



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des soumissions
RCMP –F Division
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Ave
Regina, SK. S4P 3K7

**REQUEST FOR
PROPOSAL**

**DEMANDE DE
PROPOSITION**

Proposal to: Royal Canadian Mounted Police

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 : Gendarmerie royale du Canada

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

Comments: - Commentaires :

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE
EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet: Laundry and Dry Cleaning, Saskatchewan		Date August 24, 2022
Solicitation No. – N° de l’invitation : M5000-22-2822/A		
Client Reference No. - No. De Référence du Client 202202822		
Solicitation Closes – L’invitation prend fin		
At / à :	2 :00 pm 14h00	CST (Central Standard Time) HNC (heure normale du Centre)
On / le :	September 15, 2022	
Delivery - Livraison See herein — Voir aux présentes	Taxes - Taxes See herein — Voir aux présentes	Duty – Droits See herein — Voir aux présentes
Destination of Goods and Services – Destinations des biens et services See herein — Voir aux présentes		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Qiyayo Ziwa : Procurement Officer		
Telephone No. – No. de téléphone 639-625-4151	Facsimile No. – No. de télécopieur 306-780-5232	
Delivery Required – Livraison exigée See herein — Voir aux présentes	Delivery Offered – Livraison proposée	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l’entrepreneur:		
Telephone No. – No. de téléphone	Facsimile No. – No. de télécopieur	
Email – Courriel:		
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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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website. Please note, the above website is specific to PWGSC requirements and processes may differ from RCMP requirements.

1.2 Statement of Work

The work to be performed is detailed under article 6.2 of the resulting contract clauses.

1.3 Debriefings

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

1.4. Recourse Mechanisms

If you have any concerns relating to the procurement process, please refer to the [Recourse Mechanisms](#) page on the [Buyandsell.gc.ca](http://buyandsell.gc.ca) website. Please note that there are strict deadlines for filing complaints with the Canadian International Trade Tribunal (CITT) or the [Office of the Procurement Ombudsman \(OPO\)](#).

<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/bid-follow-up/bid-challenge-and-recourse-mechanisms>

<http://opo-boa.gc.ca/plaintesurvol-complaintoverview-eng.html>



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.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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: 180 days

2.2 Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

NOTE: The RCMP has not been approved for bid submission by epost Connect service.

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to RCMP will not be accepted.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (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.

2.4 Applicable Laws

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

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.



2.5 Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled *Recipient Electronic Payment Registration Request* along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

2.6 Volumetric Data

The estimated number of items has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this solicitation will be consistent with this data. It is provided purely for information purposes.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders submit their bids in separately bound sections as follows:

- Section I: Technical Bid (one hard copy)
- Section II: Financial Bid (one hard copy)
- Section III: Certifications (one hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their hard copy bid:

- a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

1. Include all environmental certification(s) relevant to your organization (e.g. ISO 14001, Leadership in Energy and Environmental Design (LEED), Carbon Disclosure Project, etc.)
2. Include all environmental certification(s) or Environmental Product Declaration(s) (EPD) specific to your product/service (e.g. Forest Stewardship Council (FSC), ENERGYSTAR, etc.)



3. Unless otherwise noted, bidders are encouraged to submit bids electronically. If hard copies are required, bidders should:
 - a. use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
 - b. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Exchange Rate Fluctuation

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 Mandatory Technical Criteria

By submitting a bid, the Bidder certifies they can complete the tasks and deliverables listed in Annex A – Statement of Work.

a. Reference Checks:

- i. If a reference check is performed, Canada will conduct the reference check in writing by e-mail. Canada will send all email reference check requests to contacts supplied by all the Bidders on the same day using the email address provided in the bid.
- ii. On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.



- iii. Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- iv. Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.
- v. Whether or not to conduct reference checks is discretionary. However, if Canada chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders who have not, at that point, been found non-responsive.

4.1.2 Financial Evaluation

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

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price 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 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.

5.1.1 Integrity Provisions

In accordance with the section titled Information to be provided when bidding, contracting, or entering into a real property agreement subject to the *Ineligibility and Suspension Policy* (<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:

- Declaration of Convicted Offences - Integrity Declaration Form (as applicable)
- Required Documentation (List of names for integrity verification form)



Please see the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html) website for further details (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaires-forms-eng.html>).

5.1.2 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.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Independent Bid Determination

The attached Certificate of Independent Bid Determination (attached Attachment 1) has been developed by the federal Competition Bureau for use by the Contracting Authority when calling for bids, tenders or quotations. The intention is to deter bid-rigging by requiring bidders to disclose, to the Contracting Authority, all material facts about any communications and arrangements which the bidder has entered into with competitors regarding the call for tenders.

5.1.3.2 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.



**Attachment 1 to PART 5
CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid or tender (hereinafter "bid") to:

(Corporate Name of Recipient of this Submission)

for: _____
(Name and Number of Bid and Project)

in response to the call or request (hereinafter "call") for bids made by:

(Name of Tendering Authority)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Corporate Name of Bidder or Tenderer [hereinafter "Bidder"])

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the Bidder;
4. each person whose signature appears on the accompanying bid has been authorized by the Bidder to determine the terms of, and to sign, the bid, on behalf of the Bidder;
5. for the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
 - a. has been requested to submit a bid in response to this call for bids;
 - b. could potentially submit a bid in response to this call for bids, based on their qualifications, abilities or experience;
6. the Bidder discloses that (check one of the following, as applicable):
 - a. the Bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b. the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this call for bids, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
7. in particular, without limiting the generality of paragraphs (6)(a) or (6)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a. prices;
 - b. methods, factors or formulas used to calculate prices;
 - c. the intention or decision to submit, or not to submit, a bid; or
 - d. the submission of a bid which does not meet the specifications of the call for bids;

except as specifically disclosed pursuant to paragraph (6)(b) above;



-
8. in addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates, except as specifically authorized by the Tendering Authority or as specifically disclosed pursuant to paragraph (6)(b) above;
 9. the terms of the accompanying bid have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening, or of the awarding of the contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (6)(b) above.

(Printed Name and Signature of Authorized Agent of Bidder)

(Position Title)

(Date)



PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security requirement applies and form part of the Contract:

The Contractor (if an individual) and all of the contractor's personnel/subcontractors who may work on site must hold a valid "Reliability Status Security Clearance" issued by RCMP Departmental Security.

Only those individuals who have met the security clearance requirements will be allowed access to the site of the work.

6.2 Statement of Work

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

6.3 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.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

6.3.1 General Conditions

[2010C](#) (2022-01-28), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

[4013](#) (2021-11-29), Compliance with on-site measures, standing orders, policies, and rules, apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from contract award for a period of two (2) years (*dates to be inserted at contract award*).

