

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
#910, 410-22nd Street East
Saskatoon
Sask.
S7K 5T6
Bid Fax: (306) 975-5397

Request For a Standing Offer
Demande d'offre à commandes

Regional Individual Standing Offer (RISO)
Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Public Works and Government Services Canada/Réception
des soumissions Travaux publics et Services
gouvernementaux Canada
#910, 410 - 22nd Street East
Saskatoon
Sask.
S7K 5T6

Title - Sujet Tailoring Service	
Solicitation No. - N° de l'invitation W0121-12DZ48/A	Date 2012-07-25
Client Reference No. - N° de référence du client W0121-12DZ48	GETS Ref. No. - N° de réf. de SEAG PW-\$STN-197-4510
File No. - N° de dossier STN-2-35037 (197)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-10	
Time Zone Fuseau horaire Central Daylight Saving Time CDT	
Delivery Required - Livraison exigée	
Address Enquiries to: - Adresser toutes questions à: Holt, Judy	Buyer Id - Id de l'acheteur stn197
Telephone No. - N° de téléphone (306)975-4051 ()	FAX No. - N° de FAX (306)975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 15 WING MOOSEJAW STN FORCES P.O.BOX 5000 MOOSEJAW Saskatchewan S6H7Z8 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS

1. Certifications Precedent to Issuance of a Standing Offer

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer
2. Standard Clauses and Conditions
3. Term of Standing Offer
4. Authorities
5. Identified Users
6. Call-up Procedures
7. Call-up Instrument
8. Limitation of Call-ups
9. Priority of Documents
10. Certifications
11. Applicable Laws

B. RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Term of Contract

Solicitation No. - N° de l'invitation

W0121-12DZ48/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

stn197

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

W0121-12DZ48

File No. - N° du dossier

STN-2-35037

CCC No./N° CCC - FMS No/ N° VME

4. Payment
5. Invoicing Instructions
6. Insurance
7. SACC Manual Clauses

List of Annexes:

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Standing Offer Checklist
- Annex D - Consent to a Criminal Record Certification

PART 1 - GENERAL INFORMATION

1. Introduction

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

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

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

2. Summary

The Department of National Defence, Canadian Forces Base Moose Jaw has a requirement for the supply and delivery of Tailoring Services as detailed herein.

The requirement is subject to a preference for Canadian goods and/or services.

3. Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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

The 2006 (2012-07-16) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) days

1.1 SACC Manual Clauses

M0222T	Evaluation of Price	2010-01-11
M0019T	Firm Price and/or Rates	2007-05-25

2. Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

3. Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than fifteen (15) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a

proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

4. Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) 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 Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Annex A, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Payment by Credit Card

Canada requests that offerors complete one of the following:

- (a) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA _____

Master Card _____

- (b) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than

three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

2. Basis of Selection

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

Lowest evaluated price will be calculated according to the following method:

For each line item - Item #1 up to and including Item #040 - the estimated quantity will be multiplied by the unit price provided in Annex B - Basis of Payment for Year One and Option Year One. The resulting extensions will be totalled to arrive at the lowest evaluated price.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Code of Conduct Certifications - Consent to a Criminal Record Verification

1.1 Offerors must submit as part of their offer, by Request for Standing Offers closing date:

- (a) a complete list of names of all individuals who are currently directors of the Offeror;
- (b) a properly completed and signed form Consent to a Criminal Record Verification (PWGSC-TPSGC 229), for each individual named in the list. (attached as Annex D)

2. Certifications Precedent to Issuance of a Standing Offer and Certifications Required with the Offer

Offerors must submit the certifications as provided below:

2.1 Certifications Precedent to Issuance of Standing Offer

The certifications listed below should be completed and submitted with the offer but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirements within that time period will render the offer non-responsive.

2.1.1 Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than a reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

(a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;

(b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

(c) () is subject to the requirements of FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

(d) () has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: _____.

Further information on the FCP is available on the HRSDC Web site.

2.1.2 Former Public Servant Certification

Contracts with 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 with FPS, offerors must provide the information required below.

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, in the context of the fee abatement formula, 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

Is the Offeror a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Offeror must provide the following information:

- (a) name of former public servant;

(b) date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

2.2 Certifications Required with the Offer

Offerors must submit the following duly completed certifications with their offer.

