

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
Pacific Region
401 - 1230 Government Street
Victoria, B.C.
V8W 3X4
Bid Fax: (250) 363-3344

**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 - Pacific
 Région
 401 - 1230 Government Street
 Victoria, B. C.
 V8W 3X4

Title - Sujet Tailoring & Alteration Services	
Solicitation No. - N° de l'invitation W0133-14T040/A	Date 2014-07-10
Client Reference No. - N° de référence du client W0133-14T040	GETS Ref. No. - N° de réf. de SEAG PW-\$VIC-249-6510
File No. - N° de dossier VIC-3-36224 (249)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-07-28	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Cress, Christine	Buyer Id - Id de l'acheteur vic249
Telephone No. - N° de téléphone (250)363-8442 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 19 WING COMOX P.O.BOX 1000 STN MAIN LAZO British Columbia V0R2K0 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

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PART 1 - GENERAL INFORMATION

1. Introduction

The Request for Standing Offers (RFSO) is divided into six 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, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses:
- 6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 6B, 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.

2. Summary

The Department of National Defence has a requirement for the provision of, as and when requested, Alteration/Tailoring Services for various of Department of National Defence Canadian Forces Uniforms and Hats and on site daily Store Management and Counter Services, located at Clothing Stores (Bldg 171), 19 Wing Supply Customer Support Group, CFB Comox, Lazo, BC.

The period of standing offer is from date of issuance of Standing Offer to 31 July 2016 (2 YEARS), with an option to extend for an additional one-year period from 01 August 2016 to 31 July 2017.

Offerors must submit a list of names , or other related information as needed, pursuant to section 01 of Standard Instructions 2006 , as detailed in article 1.1 of Part 5 of the Request for Standing Offers (RFSO).

For services requirements, Offerors in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the RFSO.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is limited to Canadian goods and/or services.

3. Debriefings

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 Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2014-06-26) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

1.1 SACC Manual Clauses

M0019T, Firm Price and/or Rates (2007-05-25)

M7035T (2013-07-10) List of Proposed Subcontractors

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.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile or electronic mail to PWGSC will not be accepted.

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, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

Definitions

For the purposes of this clause,

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES (___) NO (___)

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

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

By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

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 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 - Request for Standing Offers

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

5. 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 British Columbia.

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 provide their offer in separately bound sections as follows:

Section I: Technical Offer (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

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

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.

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 B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

II.1 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.

II.2 Consolidated Invoicing

The identified User may prefer that the services be invoiced monthly, or twice monthly, in arrears. Otherwise, the Offeror must invoice separately for each call-up upon its completion.

Canada requests that offerors complete one of the following:

- (a) Yes: we can provide the above consolidated invoicing service if awarded a standing offer as a result of this solicitation as follows: [] monthly or [] twice monthly.
- (b) No: we cannot offer the above consolidated invoicing service if awarded a standing offer as a result of this solicitation.

The Offeror is not obligated to accept consolidated invoicing. Acceptance of consolidated invoicing will not be considered as an evaluation criterion. The requirement for consolidated invoicing will apply to Standing Offers issued to offerors which indicated "Yes" in their offers. Consolidated invoicing will be included in individual call-ups as required.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

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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.

1.1 Technical Evaluation

1.1.1 Mandatory Requirements at Solicitation Closing

Failure to meet any of the following mandatory criteria will render your submission non-responsive and be given no further consideration.

Item	Mandatory Technical Criteria	MET	NOT MET	Pg # in your bid
M1	Proposed Offeror must have a minimum of 5 years recent experience as a commercial Seamstress and /or Tailor and have sufficient basic accounting skills to reconcile invoices submitted for the services performed.			

1.1.2 Point Rated Technical Criteria

Bids meeting the mandatory criteria identified above will be evaluated with the Point Rated Criteria identified below.

#	Point Rated Technical Criteria	Max Points	Min Points	Points Assigned
R1	<p>Firm's Experience:</p> <p>a) A minimum of three (3) projects of similar size and scope completed within the last ten (10) years. For EACH project, bidders must at a minimum include the following information with their bid:</p> <ul style="list-style-type: none"> - Start date and completion date - Dollar (\$) value - Brief description of work performed - Number of personnel involved (as to volume of work vs. resources and time assigned) - Reference names and contact information (phone or email to verify compliance) <p>(up to 5 points for each project to a maximum of 15 points)</p>	40	28	

	<p>b) The firm has more than five (5) years of experience in providing tailoring services. (1 point for each additional year or partial year to a maximum of 15 points.)</p> <p>c) Experience in providing professional tailoring services on dress uniforms. Uniforms must be fire, police or military. This experience must include the application of uniforms' insignias, ribbons and accouterments. (2 points per year to a maximum of 10 points)</p>			
R2	<p>Offeror's Understanding of the Requirement:</p> <p>The Offeror must describe in its proposal how it intends to meet the requirements in the Statement of Work.</p> <p>a) Address how it intends to meet the overall volume, as well as fluctuations in volume due to operational requirements.(maximum 5 points)</p> <p>b) Provide a back-up plan to provide services in the event that the onsite employee is sick or unavailable.(maximum 5 points)</p> <p>c) Describe the type of work, and how the Offeror intends to meet the quality requirements of the work.(maximum 5 points)</p>	15	9	
R3	<p>Equipment:</p> <p>The Offeror must identify the equipment (description, make and model, age, quantities, etc.) proposed to provide the service, and its appropriateness to the requirement.</p>	5	3	
R4	<p>Stability of Workforce:</p> <p>The Offeror must indicate the history of staff turnover (amount hired per year and amount who left the company) and how it ensures that qualified staff remain in the company. (e.g.: This could be in the form of wages, benefits and other elements that assist in keeping and attracting good staff.)</p> <p>Indicate how many of the Offeror's employees have been working with the company for over two years.</p>	5	3	

MANAGERS / SUPERVISORS:				
R5	<p>Employee Education and Experience:</p> <p>The Offeror must identify the personnel they offer to provide to perform the work and include the following information:</p> <p>For managers and supervisors:</p> <p>Provide a resume and certificates for all persons demonstrating their direct experience and training.(maximum 10 points)</p> <p>For employees and/or subcontractors:</p> <p>Provide a list of names and years of experience for each employee or subcontractor.(maximum 10 points)</p> <p>Minimum requirements of employment:</p> <p>State the minimum requirements of employment with your company including training, experience and certifications.(maximum 5 points)</p>	25	12	
TOTAL POINTS AVAILABLE:			90	63*
TOTAL POINTS ASSIGNED:				

NOTE: There is a minimum passing mark of 60% in each criteria and an overall passing mark of 70%*.

