

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
**1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016**

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet TAILORING & ALTERATION SERVICES		
Solicitation No. - N° de l'invitation W010X-14A016/A		Date 2014-01-30
Client Reference No. - N° de référence du client W010X-14-A016		
GETS Reference No. - N° de référence de SEAG PW-\$HAL-309-9204		
File No. - N° de dossier HAL-3-71205 (309)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-03-12		Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: MacNeil, Blaine A.		Buyer Id - Id de l'acheteur hal309
Telephone No. - N° de téléphone (902) 496-5180 ()		FAX No. - N° de FAX (902) 496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE SEE HEREIN Canada		

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9

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

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PART 1 - GENERAL INFORMATION**1. Security Requirement**

There is a security requirement associated with the requirement. For additional information, consult Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Resulting Contract Clauses.

2. Requirement

Establishment of a contract for the provision of tailoring and alteration services for Maritime Forces.

The requirement is fully detailed in Annex A, Statement of Requirement.

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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS**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>) issued by Public Works and Government Services Canada.

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

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2. Submission of Bids

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

3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, 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:

- an individual;
- an individual who has incorporated;
- a partnership made of former public servants; or
- 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 FPS in receipt of a pension, as applicable:

- name of former public servant;
- 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: 2012-2 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:

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

4. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. Applicable Laws

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

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.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 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 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

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, bidders should:

- 1) 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
- 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 Bid

The Completion of Annex B Basis of Payment indicating that they are capable of performing all of the work required.

Bidder must demonstrate that their business has five (5) years previous experience working as a commercial / retail based tailor.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.

1.1 Technical Evaluation

The technical evaluation will be based on A) the company submitting acceptable evidence that the company has (5) years experience as a retail tailor, and B) submitting pricing on 100% of the items requested, indicating the capability to perform all of the work.

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.

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

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. 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 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in Section 01 Code of Conduct and Certifications - Bid of Standard Instructions 2003. The related documentation therein required will assist Canada in confirming that the certifications are true.

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 (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

1.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1.1.1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

1.1.2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.

1.1.3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

1.1.4. The Contractor/Offeror must comply with the provisions of the:

- (a) Security Requirements Check List and security guide (if applicable), attached at Annex E;
- (b) Industrial Security Manual (Latest Edition).

2. Requirement

To establish a contract for the supply of tailoring and seamstress services on an as and when required basis in support of Base Logistics (BLog) Clothing Stores located at two (2) locations within Maritime Forces Atlantic (MARLANT) (HMC Dockyard and Shearwater) in the Halifax Regional Municipality.

The Contractor agrees to deliver the items and perform the work detailed in Annex A, Statement of Requirement, and Annex B, Basis of Payment.

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>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010C (2013-06-27), General Conditions - Services (Medium Complexity), apply to and form part of the Contract.

4. Delivery

4.1 Delivery Requirements

Delivery requirements are detailed in Annex A, Statement of Work.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Blaine MacNeil

Title: Supply Specialist

Public Works and Government Services Canada

Acquisitions Branch

Address: 1713 Bedford Row, Halifax, Nova Scotia, B3J 3C9

Telephone: 902-496-5180

Facsimile: 902-496-5016

E-mail address: blaine.macneil@pwgsc.gc.ca

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

5.2 Project Authority (named upon award of contract)

The Project Authority for the Contract is:

Name:

Title:

Organization:

Address:

Telephone

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.

5.3 Contractor's Representative

Name:

Organization:

Telephone:

Facsimile:

E-mail Address:

6. Payment

6.1 Basis of Payment

Please see Annex B - Basis of Payment

6.2 Limitation of Price

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

7. Invoicing Instructions

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.

Please see Annex A - Statement of Work, part 10. Clothing and Invoicing Control for additional requirements.

8. Certifications

8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

8.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

9. Applicable Laws

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

10. 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 2010A (2013-04-25);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Canadian Forces Dress Instructions Manual;
- (f) Annex E, Security Requirements Check List;
- (g) the Contractor's bid dated _____ and any applicable amendments

11. Insurance Requirements

11.1. Commercial General Liability Insurance

11.1.1. Commercial General Liability insurance shall be effected by the Contractor and maintained in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but, in any case, for a limit of liability NOT LESS THAN \$2,000,000 per accident or occurrence and in the annual aggregate.

11.1.2. The Commercial General Liability insurance must include the following:

- (a) Additional Insured: Canada is included as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract.
The interest of Canada as additional insured should read as follows: Canada, 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) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy shall 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.
- (e) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to this Contract, extend to assumed liabilities with respect to contractual insurance provisions.
- (f) 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.

-
- (g) 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.
 - (h) Employees and, if applicable, Volunteers must be included as Additional Insured.
 - (i) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - (j) 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.
 - (k) Non-owned Automobile: To protect the Contractor for liabilities arising by its use of vehicles owned by other parties.
 - (l) Notice of Cancellation or Amendment: The Insurer agrees to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - (m) 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.

12. Defence Contract

The Contract is a defence contract within the meaning of the Defence Production Act, R.S.C. 1985, c. D-1, and must be governed accordingly.

Title to the Work or to any materials, parts, work-in-process or finished work must belong to Canada free and clear of all claims, liens, attachments, charges or encumbrances. Canada is entitled, at any time, to remove, sell or dispose of the Work or any part of the Work in accordance with section 20 of the Defence Production Act.