2.2.1 Canadian Content Certification

2.2.1.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

2.2.1.2 Canadian Content Certification

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the services offered are Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the services offered being treated as non-Canadian services.

The Offeror certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Offer

1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

2.1 General Conditions

2005 (2012-07-16) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

2.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

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

The data must be submitted on a quarterly basis to: **wst-pa-sk@pwgsc-tpsgc.gc.ca**

The quarterly reporting 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;

4th quarter: January 1 to March 31.

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

3. Term of Standing Offer

3.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from 1 September 2012 to 31 August 2013 inclusive.

3.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one year period, from 1 September 2013 to 31 August 2014 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority fifteen (15) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority

4. Authorities

4.1 Standing Offer Authority

The Standing Offer Authority is:

Judy Holt
Supply Specialist
Public Works and Government Services Canada
910 - 410, 22nd Street East
Saskatoon, SK
S7K 5T6
Telephone: (306) 975-4051
Facsimile: (306) 975-5397
E-mail address: judy.holt@pwgsc-tpsgc.gc.ca

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

4.2 Project Authority

The Project Authority for the Standing Offer is: *To be determined*

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

4.3 Offeror's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - _____

Facsimile: ____ - ____ - _____

E-mail address: _____

5. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: To be determined

6. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up Against a Standing Offer or electronic document.

7. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 5,000.00 (Goods and Services Tax or Harmonized Sales Tax included).

8. 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-07-16), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2012-07-16), General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Checklist;
- h) Annex D, Consent to a Criminal Record Verification;

i) the Offeror's offer _____

9. Certifications

9.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

10. Applicable Laws

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

B. RESULTING CONTRACT CLAUSES

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

1. Statement of Work

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

2. Standard Clauses and Conditions

2.1 General Conditions

2010C (2012-07-16), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13, Interest on Overdue Accounts, of 2010C (2012-07-16), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

3. Term of Contract

3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

4. Payment

4.1 Basis of Payment

See Annex B - Basis of Payment

4.2 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

4.3 Method of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

4.4 SACC Manual Clauses

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

4.5 Payment by Credit Card

To be determined

5. Invoicing Instructions

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

6. Insurance

SACC Manual clause G1005C (2008-05-12) Insurance

7. SACC Manual Clauses

A9006C	Defence Contract	2012-07-16
A9062C	Canadian Forces Site Regulations	2011-05-16

ANNEX A STATEMENT OF WORK

To provide Tailoring Services for Canadian Forces uniforms/equipment including sewing on insignias, ranks, crests, alterations, manufacture and/or repairs. Tailoring Services will be provided to the Department of National Defense (DND), Canadian Forces Base (CFB) Moose Jaw, 15 Wing Supply, Moose Jaw, Saskatchewan, as required during the period of the Standing Offer from 1 Sept 2012 to 31 Aug 2012, with an option to extend for an additional one (1) year period, from 1 Sept 2013 to 31 Aug 2014.

1. SCHEDULE OF SERVICE (Mandatory)

- .1 Emergency service shall be provided to individuals on approval by Wing Supply Officer
- .2 All tailoring shall be completed at the contractor's place of business
- .3 The contractor shall supply all equipment. All Military accouterments to perform the services shall be provided by DND. Contractor shall provide approved threads that meet DND standards (eg. Fire retardant thread for flight suits).
- .4 All prices are based on a per garment basis, except where each badge is accounted for and priced individually.
- .5 The contractor will provide a qualified worker on site at 15 Wing Clothing Stores for on site services on Tuesday and Thursday from 930AM to 1130AM.
- .6 All tailoring orders batched for contractor pickup on Tuesday at 1130AM will be completed and returned to Clothing Stores on Thursdays at 930AM. All tailoring orders batched for contractor pickup on Thursday at 1130AM will be completed and returned to Clothing Stores on Tuesdays at 930AM. If the complexity of the work requires more time it must be agreed upon by the Contractor and the Project Authority.

2. Additional needs

.1 Inspection of Premises

The tailoring premises are to be kept clean and sanitary and are open at all times for inspection by the Base Medical Staff. Where the condition of the premises utilized by the contractor is not satisfactory, the Standing Offer is subject to cancellation by Public Works and Government Services Canada.

