



## 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

Manitoba

## 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

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada/Réception  
des soumissions Travaux publics et Services gouvernementaux  
Canada

Government of Canada Building

101 - 22nd Street East

Suite 110

Saskatoon

Saskatche

S7K 0E1

<b>Title - Sujet</b> Laundry & Dry Cleaning Standing Off Services de buanderie et de nettoyage à sec	
<b>Solicitation No. - N° de l'invitation</b> W0117-210016/A	<b>Date</b> 2021-12-03
<b>Client Reference No. - N° de référence du client</b> W0117-210016	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$STN-203-5536	
<b>File No. - N° de dossier</b> STN-1-44024 (203)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Central Standard Time CST <b>on - le 2022-01-17</b> Heure Normale du Centre HNC	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> McDonald, Shannon M.	
<b>Buyer Id - Id de l'acheteur</b> stn203	
<b>Telephone No. - N° de téléphone</b> (306) 251-2684 ( )	<b>FAX No. - N° de FAX</b> (418) 566-6167
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE VARIOUS LOCATIONS 715 WIHURI RD WINNIPEG Manitoba R3J3Y5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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## **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 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, DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

- 1.2.1 The Department of National Defence, 17 Wing Winnipeg in Winnipeg, Manitoba, requires the provision of Laundry and Dry Cleaning Services including the supply of all labor, materials, tools, equipment, transportation, and supervision necessary to provide regular laundry services, including pick-up and delivery of items to the Department of National Defence, CFB Suffield, Ralston, AB.

The period of the Contract is from April 1, 2022 to March 31, 2023 inclusive with two (2) one-year option periods.

- 1.2.2 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.

#### **1.2.3 COVID-19 vaccination requirement**

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.

### **1.3 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: 120 days

### **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.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.

#### **2.2.1 COVID-19 vaccination requirement**

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 bid will render the bid non-responsive.

### **2.3 Former Public Servant**

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

## Definitions

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 Manitoba.

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

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)

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Id de l'acheteur - Buyer ID

STN203

N° CCC / CCC No./ N° VME - FMS

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- (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**

- If the Bidder chooses to submit its bid electronically, 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

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copies)  
Section II: Financial Bid (1 hard copies)  
Section III: Certifications (1 hard copies)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

#### **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 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 Pricing Schedule detailed 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 "E" Electronic Payment Instruments, to identify which ones are accepted.



If Annex "E" 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**

C3011T (2013-11-06), Exchange Rate Fluctuation

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

#### **4.1.1 Technical Evaluation**

By submitting a bid, the supplier certifies they can meet complete the duties listed in Annex A – Statement of Work.

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

SACC Manual Clause A0220T (2014-06-26), Evaluation of Price-Bid

### **4.2 Basis of Selection**

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

### **4.3 Financial Evaluation**

For Table 1,2, 3 and 4 the Unit Price for each year will be multiplied by the estimated quantity. The Sub-total for each year will be added together to find the Table Totals. For Table 5 the hourly rate will be multiplied by the Estimated Hours to find the Total.

The totals for tables 1-5 will be added together to find the Extended Bid Price.

## **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 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.

#### 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;
- (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; or
- (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

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Id de l'acheteur - Buyer ID  
STN203  
N° CCC / CCC No./ N° VME - FMS

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.

## **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 Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) 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 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Statement of Work**

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

#### **6.1.2 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.

##### **6.1.2.1 Task Authorization Process**

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.

##### **Task Authorization Process:**

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex C.
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 two (2) 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.

##### **6.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$30,000.00, 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.

##### **6.1.2.3 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.

to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **6.1.2.4 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 or in Annex "D". 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:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than thirty (30) 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

##### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;

##### **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.

#### **6.1.2.6 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by the Department of National Defence, 17 Wing Winnipeg. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

#### **6.2 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.

## **6.2.1 General Conditions**

2035 (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **6.2.1.1 Compliance with on-site measures, standing orders, policies, and rules 4013**

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.

### **6.2.1.2 Suspension of the Work 4014**

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) 29 "Default by the Contractor" or 30 "Termination for convenience" of general conditions 2035.
2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

## **6.3 Security Requirements**

**6.3.1** There is no security requirement applicable to the Contract.

## **6.4 Term of Contract**

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

The period of the Contract is from April 1, 2022 to March 31, 2023 inclusive.

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

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods (from April 1, 2023 to March 31, 2024 and April 1, 2024 to March 31, 2025) 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 thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### 6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Shannon McDonald  
Title: Supply Specialist, Pandemic Response Sector  
Public Services and Procurement Canada  
Acquisitions Branch  
Address: Suite 110, 101-22<sup>nd</sup> St E  
Saskatoon SK S7K 0E1  
Telephone: 306-251-2684  
E-mail address: [Shannon.mcdonald@tpsgc-pwgsc.gc.ca](mailto:Shannon.mcdonald@tpsgc-pwgsc.gc.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is: ***To be inserted at Contract Award***

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
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.

### 6.5.3 Contractor's Representative

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



## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment - Firm Unit Prices

For the Locations listed in Annex A, Table 1 – Scheduled Weekly Services of the Statement of Work:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm unit prices for a cost of \$ \_\_\_\_\_ **(to be included at contract award.)**. Customs duties are included and Applicable Taxes are extra.