Solicitation No. - N° de l'invitation

W010X-14A016/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-3-71205

Buyer ID - Id de l'acheteur

hal309

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

CCC No./N° CCC - FMS No/ N° VME

W010X-14-A016

Annex A

Please see attachment Annex A - Statement of Work

Annex B

Please see attachment Annex B - Basis of Payment

Annex C

Please see attachment Annex C - Outstanding Report Sample

Annex D

Please see attachment Annex D - DND - 2162

Annex E

Please see attachment Annex E - Security Requirements Check List

MODALITÉS DE PAIEMENT

- Les prix précisés sont fermes pour les périodes indiquées;
- Le prix unitaire ferme doit comprendre la main-d'œuvre, les matériaux, les outils et l'équipement, ainsi que le transport (y compris la cueillette et la livraison) et la supervision nécessaires à la prestation de services de confection et de retouche;
- La TPS est en sus des prix unitaires fermes et le montant de la TPS doit être indiqué séparément sur les factures établies dans le cadre du contrat;

1.0 Manteau, veste, tunique, tenue de service, tenue de combat, veste d'élément, tenue de la Marine, veste de pompier, veste de conducteur, veste de concert (tenue de mess no 2) (homme ou femme).	Quantité annuelle estimative	Prix unitaire ferme Besoins courants	Prix unitaire ferme Besoins prioritaires	Prix unitaire ferme Besoins courants (Option année 1)	Prix unitaire ferme Besoins prioritaires (Option année 1)	Prix unitaire ferme Besoins courants (Option année 2)	Prix unitaire ferme Besoins prioritaires (Option année 2)
1.1 Rallonger ou raccourcir les manches — Si les manches sont raccourcies, la doublure doit l'être en conséquence et il faut faire au bas une couture rabattue comportant au moins 8 points au pouce (3 points par centimètre). Utiliser un fil de polyester ou de polyester et coton de titre C ou D pour le rabattage à la main. Pour rallonger, il faudra peut-être rapporter une pièce à la doublure du bas, selon la longueur supplémentaire désirée. Le matériel doit correspondre parfaitement.	1 200						
1.2 Agrandir ou rapetisser les côtés — Après avoir agrandi ou rapetissé par les coutures, couper tous les bouts de fil libres, presser et aplatir les plis de l'ancienne couture et presser les coutures pour les ouvrir.	700						
1.3 Agrandir les emmanchures (échancrer ou rapetisser le dos) – Ouvrir la doublure de la manche, agrandir les emmanchures et rabattre la couture de la doublure de la manière prescrite avec du fil conforme au point 29-a ci-dessus.	700						
1.4 Remplacer la doublure de la tunique des	12						

Annexe B du Fichier W010X-14A016
Date 17 juillet 2013

FC pour hommes (Marine, force aérienne, armée) — remplacer la doublure des tuniques pour hommes (Marine, Aviation, Armée). Remplacer ou agrandir, selon les besoins.								
1.5 Remplacer la doublure de la tunique des FC pour femmes (Marine, Aviation, Armée) — Remplacer la doublure de la tunique des FC pour femmes (Marine, Aviation, Armée). Remplacer ou agrandir, selon les besoins.	12							
1.6 Agrandir ou rapetisser le buste ou le siège — Après avoir agrandi ou rapetissé par les coutures, couper tous les bouts de fil libres, presser et aplatir les plis de l'ancienne couture et presser les coutures pour les ouvrir.	600							
1.7 Coudre la veste de concert — La couleur et le modèle du revers peuvent être modifiés de manière à s'adapter à l'élément, à l'unité individuelle ou à la tradition du régiment.	5							

	Prix unitaire ferme Besoins courants	Prix unitaire ferme Besoins prioritaires	Prix unitaire ferme Besoins courants (Option année 1)	Prix unitaire ferme Besoins prioritaires (Option année 1)	Prix unitaire ferme Besoins courants (Option année 2)	Prix unitaire ferme Besoins prioritaires (Option année 2)
2.0 Pantalons (homme et femme), tenue de service, pantalons de garnison, de combat, de NAFC, de conducteur du MDN, de pompier du MDN et de maternité.						
2.1 Rallonger ou raccourcir — Défaire la couture du fond de pantalon, rallonger ou raccourcir selon les besoins et rabattre à la main ou par machine. Si on rallonge, presser les plis de l'ancienne couture. Couper tous les bouts de fil libres.	800					
2.2 Couture du siège — Couper tous les bouts de fil libres, presser pour ouvrir les coutures. Si la taille a été agrandie, presser adéquatement l'ancienne couture pour éliminer les faux plis.	330					

2.3 Taille — Rapetisser ou agrandir selon les besoins. Défaire la couture du fond de pantalon, couper tous les bouts de fils libres puis presser les coutures pour les ouvrir. Si la taille a été agrandie, presser adéquatement l'ancienne couture pour éliminer les faux plis.	400								
2.4 Fourche — Agrandir ou rapetisser selon les besoins.	150								
2.5 Doublure des pantalons — Coudre la doublure des pantalons.	12								
2.6 Coudre le pantalon de tenue de concert ou le pantalon-jupe pour les musiciens — Les femmes peuvent porter le pantalon-jupe ou la jupe ou les deux en fonction de l'instrument; deux (2) au maximum.	10								

3.0 Chemise (homme et femme), tenue de service, tenue de garnison, tenue des préparés à la manutention des aliments, des chefs et de maternité	Quantité annuelle estimative	Prix unitaire ferme Besoins courants	Prix unitaire ferme Besoins prioritaires	Prix unitaire ferme Besoins courants (Option année 1)	Prix unitaire ferme Besoins prioritaires (Option année 1)	Prix unitaire ferme Besoins courants (Option année 2)	Prix unitaire ferme Besoins prioritaires (Option année 2)
3.1 Pattes d'épaule et insignes d'épaule — Pour la chemise selon les besoins.	10						
3.2 Coudre les insignes d'épaule Canada	10						
3.3 Coudre les insignes nominatifs	6 500						
3.4 Coudre les insignes professionnels	6 500						

4.0 Jupe, tenue de service, sarrau d'infirmière et sarrau, vareuse de maternité et de soins dentaires, jupes pour la tenue de concert.	Quantité annuelle estimative	Prix unitaire ferme Besoins courants	Prix unitaire ferme Besoins prioritaires	Prix unitaire ferme Besoins courants (Option année 1)	Prix unitaire ferme Besoins prioritaires	Prix unitaire ferme Besoins courants (Option année 2)	Prix unitaire ferme Besoins prioritaires