.2 Schedule of Work

The following paragraphs outline the types of alterations and sewing requirements which may be performed and the standards required.

.3 Pressing

The cost of pressing shall be included in the unit price. Each garment, on completion, will be properly pressed in accordance with good commercial practice and to the satisfaction of the Department.

.4 Loss, Damage, or Unsatisfactory Workmanship

The contractor is to guarantee the return of all Government property. The contractor is to reimburse the Government for all loss or damage to clothing while in his/her possession.

A count of articles in the possession of the contractor may be made at any time by an Officer appointed for this purpose and assisted, when necessary, by the contractor.

.5 Tacking Tape and Adhesives

No Tacking tape or adhesives are permissible in alterations or badging process.

.6 Officer Rank Braid for Tunics

Inside sleeve seam shall be opened and closed to permit rank braid to be inserted in seam with no sewing through lining permitted.

.7 Badges, Insignias and NCM Ranks for Tunics

Inside sleeve of body of Tunic lining shall be opened and closed to utilize sewing machine for fastening of badges, insignias and NCM rank. Badges, Insignias and NCM ranks may be hand sewn to avoid penetration of jacket lining.

.8 Specifications for Alterations, Mounting of Badges, Rank, Insignia, Velcro

Sewing on Jackets, Flying Clothing, Combat Clothing, and other military kit shall be in accordance with the Canadian Forces Dress Regulations (A-AD-265-000/AG-001), 1 CAD Orders and 15 Wing Dress Regulations. Contractor to be versed with the applicable documents regarding dress.

.9 Flying Clothing Rank Insignias

Officers and NCM slip-ons with Canada insignia to be sewn to shoulder straps. Velcro applications - badges, name tapes, crests, etc will be sewn on to Flight Clothing

.10 Miscellaneous repairs to any Uniform/Equipment

Tailor is to measure all alterations for personnel and mark for badging. When customer present at clothing parade, tailor is required to begin removal of rank at no charge.

Solicitation No. - N° de l'invitation

W0121-12DZ48/A

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-2-35037

Buyer ID - Id de l'acheteur

stn197

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

W0121-12DZ48

CCC No./N° CCC - FMS No/ N° VME

Charges for contractor attending clothing parade for fittings/measurements are to be based on a fair and reasonable per hour for work performed. A portion of that hour may be pro-rated according to the rate per hour.

When an item (i.e. badge, rank, wings, Velcro) must be removed in order to replace the item, no charge will be made for the removal as it is to be included in the unit price.

ANNEX B
BASIS OF PAYMENT

(All prices/rates are GST extra, FOB destination)

A. Year one – 01 September 2012 to 31 August 2013

Overcoats, Jackets, Tunics – Men and Women	Estimated	Unit Price
Items listed below are on a per coat basis	Quantity	
001 shortens or lengthen sleeves	20 ea	\$/_____/Each
002 shorten/lengthen body	20 ea	\$/_____/Each
003 lengthen with false hem	5 ea	\$/_____/Each
004 take-in or let-out sides	30 ea	\$/_____/Each
005 enlarge armholes	5 ea	\$/_____/Each
006 lower or raise collar	5 ea	\$/_____/Each

Note: All badges/rank sewn on Tunics must have the lining opened and closed to facilitate fastening or may be hand sewn. In no case shall badge, rank sewing penetrate coat lining.

Items listed below are on a per item basis

007 sew on rank (NCM)	100 ea	\$/_____/Each
008 sew on rank braid (Officers)	200 ea	\$/_____/Each
009 sew on Canada or regiment badge	100 ea	\$/_____/Each
010 sew on wings	100 ea	\$/_____/Each
011 sew on various badges	100 ea	\$/_____/Each

Trouser/Slacks /Skirts (CF, Work dress) Men and Women
Items listed below are on a per item basis

012 shorten or lengthen pants/trousers /skirts unlined	60 ea	\$/_____/Each
013 shorten or lengthen pants/trousers /skirts lined	40 ea	\$/_____/Each
014 take-in or let-out waist pants/trousers /skirts unlined	40 ea	\$/_____/Each
015 take-in or let-out waist pants/trousers /skirts lined	40 ea	\$/_____/Each
016 take-in or let-out seat pants/trousers unlined	40 ea	\$/_____/Each
017 take-in or let-out seat pants/trousers lined	40 ea	\$/_____/Each
018 take-in or let-out crotch pants/trousers	40 ea	\$/_____/Each

	unlined		
019	take-in or let-out crotch pants/trousers	40 ea	\$ _____/Each
	lined		
020	replace zipper, includes zipper	40 ea	\$ _____/Each