1.2 Financial Evaluation

- 1.2.1 For each year, the firm unit prices quoted for the items in Annex "B" will be multiplied by the estimated quantities shown. The resulting amounts will be added together to obtain the total assessed bid price.
- 1.2.2 The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

2. Basis of Selection - Highest Combined Rating of Technical Merit and Price

2.1 To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation; and
- b) meet all mandatory criteria; and
- c) obtain the required minimum points specified for each criterion for the technical evaluation; and
- d) obtain the required minimum of 63 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 90 points.

- 2.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30 % for the price.
- 2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70 %.
- 2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
- 2.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

- 2.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$145,000 (145).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Points		85/100	73/100	75/100
Bid Evaluated Price		\$155,000.00	\$150,000.00	\$145,000.00
Calculations	Technical Points		$73/100 \times 70 = 51.1$	$75/100 \times 70 = 52.5$
	Pricing Points	$145/155 \times 30 = 28.06$	$145/150 \times 30 = 29$	$145/145 \times 30 = 30$
Total Points (combined rating)		87.56*	80.1	82.5
Overall Ranking		1st	3rd	2nd

*Represents the highest combined rating of technical merit and price.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

1. Certifications Required Precedent to Issuance of a Standing Offer

1.1 Integrity Provisions - Associated Information

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada-Labour's website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

2. Additional Certifications Required Precedent to Issuance of a 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 inform the Offeror of a time frame within which to provide the information. Failure to comply with the request of the Standing Offer Authority and to provide the certifications within the time frame provided will render the offer non-responsive.

2.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Offeror certifies that:

(<input type="checkbox"/>) 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.

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

2.2 Workers Compensation Certification- Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within three (3) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

2.3 SACC Manual clauses

C0002T, Price Certification - Canadian-based Suppliers (2010-01-11)

M3020T, Status and Availability of Resources (2010-01-11)

M3021T, Education and Experience (2012-07-16)

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. Security Requirement

There is no security requirement applicable to this Standing Offer.

3. 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 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

2005 (2014-06-26) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

3.2 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, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed *below*

:

1. Total number of call-ups for the reporting period (Quarterly);
2. Total dollar value of call-ups for the reporting period;
3. Brief description of the services provided for each Project/Task.

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 the Standing Offer Authority.

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 fifteen (15) calendar days after the end of the reporting period.

4. Term of Standing Offer

4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of issuance of Standing Offer to 31 July 2016 inclusive.

4.2 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 01 August 2016 to 31 July 2017 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 thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

5. Authorities

5.1 Standing Offer Authority

The Standing Offer Authority is:

Christine Cress
Public Works and Government Services Canada
Pacific Region, Acquisitions
401 - 1230 Government St
Victoria, BC V8W 3X4

Telephone: 250-363-8442

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Facsimile: 250-363-0395

E-mail address: Christine.Cress@pwgsc.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.

5.2 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 against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

5.3 Offeror's Representative (Please fill in, as applicable).

Name: _____

Title: _____

Adresse:

Téléphone : _____

Cellular: _____

Télécopieur : _____

Courriel: _____

Procurement Business No.: _____

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Identified Users

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

Clothing Stores
Wing Supply Bldg 171
19 Wing Comox
Department of National Defence
Comox, BC V0R 2K0

8. Call-up Instrument

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

9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

10. Financial Limitation - Total

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (to be determined on issuance of standing offer) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

11. Priority of Documents

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

- a. the call up against the Standing Offer, including any annexes;
- b. the articles of the Standing Offer;
- c. the general conditions 2005 (2014-06-26), General Conditions - Standing Offers - Goods or Services;
- d. the general conditions 2010C (2014-06-26), General Conditions - Services (Medium Complexity);
- e. Annex A, Statement of Work;
- f. Annex B, Basis of Payment;
- g. Annex C, Insurance Requirements
- h. the Offeror's offer dated _____ .

12. Certifications

12.1 Compliance

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if 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.

12.2 SACC Manual Clauses

M3020C (2010-01-11), Status and Availability of Resources
M3060C (2008-05-12), Canadian Content Certification

13. 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 British Columbia.

14. SACC Manual Clauses

A9062C (2011-05-16) Canadian Forces Site Regulations

15. Consolidated Invoicing in arrears

If required, the Offeror will provide consolidated invoicing [] **monthly** or [] **twice monthly**, in arrears. Otherwise, the Offeror must invoice separately for each call-up upon its completion.

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 (2014-06-26), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section 13 Interest on Overdue Accounts, of general conditions 2010C (2014-06-26), 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. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

5. Payment

5.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B. Customs duties are included and Applicable Taxes are extra.

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

5.2 Limitation of Price

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

5.3 Method of Payment

SACC Manual clause H1000C (2008-05-12) Single Payment
 SACC Manual clause H1001C (2008-05-12) Multiple Payments
 SACC Manual clause H1008C (2008-05-12) Monthly Payment

5.4 SACC Manual Clauses

A9117C T1204 - Direct Request by Customer Department (2007-11-30)
 C0100C Discretionary Audit - Commercial Goods and/or Services (2010-01-11)

5.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

6. Invoicing Instructions

- 1) The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

- 2) Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7. Insurance - Specific Requirements

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

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

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

8. Workers Compensation

The Contractor must maintain its account in good standing with the applicable provincial or territorial Workers' Compensation Board for the duration of the Contract.