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

### 6.7.2 Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B. Task Authorizations will be for the locations listed in Table B - Task Authorization As-And-When-Requested Services.

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.

### 6.7.3 Limitation of Expenditure

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 \$ \_\_\_\_\_. **(To be included at contract award)** 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.

#### **6.7.4 Monthly Payment**

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

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

#### **6.7.5 SACC Manual Clauses**

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

C0710C (2007-11-30), Time and Contract Price Verification

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

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

***To be inserted at Contract Award***

#### **6.8 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.

Each invoice must be supported by:

- a. a copy/copies of DND TA Call up Form 626 for services being invoiced if applicable
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the following address for certification and payment.  
Invoices to be separated per location listed in the Annex A and sent to each location with a copy to the Project Authority.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

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

### **6.10 Applicable Laws**

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

### **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035 \(2020-05-28\)](#), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) the Contractor's bid dated \_\_\_\_\_

### **6.12 SACC Manual clause**

[G1005C](#) (2016-01-28) Insurance - No Specific Requirement  
[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

### **6.13 Dispute Resolution**

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

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

The Department of National Defence, 17 Wing Winnipeg in Winnipeg, Manitoba, requires the provision of Laundry and Dry Cleaning Services. The Contract will be for the supply of all labor, materials, tools, equipment, transportation, and supervision necessary to provide regular laundry services, including pick-up and delivery of items to the Department of National Defence, CFB Suffield, Ralston, AB.

### **CONTRACTOR DUTIES:**

1. The Contractor must provide laundry and dry cleaning services on both a scheduled and an 'as-and-when-requested' basis. Scheduled services will comprise the majority of the work to be performed. The Project Authority will provide the Contractor with at least 24 hours' notice prior to a request for 'as and when requested' services. When possible, the Contractor may accommodate requests with less than 24 hours' notice, however, the Contractor will not be obligated to fulfil such requests.
2. The Contractor will be responsible for pick-up of items to be laundered, and drop-off of laundered items, at locations specified below. Offeror to supply containers for collection and delivery. This should be in the form of portable cages on wheels/casters, or laundry bags. The client department will place items to be laundered in bins at pick-up locations. These bins must not be removed from the premises. The Contractor's representative must confirm, via a brief written report, the number of items being retrieved at the time of pick-up and the number of items being delivered at the time of drop-off. Any discrepancies, whether noted by the Contractor or 17 Wing Winnipeg, must be brought to the attention of the Project Authority at the nearest available time/date.
3. Pick-up for scheduled services must occur every Tuesday and Friday. Exceptions require prior approval from the Project Authority.
4. Pick-up/drop-off must occur between the hours of 8 AM to 4 PM, with the exception of the noon hour (12 to 1 PM). Pick-up/drop-off must not occur during this time.
5. The Contractor must provide the Project Authority, or an authorized representative, with at least two (2) hours' notice prior to pick-up and/or drop-off.
6. Laundered/dry cleaned items must be returned within seven (7) days of pick-up. Exceptions to this timeline will only be accepted in circumstances approved by the Project Authority.
7. Laundered/dry cleaned items must be returned to the same location from which they were picked-up.
8. Items must be laundered/dry cleaned thoroughly, including pre-treatment (if necessary), to remove any and all dirt, stains and odours. If the Contractor or its representatives encounter an item that is permanently stained or which has a permanent odor, such an item must be separated from the others and the Project Authority must be notified. Such items must be returned separately from the rest of the laundered/dry cleaned items, and should be removed from rotation by the Project Authority. Such items must be accounted for within the Contractor's written report accompanying the drop-off.

9. If the Contractor or its representatives encounter an item that is damaged (e.g. a frayed towel or a torn bedsheet) or should an item be damaged during the laundering/dry cleaning process, such an item must be separated from the others and the Project Authority must be notified. Such items must be returned separately from the rest of the laundered/dry cleaned items, and should be removed from rotation by the Project Authority. Such items must be accounted for within the Contractor's written report accompanying the drop-off. For an item damaged during laundering/dry cleaning, the Contractor may be responsible for replacement of the damaged item, should the Project Authority determine that the damage was a result of negligence on the part of the Contractor. Replacement must be provided in the form of an invoice credit, and must be provided 'at cost'. Upon request, the Project Authority will provide documentation demonstrating the cost paid by 17 Wing Winnipeg to acquire the item.
10. Items from the Hospital/Dental unit (bedding, garments, cloths) may be contaminated with blood, bodily fluids, etc. These items require special handling and must be cleaned separately from other items.
11. Green towels from the Hospital unit must be laundered and packed separately from other lint-bearing material. These towels are used in surgery and must be lint-free in order to prevent infection. Instructions on handling these towels can be found in the Health Canada report, "Canada Communicable Disease Report- Infection Control Guidelines" found at: [www.phac-aspc.gc.ca/publicat/ccdr-rmtc/98vol24/index.html](http://www.phac-aspc.gc.ca/publicat/ccdr-rmtc/98vol24/index.html), archive time 2007-11-24.
12. All laundered/dry cleaned items must be folded and packaged in a manner that will keep them clean and dry. Packaging must be reusable and comply with industry and the Department of National Defence standards.
13. The Contractor must provide minor repairs to parkas and sleeping bags, on an 'as-and-when-requested' basis. Repairs to parkas include, but are not limited to, mending minor tears and holes, and replacing missing buttons. Repairs to sleeping bags include, but are not limited to mending minor tears and holes and repairing or replacing broken zippers. If an item cannot be repaired, it must be separated from the others and the Project Authority must be notified. Such items must be returned separately from the rest of the lot, and should be removed from rotation by the Project Authority. Such items must be accounted for within the Contractor's written report.
14. If at any time, the Contractor should fail to fulfill any of the mandatory criteria listed herein, it will be notified immediately by the Project Authority. In such an instance, the Contractor must make every reasonable effort to address any issues raised.