								(Option année 1)		(Option année 2)
4.1 Agrandir ou rapetisser — La taille peut être agrandie aux hanches en ouvrant la ceinture montée et en agrandissant les coutures latérales. Presser adéquatement les plis laissés par les anciennes coutures, couper tous les bouts de fil libres et presser les coutures latérales pour les ouvrir. S'il faut rapetisser la jupe, appliquer la même méthode que pour l'agrandir.	50									
4.2 Rallonger ou raccourcir — Rabattre l'ourlet inférieur et rallonger ou raccourcir la quantité nécessaire. Les plis doivent être pressés au fer, l'ourlet tourné et le rabattage à la main des points invisibles doit être fait à la main ou par machine.	100									
4.3 Ceinture montée inférieure	10									
4.4 Coudre les jupes de la tenue de concert pour les musiciennes — Les femmes peuvent porter le pantalon-jupe ou la jupe ou les deux en fonction de l'instrument; deux (2) au maximum.	4									

	Quantité annuelle estimative	Prix unitaire ferme Besoins courants	Prix unitaire ferme Besoins prioritaires	Prix unitaire ferme Besoins courants (Option année 1)	Prix unitaire ferme Besoins prioritaires (Option année 1)	Prix unitaire ferme Besoins courants (Option année 2)	Prix unitaire ferme Besoins prioritaires (Option année 2)
5.0 Combinaisons de vol, vestes de vol							
5.1 Petites fermetures à glissière — Réparer ou remplacer. (L'entrepreneur doit fournir les fermetures à glissière). S'il faut remplacer la fermeture à glissière, il faut en installer une autre de la même qualité, longueur, catégorie et couleur de tissu que celle enlevée et il faut la	10						

coudre de la même manière.									
5.2 Grandes fermetures à glissière — Réparer ou remplacer. (L'entrepreneur doit fournir les fermetures à glissière). S'il faut remplacer la fermeture à glissière, il faut en installer une autre de la même qualité, longueur, catégorie et couleur de tissu que celle enlevée et il faut la coudre de la même manière.	10								

	Quantité annuelle estimative	Prix unitaire ferme Besoins courants	Prix unitaire ferme Besoins prioritaires	Prix unitaire ferme Besoins courants (Option année 1)	Prix unitaire ferme Besoins prioritaires (Option année 1)	Prix unitaire ferme Besoins courants (Option année 2)	Prix unitaire ferme Besoins prioritaires (Option année 2)
6.0 Combinaisons de vol et vestes de vol ignifuges — Tous les insignes et les bandes patronymiques doivent être cousus sur le velcro (agrafe et porte) en utilisant du fil ignifuge Nomex.							
6.1 Bandes patronymiques — Coudre ou remplacer. Tous les insignes doivent être cousus avec du fil de la bonne couleur.	500						
a. coudre le velcro (agrafe et porte).							
b. coudre sur l'agrafe seulement.	400						
6.2 Insignes professionnels et de qualification — Coudre ou remplacer. Tous les insignes doivent être cousus avec du fil de la bonne couleur.	500						
a. coudre le velcro (agrafe et porte)							
b. coudre sur l'agrafe seulement	900						
6.3 Insignes de spécialité — Coudre ou remplacer. Tous les insignes doivent être cousus avec du fil de la bonne couleur.	300						
a. coudre le velcro (agrafe et porte)							

b.	coudre sur l'agrafe seulement	300		
6.4 Refaire l'ourlet des combinaisons de vol				
		10		

	Quantité annuelle estimative	Prix unitaire ferme Besoins courants	Prix unitaire ferme Besoins prioritaires	Prix unitaire ferme Besoins courants (Option année 1)	Prix unitaire ferme Besoins prioritaires (Option année 1)	Prix unitaire ferme Besoins courants (Option année 2)	Prix unitaire ferme Besoins prioritaires (Option année 2)
7.0 Combinaisons de vol bleues, vestes de vol bleues — Tous les insignes et les bandes patronymiques doivent être cousus selon les directives.							
7.1 Bande patronymique — Coudre ou remplacer. Tous les insignes et les bandes patronymiques doivent être cousus avec du fil de la bonne couleur.	10						
7.2 Insignes professionnels et de qualification — Coudre ou remplacer. Tous les insignes et les bandes patronymiques doivent être cousus avec du fil de la bonne couleur.	50						
7.3 Insignes de spécialité — Coudre ou remplacer. Tous les insignes et les bandes patronymiques doivent être cousus avec du fil de la bonne couleur.	50						
7.4 Bandes patronymiques sans velcro — Coudre ou remplacer. Tous les insignes et les bandes patronymiques doivent être cousus avec du fil de la bonne couleur.	50						
7.5 Insignes professionnels sans velcro — Coudre ou remplacer. Tous les insignes et les bandes patronymiques doivent être cousus avec du fil de la bonne couleur.	150						
7.6 Remplacer le col, veste de vol.	10						

8.0 Insignes, galons, boutons, épaulettes	Quantité	Prix unitaire	Prix unitaire	Prix unitaire	Prix unitaire

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amovibles et rubans — Tous les insignes doivent être cousus à la main ou par machine avec du fil de la bonne couleur. Les articles qui comportent une doublure doivent être cousus à la main. Les articles qui ne comportent pas de doublure doivent être cousus par machine.	annuelle estimative	ferme Besoins courants	ferme Besoins prioritaires	ferme Besoins courants (Option année 1)	ferme Besoins prioritaires (Option année 1)	ferme Besoins courants (Option année 2)	ferme Besoins prioritaires (Option année 2)
8.1 Boutonnière (bouton armorié) — Si une boutonnière est trop petite pour la taille du bouton, la refaire en utilisant le pied pour boutonnères et réaliser une finition adéquate en coupant tous les fils libres.	10						
8.2 Insignes de grade des MR — Coudre ou remplacer, 2 pour chaque article vestimentaire. Tous les insignes et les bandes patronymiques doivent être cousus avec du fil de la bonne couleur.	2 000						
8.3 Insignes professionnels — Coudre ou remplacer, 2 pour chaque article vestimentaire. Tous les insignes et les bandes patronymiques doivent être cousus avec du fil de la bonne couleur.	700						
8.4 Insignes professionnelles, de qualification et de spécialité — Coudre ou remplacer, 1 pour chaque article vestimentaire. Tous les insignes et les bandes patronymiques doivent être cousus avec du fil de la bonne couleur.	300						
8.5 Insignes Canada — Coudre ou remplacer, 2 pour chaque article vestimentaire. Tous les insignes et les bandes patronymiques doivent être cousus avec du fil de la bonne couleur.	1 000						
8.6 Insignes drapeau du Canada — Coudre ou remplacer, 1 pour chaque article vestimentaire. Tous les insignes et les bandes patronymiques doivent être cousus avec du fil de la bonne couleur notamment les bandes patronymiques en velcro qui doivent être cousues.	1000						