6.4.2 Option to Extend the Contract

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

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

6.4.3 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: Qyitayo Ziwa
Title: Procurement Officer
Royal Canadian Mounted Police
Corporate Management Branch
5600 – 11th Avenue
Regina, SK S4P 3J7
Telephone: 639-625-4151
Facsimile: 306-780-5232
E-mail address: Qyitayo.ziwa@rcmp-grc.gc.ca

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

6.5.2 Project Authority *(to be completed upon award)*

The Project Authority for the Contract is:

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 (to be completed upon award)

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex "B" for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments



6.7.4 Method of Payment-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

SACC Manual clause [A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department

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. Monthly itemized service report; itemized fields to include:
 - RCMP employee's name and telephone number;
 - description of uniform pieces (e.g. trousers, long-sleeve shirt);
 - pick up and drop off dates; and
 - number of items
2. The invoice must be forwarded by email to the Project Authority and Contracting Authority for certification and payment.
3. Invoices are to be submitted no later than 15 days after the end of the month.

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 _____



6.11 Priority of Documents

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

- a. the Articles of Agreement;
- b. the general conditions [2010C](#) (2022-01-28), General conditions: Services (medium complexity)
- c. Supplemental General conditions, [4013](#) (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules
- d. Annex A, Statement of Work;
- e. Annex B, Basis of Payment;
- f. Annex D, Insurance Requirements
- g. Annex E, Security Requirements Check List
- h. the Contractor's bid dated _____

6.12. Procurement Ombudsman

6.12.1 Dispute Resolution

The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle. If the Parties do not reach a settlement within 25 working days after the dispute was initially raised to the other party in writing, either Party may contact the Office of the Procurement Ombudsman (OPO) to request dispute resolution/mediation services. OPO may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca. For more information on OPO's services, please see the [Procurement Ombudsman Regulations](#) or visit the [OPO website](#).

6.12.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by the complainant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met.

To file a complaint, the Office of the Procurement Ombudsman may be contacted by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

6.13 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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.



6.14 Environmental Considerations

Where applicable, suppliers are encouraged to consider the following environment considerations:

Deliverables:

- Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
- When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

Travel Requirements/Meetings:

- Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
- Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
- Contractors are encouraged to use of public/green transit where feasible.

Shipping Requirements: Where applicable, suppliers are encouraged to:

- Minimize packaging
- Include recycled content in packaging;
- Re-use packaging;
- Include a provision for a take-back program for packaging;
- Reduce/eliminate toxics in packaging.



ANNEX A
Statement of Work

1.0 Title:

Laundry and Dry Cleaning Services-RCMP Academy –Depot and F-Divisions Headquarters, Regina.

2.0 Objective:

The Royal Canadian Mounted Police Training Academy-Depot and F Divisions Headquarters, Regina, Saskatchewan require Laundry and Dry Cleaning Services five (5) days a week at six different pick-up and drop off locations.

3.0 Requirement

The Contractor must provide Laundry and Dry Cleaning services five (5) days a week for the period of the contract. All items must be laundered in accordance with the processing requirement stated herein.

The Contractor must ensure that each unit's laundry/dry cleaning is laundered separately. The same articles that are forwarded by a unit to the Contractor must be delivered back to that unit. The interchanging of laundered items between units by the Contractor is not permitted in any circumstances.

The Contractor must pick-up the items and deliver them in accordance with the agreed upon times to be negotiated between the Site Authority and Contractor by phone.

When requested, the Contractor must provide laundry bags to units for the transportation of items to be cleaned. These bags must be returned to the unit with the clean laundry for further use.

4.0 Specifications

Services are to be performed in accordance with:

- A) Compliance information for dry cleaning owners and operators: Tetrachloroethylene (PERC) regulations

<https://www.canada.ca/en/environment-climate-change/services/managing-pollution/sources-industry/tetrachloroethylene-regulations-dry-cleaning/compliance-information-owners-operators.html>

- B) North American Industry Classification System (NAICS) Canada 2012

<https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=118464&CVD=118471&CPV=812320&CST=01012012&CLV=5&MLV=5>

- C) North American Standard Dry Cleaning Method on Site

[Dry Cleaning Sector \(NAICS 8123\) | US EPA](#)



5.0 Tasks

5.1 Pick-up

The Contractor must:

- a) Arrive with a company owned vehicle, manpower and equipment necessary to pick up and transport up to 60 or more laundry bags, weighing approximately up to 40 lbs. each.
- b) Present themselves to the Commissionaire on duty and follow all security protocols.
- c) Contact the site representative by telephone to receive the bags along with the count sheet(s) and any special instructions (e.g. quick turnaround required).
- d) Sign the pick-up slip to confirm acceptance of the inventory of items prepared by the RCMP.
- e) Pick up the items on the day(s) specified at the agreed upon time at each location.
- f) Distribute pick-up and delivery slips for each location, a copy for RCMP and one copy for the supplier

5.2 Processing of Laundry and Dry Cleaning

The Contractor must:

- a) Within 48 hours confirm the number of items against the list provided by the RCMP and report any discrepancies (e.g. damaged items, missing or extra items) to the RCMP Site Authority or their delegate. Work must not begin until all discrepancies are rectified.
- b) Launder all items in accordance with the processing requirements (section 6).
- c) Return all original items. Substitutes will not be accepted. Damaged items must be compensated as outlined in Section 5.3 (i) (ii).
- d) Sort colours prior to performing laundry services and complete launder services according by colour to prevent dye from seeping into lighter clothing and cause dis-colouring.
- f) Wrap cook's clothing and aprons after cleaning, as per industry standards. Laundry will be identified and parceled.
- g) Fold tablecloths when cold to reduce wrinkles. Contractor must consult with the RCMP Executive Chef Food Services or their delegate on proper method of folding tablecloths and napkins.
- h) Keep separate all items (e.g. bedding, garments and clothes) that may be contaminated with blood, bodily fluids, etc. These items will be packaged separately and marked "Contaminated" by the RCMP and require special handling. They MUST NOT be cleaned with other items.
- i) Perform Dry Cleaning according to the North American Standard Dry Cleaning method on Site (no water). Dry Cleaning Sector (NAICS 8123) | US EPA



5.3 Delivery and Time Frames

Pick-up and delivery times will be as specified by the Site Authority or their delegate.