Slip-ons (Combat, Work dress, CF)
(Includes sewing ends together and pressed)
Items listed below are on a per item basis

021	sew on rank and Canada	2000ea	\$ _____/Each
022	sew closed NCM	500 ea	\$ _____/Each

Environmental Clothing
Extreme cold weather parka, wet weather jacket
Items listed below are on a per coat basis

027	replace main zipper, includes zipper	30 ea	\$ _____/Each
-----	--------------------------------------	-------	---------------

Coveralls, Flight Jackets (winter, summer)
Items listed below are on a per item basis

028	sew on flag	100 ea	\$ _____/Each
029	sew on wings	100 ea	\$ _____/Each
030	sew on badge (patch/crest – no Velcro used)	100 ea	\$ _____/Each
031	sew on slip-ons	1000ea	\$ _____/Each
31A	sew slip-ons completely down for summer flight jacket and flight suit only	1000ea	\$ _____/Each
032	sew on name tape	100 ea	\$ _____/Each
033	replace main zipper, includes zipper	40 ea	\$ _____/Each
034	re-sew map clip pocket, includes map clip	50 ea	\$ _____/Each
035	sew Velcro on uniforms or badges	4000ea	\$ _____/Each

(the Velcro preparation is included in the price)
(Nomex Velcro is provided by DND in 2" and 4" wide rolls)

Caps – Beret/Wedge/Combat
Items listed below are on a per item basis

036	sew on hat badge	200 ea	\$ _____/Each
037	sew on felt (MP Only)	10 ea	\$ _____/Each

Ribbons
Items listed below are on a per item basis

038 rosettes (sew rosette on CD ribbon bar) 100 ea \$ _____/Each

**Miscellaneous Repairs to Uniforms/Equipment
as deemed necessary by 15 Wing**

039 misc repairs to uniforms/equipment 50 hr \$ _____/Hour

040 to provide on site tailoring services 104 hr \$ _____/Hour

Tuesday and Thursdays 0930hrs to 1130hrs

B. Option Year one – 01 September 2013 to 31 August 2014

Overcoats, Jackets, Tunics – Men and Women	Estimated	Unit Price
Items listed below are on a per coat basis	Quantity	
001 shortens or lengthen sleeves	20 ea	\$ _____/Each
002 shorten/lengthen body	20 ea	\$ _____/Each
003 lengthen with false hem	5 ea	\$ _____/Each
004 take-in or let-out sides	30 ea	\$ _____/Each
005 enlarge armholes	5 ea	\$ _____/Each
006 lower or raise collar	5 ea	\$ _____/Each

Note: All badges/rank sewn on Tunics must have the lining opened and closed to facilitate fastening or may be hand sewn. In no case shall badge, rank sewing penetrate coat lining.

Items listed below are on a per item basis

007 sew on rank (NCM)	100 ea	\$ _____/Each
008 sew on rank braid (Officers)	200 ea	\$ _____/Each
009 sew on Canada or regiment badge	100 ea	\$ _____/Each
010 sew on wings	100 ea	\$ _____/Each
011 sew on various badges	100 ea	\$ _____/Each

Trouser/Slacks /Skirts (CF, Work dress) Men and Women

Items listed below are on a per item basis

012 shorten or lengthen pants/trousers /skirts unlined	60 ea	\$ _____/Each
013 shorten or lengthen pants/trousers /skirts lined	40 ea	\$ _____/Each
014 take-in or let-out waist pants/trousers /skirts unlined	40 ea	\$ _____/Each

015	take-in or let-out waist pants/trousers /skirts lined	40 ea	\$_____ /Each
016	take-in or let-out seat pants/trousers unlined	40 ea	\$_____ /Each
017	take-in or let-out seat pants/trousers lined	40 ea	\$_____ /Each
018	take-in or let-out crotch pants/trousers unlined	40 ea	\$_____ /Each
019	take-in or let-out crotch pants/trousers lined	40 ea	\$_____ /Each
020	replace zipper, includes zipper	40 ea	\$_____ /Each