Pick-up/Drop-off Locations

Table 1 - Scheduled Services

1	Dental, Building 62 – 17 Wing, 715 Wihuri Rd. on Tuesdays
2	Barrack Block Buildings 63, 65, & 79 – 17 Wing, 715 Wihuri Rd. (Tues & Fri)
3	Supply Building 129 – 17 Wing, 715 Wihuri Rd. on Tuesdays
4	EME (Electrical Mechanical Engineering) Building 129 – 17 Wing, 715 Wihuri Rd. on Tuesdays
5	CFSSAT – Canadian Forces School of Survival and Aeromedical Training, Building 75 – 17 Wing, 715 Wihuri Rd. on Tuesdays
6	Physiotherapy Building 90 – 17 Wing, 715 Wihuri Rd. on Tuesdays

Table 2 – Task Authorization As-And-When-Requested Services

1	1 Canadian Air Division Building 25- 17 Wing, 715 Wihuri Rd.
2	1 Canadian Air Division Building 90- 17 Wing, 715 Wihuri Rd.
3	Military Police Building 95 – 17 Wing, 715 Wihuri Rd.
4	Headquarters Building 137 – 17 Wing, 715 Wihuri Rd.
5	435 Squadron Hangar 16 – 17 Wing, 715 Wihuri Rd.
6	402 Squadron Hangar 16 – 17 Wing, 715 Wihuri Rd.
7	Minto Armoury- 969 st. Matthews Ave.
8	Hospital Bldg 62 – 17 Wing, 715 Wihuri Rd.
9	Cadets Building 52 – 17 Wing, 715 Wihuri Rd.
10	Kitchens, Building 61 & 76 – 17 Wing, 715 Wihuri Rd.
11	HMSC Chippawa – 1 Navy Way
12	McGregor Armoury – 551 Machray Avenue

N° de l'invitation - Solicitation No.  
5A240-213461/A  
N° de réf. du client - Client Ref. No.  
5A240-213461/A

N° de la modif - Amd. No.  
File No. - N° du dossier  
STN-1-44024

Id de l'acheteur - Buyer ID  
STN203  
N° CCC / CCC No./ N° VME - FMS

Laundry Legend - Applicable to all items indicated in Annex B: Basis of Payment

Class	
1	Clothing
2	Bedding
3	Camping Equipment
4	Kitchen Equipment
5	Hospital Equipment
6	Miscellaneous
Material	
1	Cotton
2	Wool
3	Nylon
4	Leather
5	Linen
6	Rayon
7	Canvas
8	Miscellaneous
9	Rubber
Process - Laundry	
1	Washed and tumble dried
2	Washed and air dried
3	Washed and pressed
4	Washed, starched and pressed
4a	Washed, starched and hand pressed
5	Washed, starched, dried on stretcher and fringes hand pressed
6	Rough washed
7	Hand sponged and air dried
8	Hot washed and tumble dried

N° de l'invitation - Sollicitation No.

5A240-213461/A

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

5A240-213461/A

N° de la modif - Amd. No.

File No. - N° du dossier

STN-1-44024

Id de l'acheteur - Buyer ID

STN203

N° CCC / CCC No./ N° VME - FMS

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Process – Dry Cleaning	
20	Dry cleaned and tumble dried
21	Dry cleaned and pressed
22	Dry cleaned, re-waterproofed and re-blocked
23	Dry cleaned, re-blocked and pressed
24	Dry cleaned, re waterproofed and pressed
25	Shampooed
26	Dry cleaned, re-fireproofed and pressed
27	Hand cleaned and re-blocked



Annex B - Basis of Payment

Rates quoted herein will remain firm for the entire period of the contract.

Estimates are provided for evaluation purposes only, and should not be considered as an accurate reflection of actual business volume under the resulting contract.