The Contractor must:

- a) Deliver all items during regular operating hours (8:00 am to 4:30 pm) within a one-week turnaround timeframe;
- b) Deliver pre-identified items with a quicker turnaround
- c) Return the original bags which contained the soiled items to the RCMP;
- d) Return the cleaned items wrapped in saran wrap type plastic and folded (identify packaging and containers as follows);
 - i. Uniform Duty Shirts – hang on hangers and cover with plastic
 - ii. Jackets – hang on hangers
 - iii. Red Tunics – hang on hangers and cover with plastic
 - iv. SBA External Carriers – hang on hangers
 - v. Judo Gis – hang on hangers
 - vi. Blankets – packaged in plastic bags by color – 3 to a package
 - vii. Mattress pads – packaged in plastic bags – 5 to a package
 - viii. Hats – in plastic bags
- e) Identify the building for delivery on the outside of each package/container;
- f) Provide a count list which identifies any discrepancies previously discussed;
- g) Identify any items which could not be satisfactorily serviced (e.g. unable to remove blood stain)
- h) Identify any items that were damaged or lost (restitution to be made to the RCMP as follows):
 - i)
 - i. **Missing Items:** Items deemed to be missing will be based on a comparison between the original list supplied and the delivery slip or actual items received. If it is determined that the Contractor is responsible for the missing items, the Contractor must replace the items or provide compensation in the amount agreed upon by the Project Authority and the Contractor.
 - ii. **Damaged Items:** Damage to items linked to the laundry or dry cleaning processes. If it is determined that the damage is derived through improper or faulty mechanical or procedural processes, the Contractor must repair the damaged item if possible, or provide compensation based on industry standard rates. The Contractor will not be held responsible for damages relating to missing buttons or damaged zippers
 - iii. **Items improperly cleaned:** Items that are returned to the RCMP that do not meet the cleaning standards outlined in Section 5.2 must be picked up and re-cleaned with no additional charge.
- j) Respond to complaints as soon as possible, but within a maximum time of two (2) business days. The issue must be resolved, whenever possible, within one (1) week



6.0 Laundry and Dry Cleaning Processing Requirements

The Contractor must process the items according to the following class / material / process table:

Class	Material	PROCESS	
		Laundry	Dry Clean
1. Clothing 2. Bedding and towels 3. Camping equipment 4. Kitchen equipment 5. Hospital equipment 6. Miscellaneous	1. Cotton	1. Wash and tumble dry	20. Stain removal and Dry cleaned, tumbler dried and folded
	2. Wool	2. Wash and air dry, fold/hang	21. Stain removal and Dry cleaned and hung
	3. Nylon	3. Wash and press	22. Stain removal and Dry-cleaned, re-blocked and pressed
	4. Leather	4. Wash, starch and hand press	23. Stain removal and Shampooed
	5. Linen	5. Wash, starch, dry on stretcher and hand press	
	6. Rayon	6. Rough wash	
	7. Canvas	7. Hand sponge and air dry	
	8. Rubber	8. Wash, tumble dry, press and hang on hangers	
	9. Polyester-Cotton	9. All- white – powder bleach and soap, medium dry, fold	
	10. Polyester	10. All-white – powder bleach and soap, medium dry, hang	
	11. Acrylic		
	12. Fur		
	13. Miscellaneous		

7.0 Location of Delivery

The Contractor must deliver items to the same location they were picked up. A map of Depot and complete address will be provided at contract award.

Pick Up and Delivery Points are:

- i. Building #22, C Block, Loading Dock
- ii. Building #61, D Block, Loading Dock
- iii. Building #98, Division Mess, Loading Dock
- iv. Building #13, Medical Treatment Centre (MTC)
- v. Building #34, Officer's Mess
- vi. Building #324, F Division



8.0 Support Provided by Canada

The Royal Canadian Mounted Police will:

- a. Provide contact person to coordinate pick-up and drop-off of laundry items.
- b. Separate food laundry from personal laundry.
- c. Separate contaminated laundry from food and personal laundry.
- d. Count the soiled items and supply a list of items and numbers when items are picked up.
- e. Place laundry items in laundry bags.
- f. Label laundry bags by unit for identification
- g. Retain a copy of the count for verification when items are delivered back.
- h. Report to the Contractor or their designate any missing, poorly cleaned or uncleaned items and seek resolution.
- i. Sign the Contractor's delivery slips for cleaned items on receipt.
- j. Submit discrepancies to the Contractor within seven (7) calendar days.
- k. Provide a site map to the Contractor, if necessary.

9.0 Deliverables

The items provided by the RCMP to the Contractor must be delivered clean and dry and meet the requirement established above.

10.0 Language of Work

The work and deliverables must be completed in English.

11.0 Travel

The Contractor is not required to travel under this Contract.

12.0 Meetings

Meetings may take place in person, by phone or virtually, in accordance with local COVID-19 guidelines.



**ANNEX B
BASIS OF PAYMENT**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid Firm unit prices as specified below, in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax is extra, Incoterms 2000 "DDP Delivered Duty Paid", off-loading charges, Canadian customs duties and excise taxes included.

FOR EVALUATION PURPOSES ONLY

Annex B must be completed in its entirety, including the optional period. Failure to complete all tables will deem the bid non-responsive and given no further consideration.

The estimated quantity items is provided for evaluation purposes only. These quantities are estimated for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity to be ordered.

Total evaluated price = Total Year One + Total Year Two + Total Option Year One + Total Option Year Two for both schedules 1 and 2.

Schedule 1: Laundry Services

Note: Each table below contains a column identifying the Pick-up Day, the following is a legend for the short forms used:

- W = Wednesday
- M/W/F = Monday, Wednesday and Friday
- M = Monday
- M/W = Monday and Wednesday

Table 1: Year 1

Item	Description	Class/Material/ Process	Qty per Year (a)	Unit price (b)	Extended Price (a x b)
1A) Division Mess					
PICK UP DAY: WEDNESDAY					
1	Napkin	6/11/1	1341	\$	\$
2	Table Cloth (54inches x 120inches)	6/1/10	514	\$	\$
3	Table Cloth (70inches x 70inches)	6/1/10	5	\$	\$
4	Table Cloth (180inches x 100inches)	6/1/10	1	\$	\$
5	Table Cloth (70inches x 54inches)	6/1/10	3	\$	\$
6	Table Cloth (340inches x 120inches)	6/1/10	1	\$	\$
7	Table Cloth (53inches x 118inches)	6/1/10	3	\$	\$
8	Table Cloth (71inches x 71inches)	6/1/10	114	\$	\$
9	Table Cloth (240inches x 54inches)	6/1/10	2	\$	\$
10	Table Cloth (240inches x 120inches)	6/1/10	16	\$	\$
Total: Division Mess					\$ (1A)
1B) C Block					
PICK UP DAY : THURSDAY					
11	Bath Mat	2/1/1	1	\$	\$
12	Blanket, acrylic	2/12/1	1828	\$	\$
13	Blanket, wool	2/2/2	185	\$	\$
14	Mattress Cover	2/1/1	920	\$	\$
15	Pillow Slip – White	2/1/1	11	\$	\$
16	Server Jacket	1/1/8	816	\$	\$
17	Towel, Bath	2/1/1	42	\$	\$
18	T-Shirt, Cotton	1/1/1	61	\$	\$
19	Jacket/Parka (extra small –extra-extra larger, ¾ length)	1/8/1	106	\$	\$
20	Pants	1/10/8	17	\$	\$



21	Shirt	1/10/8	303	\$	\$
22	Judo GI Jacket	1/1/10	787	\$	\$
23	Judo GI Pants	1/1/10	921	\$	\$
24	Judo GI Belt	1/1/9	767	\$	\$
25	Internal Carrier	1/10/10	57	\$	\$
26	Fleece Jacket	1/8/1	69	\$	\$
27	Yellow Vest	1/10/2	6	\$	\$
Total: C Block					\$ (1B)