Slip-ons (Combat, Work dress, CF)
(Includes sewing ends together and pressed)
Items listed below are on a per item basis

021	sew on rank and Canada	2000ea	\$_____ /Each
022	sew closed NCM	500 ea	\$_____ /Each

Environmental Clothing
Extreme cold weather parka, wet weather jacket
Items listed below are on a per coat basis

027	replace main zipper, includes zipper	30 ea	\$_____ /Each
-----	--------------------------------------	-------	---------------

Coveralls, Flight Jackets (winter, summer)
Items listed below are on a per item basis

028	sew on flag	100 ea	\$_____ /Each
029	sew on wings	100 ea	\$_____ /Each
030	sew on badge (patch/crest – no Velcro used)	100 ea	\$_____ /Each
031	sew on slip-ons	1000ea	\$_____ /Each
31A	sew slip-ons completely down for summer flight jacket and flight suit only	1000ea	\$_____ /Each
032	sew on name tape	100 ea	\$_____ /Each
033	replace main zipper, includes zipper	40 ea	\$_____ /Each
034	re-sew map clip pocket, includes map clip	50 ea	\$_____ /Each
035	sew Velcro on uniforms or badges	4000ea	\$_____ /Each

(the Velcro preparation is included in the price)
(Nomex Velcro is provided by DND in 2" and 4" wide rolls)

Caps – Beret/Wedge/Combat

Solicitation No. - N° de l'invitation

W0121-12DZ48/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

stn197

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

W0121-12DZ48

File No. - N° du dossier

STN-2-35037

CCC No./N° CCC - FMS No/ N° VME

Items listed below are on a per item basis

036	sew on hat badge	200 ea	\$ _____/Each
037	sew on felt (MP Only)	10 ea	\$ _____/Each

Ribbons

Items listed below are on a per item basis

038	rosettes (sew rosette on CD ribbon bar)	100 ea	\$ _____/Each
-----	---	--------	---------------

**Miscellaneous Repairs to Uniforms/Equipment
as deemed necessary by 15 Wing**

039	misc repairs to uniforms/equipment	50 hr	\$ _____/Hour
040	to provide on site tailoring services Tuesday and Thursdays 0930hrs to 1130hrs	104 hr	\$ _____/Hour

Solicitation No. - N° de l'invitation

W0121-12DZ48/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

stn197

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

W0121-12DZ48

File No. - N° du dossier

STN-2-35037

CCC No./N° CCC - FMS No/ N° VME

Annex C Standing Offer Usage Report

Return to:

Public Works and Government Services Canada

Facsimile: (306) 780-5601

Email: PA-SK@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.

REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES

SUPPLIER:

STANDING OFFER NO:

DEPARTMENT OR AGENCY:

REPORTING PERIOD:

Item No.	Call-Up/contract No. 1 Description	Value of the Call-Up/Contract	GST/HST
(A) Total Dollar Value Call-ups for this reporting period:			
(B) Accumulated Call-Up totals to date:			
(A+B) Total Accumulated Call-Ups:			

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

PREPARED BY:

NAME:

TELEPHONE NO.:

SIGNATURE:

DATE:

Solicitation No. - N° de l'invitation

W0121-12DZ48/A

Amd. No. - N° de la modif.

File No. - N° du dossier

STN-2-35037

Buyer ID - Id de l'acheteur

stn197

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

W0121-12DZ48

CCC No./N° CCC - FMS No/ N° VME

ANNEX D
Consent to a Criminal Record Certification

Attached as pdf



FOR GOVERNMENT USE ONLY POUR USAGE DU GOUVERNEMENT SEULEMENT	
Special Investigations Directorate File No. N° de dossier de la Direction des enquêtes spéciales	Date Received (Y-A M D-J) Date de réception

CONSENT TO A CRIMINAL RECORD VERIFICATION CONSENTEMENT À LA VÉRIFICATION DE L'EXISTENCE D'UN CASIER JUDICIAIRE

This form must be completed and signed by each individual who is currently on the Board of Directors of the Bidder/Offeror/Supplier and provided with the Bid/Offer/Arrangement.
Le présent formulaire doit être rempli et signé par chaque membre du conseil d'administration du soumissionnaire/ de l'offrant/du fournisseur et fourni avec la soumission/l'offre/l'arrangement.