Table 1 – Laundry List General								
Item #	Description	Class	Material	Process	Est. Quantity	Unit Price Year One (April 1, 2022 to March 31, 2023)	Unit Price Opt Year One (April 1, 2023 to March 31, 2024)	Unit Price Opt Year Two (April 1, 2024 to March 31, 2025)
1	Apron, Food Handling	4	1	3	862	\$	\$	\$
2	Bags, Cotton Laundry	6	1	1	100	\$	\$	\$
3	Bags, Duffel Kit Cotton Duck	6	7	1	200	\$	\$	\$
4	Bags, Kit Large	6	7	1	10	\$	\$	\$
5	Bags, Kit Small	6	7	1	10	\$	\$	\$
6	Bags, Pin Marquee Tent Cotton Duck	3	7	1	20	\$	\$	\$
7	Bedspread, Cotton	2-5	1	3	1,000	\$	\$	\$
8	Bedspreads	2-5	2	1	2,926	\$	\$	\$

9	Blankets, Bed	2-5	2	1	4,238	\$	\$	\$	
10	Cargo Pack, Canvas 200 lbs	3	3-8	7	100	\$	\$	\$	
11	Sleeping Bag Arctic & Temperate	3	3	1	60	\$	\$	\$	
12	Cloth, Dishwashing	4	1	1	500	\$	\$	\$	
13	Cloth, Face	2	1	1	15,645	\$	\$	\$	
14	Cloth, Silencer (Pad) Table	6	1	1	300	\$	\$	\$	
15	Cloth, Table Large Linen	6	5	4	1,000	\$	\$	\$	
16	Cloth, Table Small Cotton	4	1	4	25	\$	\$	\$	
17	Cloth, Table Small Linen	6	5	4	1,000	\$	\$	\$	
18	Cloth, Table White Linen Damask 54" x 120"	4	5	4	28	\$	\$	\$	
19	Coveralls, Except Chemical Warfare	1	1-2-3-8	3	6,000	\$	\$	\$	
20	Coveralls, Gortex Blue	1	8	1	50	\$	\$	\$	

21	Coveralls, Gortex Orange	1	8	1	50	\$	\$	\$
22	Coveralls, Anti-Fod Blue	1	1-2-3-8	3	50	\$	\$	\$
23	Coveralls, Work	1	1	3	50	\$		
24	Cover, Helmet Camo	1	1-3	1	100	\$	\$	\$
25	Cover, Ironing Board	6	1-8	3	10	\$	\$	\$
26	Cover, Mattress	2-5	1	1	8,984	\$	\$	\$
27	Cover, Pillow Camp 21" x 10"	2	1	1	50	\$	\$	\$
28	Cover, Rucksack (white)	3	7	3	50	\$	\$	\$
29	Curtains, Shower	6	8	7	150	\$	\$	\$
30	Duffle Bag	6	1	1	100	\$	\$	\$
31	Flag, Nylon	6	3	7	10	\$	\$	\$
32	Haversacks, Small	3	1	1	10	\$	\$	\$
33	Hood, Wet Weather	1	3-9	7	70	\$	\$	\$
34	Jacket, Intermediate Green	1	1-3	1	200	\$	\$	\$

35	Jacket, Man's Cadet	1	6-8	3	50	\$	\$	\$
36	Jacket, Woman's Cadet	1	6-8	3	50	\$	\$	\$
37	Jacket, Wet Weather	1	3-9	7	80	\$	\$	\$
38	Jacket, W/W Gortex Blue	1	8	1	50	\$	\$	\$
39	Liners, Sleeping Bag	3	1	1	3,720	\$	\$	\$
40	Liner, Coat Man's Combat	1	1-3-6	1	200	\$	\$	\$
41	Jacket, Flying Intermediate Green Type 4	1	1-2-3	2-3	15	\$	\$	\$
42	Mats, Bath	2-5	1	1	9,273	\$	\$	\$
43	Mats, Gymnasium	1	8	7	10	\$	\$	\$
44	Mats, Table and Place	4-6	1	4	400	\$	\$	\$
45	Mops, Cotton Cloth	4	1	1	400	\$	\$	\$
46	Mukluks	1	8	1	90	\$	\$	\$
47	Napkin, Table Linen or Cotton	4	1-5	3	5,821	\$	\$	\$
48	Neck Covers, Life Jacket	3	3	1	400	\$	\$	\$
49	Parka, Man's Cotton & Nylon #107	1	1-3	2	10	\$	\$	\$

50	Parka, Winter White Camo	1	1	1	1	75	\$	\$	\$
51	Parka, Gortex Blue	1	8	1	1	50	\$	\$	\$
52	Parka, Gortex Orange	1	8	1	1	50	\$	\$	\$
53	Parka, MP	1	1-2-3	2	2	5	\$	\$	\$
54	Parka, Man's Maritime Intermediate Cold Weather	1	1-2-3	2	2	10	\$	\$	\$
55	Pillowcase	2	1	3	3	18,369	\$	\$	\$
56	Ponchos	1	3-9	7	7	100	\$	\$	\$
57	Pot Holder	1	3-9	1	1	1	\$	\$	\$
58	Scarves, Neck Combat	1	1	1	1	100	\$	\$	\$
59	Sheets, Bed	2-5	1	3	3	10,617	\$	\$	\$
60	Half tent nylon water proofed 192 x 60	3	3	2	2	10	\$	\$	\$
61	Shirts, Cotton, All Types	1	1	3	3	1,800	\$	\$	\$
62	Shirts, Broadcloth CF	1	1-3	3	3	6,000	\$	\$	\$
63	Slacks, Woman Food Handlers	4	8	3	3	15	\$	\$	\$