1C) D Block

PICK UP DAY : MONDAY/WEDNESDAY/FRIDAY

28	Bath Mat	2/1/1	14640	\$	\$
29	Bed Spread	2/1/1 & 2/10/1	237	\$	\$
30	Blanket, acrylic	2/12/1	252	\$	\$
31	Blanket, wool	2/2/2	528	\$	\$
32	Facecloth	2/1/1	14304	\$	\$
33	Mattress Cover	2/1/1	196	\$	\$
34	Pillow Protector	2/10/1	5808	\$	\$
35	Pillow Slip – White	2/1/1	1344	\$	\$
36	Sheet, Fitted (39inches x 80inches x 12inches) Single	2/1/1	600	\$	\$
37	Sheet, Flat (66inches x 115inches) Single	2/1/1	600	\$	\$
38	Foam Comforter	2/2/2 & 2/10/1	106	\$	\$
39	Towel, Bath	2/1/1	20,352	\$	\$
40	Towel, Hand	2/1/1	1,728	\$	\$
41	Quilted Blanket	1/8/1	237	\$	\$
42	Pillow Slip blue	2/1/1	400	\$	\$
43	Sheet, Fitted blue(39inches x 30inches x 12inches)	2/1/1	400	\$	\$
44	Sheet, Flat blue(66inches x 115inches)	2/1/1	400	\$	\$
45	Pillow Slip – bone	2/1/1	15552	\$	\$
46	Sheet, Fitted bone(39inches x 80inches x 12inches)	2/1/1	7728	\$	\$
47	Sheet, Flat bone(66inches x 115inches)	2/1/1	7728	\$	\$
48	Pillow Sham	2/1/1	84	\$	\$
49	Bed Skirt	2/1/1	24	\$	\$
50	Throw Pillow	2/1/1	24	\$	\$
51	Curtains (91inches x 88inches)	2/1/1	36	\$	\$
Total: D Block					\$ (1C)

1D) Officers Mess

PICK UP DAY : MONDAY

52	Bed Spread	2/1/1 & 2/10/1	12	\$	\$
53	Blanket, Acrylic	2/12/1	48	\$	\$
54	Mattress Cover	2/1/1	48	\$	\$
55	Napkin	6/11/1	10656	\$	\$
56	Pillow Protector	2/10/1	51	\$	\$
57	Pillow Slip – White	2/1/1	204	\$	\$
58	Server Jacket	1/1/8	144	\$	\$
59	Sheet, Fitted (39inches x 80inches x 12inches) Single	2/1/1	76	\$	\$
60	Sheet, Flat (66inches x 115inches) Single	2/1/1	76	\$	\$
61	Dish Cloth	2/1/1	192	\$	\$
62	Tea Towel	2/1/1 & 4/1/1	192	\$	\$
63	Apron	4/10/4	9	\$	\$
64	Gloves-Pair	4/1/1	24	\$	\$
65	Rags	4/1/1	432	\$	\$
66	Pillow Slip blue	2/1/1	125	\$	\$
67	Sheet, Fitted blue(39inches x 30inches x 12inches)	2/1/1	76	\$	\$
68	Sheet, Flat blue(66inches x 115inches)	2/1/1	76	\$	\$
69	Table Cloth(54inches x 120inches)	6/1/10	690	\$	\$



70	Table Cloth(70inches x 70inches)	6/1/10	690	\$	\$
71	Table Cloth(180inches x 100inches)	6/1/10	690	\$	\$
72	Table Cloth(70inches x 54inches)	6/1/10	690	\$	\$
73	Table Cloth(340inches x 118inches)	6/1/10	690	\$	\$
74	Table Cloth(53inches x 118inches)	6/1/10	690	\$	\$
75	Table Cloth(71inches x 71inches)	6/1/10	690	\$	\$
76	Table Cloth(240inches x 54inches)	6/1/10	690	\$	\$
77	Table Cloth(240inches x 120inches)	6/1/10	690	\$	\$
78	Fitted Sheet – Bone Double	2/1/1	154	\$	\$
79	Flat Sheet – Bone Double	2/1/1	154	\$	\$
80	Fitted Sheet – White - Queen	2/1/1	538	\$	\$
81	Flat Sheet – White - Queen	2/1/1	538	\$	\$
Total: Officers Mess					\$ (1D)
1E) MTC					
PICK UP DAY : MONDAY/WEDNESDAY					
	Bed Spread	2/1/1 & 2/10/1	56	\$	\$
	Blanket, Acrylic	2/12/1	101	\$	\$
	Facecloth	2/1/1	23	\$	\$
	Pillow Slip – White	2/1/1	272	\$	\$
	Sheet, Fitted(39inches x 80inches x 12inches)Single	2/1/1	137	\$	\$
	Sheet, Flat (66inches x 115inches) Single	2/1/1	137	\$	\$
	Towel, Bath	2/1/1	89	\$	\$
	Shorts	1/1/1	104	\$	\$
	Housecoat	1/8/1	30	\$	\$
	Tea Towel	2/1/1 & 4/1/1	20	\$	\$
Total: MTC					\$ (1E)
1F) Total Year One (1): 1A + 1B + 1C + 1D + 1E					\$ (1F)



Table 2: Year Two (2)