A	PRIVACY ACT STATEMENT ÉNONCÉ CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS
----------	---

The personal information requested on this form is collected under the authority of subsection 750(3) of the *Criminal Code*, paragraph 42(1(c)) of the *Financial Administration Act*, and sections 7 and 21 of the *Department of Public Works and Government Services Act*. The information will be used for validating the criminal conviction certifications necessary for obtaining or maintaining a procurement instrument. It may be shared with other government departments, agencies, as well as provincial, territorial, and federal courts, within the limits of what is required to conduct the criminal conviction verification.

Les renseignements personnels demandés dans le présent formulaire sont recueillis en vertu du paragraphe 750(3) du *Code criminel*, du paragraphe 42(1(c)) de la *Loi sur la gestion des finances publiques* et des articles 7 et 21 de la *Loi sur le ministère des Travaux publics et des Services gouvernementaux*. Ces renseignements seront utilisés pour valider les attestations de condamnation au criminel nécessaires pour obtenir ou conserver un instrument d'approvisionnement. Les renseignements peuvent être diffusés à d'autres ministères et organismes fédéraux, ainsi qu'à des tribunaux provinciaux, territoriaux et fédéraux, dans les limites de ce qui est requis pour la vérification des condamnations au criminel.

A refusal to provide information will result in the bid/offer/arrangement being rejected or the contract terminated, the standing offer being set-aside or the supply arrangement being cancelled, as applicable.

À défaut de fournir les renseignements demandés, la soumission/l'offre/l'arrangement sera rejeté ou le contrat résilié, l'offre à commandes sera mise de côté ou l'arrangement en matière d'approvisionnement sera annulé, selon le cas.

The personal information is described in personal information bank PWGSC PPU 184 - Integrity Assessment Program. Individuals have a right of access to, correction of and protection of their information in accordance with the *Privacy Act*.

Les renseignements personnels sont décrits dans les fichiers de renseignement personnels n° TPSGC PPU 184 - Programme de l'évaluation de l'intégrité. Les personnes ont le droit d'accéder aux renseignements personnels qui les concernent, ainsi que de les faire corriger ou protéger, conformément à la *Loi sur la protection des renseignements personnels*.

B	BIOGRAPHICAL INFORMATION - Must be completed by the individual RENSEIGNEMENTS BIOGRAPHIQUES - À remplir par l'individu
----------	---

Family Name (Last Name) - Nom (de famille)	Family Name at Birth - Nom de famille à la naissance
Full Given Names (No initials) - Prénoms au complet (aucune initiale)	
All other previously used names (i.e. maiden name, previously married names, legal name change, nicknames) Tout autre nom utilisé (tel que nom de jeune fille, noms maritaux précédents, changement de nom légaux, sobriquets)	
Gender - Sexe <input type="checkbox"/> Male Masculin <input type="checkbox"/> Female Féminin	Date of Birth - Date de naissance (Y-A M D-J)

**Current Residential Information
Information résidentielle actuelle**

Apartment No. - N° d'appartement	Street No. - N° civique	Street Name - Nom de la rue
City - Ville	Province	Postal Code - Code postal

C	CONSENT - Must be signed by the individual CONSENTEMENT - Doit être signé par l'individu
----------	---

I, the undersigned, confirm that I have read and understand the above *Privacy Act* statement and that I consent to the collection and use of my personal information as described therein.

Je, soussigné, confirme avoir pris connaissance de l'Énoncé concernant la *Loi sur la protection des renseignements personnels* et consens à la collecte et à l'utilisation des renseignements personnels fournis aux présentes.

Signature	
Print Name - Nom en lettres moulées	Date (Y-A M D-J)

D	ADMINISTRATIVE INFORMATION - Internal Government Use Only RENSEIGNEMENTS ADMINISTRATIFS - Pour usage interne du gouvernement seulement	
Requesting Branch/Sector/Directorate/Division - Direction générale/Secteur/Direction/Division requérante		
Solicitation/Proposed Contract No. - N° de la demande de soumission/N° du contrat		Date of Request (Y-A M D-J) Date de la demande
Requesting Contact Person - Personne-ressource requérante	Contact Person Tel. No. - N° de tél. de la personne-ressource	