8.7 Insignes de chapeau (insignes de béret)- Coudre ou remplacer l'insigne de chapeau. Tous les insignes et les bandes patronymiques doivent être cousus avec du fil de la bonne couleur.	3 000								
8.8 Épaulettes amovibles (galon de grade) — Coudre le galon de grade sur les épaulettes amovibles des tenues de service et fermer les fourreaux.	6 000								
8.9 Épaulettes amovibles (insignes Canada et de grade) — Coudre les insignes « Canada » et « de grade » sur la tenue de combat, selon les directives, et fermer les épaulettes amovibles.	6 000								
8.10 Épaulettes amovibles (insignes diverses) — Coudre les insignes diverses sur les épaulettes amovibles selon les directives. Fermer les épaulettes amovibles.	1 200								
8.11 Épaulettes amovibles (Insigne officier général) — « OFFICIER GÉNÉRAL » brodé sur les épaulettes amovibles.	5								
8.12 Fermer les épaulettes amovibles (épaulettes amovibles)	12 000								
8.13 Coudre ou remplacer (galon de grade d'officier en or) — Sur les manches, le manteau, la veste, la tenue de service. Défaire le dos des manches, coudre le galon de grade à 2 po du bas de la manche à la machine au point invisible afin que le point n'apparaisse pas à travers la doublure du vêtement. Faufileur la couture arrière sur tout le pourtour et recoudre la doublure à la main et à la machine.	1 500								
8.14 Effectuer le montage — démonter les barrettes ordinaires. Coudre la rosette, les croix, la feuille d'érable, les chiffres ou le blason sur le ruban, selon les directives (fournis par le MDN).	2 500								
8.15 Enlever les insignes de grade des MR —	1 000								

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couper tous les bouts de fil libres.					
8.17 Enlever les insignes de grade d'officier — couper tous les bouts de fil libres.	1 000				

	Quantité annuelle estimative	Prix unitaire ferme Besoins courants	Prix unitaire ferme Besoins prioritaires	Prix unitaire ferme Besoins courants (Option année 1)	Prix unitaire ferme Besoins prioritaires (Option année 1)	Prix unitaire ferme Besoins courants (Option année 2)	Prix unitaire ferme Besoins prioritaires (Option année 2)
9.0 Vests, vestes de combat, chemises de combat, pantalons de combat, vestes et pantalons de maternité, gilet de protection balistique de la police militaire, barrettes ordinaires, épaulettes rigides, aiguillettes de la TCM							
9.1 Remplacer la doublure (veste de la TCM)	5						
9.2 Préparer les épaulettes rigides pour l'officier général ou le médecin militaire — doit être fait à la main.	20						
9.3 Préparer les boucles des épaulettes rigides pour les tuniques des FC — doit être fait à la main.	10						
9.4 Remplacer les boutons-pression, veste de la TCM	5						
9.5 Modifier les pantalons de manière à obtenir des shorts	5						
9.6 Préparer les brides de boutonnage pour les parkas, les vestes de protection BC et les pantalons de protection BC	10						
9.7 Modifier les épaules d'une tunique — Défaire la doublure, enlever les manches pour réduire le tissu des épaules. Il peut être nécessaire de rapetisser les coutures sur le devant de la poche de la tunique et les coutures latérales sur le dos de la tunique en fonction de la réduction du tissu des épaules nécessaire. Attacher les manches (qui peuvent être raccourcies selon les besoins), fermer toutes les coutures et coudre la doublure.	10						

9.8 Coudre les insignes — Bande de chapeau, galon d'officier et rattacher la bande au chapeau.	100									
9.9 Préparer les barrettes ordinaires, les décorations militaires canadiennes	2 500									
9.10 Refaire les vestes de combat, taille 50 — agrandir la taille de normale à extraforte, selon les besoins.	10									
9.11 Refaire les chemises de combat, taille 50 — agrandir la taille de normale à extraforte, selon les besoins	10									
9.12 Refaire les pantalons de combat, taille 50 — agrandir la taille de normale à extraforte, selon les besoins.	10									
9.13 Refaire les vestes et les pantalons de maternité, taille 50 — agrandir la taille de normale à extraforte, selon les besoins.	50									
9.14 Tunique de maternité (longue ou courte) — Modifier la tunique de maternité (rallonger ou raccourcir).	50									
9.15 Préparer les épaulettes pour le gilet de protection balistique de la police militaire.	5									
9.16 Pantalons de la police militaire — Modifier les pantalons de la police militaire (rallonger ou raccourcir).	400									

10.0 Couper, patron double, tunique des membres de musique des FC	Quantité annuelle estimative	Prix unitaire ferme Besoins courants	Prix unitaire ferme Besoins prioritaires (Option année 1)	Prix unitaire ferme Besoins courants (Option année 2)	Prix unitaire ferme Besoins prioritaires (Option année 2)
10.1 Membre de la musique de la Marine (homme, femme)	100				

10.2 Membre de la musique de l'Armée (homme, femme)	40								
10.3 Membre de la musique de l'Aviation (homme, femme)	5								
10.4 Épaulettes — Préparer et coudre à la combinaison	25								