Item	Description	Class/Material/ Process	Qty Per Year (a)	Unit Price (b)	Extended Price (a x b)
2A) Division Mess					
PICK UP DAY : MONDAY					
1	Napkin	6/11/1	1341	\$	\$
2	Table Cloth (54inches x 120inches)	6/1/10	514	\$	\$
3	Table Cloth (70inches x 70inches)	6/1/10	5	\$	\$
4	Table Cloth (180inches x 100inches)	6/1/10	1	\$	\$
5	Table Cloth (70inches x 54inches)	6/1/10	3	\$	\$
6	Table Cloth (340inches x 120inches)	6/1/10	1	\$	\$
7	Table Cloth (53inches x 118inches)	6/1/10	3	\$	\$
8	Table Cloth (71inches x 71inches)	6/1/10	114	\$	\$
9	Table Cloth (240inches x 54inches)	6/1/10	2	\$	\$
10	Table Cloth (240inches x 120inches)	6/1/10	16	\$	\$
Total: Division Mess					\$ (2A)
2B) C Block					
PICK UP DAY : THURSDAY					
11	Bath Mat	2/1/1	1	\$	\$
12	Blanket, acrylic	2/12/1	1828	\$	\$
13	Blanket, wool	2/2/2	185	\$	\$
14	Mattress Cover	2/1/1	920	\$	\$
15	Pillow Slip – White	2/1/1	11	\$	\$
16	Server Jacket	1/1/8	816	\$	\$
17	Towel, Bath	2/1/1	42	\$	\$
18	T-Shirt, Cotton	1/1/1	61	\$	\$
19	Jacket/Parka (extra small – extra-extra large, ¾ length)	1/8/1	106	\$	\$
20	Pants	1/10/8	17	\$	\$
21	Shirt	1/10/8	303	\$	\$
22	Judo GI Jacket	1/1/10	787	\$	\$
23	Judo GI Pants	1/1/10	921	\$	\$
24	Judo GI Belt	1/1/9	767	\$	\$
25	Internal Carrier	1/10/10	57	\$	\$
26	Fleece Jacket	1/8/1	69	\$	\$
27	Yellow Vest	1/10/2	6	\$	\$
Total: C Block					\$ (2B)
2C) D Block					
PICK UP DAY : MONDAY/WEDNESDAY/FRIDAY					
28	Bath Mat	2/1/1	14640	\$	\$
29	Bed Spread	2/1/1 & 2/10/1	237	\$	\$
30	Blanket, acrylic	2/12/1	252	\$	\$
31	Blanket, wool	2/2/2	528	\$	\$
32	Facecloth	2/1/1	14304	\$	\$
33	Mattress Cover	2/1/1	196	\$	\$
34	Pillow Protector	2/10/1	5808	\$	\$
35	Pillow Slip – White	2/1/1	1344	\$	\$
36	Sheet, Fitted (39inches x 80inches x 12inches) Single	2/1/1	600	\$	\$
37	Sheet, Flat (66inches x 115inches) Single	2/1/1	600	\$	\$
38	Foam Comforter	2/2/2 & 2/10/1	106	\$	\$
39	Towel, Bath	2/1/1	20,352	\$	\$
40	Towel, Hand	2/1/1	1,728	\$	\$
41	Quilted Blanket	1/8/1	237	\$	\$
42	Pillow Slip blue	2/1/1	400	\$	\$
43	Sheet, Fitted blue(39inches x 30inches x 12inches)	2/1/1	400	\$	\$
44	Sheet, Flat blue(66inches x 115inches)	2/1/1	400	\$	\$
45	Pillow Slip – bone	2/1/1	15552	\$	\$



46	Sheet, Fitted bone(39inches x 80inches x 12inches)	2/1/1	7728	\$	\$
47	Sheet, Flat bone(66inches x 115inches)	2/1/1	7728	\$	\$
48	Pillow Sham	2/1/1	84	\$	\$
49	Bed Skirt	2/1/1	24	\$	\$
50	Throw Pillow	2/1/1	24	\$	\$
51	Curtains (91inches x 88inches)	2/1/1	36	\$	\$
Total: D Block					\$ (2C)
2D) Officers Mess					
PICK UP DAY : MONDAY					
52	Bed Spread	2/1/1 & 2/10/1	12	\$	\$
53	Blanket, Acrylic	2/12/1	48	\$	\$
54	Mattress Cover	2/1/1	48	\$	\$
55	Napkin	6/11/1	10656	\$	\$
56	Pillow Protector	2/10/1	51	\$	\$
57	Pillow Slip – White	2/1/1	204	\$	\$
58	Server Jacket	1/1/8	144	\$	\$
59	Sheet, Fitted (39inches x 80inches x 12inches) Single	2/1/1	76	\$	\$
60	Sheet, Flat (66inches x 115inches) Single	2/1/1	76	\$	\$
61	Dish Cloth	2/1/1	192	\$	\$
62	Tea Towel	2/1/1 & 4/1/1	192	\$	\$
63	Apron	4/10/4	9	\$	\$
64	Pair of Gloves	4/1/1	24	\$	\$
65	Rags	4/1/1	432	\$	\$
66	Pillow Slip blue	2/1/1	125	\$	\$
67	Sheet, Fitted blue(39inches x 30inches x 12inches)	2/1/1	76	\$	\$
68	Sheet, Flat blue(66inches x 115inches)	2/1/1	76	\$	\$
69	Table Cloth(54inches x 120inches)	6/1/10	690	\$	\$
70	Table Cloth(70inches x 70inches)	6/1/10	690	\$	\$
71	Table Cloth(180inches x 100inches)	6/1/10	690	\$	\$
72	Table Cloth(70inches x 54inches)	6/1/10	690	\$	\$
73	Table Cloth(340inches x 120inches)	6/1/10	690	\$	\$
74	Table Cloth(53inches x 118inches)	6/1/10	690	\$	\$
75	Table Cloth(71inches x 71inches)	6/1/10	690	\$	\$
76	Table Cloth(240inches x 54inches)	6/1/10	690	\$	\$
77	Table Cloth(240inches x 120inches)	6/1/10	690	\$	\$
78	Fitted Sheet – Bone Double	2/1/1	154	\$	\$
79	Flat Sheet – Bone Double	2/1/1	154	\$	\$
80	Fitted Sheet – White - Queen	2/1/1	538	\$	\$
81	Flat Sheet – White - Queen	2/1/1	538	\$	\$
Total: Officers Mess					\$ (D)
2E) MTC					
PICK UP DAY : MONDAY/WEDNESDAY					
82	Bed Spread	2/1/1 & 2/10/1	56	\$	\$
83	Blanket, Acrylic	2/12/1	101	\$	\$
84	Facecloth	2/1/1	23	\$	\$
85	Pillow Slip – White	2/1/1	272	\$	\$
86	Sheet, Fitted(39inches x 80inches x 12inches)Single	2/1/1	137	\$	\$
87	Sheet, Flat (66inches x 115inches) Single	2/1/1	137	\$	\$
88	Towel, Bath	2/1/1	89	\$	\$
89	Shorts	1/1/1	104	\$	\$
90	Housecoat	1/8/1	30	\$	\$
91	Tea Towel	2/1/1 & 4/1/1	20	\$	\$
Total: MTC					\$ (2E)
2F) Total Year Two (2): 2A + 2B + 2C + 2D + 2E					\$ (2F)



Table 3: Option Year One (1)