9. SACC Manual Clauses

A9062C (2010/01/11) Canadian Forces Site Regulations

B1501C, Electrical Equipment (2006-06-16)

B7500C, Excess Goods (2006-06-16)

ANNEX "A" - STATEMENT OF WORK

TITLE: Alteration/Tailoring Services and onsite daily Store Management and Counter Services

REQUIREMENT:

To provide Alteration/Tailoring Services for various of Department of National Defence Canadian Forces Uniforms and Hats and to provide on site daily Store Management and Counter Services, at the Clothing Store (Bldg 171) located on Base for the Department of National Defence, 19 Wing Supply Customer Support Group, CFB Comox, Lazo, BC, on an as and when requested basis, during the period from date of issuance of Standing Offer to 31 July 2016 (2 YEARS), with an option to extend for an additional 1 year period to 31 July 2017.

**DEPARTMENT OF NATIONAL DEFENCE SPECIFICATIONS
FOR ALTERATIONS/REPAIRS SERVICES TO NATIONAL DEFENCE UNIFORMS**

TAILORING SERVICES:

ALL REFERENCES ARE IN ACCORDANCE WITH A-AD-265-000/AG001, CANADIAN FORCES MANUAL 2001-06-15 with Change 6, 2008-05-14

Tailoring services shall be completed within 5 to 12 days from receipt of a request, depending on the complexity of the work.

MANDATORY TECHNICAL CRITERIA:

The Supplier must have a minimum of 5 years recent experience as a commercial Seamstress and /or Tailor and have sufficient basic accounting skills to reconcile invoices submitted for the services performed.

WORK SITES:

All Alteration and repair services include:

- a. receiving garments and handing out completed tailored garments/items;
- b. re-stocking shelves for badges, ranks, braids, slip-ons.
- c. advising Clothing Stores Supervisor of required items to be ordered.
- d. Completing the Work Tickets in preparation for invoicing;
- e. Other related tailoring dutie
- f. Cleanliness of the shop.

Beyond the hours of work described below, it is desirable but not mandatory that the majority of Work be performed in BLDG 171 and that the Supplier occupy Bldg 171 to:

- a. be on hand to take in new *tailoring* requests;
- b. be available for ALL fittings whether on site at Bldg 171 or clothing parades if applicable; and
- c. be easily accessible to Military personnel requiring alterations to their uniforms on a daily basis.

For any Work transported by Contractor to be undertaken offsite, it is preferred that the Contractor's facilities be located within 60 kms of 17 Wing Comox Clothing Stores Bdg 171, Comox BC.

HOURS OF WORK:

The Supplier must be able to perform the Work onsite during regular hours of work from 7:00AM to 3:30PM daily Monday to Friday. Actual hours of work to be determined and negotiated with DND.

The tailor/seamstress will also be accessible to DND on an "as and when requested" basis to provide tailoring services for any emergency or Immediate Operational Requirements (IOR). Emergency requirements will be authorized after consultation with the Project Authority and be completed within a 24 hour period.

STANDBY FEE:

A firm Standby Fee of \$1,000.00 per month shall be paid to the successful offeror.

SUPPLIERS PERSONNEL:

The Supplier shall be responsible for providing the appropriate number of personnel staff required to operate the worksite during the designated hours, or any extra staff to accommodate any peak periods (with minimum notice by the Department of National Defense) and to provide the level of service required to maintain the turn around time required.

On designated SPECIAL occasion group fittings, the tailor/seamstress may be required to travel to other locations within CFB Comox and its lodger and integral units to measure; pick-up and deliver garments upon completion of alterations.

MACHINERY AND EQUIPMENT

The Supplier shall provide all equipment and machines required to fulfill this requirement at the site (sewing machines, steam presses, etc.) at no cost to the Crown. A list of the supplier's equipment is to be attached to this returned Request. Any equipment added shall also be reported. The Service Site Authority shall ensure the supplier owned equipment is kept secure at all times.

SITE INSPECTION

The Service Site Authority shall perform periodic inspections of the store and work areas to ensure all Departmental Safety Regulations are adhered to. The Supplier's premise shall be kept clean and sanitary and shall be open for inspection by the Wing Supply Officer or his duly designate. If the Supplier's work site is not found to be satisfactory condition, the Standing Offer is subject to withdrawal/de-authorization by Public Works and Government Services Canada.

GOVERNMENT SMOKING POLICY

Where the performance of work requires the presence of the Contractor's personnel on government premises, the Contractor shall ensure that its personnel shall comply with the policy of the Government of Canada which prohibits smoking on any government premises.

FITTING OF GARMENTS – CHARGES

Hourly rate charges for Supplier attending parades away from the Tailor shop (off site) for the purpose of taking measurements are to be based on the rate per hour shown in the Basis of Pricing and Payment Schedule. All invoices must be submitted within 2 weeks of work completion.

LOSS OR DAMAGE

The Supplier shall guarantee the return of all Government property given in their care for alterations and measurements and if lost or damaged while in the supplier's care, shall reimburse the Crown for the full replacement cost.

SUPPLY OF MATERIALS

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Uniforms, overcoats, raincoats, gold nylon rank braid, badges, buttons, medal ribbons, slip-ons, armllets, Nomex threads and Velcro small and large shall be provided the Department of National Defence.

Nomex threads to be used on all NOMEX Material. (Ex: Firefighter Coveralls, Naval Combat Dress; All Flight Clothing with Canadian Average Greens.)

GORTEX Material cannot be perforated (Ex: Extreme Cold Operational Wet Weather System)

TYPES OF ALTERATIONS AND SEWING REQUIREMENTS - SCHEDULE OF WORK
--

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

PRESSING -FINAL

Each garment, on completion, will be properly pressed in accordance with good commercial practice and to the satisfaction of the Department.