	Quantité annuelle estimative	Prix unitaire ferme Besoins courants	Prix unitaire ferme Besoins prioritaires	Prix unitaire ferme Besoins courants (Option année 1)	Prix unitaire ferme Besoins prioritaires (Option année 1)	Prix unitaire ferme Besoins courants (Option année 2)	Prix unitaire ferme Besoins prioritaires (Option année 2)
11.0 Modifier les combinaisons des pompiers — Enlever les boucles de la ceinture montée et les placer à la taille au-dessus du bord supérieur des poches de la culotte.							
11.1 Modifier les combinaisons des pompiers — Confectionner les ourlets à la bonne longueur; il est nécessaire d'enlever les fermetures à glissière et les pièces d'étoffe et les attacher en tissu sur le devant et remplacer ces pièces en fonction de la longueur nécessaire.	5						
11.2 Remplacer les velcros — Veste (poignets ou épaules) de la TCM; combinaisons des pompiers, combinaisons des sous-marinières et vestes de la police militaire. Enlever le velcro (agrafe et porte) et le remplacer par le nouveau velcro (fourni par le couturier).	200						
11.3 Modifier les combinaisons — Combinaisons des pompiers, des sous-marinières et des membres de l'équipe d'abordage en remplaçant l'élastique à la taille. Défaire les coutures sur le dos à la taille et les doubles coutures à la taille (environ 6 po) et remplacer l'élastique (fourni par l'entrepreneur) et fermer les coutures sur le dos à la taille et les doubles coutures.	25						

11.4 Réparer les coutures — Combinaisons des pompiers, combinaisons des sous-marins, gabardine et tunique. Ouvrir les coutures doubles ou ouvrir la doublure et la couche extérieure et recoudre les coutures.	500							
11.5 Remplacer les fermetures à glissière — Parka. Ouvrir les coutures sur le devant des parkas, ouvrir les coutures au fond du parka et tourner le parka, enlever la fermeture à glissière cassée, coudre la nouvelle fermeture à glissière, tourner de nouveau le parka et fermer les coutures.	5							

12.0 Tuniques, gabardines, vestes, pantalons	Quantité annuelle estimative	Prix unitaire ferme Besoins courants	Prix unitaire ferme Besoins prioritaires	Prix unitaire ferme Besoins courants (Option année 1)	Prix unitaire ferme Besoins prioritaires (Option année 1)	Prix unitaire ferme Besoins courants (Option année 2)	Prix unitaire ferme Besoins prioritaires (Option année 2)
12.1 Modifier le col — Tuniques, gabardines, vestes. Nécessaire lorsque les articles vestimentaires ne sont pas ajustés au col et aux épaules pour certaines tailles. Enlever le col, ouvrir la doublure et couper le tissu selon les besoins. Coudre le col et fermer la doublure.	300						
12.2 Modifier les gabardines — Rallonger ou raccourcir le corps, les manches et monter ou baisser le passant de ceinture (armée).	20						
12.3 Modifier la longueur de la tunique — Rallonger ou raccourcir, de faux ourlets peuvent être nécessaires (ajouter du tissu) pour le corps de la tunique, ouvrir et fermer la doublure.	50						
12.4 Modifier les pantalons — Cuisse ou hanche des pantalons. Ouvrir la fourche, couper et insérer le matériel nécessaire dans la zone de	100						

la cuisse et fermer toutes les coutures.						
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	Prix unitaire ferme Besoins courants	Prix unitaire ferme Besoins prioritaires	Prix unitaire ferme Besoins courants (Option année 1)	Prix unitaire ferme Besoins prioritaires (Option année 1)	Prix unitaire ferme Besoins courants (Option année 2)	Prix unitaire ferme Besoins prioritaires (Option année 2)
14.0 Chemises légères et pantalons DCamC, ensemble de vêtements intégrés (EVI), vestes et pantalons intermédiaires, parka et combinaisons de protection contre les très grands froids et imperméables.						
14.1 Remplacer la fermeture à glissière — imperméables	Quantité annuelle estimative					
14.2 Remplacer le cordon — pantalons légers	10					

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STATEMENT OF WORK

1. PURPOSE

- 1.1. To establish a contract for the supply of tailoring and seamstress services on an as and when required basis in support of Base Logistics (BLog) Clothing Stores located at two (2) locations within Maritime Forces Atlantic (MARLANT) (HMC Dockyard and Shearwater) in the Halifax Regional Municipality.

2. REFERENCES

- 2.1. A-AD-265-000/AG-001, Canadian Forces Dress Instructions Manual (attached)
- 2.2. DND 2162 (attached)
- 2.3. Financial Administration Act: <http://laws-lois.justice.gc.ca/eng/acts/f-11/> (web link only)

3. REQUIREMENT

- 3.1. Typical services will include, but are not limited to:
 - 3.1.1. sewing on badges, insignia, reflective tape, slip-ons, bands, braid etc.;
 - 3.1.2. hemming the length of trousers and skirts;
 - 3.1.3. other alterations such as waist and sleeve adjustments on trousers or jackets;
 - 3.1.4. remove, repair or replace zippers in sleeping bags, parkas, flying suits, etc.;
 - 3.1.5. minor repairs, such as holes, rips to fabric parts of sleeping bags, parkas and flying suits;
 - 3.1.6. sewing on of buttons to various clothing articles;
 - 3.1.7. other related repairs
- 3.2. All tailoring and alterations services shall follow the standards and specifications outlined in the **A-AD-265-000/AG-001, Canadian Forces Dress Instructions Manual**. A detailed list of terms and definitions is provided in the **A-AD-265-000/AG-001, Canadian Forces Dress Instructions Manual**, which will assist the contractor in understanding all the terminology, details and specifications, associated with this requirement.
- 3.3. All fire retardant material shall be sewn using Nomex Elite TEX 60 thread.
- 3.4. All Velcro on fire retardant material shall be Nomex HI-AIR Hook and Loop Velcro Fastening Tape.

- 3.5. No alterations shall be done where the cost of the alteration is equal to or exceeds seventy-five percent (75%) of the replacement cost of the garment.