Item	Description	Class/Material/ Process	Qty Per Year (a)	Unit Price (b)	Extended Price (a x b)
3A) Division Mess					
PICK UP DAY : WEDNESDAY					
92	Napkin	6/11/1	1341	\$	\$
93	Table Cloth (54inches x 120inches)	6/1/10	514	\$	\$
94	Table Cloth (70inches x 70inches)	6/1/10	5	\$	\$
95	Table Cloth (180inches x 100inches)	6/1/10	1	\$	\$
96	Table Cloth (70inches x 54inches)	6/1/10	3	\$	\$
97	Table Cloth (340inches x 120inches)	6/1/10	1	\$	\$
98	Table Cloth (53inches x 118inches)	6/1/10	3	\$	\$
99	Table Cloth (71inches x 71inches)	6/1/10	114	\$	\$
100	Table Cloth (240inches x 54inches)	6/1/10	2	\$	\$
101	Table Cloth (240inches x 120inches)	6/1/10	16	\$	\$
Total: Division Mess					\$ (3A)
3B) C Block					
PICK UP DAY : THURSDAY					
102	Bath Mat	2/1/1	1	\$	\$
103	Blanket, acrylic	2/12/1	1828	\$	\$
104	Blanket, wool	2/2/2	185	\$	\$
105	Mattress Cover	2/1/1	920	\$	\$
106	Pillow Slip – White	2/1/1	11	\$	\$
16	Server Jacket	1/1/8	816	\$	\$
17	Towel, Bath	2/1/1	42	\$	\$
18	T-Shirt, Cotton	1/1/1	61	\$	\$
19	Jacket/Parka (extra small –extra-extra large, ¾ length)	1/8/1	106	\$	\$
20	Pants	1/10/8	17	\$	\$
21	Shirt	1/10/8	303	\$	\$
22	Judo GI Jacket	1/1/10	787	\$	\$
23	Judo GI Pants	1/1/10	921	\$	\$
24	Judo GI Belt	1/1/9	767	\$	\$
25	Internal Carrier	1/10/10	57	\$	\$
26	Fleece Jacket	1/8/1	69	\$	\$
27	Yellow Vest	1/10/2	6	\$	\$
Total: C Block					\$ (3B)
3C) D Block					
PICK UP DAY : MONDAY/WEDNESDAY/FRIDAY					
28	Bath Mat	2/1/1	14640	\$	\$
29	Bed Spread	2/1/1 & 2/10/1	237	\$	\$
30	Blanket, acrylic	2/12/1	252	\$	\$
31	Blanket, wool	2/2/2	528	\$	\$
32	Facecloth	2/1/1	14304	\$	\$
33	Mattress Cover	2/1/1	196	\$	\$
34	Pillow Protector	2/10/1	5808	\$	\$
35	Pillow Slip – White	2/1/1	1344	\$	\$
36	Sheet, Fitted (39inches x 80inches x 12inches) Single	2/1/1	600	\$	\$
37	Sheet, Flat (66inches x 115inches) Single	2/1/1	600	\$	\$
38	Foam Comforter	2/2/2 & 2/10/1	106	\$	\$
39	Towel, Bath	2/1/1	20,352	\$	\$
40	Towel, Hand	2/1/1	1,728	\$	\$
41	Quilted Blanket	1/8/1	237	\$	\$
42	Pillow Slip blue	2/1/1	400	\$	\$
43	Sheet, Fitted blue(39inches x 30inches x 12inches)	2/1/1	400	\$	\$
44	Sheet, Flat blue(66inches x 115inches)	2/1/1	400	\$	\$
45	Pillow Slip – bone	2/1/1	15552	\$	\$



46	Sheet, Fitted bone(39inches x 80inches x 12inches)	2/1/1	7728	\$	\$
47	Sheet, Flat bone(66inches x 115inches)	2/1/1	7728	\$	\$
48	Pillow Sham	2/1/1	84	\$	\$
49	Bed Skirt	2/1/1	24	\$	\$
50	Throw Pillow	2/1/1	24	\$	\$
51	Curtains (91inches x 88inches)	2/1/1	36	\$	\$
Total: D Block					\$ (3C)
3D) Officers Mess					
PICK UP DAY : MONDAY					
52	Bed Spread	2/1/1 & 2/10/1	12	\$	\$
53	Blanket, Acrylic	2/12/1	48	\$	\$
54	Mattress Cover	2/1/1	48	\$	\$
55	Napkin	6/1/1	10656	\$	\$
56	Pillow Protector	2/10/1	51	\$	\$
57	Pillow Slip – White	2/1/1	204	\$	\$
58	Server Jacket	1/1/8	144	\$	\$
59	Sheet, Fitted (39inches x 80inches x 12inches) Single	2/1/1	76	\$	\$
60	Sheet, Flat (66inches x 115inches) Single	2/1/1	76	\$	\$
61	Dish Cloth	2/1/1	192	\$	\$
62	Tea Towel	2/1/1 & 4/1/1	192	\$	\$
63	Apron	4/10/4	9	\$	\$
64	Gloves - Pair	4/1/1	24	\$	\$
65	Rags	4/1/1	432	\$	\$
66	Pillow Slip blue	2/1/1	125	\$	\$
67	Sheet, Fitted blue(39inches x 30inches x 12inches)	2/1/1	76	\$	\$
68	Sheet, Flat blue(66inches x 115inches)	2/1/1	76	\$	\$
69	Table Cloth(54inches x 120inches)	6/1/10	690	\$	\$
70	Table Cloth(70inches x 70inches)	6/1/10	690	\$	\$
71	Table Cloth(180inches x 100inches)	6/1/10	690	\$	\$
72	Table Cloth(70inches x 54inches)	6/1/10	690	\$	\$
73	Table Cloth(340inches x 120inches)	6/1/10	690	\$	\$
74	Table Cloth(53inches x 118inches)	6/1/10	690	\$	\$
75	Table Cloth(71inches x 71inches)	6/1/10	690	\$	\$
76	Table Cloth(240inches x 54inches)	6/1/10	690	\$	\$
77	Table Cloth(240inches x 120inches)	6/1/10	690	\$	\$
78	Fitted Sheet – Bone Double	2/1/1	154	\$	\$
79	Flat Sheet – Bone Double	2/1/1	154	\$	\$
80	Fitted Sheet – White - Queen	2/1/1	538	\$	\$
81	Flat Sheet – White - Queen	2/1/1	538	\$	\$
Total: Officers Mess					\$ (3D)
3E) MTC					
PICK UP DAY : MONDAY/WEDNESDAY					
	Bed Spread	2/1/1 & 2/10/1	56	\$	\$
	Blanket, Acrylic	2/12/1	101	\$	\$
	Facecloth	2/1/1	23	\$	\$
	Pillow Slip – White	2/1/1	272	\$	\$
	Sheet, Fitted(39inches x 80inches x 12inches)Single	2/1/1	137	\$	\$
	Sheet, Flat (66inches x 115inches) Single	2/1/1	137	\$	\$
	Towel, Bath	2/1/1	89	\$	\$
	Shorts	1/1/1	104	\$	\$
	Housecoat	1/8/1	30	\$	\$
	Tea Towel	2/1/1 & 4/1/1	20	\$	\$
Total: MTC					\$ (3E)
3F) Total Option Year One (1): 3A + 3B + 3C + 3D + 3E					\$ (3F)



Table 4: Option Year Two (2)