MATERIAL SPECIFICATIONS FOR PART II - SECTIONS F AND G - APPENDIX "B" - FOR REPAIR AND ALTERATION PURPOSES:

Lining for body, sleeves and pocketing - Text 4 - 1 - 3 cloth, twill rayon 3.75 ounce square yard. Colour to suitably match shell material.

Tapes for re-taping armholes, front edge and bridles - Test 14 - 1 - 1.

Tape - cotton bridle and taping:

- 1/4" width for armholes
- 3/8" width for front edge
- 3/4" width for bridles

Thread - PSNL - 3 - 2 thread, cotton.

Seams and stitching - size 0, #36
- three cord, mercerized

Lapel and collar padding - #70 three cord, glazed

Button Holes - PSNL - 9 - 3 - 1 thread, polyester, size 3/250, colour to match shell material.
- Alternative - use polyester thread 2 ply, 220 denier

Felling silk - use hand felling silk, size A or B colours to match shell material

Shoulder Padding - shall be of good quality felt as used by the Fine Clothing Industry.

Under Collar - Text - 3 - 4 - 3 cloth, melton for collars (pre-shrunk) 8 ounce square yard. Colour to suitably match shell material.

Under Collar felt may be used as an alternative to cloth melton. The felt must weigh not less than 5.25 oz/sq. yd; be 1/16' in thickness and shall be good quality as used in commercially made pre-padded collars. The padding stitches must run lengthwise with the collar.

Sewing - All seams shall be a minimum of 3/8" (9.53mm) unless otherwise specified. All seams and stitches shall be lock stitched, with ends of seams and breaks securely back stitched.

Stitches - the number of stitches per inch (2.54cm) shall be as follows:

- Eyelets Circular - 21 per eyelet
- Seams & Stitches - 10 to 12
- Felling - 8 minimum

Padding	- 6
Tracking	- 6 minimum
Zig Zag Stitching	- 6 minimum
Bar Tacks	- Shall be 3/8' (9.53mm) with not less than 15 cover stitches.
Buttonholes	- Shall be gimp re-inforced, eyelet tupe, proper size bar tacked, and sewn by hand.

Sewing - colour to match shell materials, the following colours of thread have proven acceptable for use on uniforms:

- | | | | |
|---|---|------------------------------------|----------------------------------|
| 1 | Air Force Blue - 1806 Denim (Allied Thread) | 6-613 (Bell Thread) | CR-50 (Cansew Polyplus) |
| 2 | Tan- | 1812 Cord Beige (Allied Thread) | 16-923 (Bell Thread) |
| | | CR-833 (Cansew Polycore) | 2652 Cordbeige (Cansew Polycore) |
| 3 | Light Blue Shirt 1900 Pale Blue (Allied Thread) | 16-1003 (Bell Thread) | CR-216 (Cansew Polycore) |
| | | 2967 Pale Blue (Cansew Polyplus) | |
| 4 | Light Green Shirt | 1552 Spray Green (Allied Thread) | 16-950 (Bell Thread) |
| | | 2829 Spray Green (Cansew Polyplus) | |
| 5 | Dark Green/Black | Black (Allied Thread) | Black (Bell Thread) |
| | | Black (Cansew Polycore) | Black (Cansew Polyplus) |

SOURCES OF SUPPLY FOR THREAD

ALLIED THREAD INC.
99 rue Chabanel Street W.
Montreal, QC H2N 1C3

CANSEW INC.
28 Apex Rd
Toronto, ON M6A 2V2

RANK INSIGNIA AND APPOINTMENT BADGES

1. FLAG AND GENERAL OFFICER RANK INSIGNIA:

A Jacket, Service Dress Air Force and Army

(1) Broad width braid, sewn on each sleeve with the bottom edge of the braid 5 cm (2 inches) above the bottom of the sleeve.

(2) Embroidered insignia worn on shoulder straps

B Jacket, Service Dress Navy

New Executive curl style sewn as per ALM 265 direction.

C Shirts (see Navy Jacket below); sweater, jacket, operational clothing and outergarments:

(1) Loom-embroidered on environmental slip-ons, worn on shoulder straps, with insignia positioned as for senior and junior Officers.

D Navy: Jacket; service dress high collar, white (optional) shirt, short-sleeve, white.

(1) Embroidered rank insignia sewn on shoulder boards covered with gold flag officers braid on black polyester cloth, underside to be white.

2. SENIOR AND JUNIOR OFFICER AND OFFICER CADET RANK INSIGNIA:

A Jacket, Service dress

(1) Rank insignia braid, sewn on each sleeve with the bottom edge of the lowest braid commencing 5 cm (2 inches) above the bottom on the sleeve.

B Shirts (see Navy Jacket below); sweater, Jacket, operational clothing, and outergarments.

(1) Rank insignia braid sewn on environmental or field combat slip-ons, commencing 0.6 cm (1/3 inch) above the loom embroidered CANADA title or approved cloth branch/regimental/unit title (army only, except designated air force squadrons on field combat clothing, worn on shoulder straps).

3. RANK INSIGNIA FOR CHIEF PETTY OFFICER FIRST AND SECOND CLASS AND PETTY OFFICERS FIRST CLASS, AS WELL AS ALL ARMY AND AIR FORCE WARRANT OFFICER RANKS.

A Jacket, service dress.

(1) Sewn centered on both sleeves with the base of each badge 12.5 cm (5 inches) above the bottom of the sleeve.

B Shirts; sweater; operational clothing and outer garments:

(1) As for Petty Officer Second Class and Sergeant and below.

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4. RANK INSIGNIA FOR PETTY OFFICER SECOND CLASS OR SERGEANT AND BELOW:**A Jacket, service dress.**

(1) Sewn centered on both sleeves, with the top of the "V" of the uppermost chevron 18 cm (7 inches) below the shoulder seam for male personnel, and 15 cm (6 inches) for female personnel.