4. EXPERIENCE

- 4.1. The primary tailor must have a minimum of five (5) years experience working as a Commercial / Retail based Tailor.

5. PERIOD OF CONTRACT

- 5.1. This contract will be in effect for one (1) year with options for two (2), one (1) year option periods.

6. MATERIALS

- 6.1. Holes that are larger than 1" in diameter will be patched using cloth provided by DND, not sewn together. Smaller holes, tears, missing buttons, etc., will be patched or sewn.
- 6.2. All removed insignia / badges must be returned with the original article.
- 6.3. All badges and insignia must be sewn on in the correct position according to A-AD-265-000/AG-001 Canadian Forces Dress Instructions which shows the exact placement of badges, medals, insignia, etc.
- 6.4. The Supplier will be responsible for the pick-up and delivery of all tailor items to the locations identified in paragraph 8.
- 6.5. Alteration and repair services shall include the pressing of garments in the affected areas, as required (alteration and/or addition or deletion of badges, etc...).
- 6.6. Items are to be returned on clothes hangers, unless otherwise specified.

6.7. GOVERNMENT SUPPLIED MATERIALS

- 6.7.1. The Department of National Defence shall supply the rank braid, insignia, badges, buttons, slip-ons, shoulder straps, ribbons and cloth.
- 6.7.2. Heavy duty zippers will be supplied by DND. They will range in size from 7" to 29". Zippers will be replaced using heavy duty thread.

- 6.7.3. Reflective tape will be supplied by DND. This tape will be used to put an "X" on the back of all anti-static parkas. It will also be sewn around each arm of the parka and a strip put across the front breast of the parka.

6.8. CONTRACTOR SUPPLIED MATERIALS

- 6.8.1. The Contractor shall provide all equipment and materials, including thread, except for the material indicated in paragraph 6.7.

6.8.1.1.TYPE OF THREAD AND COLOUR

- 6.8.1.1.1. The following manufacturer part numbers have proven to be acceptable for use in new uniforms. The contractor shall exclusively use the following list of thread and velcro and the color of thread and velcro shall be matched to the color of the uniform or article of clothing:

6.8.1.1.1.1.Air Force Blue, 1806 Denim (Allied Thread); 6-613 (Bell Thread); CR-50 (Cansew Polyplus)

6.8.1.1.1.2.Tan, 1812 Cord Beige (Allied Thread); 16-923 (Bell Thread) 16-924 CR-833 (Cansew Polycore)

6.8.1.1.1.3.Light Shirt Blue, 1900 Pale Blue (Allied Thread); 16-1003 (Bell Thread); CR-216 (Cansew Polycore); 2967 Pale Blue (Cansew Polyplus)

6.8.1.1.1.4.Light Green Shirt, 1552 Spray Green (Allied Thread); 16-950 (Bell Thread); 2829 Spray Green (Cansew Polyplus)

6.8.1.1.1.5.Dark Green/Black - Black (Allied Thread); Black (Bell Thread); Black (Cansew Polycore); Black (Cansew Polyplus)

6.8.1.1.1.6.Nomex Elite thread TEX 60 (Black, Tan, Light Blue, Royal Blue, Dark Green and other colors as required).

6.8.1.1.1.7.Nomex HI-AIR Hook and Loop Velcro Fastening Tape (Natural, Camouflage Green)

6.8.1.1.2. POSSIBLE SOURCES OF SUPPLY-

- 6.8.1.1.2.1.The required thread and velcro may be available from the following sources:

6.8.1.1.2.1.1. Allied Thread Inc.

99 rue Chabanel Street W.
Montreal, Quebec
H2N 1C3

6.8.1.1.2.1.2. Cansew Inc.

28 Apex Rd.
Toronto, Ontario
M6A 2V2

6.8.1.1.2.1.3. Peerless Garments (Nomex velcro and thread)

515 Notre Dame Ave.
Winnipeg, Manitoba
R3B 1R9

7. RESPONSE TIME

- 7.1. **Priority requirements, Halifax Dockyard and Shearwater** - upon receiving notification from the site authority and subsequent pick-up of items, work shall be completed and delivered within **twenty-four (24)** hours.
- 7.2. **Priority fittings and measuring services, Halifax Dockyard and Shearwater** - the contractor shall provide an on-site service for fittings and measuring, as requested, within **four (4)** hours of receiving notice including holidays and days of rest.
- 7.3. **Routine requirements, Halifax Dockyard and Shearwater** - the contractor shall have completed the work and delivered it to the site authority within **three (3)** working days of the issuance of the **DND 2162**. Pick-up and return of the items by the contractor shall be made at:
 - 7.3.1. Shearwater - Three (3) days per week, prior to 1200 hours.
 - 7.3.2. Halifax Dockyard – Five (5) days per week, prior to 1200 hours, (excluding holidays).
- 7.4. **Routine fittings and measuring services, Halifax Dockyard and Shearwater** - contractor to provide an on-site service for fittings and measurements.
 - 7.4.1. Shearwater - the contractor shall have staff available for routine fittings and measuring services for a minimum of one (1) hour per week (excluding holidays).

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- 7.4.2. Halifax Dockyard - the contractor shall have staff available for routine fittings and measuring services for a minimum of two (2) consecutive hours per day, three (3) days per week, total six (6) hour per week (excluding holidays)
- 7.5. The contractor shall submit a proposed schedule of days and times in which services will be provided within five (5) days of contract award (reference paragraphs 7.3 and 7.4)
- 7.6. Should the scheduled Routine Fitting day fall on a holiday the contractor shall complete the work on the weekday immediately following.
- 7.7. The work units indicated in the contract and Annex B are provided as estimates only. The contractor is solely responsible for monitoring and forecasting workload and adjusting their resources accordingly to manage the workload in accordance with paragraph 7 Response Times.