Item	Description	Class/Material/ Process	Qty Per Year (a)	Unit Price (b)	Extended Price (a x b)
4A) Division Mess					
PICK UP DAY : WEDNESDAY					
1	Napkin	6/11/1	1341	\$	\$
2	Table Cloth (54inches x 120inches)	6/1/10	514	\$	\$
3	Table Cloth (70inches x 70inches)	6/1/10	5	\$	\$
4	Table Cloth (180inches x 100inches)	6/1/10	1	\$	\$
5	Table Cloth (70inches x 54inches)	6/1/10	3	\$	\$
6	Table Cloth (340inches x 120inches)	6/1/10	1	\$	\$
7	Table Cloth (53inches x 118inches)	6/1/10	3	\$	\$
8	Table Cloth (71inches x 71inches)	6/1/10	114	\$	\$
9	Table Cloth (240inches x 54inches)	6/1/10	2	\$	\$
10	Table Cloth (240inches x 120inches)	6/1/10	16	\$	\$
Total: Division Mess					\$ (4A)
4B) C Block					
PICK UP DAY : THURSDAY					
11	Bath Mat	2/1/1	1	\$	\$
12	Blanket, acrylic	2/12/1	1828	\$	\$
13	Blanket, wool	2/2/2	185	\$	\$
14	Mattress Cover	2/1/1	920	\$	\$
15	Pillow Slip – White	2/1/1	11	\$	\$
16	Server Jacket	1/1/8	816	\$	\$
17	Towel, Bath	2/1/1	42	\$	\$
18	T-Shirt, Cotton	1/1/1	61	\$	\$
19	Jacket/Parka (extra small –extra-extra large, ¾ length)	1/8/1	106	\$	\$
20	Pants	1/10/8	17	\$	\$
21	Shirt	1/10/8	303	\$	\$
22	Judo GI Jacket	1/1/10	787	\$	\$
23	Judo GI Pants	1/1/10	921	\$	\$
24	Judo GI Belt	1/1/9	767	\$	\$
25	Internal Carrier	1/10/10	57	\$	\$
26	Fleece Jacket	1/8/1	69	\$	\$
27	Yellow Vest	1/10/2	6	\$	\$
Total: C Block					\$ (4B)
4C) D Block					
PICK UP DAY : MONDAY/WEDNESDAY/FRIDAY					
28	Bath Mat	2/1/1	14640	\$	\$
29	Bed Spread	2/1/1 & 2/10/1	237	\$	\$
30	Blanket, acrylic	2/12/1	252	\$	\$
31	Blanket, wool	2/2/2	528	\$	\$
32	Facecloth	2/1/1	14304	\$	\$
33	Mattress Cover	2/1/1	196	\$	\$
34	Pillow Protector	2/10/1	5808	\$	\$
35	Pillow Slip – White	2/1/1	1344	\$	\$
36	Sheet, Fitted (39inches x 80inches x 12inches) Single	2/1/1	600	\$	\$
37	Sheet, Flat (66inches x 115inches) Single	2/1/1	600	\$	\$
38	Foam Comforter	2/2/2 & 2/10/1	106	\$	\$
39	Towel, Bath	2/1/1	20,352	\$	\$
40	Towel, Hand	2/1/1	1,728	\$	\$
41	Quilted Blanket	1/8/1	237	\$	\$
42	Pillow Slip blue	2/1/1	400	\$	\$
43	Sheet, Fitted blue(39inches x 30inches x 12inches)	2/1/1	400	\$	\$
44	Sheet, Flat blue(66inches x 115inches)	2/1/1	400	\$	\$
45	Pillow Slip – bone	2/1/1	15552	\$	\$



46	Sheet, Fitted bone(39inches x 80inches x 12inches)	2/1/1	7728	\$	\$
47	Sheet, Flat bone(66inches x 115inches)	2/1/1	7728	\$	\$
48	Pillow Sham	2/1/1	84	\$	\$
49	Bed Skirt	2/1/1	24	\$	\$
50	Throw Pillow	2/1/1	24	\$	\$
51	Curtains (91inches x 88inches)	2/1/1	36	\$	\$
Total: D Block					\$ (4C)

4D) Officers Mess

PICK UP DAY : MONDAY					
52	Bed Spread	2/1/1 & 2/10/1	12	\$	\$
53	Blanket, Acrylic	2/12/1	48	\$	\$
54	Mattress Cover	2/1/1	48	\$	\$
55	Napkin	6/11/1	10656	\$	\$
56	Pillow Protector	2/10/1	51	\$	\$
57	Pillow Slip – White	2/1/1	204	\$	\$
58	Server Jacket	1/1/8	144	\$	\$
59	Sheet, Fitted (39inches x 80inches x 12inches) Single	2/1/1	76	\$	\$
60	Sheet, Flat (66inches x 115inches) Single	2/1/1	76	\$	\$
61	Dish Cloth	2/1/1	192	\$	\$
62	Tea Towel	2/1/1 & 4/1/1	192	\$	\$
63	Apron	4/10/4	9	\$	\$
64	Gloves-Pair	4/1/1	24	\$	\$
65	Rags	4/1/1	432	\$	\$
66	Pillow Slip blue	2/1/1	125	\$	\$
67	Sheet, Fitted blue(39inches x 30inches x 12inches)	2/1/1	76	\$	\$
68	Sheet, Flat blue(66inches x 115inches)	2/1/1	76	\$	\$
69	Table Cloth(54inches x 120inches)	6/1/10	690	\$	\$
70	Table Cloth(70inches x 70inches)	6/1/10	690	\$	\$
71	Table Cloth(180inches x 100inches)	6/1/10	690	\$	\$
72	Table Cloth(70inches x 54inches)	6/1/10	690	\$	\$
73	Table Cloth(340inches x 120inches)	6/1/10	690	\$	\$
74	Table Cloth(53inches x 118inches)	6/1/10	690	\$	\$
75	Table Cloth(71inches x 71inches)	6/1/10	690	\$	\$
76	Table Cloth(240inches x 54inches)	6/1/10	690	\$	\$
77	Table Cloth(240inches x 120inches)	6/1/10	690	\$	\$
78	Fitted Sheet – Bone Double	2/1/1	154	\$	\$
79	Flat Sheet – Bone Double	2/1/1	154	\$	\$
80	Fitted Sheet – White - Queen	2/1/1	538	\$	\$
81	Flat Sheet – White - Queen	2/1/1	538	\$	\$
Total: Officers Mess					\$ (4D)

4E) MTC					
PICK UP DAY : MONDAY/WEDNESDAY					
82	Bed Spread	2/1/1 & 2/10/1	56	\$	\$
83	Blanket, Acrylic	2/12/1	101	\$	\$
84	Facecloth	2/1/1	23	\$	\$
85	Pillow Slip – White	2/1/1	272	\$	\$
86	Sheet, Fitted(39inches x 80inches x 12inches)Single	2/1/1	137	\$	\$
87	Sheet, Flat (66inches x 115inches) Single	2/1/1	137	\$	\$
88	Towel, Bath	2/1/1	89	\$	\$
89	Shorts	1/1/1	104	\$	\$
90	Housecoat	1/8/1	30	\$	\$
91	Tea Towel	2/1/1 & 4/1/1	20	\$	\$
Total: MTC					\$ (4E)

4F) Total Option Year Two (2): 4A + 4B + 4C + 4D + 4E					\$ (4F)
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Schedule 2: Dry Cleaning Services