B Shirts, sweater; operational clothing (less field combat clothing and tactical flying suit); and outer garments).

(1) Navy and Air Force; loom embroidered rank on environmental slip-ons, worn on shoulder straps.

(2) Army: Rifle green slip-ons with CANADA titles loom embroidered in the CF gold, or approved cloth branch/regimental/unit abbreviated shoulder titles in CF gold sewn over the CANADA titles, shall be worn on the shoulder straps.

FLYING AND SPECIALIST SKILL BADGES:**A Army and Air Force jacket, service dress.**

- (1) Either full size cloth embroidered, or cloth metallic embroidered badge sewn centered 0.6 cm (¼ inch) above undress ribbon(s) on the left breast.
- (2) If no ribbons are worn, the badge shall be centered immediately above the left breast pocket on jackets and shirts with such pockets; be positioned with the bottom edge of the badge on a horizontal line with the bottom edge of the nametag worn on the opposite side.
- (3) Should the lapel of a jacket obscure a badge, it shall be adjusted sufficiently to the wearer's left to provide an unrestricted view of the crown and/or central device.
- (4) If a second badge is worn, it shall be in miniature metal format, and be worn as for, or in conjunction with, commendation insignia as detailed in Chapter 4, paragraph 17. Worn horizontal and centered on the left breast pocket of the Navy white high collar jackets and army and air force service dress jackets half way between the bottom of the pocket flap and the bottom of the pocket. On the navy blue service dress jacket, the emblem shall be worn similarly, 11.5 cm (4-½ inches) down from the pocket opening.
- (5) On female jackets, the second badge shall be positioned as detailed in Chapter 4, paragraph 17 b.

OCCUPATION BADGES

NOTES:

1. General: Occupation badges are worn in accordance with the detail that follows and only on the clothing items indicated.
2. Navy and air force: All non-commissioned members shall wear occupation badges.
3. Army: Army occupation badges indicate both occupation and qualification level. The level worn shall be in accordance with qualification instructions issued by branch advisers.

1. NAVY OCCUPATION BADGES

A Jackets: service dress, navy blue:

- (1) CF gold, embroidered on black melton material, worn on each label with the bottom edge of the badge sewn along the upper edge of the collar label notch and the outer edge of the badge sewn along the outer edge of the collar.

B Shirts, short sleeved white: (master seaman and below)

- (1) CF gold, embroidered on white washable material, sewn centered on the upper right sleeve of men's shirts with the bottom of the badge 15.5 cm (6 inches) below the shoulder seam. On women's short-sleeved shirts, without pockets, the bottom of the badge shall be centered 0.6 cm (¼ inch) above the right sleeve cuff.

2. AIR FORCE OCCUPATION BADGES

A Jacket, service dress:

- (1) Worn on the right breast with the occupation symbol centered 0.6 cm (¼ inch) above the nametag.

3. ARMY OCCUPATION BADGES

A Jacket, service dress:

- (1) Worn by sergeants and below, centered on the lower right sleeve, 12 cm (4-3/4 inches) from the bottom edge of the sleeve to the bottom edge of the badge.

4. ARMY MASTER OCCUPATIONAL BADGES

A Jacket, service dress:

- (1) Worn by WO, MWO, and CWO, centered on the right sleeve, 1 cm (3/8 inch) down from the lower edge of the rank badge to the uppermost point of the master occupational badge. Sergeants and below, if qualified, will wear as for occupation badges.

5. SEA SERVICE INSIGNIA

A Jacket Service dress Navy:

- (1) Worn by all personnel. Machine sewn on the right breast centered 0.6 cm (1/4 inch) above the name tag.

B Jacket Service dress Airforce and Army

(1) Worn by all personnel. Machine sewn centered on the on the lower left sleeve 4 $\frac{3}{4}$ inches (12 cm) from the bottom of the sleeve to the lowest point of the badge, or 1.2 cm above any existing badge positioned there.

CAP BADGES**CAP PEAKS**

A The peaks caps and bowler hats of officers are embellished as follows: (In accordance with A-AD-265-000/AG-001 Chapter 3, Section 1, Page 3.)

(1) Junior officers, i.e., Captain and below, one row of plain gold embroidery on the front-edge of the cap peak or bowler hats.

(2) Senior officers, i.e., Colonel to Major, on row of gold oak leaf embroidery on the for-edge of the cap peak or bowler hat.

(3) General officers, i.e., Brigadier and above, two rows of gold oak leaf embroidered on the cap peak or bowler hat.

NOTE: Cap peaks of a symmetrically curved pattern will be used on officer's caps for general issue.

CAP BADGES**1. CAP BADGE, METAL; AND CAP BADGE, METALLIC EMBROIDERED (OFFICERS AND CHIEF WARRANT OFFICERS ONLY OPTIONAL FOR THE ARMY):****A** Cap, Service (Man's)

(1) Centered vertically on the front of the cap band, with the base of the badge immediately above the chinstrap.

B Hat, Service (woman's)

(1) Navy; centered vertically on the front of the hat, with the slide on the rear of the metal badge inserted into the metal slide holder affixed to the front of the hat.

Cloth metallic embroidered badges shall be sewn to the hat ribbon only, centred vertically so that the bottom edge of the base cloth touches the lower stitching on the ribbon, and with the upper part of the badge, which extends above the hat ribbon, standing free. the ribbon,

(2) Army and Air Force; centered vertically and horizontally at the front of the hat, between the top of the hat ribbon and the uppermost stitching on the crown, not more than 1 cm (3/8 inch) above the hat ribbon according to the size of the badge. The metal slide holder supporting the clip on the rear of the metal cap badge shall be sewn to the inside of the hat.

C Hat, winter fur, (man's)

- (1) Centered on the bag 13 cm (5 inches) from the bottom of the hat to the top of the badge.

D Turban

- (1) Centered on the front of the turban, at the point where the turban ribbons would cross.
- (2) Air Force: only the metal cap badge shall be worn on the turban.

