-0001	\$180.00	\$945.00
		2016-0002	\$89.00	
		2016-0003	\$51.00	
		2016-0004	\$215.00	
		2016-0005	\$110.00	
		2016-0006	\$300.00	
2	2	2016-0007	\$550.00	\$639.00
		2016-0008	\$89.00	
3	2	2016-0009	\$300.00	\$600.00
		2016-0010	\$300.00	
4	Total estimated cost:			\$2,184.00



**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

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

**Instructions for completing Instructions pour compléter le formulaire DND 626 - Task
Authorization DND 626 - Autorisation des tâches**

Contract no. N° du contrat

Enter the PWGSC contract number in full. Inscrivez le numéro du contrat de TPSGC en entier.

Task no.

Enter the sequential Task number.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

Amendment no.

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

N° de la modification

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Augmentation/Réduction

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

Previous value

Enter the previous total dollar amount including taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

To

Name of the contractor.

À

Nom de l'entrepreneur.

Delivery location

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

Expédiez à

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

Delivery/Completion date

Completion date for the task.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

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

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

Services

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

Services

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

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

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

GST/HST

The GST/HST cost as appropriate.

TPS/TVH

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

Total

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

Total

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

Applicable only to PWGSC contracts

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

Ne s'applique qu'aux contrats de TPSGC

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

Note:

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

Nota :

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