Table 1: Year One (1)

Item	Description	Class/Material/ Process	Qty Per Year (a)	Unit price (b)	Extended Price (a x b)
1A) C Block					
PICK UP DAY : THURSDAY					
1	Breeches, Wool	1/2/21	1	\$	\$
2	Jacket, Bomber	1/8/21	116	\$	\$
3	Shirt	1/1/22	303	\$	\$
4	Tunic, Scarlet	1/2/22	12	\$	\$
5	Vest, External Carrier	1/7/21	181	\$	\$
6	Fur Hat	1/13/21	40	\$	\$
Total: C Block					\$ (1A)
1B) D Block & CTF					
PICK UP DAY : MONDAY/WEDNESDAY/FRIDAY					
7	Blankets, Wool	2/2/20	24	\$	\$
8	Coat, Winter	1/8/21	24	\$	\$
Total: D Block & CTF					\$ (1B)
1C) Total Year One (1): 2A + 1B					\$ (1C)

Table 2: Year Two (2)

Item	Description	Class/Material/ Process	Qty/Year (a)	Unit price (b)	Extended Price (a x b)
2A) C Block					
PICK UP DAY : THURSDAY					
9	Breeches, Wool	1/2/21	1	\$	\$
10	Jacket, Bomber	1/8/21	116	\$	\$
11	Shirt	1/1/22	303	\$	\$
12	Tunic, Scarlet	1/2/22	12	\$	\$
13	Vest, External Carrier	1/7/21	181	\$	\$
14	Fur Hat	1/13/ 21	40	\$	\$
Total: C Block					\$ (2A)
2B) D Block & CTF					
PICK UP DAY : MONDAY/WEDNESDAY/FRIDAY					
15	Blankets, Wool	2/2/20	24	\$	\$
16	Coat, Winter	1/8/21	24	\$	\$
Total: D Block & CTF					\$ (2B)
2C) Total Year One (1): 2A + 1B					\$ (2C)



Table 3: Option Year One (1).

Item	Description	Class/Material/ Process	Qty Per Year (a)	Unit rice (b)	Extended Price (a x b)
3A) C Block					
PICK UP DAY : THURSDAY					
17	Breeches, Wool	1/2/21	1	\$	\$
18	Jacket, Bomber	1/8/21	116	\$	\$
19	Shirt	1/1/22	303	\$	\$
20	Tunic, Scarlet	1/2/22	12	\$	\$
21	Vest, External Carrier	1/7/21	181	\$	\$
22	Fur Hat	1/13/ 21	40	\$	\$
Total: C Block					\$ (3A)
3B) D Block & CTF					
PICK UP DAY : MONDAY/WEDNESDAY/FRIDAY					
23	Blankets, Wool	2/2/20	24	\$	\$
24	Coat, Winter	1/8/21	24	\$	\$
Total: D Block & CTF					\$ (3B)
3C) Total Option Year One (1): 2A + 1B					\$ (3C)

Table 4: Option Year Two (1)

Item	Description	Class/Material/ Process	Qty Per Year (a)	Unit rice (b)	Extended Price (a x b)
4A) C Block					
PICK UP DAY : THURSDAY					
25	Breeches, Wool	1/2/21	1	\$	\$
26	Jacket, Bomber	1/8/21	116	\$	\$
27	Shirt	1/1/22	303	\$	\$
28	Tunic, Scarlet	1/2/22	12	\$	\$
29	Vest, External Carrier	1/7/21	181	\$	\$
30	Fur Hat	1/13/ 21	40	\$	\$
Total: C Block					\$ (4A)
4B) D Block & CTF					
PICK UP DAY : MONDAY/WEDNESDAY/FRIDAY					
31	Blankets, Wool	2/2/20	24	\$	\$
32	Coat, Winter	1/8/21	24	\$	\$
Total: D Block & CTF					\$ (4B)
4C) Total Option Year Two (2): 2A + 1B					\$ (4C)



ANNEX “C”

MANDATORY EVALUATION CRITERIA

In their proposals, Bidders must demonstrate in writing they meet the following mandatory criteria. Failure to meet any of the mandatory criteria will render the bid non-compliant and it will be given no further consideration. Links to web pages are not accepted and will be assessed a “NOT MET” rating.

	CRITERIA	Compliant		Please Cross Reference to Specific pages in your proposal [Completed by Bidder]
		Yes	No	
M1	The Bidder must demonstrate, by providing a legible copy of their business license, that they are authorized to operate a commercial laundry / dry cleaning operation in the province of Saskatchewan AND have been in business for a minimum of two (2) years.			
M2	<p>The Bidder must provide two (2) references from previous or existing clients for work of a similar size and complexity* as the current requirement.</p> <p>*Similar size and complexity is defined as having multiple sites.</p> <p>References should include:</p> <ol style="list-style-type: none"> 1. Name and contact information for the client (email address, phone number); 2. Start and end dates of the work; 3. A brief description of the scope of the work (i.e. volume of work and number of sites); <p>RCMP reserves the right to contact references to validate information</p>			



ANNEX "D"
INSURANCE REQUIREMENTS

COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - 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.



- I. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- m. 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.

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.



ANNEX E
SECURITY REQUIREMENTS CHECK LIST (SRCL) & SECURITY GUIDE

(attached at the end of the document)



ANNEX "F"
CHECKLIST FOR BID SUBMISSION

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation and below:

Ensure that the Bidder's Individual or Company name, return address, *the bid solicitation number*, and *bid solicitation closing date and time* are clearly visible on all envelope(s), or parcel(s), containing the bid documents.

Bid Receiving
RCMP / GRC
Procurement & Contracting Services
c/o Commissionaires, F Division
6101 Dewdney Avenue
Regina, SK S4P 3K7

Ensure the following documentation is completed in full and attached:

- Front Page of Request for Proposal document – signed & dated
- Annex "B" Basis of Payment
- Annex "C" Mandatory Technical Criteria, including copy (ies) of valid licensing documentation

The following documents can be submitted with the bid or submitted after upon request from the Contracting Authority:

- Front Page of Amendment document(s) (if applicable) – signed & dated
- 5.1.3.1 Former Public Servant



**ANNEX "G"
PARTNESHIP OR JOINT VENTURE**

The Contractor agrees to provide all services requested in the RFP. If any proposal is submitted by a partnership or joint venture, then the information is required from each component entity.

.....

Name

Signature

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....

Name

Signature

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture

.....

Name

Signature

I/We have authority to bind the Corporation / Partnership / Sole Proprietorship / Joint Venture



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

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

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



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PART A (continued) / PARTIE A (suite)

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

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
 Document Number / Numéro du document :

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

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

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

Special comments:
 Commentaires spéciaux : RCMP Enhanced Reliability

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

10. b) May unscreened personnel be used for portions of the work?
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
 If Yes, will unscreened personnel be escorted?
 Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



Contract Number / Numéro du contrat
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PART C - (continued) / PARTIE C - (suite)

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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