E Beret

- (1) Centered on the sewn-in badge backing plate, with the base of the badge 1 cm (3/8 inch) above the leather/cloth band.

F Cap, Wedge

- (1) Worn on the left side, with the centre of the badge 6.5 cm (2-1/2 inches) from the front of the cap centered between the flap and the top seam.
- (2) Air Force; metal cap badge is only authorized for wear on wedge cap by members of branches for whom a cap badge loom embroidered has not been approved.

2. CAP BADGE, LOOM EMBROIDERED

A Hat, winter fur, (man's); beret; cap, wedge

- (1) As for metal badge.

NATIONAL AND ORGANIZATIONAL BADGES

NATIONAL BADGES

Embroidered CANADA badge

A Jacket, service dress; Navy: shirt, short sleeved, white (officer)

- (1) In CF gold. Sewn centered on both sleeves 2.5 cm (1 inch) from the shoulder seam to the top edge of the badges.
- (2) Air force: worn by officers and chief warrant officers only.

Air force CANADA badge with eagle

A Jacket, service dress

- (1) Worn by MWO and below. Sewn as for officer's badge above, with eagle facing to the rear.

Embroidered CANADA badge (rectangular)

A Slip-ons, environmental

- (1) Navy and army CF gold,
- (2) Air force: officers - CF gold; non-commissioned members - old gold.
- (3) Army: to be covered (replaced) by an abbreviated cloth branch/regimental/unit shoulder title where one is authorized, in CF gold sewn on to the slip-on.

B Slip-ons, combat

- (1) In olive tan sewn at the base of each combat slip-on, in line with the bottom edge.
- (2) Army and air force: to be replaced by a branch regimental/unit shoulder title where one is authorized.

Miniature Canadian Flag, full color.

A Jacket, service dress; shirt, short sleeved; and flying clothing.

- (1) Sewn on left sleeve 7 cm (2-3/4 inches) from the shoulder seam to the top of the flag. Worn only by personnel serving outside Canada when considered appropriate by the senior commander concerned, and by those assigned to: peacekeeping, observation, or humanitarian operations outside Canada.

Miniature Canadian Flag, subdued color.

A Tactical flying suit.

- (1) Sewn as for miniature Canadian flag, full color. Sewn on field clothing.

UNITED NATIONS AND MULTINATIONAL FORCE BADGES AND FORMATION BADGES; UN AND MULTINATIONAL FORCE BADGES, EMBROIDERED.

A Jackets, service dress; shirt, short-sleeve; flying clothing (less tactical flying suit)

- (1) As for formation patches below.

B Tactical flying suit

- (1) Sewn centered on the right sleeve 2.5 cm (1 inch) from the shoulder seam to the top of the badge.

ARMY: FORMATION PATCHES

A Jacket, service dress;

- (1) Sewn centered on the right sleeve, 7 cm (2-3/4 inches) from the shoulder seam to the top edge of the formation patch.

- (2) For instruction on badge wear by personnel of independent brigade groups allocated on an interim basis to a higher formation, see Chapter 3, Section 4, paragraph 7.

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UNIT IDENTIFIERS

NOTE: Army shoulder titles are worn on both a branch/regimental and unit basis. To avoid duplication, instructions for wear are only included here. See also Cap Badges above.

1. ARMY AND AIR FORCE: EMBROIDERED SHOULDER TITLES

A. Army: slip-on, all dress orders; jacket.

(1) Sewn as for CANADA badge.

B. Air Force field combat clothing slip-ons

(1) Sewn as for CANADA badge; See also Cap Badges above.

2. UNIT BADGES

A. Naval Combat Dress jacket

(1) Worn on the right breast centered 0.6 cm (1/4 inch) above the nametape.

C. Flying clothing

(1) Worn as determined by Commander, Air Command.

(2) A cloth embroidered badge, (squadron badge) sewn centered on the right sleeve, 7 cm (2-3/4 inches) from the shoulder seam to the top edge of the badge

(3) A UN or multinational force badge, when authorized to be worn, shall take precedence over and replace a squadron (unit crest) badge worn in the same location.

NAME TAPE

A. Naval combat dress

(1) Sewn centered and horizontally immediately above the right breast pocket.

B. Flying clothing

(1) In accordance with direction by Commander, Air Command. See below in other badges, Flying coveralls and flying jacket.

OTHER BADGES

-
1. Velcro shall be added to the fire fighter badge for military and shall be worn on the corresponding Velcro patch on the CADPAT Firefighters coveralls.
 2. Flying coveralls/tactical;
 - a. Name tape: the nametape shall be sewn centered and horizontal, immediately above the right breast pocket.
 - b. Skill badge: a full size cloth embroidered badge, sewn on the left breast pocket on the same level as the nametape.
 - c. Qualification badges: a cloth-embroidered badge, sewn centered 2.5 cm (1 inch) immediately below the right breast pocket.
 - d. Event or competition badges: a cloth-embroidered badge, sewn centered 2.5 cm (1 inch) immediately below the left breast pocket.
 - e. Unit crest: a cloth-embroidered badge, sewn centered on the right sleeve, 7 cm (2-3/4 inches) from the shoulder seam to the top edge of the badge. When it is required that the UN or Multinational Force Badge be worn, it shall be similarly positioned and shall replace the Unit Crest.
 - f. Full color miniature Canadian flag: sewn on the left sleeve, 2.5 cm (1 inch) from the shoulder seam to the top edge of the flag.
 - g. Aircraft or employment designator: sewn on the left sleeve, 7 cm (2-3/4 inches) from the shoulder seam to the top edge of the badge centered and directly below the Full Color Miniature Canadian flag.
 3. Flying jacket;
 - a. Name tape: the name tape shall be sewn on the right breast located 6 inches from the shoulder seam to the top edge of the name tape and centered between the arm seam and the zipper.
 - b. Skill badge: a full size cloth embroidered badge, sewn on the left breast located 6 inches from the shoulder seam to the top edge of the skill badge and centered between the arm seam and the zipper.
 - c. Qualification badges. A cloth embroidered badge, sewn centered 2.5 cm(1 inch) below the skill.
 - d. Unit crest, Full color miniature Canada flag and, aircraft or employment designator: as per flying coveralls above.