8. DELIVERY LOCATION

- 8.1. The following locations shall serve as the pick-up/delivery locations for all tailoring and alteration services:

- 8.1.1. Base Logistics
Clothing Stores
2519 Provo Wallace St.
Building D-206, HMC Dockyard
Halifax, NS B3K 5X5
Contact OPI: IC Clothing Stores
Phone: 902-427-2929
Fax: 902-427-6303

- 8.1.2. Base Logistics
Clothing Stores
Building 30
Shearwater, NS B0J 3A0
Contact OPI: IC Clothing Stores
Phone: 902-720-1611
Fax: 902-720-1723

- 8.2. The pick-up/delivery locations are subject to change at the sole discretion of DND.

9. SERVICE LOCATION

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- 9.1. The contractor will be provided with sufficient working space to conduct the measurements and/or fittings on-site at both locations with no cost.
- 9.2. The contractor shall also be provided with working space on-site, at the Dockyard location only, to perform some of the tailoring and alterations specified in Annex B, should the contractor so desire (It is estimated that this will comprise of less than 50% of the work originating from this location). Access to facilities is 0700-1500 daily except on holidays and weekends.

DND will provide the supplier with two (2) designated parking spots for the contractor's vehicle, one (1) at each location, to assist with loading/unloading.

10. CLOTHING AND INVOICING CONTROL

- 10.1. The DND 2162 is the work order document that serves as the official request for services and shall clearly outline, by reference and/or text, what service(s) is/are required by the contractor.
- 10.2. The following process shall be in place to ensure all clothing articles delivered for tailoring services are returned and that monthly invoices accurately reflect required work to have been done.

10.3. ROLES AND RESPONSIBILITIES: DND

- 10.3.1. The Service Site Authority or delegate shall complete the serialized DND 2162, detailing the required work to be done and the name and contact information of the service member and attach DND 2162 to item of clothing.
- 10.3.2. The Service Site Authority or delegate shall complete the following fields of each DND 2162 prior to engaging the contractor's services:
 - 10.3.2.1. Name - Nom;
 - 10.3.2.2. Rank - Grade;
 - 10.3.2.3. SN - NM;
 - 10.3.2.4. Phone – N° de Tel;
 - 10.3.2.5. Base – Station;
 - 10.3.2.6. No/N°;
 - 10.3.2.7. Article;
 - 10.3.2.8. Work Required/Travail à être Exécute;
 - 10.3.2.9. Approved for (B Sup O)/Approuvé pour (O Appro B)
- 10.3.3. The Service Site Authority or delegate shall reference the corresponding line to Annex B Basis of Payment.
- 10.3.4. The Service Site Authority or delegate shall retain a copy of DND 2162 for record and verification purposes. The DND employee shall also retain a copy of completed DND 2162.

- 10.3.5. The Service Site Authority or delegate shall release the article of clothing to Contractor and record date and time of acceptance by the contractor.
- 10.3.6. The Service Site Authority or delegate shall sign and date contractor's copy of DND 2162 upon completion and delivery of article.
- 10.3.7. The Service Site Authority shall take custody of all completed work orders.
- 10.3.8. The Service Site Authority will contact the DND employee to pick up completed work orders.
- 10.3.9. The Service Site Authority shall perform verification of invoice for accuracy within fifteen (15) days of receipt of the invoice.
- 10.3.10. The Service Site Authority shall certify the invoice in accordance with Section 34 of the Financial Administration Act (FAA) within thirty (30) days of receipt of the invoice.
- 10.3.11. The Service Site Authority shall forward the original invoice to Accounts Payable for payment within thirty (30) days of receipt of the invoice.

10.4. ROLES AND RESPONSIBILITIES: CONTRACTOR

- 10.4.1. The contractor or contractor's authorized representative shall pick-up item of clothing from DND and verify date and time received, and details of the DND 2162;
- 10.4.2. The contractor shall ensure the DND 2162 is affixed to the article of clothing.
- 10.4.3. The contractor shall complete the work requested and deliver the item to DND in accordance with paragraph 7 Response Times.
- 10.4.4. The contractor shall comply with the pick-up and delivery requests. All requested pick-ups and subsequent deliveries are to be made in accordance with days and times listed in paragraph 7.
- 10.4.5. All items requiring tailoring or alterations services shall have a copy of a **DND 2162** attached. It is the contractor's responsibility to ensure that the DND 2162 remain with articles throughout the tailoring and alteration process.

10.4.6. The contractor shall obtain a signature from the Service Site Authority on the contractor's copy of the DND 2162 upon delivery to DND. The signature will serve as a cursory acceptance pending final delivery to the DND employee. DND will have thirty (30) days to obtain final acceptance upon delivery to, and in consultation with the DND employee.

10.4.7. Work orders that are deemed unsatisfactory within the thirty (30) day cursory verification period will be returned to the contractor for reconsideration in accordance with paragraph 14.

10.4.8. The contractor shall provide the following:

10.4.8.1. Staff with appropriate equipment and material to perform measuring and fittings on-site at both locations at times specified; and

10.4.8.2. Staff with appropriate equipment to perform some tailoring and alteration services on-site at the Halifax location only, in consultation with and the approval of the Service Site Authority.

10.4.9. The contractor shall submit an invoice for work that has been completed and returned to DND in accordance with paragraph 12. Invoices must include substantiation in the form of DND 2162, a breakdown of all charges referencing the corresponding DND 2162 and the corresponding line in Annex B Basis of Payment.

10.5. The Crown reserves the right to modify or change the process outlined in paragraph 10.3 due to operational and/or administrative requirements.

11. ADDITIONAL WORK ITEMS

11.1. The Service Site Authority or delegate has exclusive authority to add additional work items to the DND 2162. Should the contractor identify (an) additional requirement(s) to an article that has not been included on the DND 2162, the contractor must request an amendment to the DND 2162 from the Service Site Authority. The contractor does not have the authority to add to or modify the work on the DND 2162.

11.2. Any work performed and subsequently invoiced by the contractor, that is not requested by DND 2162, will not be paid.