64	Smock, General Purpose	1	1-8	1	100	\$	\$	\$
65	Smock, Man's Butcher	4	1	3	10	\$	\$	\$
66	Tent, 5 Man Arctic	3	1-3	7	10	\$	\$	\$
67	Tent, 10 Man Arctic	3	1-3	7	10	\$	\$	\$
68	Toques	1	2	2	50	\$	\$	\$
69	Towels, Bath	2-5	1	1	18,443	\$	\$	\$
70	Towels, Dish and Glass	2-4	1-5	3	1,500	\$	\$	\$
71	Towels, Hand	2-5	1	1	15,930	\$	\$	\$
72	Trousers, Combat Lightweight	1	1-3	1	800	\$	\$	\$
73	Trousers, Dark Dress CF	1	6-8	3	500	\$	\$	\$
74	Trousers, WW Gortex Blue	1	8	1	50	\$	\$	\$
75	Trousers, Drill White	1	1	3	5,000	\$	\$	\$
76	Trousers, Man's Cadet	1	6-8	3	20	\$	\$	\$
77	Trousers, Man's Combat #107	1	1-3	1	150	\$	\$	\$

78	Trousers, Man's White	1	1	3	100	\$	\$	\$
79	Trousers, Parka Winter Camo	1	7	1	100	\$	\$	\$
80	Trousers, Wet Weather	1	3-9	7	100	\$	\$	\$
81	Trousers, Windproof	1	6-8	1	150	\$	\$	\$
82	Valises, Blanket Cotton Duck	3	7	1	10	\$	\$	\$
83	Sheets, Utility (Ground Sheet)	3	9	2	200	\$	\$	\$
84	AFV Summer Coveralls	1	1	1	50	\$	\$	\$
85	Seven (7) piece wet suit	1	8	2	10	\$	\$	\$
86	White Gloves	1	1	1	200	\$	\$	\$
87	Mesh Laundry Bag with Contents (2 T- shirts, 2 Prs. Underwear, 2 Prs. Socks, 1 Combat Shirt, 1 Combat Pr. Trousers)	1	1-2	1	800	\$	\$	\$
88	Rags folded bundles of 10 to be supplied by vendor	6	8	1	2,400	\$	\$	\$

Table 1 Subtotals		\$	\$	\$
Table 1 Total		\$ _____		

Table 2 - Laundry List – Medical Items								
Item #	Description	Class	Material	Process	Est. Quantity	Unit Price Year One (April 1, 2022 to March 31, 2023)	Unit Price Opt Year One (April 1, 2023 to March 31, 2024)	Unit Price Opt Year Two (April 1, 2024 to March 31, 2025)
1	Apron, Nurses	5	1	4	15	\$	\$	\$
2	Aprons, Operating	5	8	2	10	\$	\$	\$
3	Bag, Soiled Linen Carrier	5	7	1	400	\$	\$	\$
4	Bandages, Triangular	5	1	1	50	\$	\$	\$
5	Blankets, Red Flannelette	5	1	31	100	\$	\$	\$
6	Blanket, Cotton	5	1	1	100	\$	\$	\$
7	Blanket, Crib Flannelette	5	1	3	10	\$	\$	\$
8	Bootie, Operating Plain	5	1	1	200	\$	\$	\$



9	Bootie, Operating Room	5	7	1	200	\$	\$	\$
10	Cap, Operating	5	1	3	200	\$	\$	\$
11	Cloth, Medicine	5	1-5	3	50	\$	\$	\$
12	Cloth, Table Hospital	5	1	3	50	\$	\$	\$
13	Counterpanes, Hospital Cotton	5	1	3	400	\$	\$	\$
14	Covers, Bag Ice Cotton	5	1	3	50	\$	\$	\$
15	Covers, Bed Pan, Cotton	5	1	3	50	\$	\$	\$
16	Covers, Bed Screen	5	1	3	10	\$	\$	\$
17	Covers, Glove Cotton	5	1	3	10	\$	\$	\$
18	Covers, Hot Water Bag	5	1	3	10	\$	\$	\$
19	Covers, Mattress 80" X 37" x 7"	5	1	3	100	\$	\$	\$
20	Covers, Mayo Surgical Instruments Stand	5	1	3	100	\$	\$	\$
21	Covers, Sterile Table Double 72" x 36"	5	1	3	100	\$	\$	\$
22	Covers, Sterile Table Double 100" x 36"	5	1	3	100	\$	\$	\$
23	Covers, Table Operating	5	1	3	50	\$	\$	\$

24	Covers, Throat Bag Cotton	5	1	3	20	\$	\$	\$
25	Drape Surgical, Circumcision	5	1	3	150	\$	\$	\$
26	Drape Surgical, Laparotomy	5	1	3	300	\$	\$	\$
27	Drape Surgical, Leg or Arm	5	1	3	50	\$	\$	\$
28	Drape Surgical, Lithotomy	5	1	3	50	\$	\$	\$
29	Drape Surgical, Ophthalmic	5	1	3	50	\$	\$	\$
30	Drape Surgical, Spinal Green	5	1	3	50	\$	\$	\$
31	Frock Clinic White	5	1	3	200	\$	\$	\$
32	Frock Man's Laboratory	5	1	3	100	\$	\$	\$
33	Gowns, Baby	5	1	3	10	\$	\$	\$
34	Gowns, Bed Patient Dental Cotton	5	1	3	800	\$	\$	\$
35	Gowns, White	5	1	4a	10	\$	\$	\$
36	Jackets, Helpless Patient	5	1	3	10	\$	\$	\$
37	Jackets, Pajama Child	1-5	1	1	10	\$	\$	\$
38	Jackets, Restraint Large and Medium	5	4-7	1	10	\$	\$	\$
39	Jackets, Warmth Hospital	5	1	3	10	\$	\$	\$