Solicitation No. - N° de l'invitation

W0133-14T040/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

vic249

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

W0133-14T040

File No. - N° du dossier

VIC-3-36224

CCC No./N° CCC - FMS No/ N° VME

ANNEX "B" - BASIS OF PAYMENT

- Firm Unit Prices are in Canadian Dollars.
- Firm Unit Prices do not include GST. GST, will be applied as a separate line item to any invoice issued as a result of a Contract.

- Firm Unit Prices are FOB Destination Department of National Defence, 19 Wing Comox, Comox BC and include all delivery charges, Customs duties and Excises taxes, if applicable.

- The firm unit prices include all labour, tools, equipment, materials, manuals, travel costs, transportation charges, parts, insurance costs, telephone charges and supervision required to do the Work. No other charges will be considered.

SPLITTING UNIT PRICES:

If pricing is per garment (i.e. 2 sides per garment) and only one side was actually altered, the price charged shall be half of the price shown to the nearest cent. (Rule of thumb-if it's less than 5 no increase to the next penny, if it's 5 and over increase to next penny. (Example 2 sides per garment on description=\$12.27 quoted per garment. One side only would be charged at \$6.14)

ITEM	DESCRIPTION OF ALTERATION	Est. Annual Usage	Unit of Issue	FIRM UNIT PRICE YEAR 1	FIRM UNIT PRICE YEAR 2	FIRM UNIT PRICE YEAR 3	Extended Price
JACKET SERVICE DRESS							
001	Sleeves - Shorten. If the sleeves are shortened, the sleeve canvas shall be raised accordingly, and the bottom of the lining properly felled with a minimum of 8 stitches per inch (3 stitches per cm). Hand felling polyester or polyester cotton size "C" or "D" shall be used.	100	Each sleeve				
002	Sleeves – Lengthen, the bottom of the lining may have to be pieced depending on the extra length required.	20	Each sleeve				
003	Chest - reduce or increase.	25	Each garment				
004	Sides - Take in or let out; After the seams have been let out or taken in, all loose ends of thread shall be removed, the old seam creases pressed off and the seams pressed open.	50	Each garment				
005	Arm Holes - Enlarge (deepen or reduce back); The sleeve lining shall be opened, the armholes enlarged and the lining felled in the specified manner and using thread as 1 above.	10	Each garment				
006	Collar - Raise or Lower	25	Each collar				
007	Insert Shoulder Pads - two (2)(right or left). The proper size cotton shoulder pads shall be used. Reduce shoulder pads. (2 per garment)	1	Each garment				
008	Shoulders - alter as required.	5	Each shoulder				
009	Tunic - Take in or Let out Front (2 sides per garment).	4	Each garment				
010	Tunic - Take in or Let out Back.	25	Each garment				

011	Sew on Officers (gold) braid on sleeve of service dress jacket, (braid must be pre-shrunk prior to application). Back sleeves must be opened, rank braid sewn at 2 inches from the bottom of the sleeves, machine sewn with stitch not appearing through lining of garment. Back seam shall be re-stitched. The hem of sleeve shall be tacked all around and lining re-sewn by hand and machine, then sewn closed.(Braid for 2 sleeves per garment).	60	Each garment				
11A	Sew on Officer Rank Naval Executive Curl	40	Each item				
11B	Sew on Officer Rank additional Naval Braid	40	Each item				
012	Remove Officers Braid. (Braid for 2 sleeves per garment).	60	Each garment				
013	Sew on Canada badges, Officers and other rank Service Dress. (2 badges per garment).	70	Each garment				
014	Sew on badges as follows:						
	a. Flying, specialist badge, occupation badge. 1 large Badge per garment.	30	Each badge				
	b. Other Rank Service Dress- 2 large Badges per garment.	30	Each badge				
	c. Navy Trade Badge- 2 small badges per garment.	40	Each badge				
015	Remove badges and rank.	160	Each badge				
016	Cutaway Doublet Pattern - modification as stated in A-AD-265000/AG-001.	7	Each garment				
TROUSERS/SLACKS, MEN'S AND WOMENS SERVICE DRESS							
017	Shorten Leg - rip bottom leg, shorten necessary amount and blind fell hand or machine. (2 legs per garment).	330	Each garment				

018	Lengthen Leg - Rip bottom leg turn-ups, clean and cut loose threads and lengthen. If necessary, the bottom of the legs may be faced by seaming a piece of material 2" (5cm) in width to the bottom of the leg. The material used shall be as per specifications, of a matching shade, and the bottom shall be blind felled by hand or machine. (2 legs per garment).	50	Each garment				
019	Waist - Take or let out - Take in or let out the necessary amount, rip the seat seam, clean out all cut threads, press open. If the waist was let out the old seam pressing creases shall be properly pressed out before re-sewing is done.	150	Each garment				
020	Waist Band – Raise, per garment.	6	Each garment				
021	Seat - Take in or let out; Clean all loose threads, press open. If the waist was let out, the old seam creases are to be Pressed out.	75	Each garment				
022	Crotch - Take in or let out.	25	Each garment				
023	Side Seams - Take in, let out (2 side seams per garment).	20	Each garment				
024	Zipper – Replace; Remove and replace unserviceable zippers (zippers are provided by contractor).	25	Each zipper				
025	Buttons - sew on buttons.	10	Each button				
SKIRTS, WOMENS SERVICE DRESS							
026	Waist - Take in or Let out. Remove waistband, open lining, open, clean and press out old seams and creases before re-sewing is done and close lining and replace waistband to fit.	10	Each garment				