12. INVOICING

12.1. Invoices are to be submitted on a monthly basis no later than seven (7) days following the last day of the month in which the services were provided. For

Date 17 July 2013

example, services completed between the dates of 1 June and 30 June shall be included on one invoice which is due no later than 7 July.

12.2. The invoice shall include charges for all work orders completed and delivered in the preceding month.

12.3. The contractor is obligated to comply with Response Times outlined in Paragraph 7. ALL services that have lapsed beyond the applicable response time and are outstanding at the time of invoice submission shall be disclosed in the form of a report. A sample Report can be found at Annex C. The minimum information required on this report is:

- 12.3.1. date;
- 12.3.2. reporting month;
- 12.3.3. DND 2162 serial number;
- 12.3.4. article;
- 12.3.5. work description;
- 12.3.6. date article received;
- 12.3.7. expected return date;
- 12.3.8. reason for delay;
- 12.3.9. contractor's signature.

12.4. Invoices shall, at a minimum, include the following:

- 12.4.1. contract item number, as specified in Annex B;
- 12.4.2. quantity of work completed;
- 12.4.3. unit cost;
- 12.4.4. extended cost; and
- 12.4.5. total invoice cost.

12.5. Three copies of the invoice are to be forwarded to the applicable ordering office.

12.5.1. Base Logistics

Centralized Contracting Cell
2519 Provo Wallace St.
Building D-206, HMC Dockyard
Maritime Forces Atlantic
PO Box 99000 Station Forces
Halifax, NS B3K 5X5
Contact OPI: Client Services Supervisor
Phone: 902-427-3321
Fax: 902-427-6267

12.5.2 Base Logistics

Shearwater Supply Group
240 Bonaventure Ave.
Building 30

Date 17 July 2013

Maritime Forces Atlantic
PO Box 5000 Station Main
Shearwater, NS B0J AA0
Contact OPI: Client Services Supervisor
Phone: 902-720-1577
Fax: 902-720-1723

13. PRICING

- 13.1. Pricing shall be in accordance with the Basis of Payment at Annex B.
- 13.2. Pricing shall be given per line item and include all pick-up, delivery and labor charges required to perform the task. Applicable taxes shall be listed separately.

14. INSPECTION

- 14.1. Final inspection shall rest solely with the Service Site Authority. Services rendered shall meet standards and requirements outlined. Services which are deemed unsatisfactory and not in compliance with **A-AD-265-000/AG-001 Canadian Forces Dress Instructions** shall be returned to the contractor with a copy of the DND 2162 for reconsideration at no additional cost to the Crown.
- 14.2. The contractor shall comply with the firm Response Times indicated in paragraph 7. Failure to meet the Response Times is non-compliant with the terms of the contract and may result in termination of the contract for default.

15. SERVICE SITE AUTHORITY

- 15.1. The Service Site Authorities shall be responsible for the monitoring of contractor performance, inspection, and for confirming that required services have been completed under the terms and conditions stated herein.
 - 15.1.1. Base Logistics
 - Centralized Contracting Cell
 - 2519 Provo Wallace St.
 - Building D-206, HMC Dockyard
 - Maritime Forces Atlantic
 - PO Box 99000 Station Forces
 - Halifax, NS B3K 5X5
 - Contact: TBD (902) 427-3200
 - 15.1.2. Base Logistics
 - Shearwater Supply Group

Annex A to W010X-14A016

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240 Bonaventure Ave.
Building 30
Maritime Forces Atlantic
PO Box 5000 Station Main
Shearwater, NS B0J 3A0
Contact: TBD 720-1611

16. MISCELLANEOUS ALTERATION AND REPAIR SERVICES

- 16.1. Contractor shall provide alteration and repair services for work not included in the Statement of Work or as defined in Annex B. Prior to such work being performed, the contractor, upon request from the site authority, shall provide an estimated cost for requested services. The site authority shall retain the right to accept or reject any estimated offer.



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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	2. Branch or Directorate / Direction générale ou Direction BLog Contracts, Service Contracts
3. a) Subcontract Number / Numéro du contrat de sous-traitance NA	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant NA
4. Brief Description of Work / Brève description du travail The provision of tailoring and alteration services for Maritime Forces Atlantic on an as and when required basis in support of clothing stores located at HMC Dockyard and CFB Shearwater. The contractor picks up the work and delivers it to the site authority. This occurs 3 times a week at CFB Shearwater and Daily at HMC Dockyard. In addition, on site fitting services are provided at both locations and the contractor is to provide the staff that performs this service.	
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 <input type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
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 <input checked="" type="checkbox"/> Yes
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 <input type="checkbox"/> Yes
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 checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions Aucune restriction relative à la diffusion <input checked="" 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"/>
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 B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C PROTÉGÉ C <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"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



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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 ☐ Yes
Non 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 ☐ Yes
Non 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
SÉCRET | <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 SÉCRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux:

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

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

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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				CONSEC						
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET	
				CONFIDENTIEL			TRÈS SECRET	NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens Production																	
IT Media / Support TI																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)

Fraser Sullivan

Title - Titre

Supply Distribution Manager

Signature

Telephone No. - N° de téléphone

902-427-1459

Facsimile No. - N° de télécopieur

902-427-5267

E-mail address - Adresse courriel

Fraser.Sullivan@forces.gc.ca

Date

July 23/13

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)

SRCI Team Lead
Tel: 613-949-1036 / Fax: 613-949-1059

E-mail: dawn.murray@forces.gc.ca

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

18 November 2013

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☒ No

☐ Yes

Non

Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

Bhine Ma No!

Title - Titre

Supply Specialist

Signature

Telephone No. - N° de téléphone

902-496-5180

Facsimile No. - N° de télécopieur

902-496-5016

E-mail address - Adresse courriel

bl.a.e. moraly
pwgsc.gc.ca

Date

Dec 23/13

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Dec. 4, 2013

Maria Mendoza

Contract Security Officer, Contract Security Division

Maria.Mendoza@tpsgc-pwgsc.gc.ca

Tel/Tél - 613-948-1618 / Fax/Téléc - 613-954-4171