40	Jacket, White Duck	5	1-7	3	10	\$	\$	\$
41	Leggings, Operating	5	1	1	10	\$	\$	\$
42	Liners, Drum Sterilizer	5	1	1	10	\$	\$	\$
43	Masks, Operating and Surgical	5	1	3	100	\$	\$	\$
44	Mitts, Cotton	5	1	1	20	\$	\$	\$
45	Overalls, Operating Surgical	5	1	31	50	\$	\$	\$
46	Bands, Abdominal Cotton	5	1	1	10	\$	\$	\$
47	Pads, Crib	5	1	1	10	\$	\$	\$
48	Pillow, Foam Rubber	5	9	1	50	\$	\$	\$
49	Pillow Case	5	1	3	100	\$	\$	\$
50	Pajamas, Broadcloth	5	1	3	150	\$	\$	\$
51	Pajamas, Flannelette	5	1	3	375	\$	\$	\$
52	Robe, Dressing Hospital Blue	5	1	3	190	\$	\$	\$
53	Sheets, Bed Green or White	5	1	3	800	\$	\$	\$
54	Sheets, Draw	5	1-7	3	10	\$	\$	\$
55	Sheets, Flannelette	5	1	3	200	\$	\$	\$

56	Sheets, Operating Cotton	5	1	3	50	\$	\$	\$
57	Sheets, Operating Single	5	1	3	50	\$	\$	\$
58	Sheets, Spinal	5	1	3	50	\$	\$	\$
59	Shirts, Hospital White	5	1	3	20	\$	\$	\$
60	Shirts, Patient Cotton	5	1	3	20	\$	\$	\$
61	Shirts, Patient Flannelette	5	1	3	20	\$	\$	\$
62	Sleepers, Baby	5	1	1	5	\$	\$	\$
63	Sleeves, Operating	5	1	1	10	\$	\$	\$
64	Slippers, Adults	5	7	1	100	\$	\$	\$
65	Slippers, Hospital	5	1	1	100	\$	\$	\$
66	Smocks, Dental and Dietician	4-5	1	3	2,000	\$	\$	\$
67	Smocks, Men's surgical (Slide Closure)	5	1	3	650	\$	\$	\$
68	Smocks, Women's Cotton white and Green	5	1	3	100	\$	\$	\$
69	Socks, Baby	5	1	1	10	\$	\$	\$

70	Socks, Hospital Cotton	5	1	1	100	\$	\$	\$
71	Stocking, Laparotomy	5	1	3	20	\$	\$	\$
72	Suits, Operating	5	1	3	50	\$	\$	\$
73	Suspensors	5	1	1	20	\$	\$	\$
74	Trousers, Pajama Baby	5	1	3	50	\$	\$	\$
75	Towels, Huck 36" x 18"	5	1	3	250	\$	\$	\$
76	Towels, Operating Huck 12' x 12	5	1	3	250	\$	\$	\$
77	Towels, Operating Huck 17"x 12"	5	1	3	250	\$	\$	\$
78	Towels, Operating Huck 27"x 20"	5	1	3	50	\$	\$	\$
79	Towels, Operating Huck 40" x20"	5	1	3	10	\$	\$	\$
80	Towels, Operating Linen or Cotton	5	1-5	3	50	\$	\$	\$
81	Trousers, pajama baby	1-5	1	1	10	\$	\$	\$
82	Trousers, Surgery	5	1-7	3	30	\$	\$	\$
83	Vests, Cotton Pneumonia	5	1	3	20	\$	\$	\$
84	Washcloth	5	1	1	500	\$	\$	\$

85	Wrapper Set Glove Sterilization	5	1	1	20	\$	\$	\$
86	Wrapper Sterilization	5	1	1	100	\$	\$	\$
87	Wrapper Sterilization w/tapes 10"x 10"	5	1	1	100	\$	\$	\$
88	Wrapper Sterilization w/tapes 18'x18"	5	1	1	100	\$		
89	Wrapper Sterilization	5	1	1	100	\$		
90	Wrapper Sterilization w/tapes 36" x 36"	5	1	1	100	\$		
91	Wrapper Sterilization	5	1	1	100	\$		
92	Wringers, Fomentation	5	1	1	50	\$		
93	Gym Shorts	1	1	3	50	\$		
94	Blankets, Bed	2-5	2	1	100	\$		
95	Generation II Knee	6	8	3	100	\$		
Table 2 Subtotals						\$		\$
Table 2 Total						\$		\$

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STN-1-44024

Id de l'acheteur - Buyer ID  
STN203  
N° CCC / CCC No./ N° VME - FMS

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Table 3 - Dry Cleaning List – General								
Item #	Description	Class	Material	Process	Est. Quantity	Unit Price Year One (April 1, 2022 to March 31, 2023)	Unit Price Opt Year One (April 1, 2023 to March 31, 2024)	Unit Price Opt Year Two (April 1, 2024 to March 31, 2025)
1	Bag, Inner, Sleeping	3	1-3-8	20	1,200	\$	\$	\$
2	Bag, Outer, Sleeping	3	1-3-8	20	1,190	\$	\$	\$
3	Bag, Sleeping Trade Patter, One Piece	3	1-3-8	20	100	\$	\$	\$
4	Beret, Green	1	2	20	50	\$	\$	\$
5	Cap, Comfort, knit	1	2	21	150	\$	\$	\$
6	Coat and Liner, Firefighters	1	1-2	24	10	\$	\$	\$
7	Coat/Jacket, Service Dress CF	1	2-3	21	400	\$	\$	\$
8	Covers, Aircraft Seat	6	3-8	26	300	\$	\$	\$
9	Covers, Sleeping Bag	3	3	20	990	\$	\$	\$
10	Coveralls, Flying Light Combat Type, Cloth Plain Polyester	1	2-8	21	500	\$	\$	\$



11	Hood, Sleeping Bag (Down Filler)	1	1-3-8	20	340	\$	\$	\$
12	Jacket Bandsman	1	2	21	30	\$	\$	\$
13	Jacket, Bandsman w/ Gold Trimming	1	2-8	21	10	\$	\$	\$
14	Jacket, Cold Weather AFV	1	1-2-3	20	15	\$	\$	\$
15	Jacket, Flying Lightweight	1	1-3	21	150	\$	\$	\$
16	Jacket, Flying Type IV	1	1-2-3	20	225	\$	\$	\$
17	Kilts, Coloured	1	2	21	30	\$	\$	\$
18	Liners, Parka	1	3-8	20	200	\$	\$	\$
19	Mats, Floor Rug	6	2-5	25	500	\$	\$	\$
20	Mattresses (excluding spring filled)	2	8	20	75	\$	\$	\$
21	Mitts, Winter Arctic Liner	1	2-8	20	150	\$	\$	\$
22	Mitts, Woolen	1	2	20	25	\$	\$	\$
23	Necktie	1	4-8	21	150	\$	\$	\$
24	Overcoat, Service Dress CF	1	2	21	130	\$	\$	\$
25	Overalls, Man's AFV Cold Weather	1	1-2-3	20	25	\$	\$	\$

26	Pillow, Down Filler	2	1-8	20	200	\$	\$	\$
27	Rugs, Floor All Types	6	2-8	25	150	\$	\$	\$
28	Rugs, Underlay	6	1	25	150	\$	\$	\$
29	Scarf	1	2	21	25	\$	\$	\$
30	Shirts, Khaki Flannel	1	1-2	21	250	\$	\$	\$
31	Skirt Women's Service Dress Lightweight	1	2	21	100	\$	\$	\$
32	Socks, Duffel	1	8	20	720	\$	\$	\$
33	Socks, Wool Freeze	1	2	20	100	\$	\$	\$
34	Sweaters, Combat CF Green	1	2	20	200	\$	\$	\$
35	Topcoat, Woman's Cadet	1	2	21	100	\$	\$	\$
36	Trousers, Bandsman	1	2	21	150	\$	\$	\$
37	Trousers, Flying Type 4	1	1-2-3	20	150	\$	\$	\$
38	Trousers, Service CF	1	2-3	21	600	\$	\$	\$
39	Drapes	6	1-8	26	2,000	\$	\$	\$
40	Face Masks, Down Filled Nylon	1	3	20	300	\$	\$	\$
41	C130 Troop Seat Single	6	8	22	60	\$	\$	\$
42	C130 Troop Seat, Double	6	8	22	120	\$	\$	\$

43	Dust Filler Bags	6	1	20	8	\$	\$	\$
44	Liner, Tent 10 Man Arctic	3	3	20	30	\$	\$	\$
45	Liner, Tent 5 Arctic	3	3	20	30	\$	\$	\$
46	Liner, tent Modular Field Service – Front Wall	3	3	20	5	\$	\$	\$
47	Liner, Tent Modular Field Service – Wall Center Opening	3	3	20	5	\$	\$	\$
48	Liner, Tent Modular Field Service – Center Section	3	3	20	5	\$	\$	\$
49	Mitt, Arctic, Outer Shell	1	4-8	20	150	\$	\$	\$
50	Table Runners, Large	2	1	21	27	\$	\$	\$
51	Table Runners, Small	2	1	21	27	\$	\$	\$
52	Engine Intake Covers	6	8	20	10	\$	\$	\$
53	Parachutes	6	3	20	20	\$	\$	\$
54	Caps, Regular Peaked	1	8	20	50	\$	\$	\$
55	Gloves, Scuba	1	8	20	10	\$	\$	\$
56	Wing Co. Cadet Jacket	1	2-3	21	20	\$	\$	\$
57	Life Guard Jacket	6	8	20	20	\$	\$	\$

58	Life Guard Vests	6	8	20	20	\$	\$	\$
59	Literature Pockets for Aircraft Seat Covers	6	3-8	26	100	\$	\$	\$
60	Coveralls, Charcoal Lining	1	7	21	30	\$	\$	\$
61	Wheel Cover, Large	6	8	20	100	\$	\$	\$
62	Wheel Cover, Small	6	8	20	100	\$	\$	\$
63	Cap, Garrison (Wedge)	1	2	20	100	\$	\$	\$
Table 3 Subtotals						\$	\$	\$
Table 3 Total						\$		

Table 4 - Hot Wash Items – General								
Item #	Description	Class	Material	Process	Est. Quantity	Unit Price Year One (April 1, 2022 to March 31, 2023)	Unit Price Opt Year One (April 1, 2023 to March 31, 2024)	Unit Price Opt Year Two (April 1, 2024 to March 31, 2025)
1	Lab Coat	5	1,8	8	2,000	\$	\$	
2	Scrub Pants	5	1,8	8	350	\$	\$	
3	Scrub Tops (Men's)	5	1,8	8	650	\$	\$	

4	Scrub Tops (Women's)	5	1,8	8	650	\$	\$	
5	Bath Towels	5	1,8	8	250	\$	\$	
6	Towels, Operating Huck 12'x 12	5	1,8	8	250	\$	\$	
7	Dish cloths	5	1,8	8	500	\$	\$	
8	Towel Microfiber	5	8	8	250	\$	\$	
Table 4 Subtotals						\$	\$	\$
Table 4 Total						\$		

Table 5 - Repairs		
Repairs are to be charged at an all-inclusive hourly rate		
Estimated Hours	Hourly Rate	Table 5 Subtotal
50 hours	\$ _____	\$ _____

Extended Bid Price	
Table 1 Total + Table 2 Total + Table 3 Total + Table 4 Total + Table 5 Total = Extended Bid Price	\$ _____

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Id de l'acheteur - Buyer ID

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## **ANNEX “C” DND 626 TASK AUTHORIZATION FORM**

## TASK AUTHORIZATION AUTORISATION DES TÂCHES

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.		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	<b>TO THE CONTRACTOR</b>  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.  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.  <b>À L'ENTREPRENEUR</b>  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.  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.	
Delivery location – Expédiiez à		
Delivery/Completion date – Date de livraison/d’achèvement	Date	for the Department of National Defence pour le ministère de la Défense nationale
Contract item no. N° d'article du contrat	Services	Cost Prix
		GST/HST TPS/TVH
		Total
<b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.  <b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.		
for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux		

**Instructions for completing  
DND 626 - Task Authorization**

**Contract no.**

Enter the PWGSC contract number in full.

**Task no.**

Enter the sequential Task number.

**Amendment no.**

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

**Increase/Decrease**

Enter the increase or decrease total dollar amount including taxes.

**Previous value**

Enter the previous total dollar amount including taxes.

**To**

Name of the contractor.

**Delivery location**

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

**Delivery/Completion date**

Completion date for the task.

**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.

**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.

**Cost**

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

**GST/HST**

The GST/HST cost as appropriate.

**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.

**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.

**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.

**Instructions pour compléter le formulaire  
DND 626 - Autorisation des tâches**

**N° du contrat**

Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**

Inscrivez le numéro de tâche séquentiel.

**N° de la modification**

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

**Augmentation/Réduction**

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

**Valeur précédente**

Inscrivez le montant total précédent, y compris les taxes.

**À**

Nom de l'entrepreneur.

**Expédiez à**

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

**Date de livraison/d'achèvement**

Date d'achèvement de la tâche.

**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**

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.

**Pris**

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

**TPS/TVH**

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

**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.

**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.

**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.



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STN-1-44024

Id de l'acheteur - Buyer ID  
STN203  
N° CCC / CCC No. / N° VME - FMS

## ANNEX "D" - TASK AUTHORIZATION USAGE REPORT FORM

**Return to:**  
**Shannon McDonald**  
Public Services and Procurement Canada  
Email: [Shannon.mcdonald@pwgsc-tpsgc.gc.ca](mailto:Shannon.mcdonald@pwgsc-tpsgc.gc.ca)

### Quarterly Usage Report Schedule:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31;  
4th quarter: January 1 to March 31.

**SUPPLIER:** \_\_\_\_\_

**CONTRACT NUMBER:** \_\_\_\_\_

**DEPT OR AGENCY:** \_\_\_\_\_

Task Authorization No.	Task Number Description	Value of the Task (GST/HST excluded)
(A) Total Dollar Value of Tasks for this reporting period		
(B) Accumulated Tasks totals to date:		
(A+B) Total Accumulated Tasks		

**NIL REPORT:** We have not done any business with the federal government for this period [    ]

**Prepared by:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

N° de l'invitation - Solicitation No.

5A240-213461/A

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

5A240-213461/A

N° de la modif - Amd. No.

File No. - N° du dossier

STN-1-44024

Id de l'acheteur - Buyer ID

STN203

N° CCC / CCC No./ N° VME - FMS

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## **ANNEX “E” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts 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);