027	Shorten or Lengthen - Open bottom seam, clean out threads and press out old seams, creases before re-sewing. Re-sew to required length and blind-stitch felled by hand or machine. Shorten lining as necessary.	40	Each garment					
028	Sides - Take in or Let out (2 sides per garment).	5	Each garment					
029	Waist Band – Raise, lower.	2	Each garment					
OVERCOAT								
030	Overcoat Length - lengthen or shorten of overcoat and lining as needed.	5	Each garment					
031	Shorten- Lengthen Overcoat - Sleeves (2 Sleeves per Garment).	1	Each garment					
NAVAL COMBAT DRESS TROUSERS								
032	Shorten Leg - rip bottom leg, shorten necessary amount and blind fell hand or machine. (2 legs per garment).	330	Each garment					
033	Lengthen Leg - Rip bottom leg turn-ups, clean and cut loose threads and lengthen. If necessary, the bottom of the legs may be faced by seaming a piece of material 2" (5cm) in width to the bottom of the leg. The material used shall be as per specifications, of a matching shade, and the bottom shall be blind felled by hand or machine. (2 legs per garment).	50	Each garment					
034	Waist - Take or let out - Take in or let out the necessary amount, rip the seat seam, clean out all cut threads, press open. If the waist was let out the old seam pressing creases shall be properly pressed out before re-sewing is done.	150	Each garment					
035	Seat - Take in or let out; Clean all loose threads, press open. If the waist was let out, the old seam creases are to be pressed out.	75	Each garment					
036	Zipper – Replace; Remove and replace unserviceable zippers (zippers are provided by contractor). (Price per zipper).	7	Each zipper					

037	Buttons - sew on buttons	10	Each button			
SHIRT, NAVAL COMBAT DRESS, SERVICE DRESS, and NAVAL SHORT SLEEVE SHIRT						
038	Shirt - Sleeves – Shorten (2 sleeves per garment)	50	Each garment			
039	Sew on Navy White Shirt Trade Badge (each badge)	200	Each badge			
040	Buttons-Sew on buttons	5	Each button			
041	Canada badges sew on	100	Each badge			
MATERNITY PANTS AND CADPAT						
042	Maternity CADPAT Coat, Combat L.W. Maternity Modification MMII.	25	Each garment			
043	Maternity CADPAT Trousers, Combat L.W. Maternity Modification MMIII.	25	Each garment			
044	Maternity pants – hem (1 hem per garment)	25	Each garment			
NAVAL COMBAT DRESS-USING “NOMEX” THREAD NOMEX threads to be used on all NOMEX material. (Ex Firefighter Coveralls, Naval Combat Dress: All Flight Clothing with Canadian Average Greens)						
045	Sew on Navy Combat Dress (NCD) name tapes.	20	Each name tape			
046	Sew on Navy Combat Dress Canadian Specialist Badge .	20	Each badge			
047	Sew on navy Combat Dress Unit Badge .	20	Each badge			
COMBAT SHIRT, TROUSERS AND COAT (CADPAT						
048	Sew on buttons	15	Each button			
HAT,BERET, WEDGE						
049	Sew on Cap badge –(Wedge, Beret, and Toque)	250	Each badge			
049A	Remove Hat Badge	50	Each badge			

050	Sew on braid for Bowler Hats .	10	Each hat				
051	Sew on Badge on Peak Caps .	10	Each badge				
052	Button- hole- Should a button-hole be found to be too small to accommodate its proper size button, the button-hole shall be re-worked through the use of a button-holer attachment, and properly finished ensuring all loose threads are removed.	25	Each buttonhole				
MOUNTING OF MEDALS							
053	Court Mounting of medals	100	Each medal				
054	Court Mounted Medals- attach bars on Mounted Medals (each bar)	40	Each bar				
055	Device - Mount rosette, maple leaf, crosses, numbers or emblem on ribbon.	100	Each device				
055A	Make Slip-On Ribbons	80	Per Ribbon				
SLIP-ONS							
056	Combat Slip-on: Sew on rank insignia and Canada badge (CWO to PTE) position centrally in space available on Canadian Forces slip- on.	400	Per Pair Slip-ons				
057	Slip-on: Sew on shoulder title or Canada Badge on base of Slip-on. Close slip-ons.	600	Per Pair Slip-ons				
058	Sew on rank, Officers, position centrally in space available on Canadian Forces slip on. Close slip-ons.	400	Per Pair Slip-ons				
059	Sew on "Canada" on Officer slip-ons. Close slip-ons.	500	Per Pair Slip-ons				

FOR ALL HOURLY RATES INDICATED BELOW, THE FIRM HOURLY RATE IS ONLY TO BE APPLIED WHEN AND IF THE ITEM BEING TAILORED DOES NOT FIT INTO ONE OF THE FIRM UNIT PRICES PER ITEM IDENTIFIED HEREIN. NO DUPLICATE CHARGES WILL BE ACCEPTED.

MISCELLANEOUS MAJOR MODIFICATIONS/ECCOWS/ICE :				
GORTEx Material cannot be perforated.				
			Per hour	
060	Miscellaneous work including zipper replacement, patches, collar repair or replacement, pocket repair. Extreme care must be taken to ensure waterproof membrane is not punctured in any way during repairs IAW sup 723 201500Z Aug 97 from 1 CAD HQ Winnipeg.	50		
061	Military police Gortex Jacket, Sew on occupational badge.	30	Per badge	
MISCELLANEOUS				
062	Sew the Velcro patches on squadrons, patronymic bands and patches fireman (price band).	50	Per band.	
063	Button hole- should a button hole be found to be too small to accommodate its proper size button, the button hole shall be reworked through the use of a button hole attachment, and properly finished ensuring all loose threads are removed. (Price per Button hole).	50	Per buttonhole	
064	Firm hourly rate for repair to sleeping bags, duffel bags, and miscellaneous combat webbing items.	50	Per hour	
065	Firm Hourly rate for measurements taken for custom tailoring by another contractor (special size uniform to be manufactured.) Contractor must determine if made to measure is necessary, obtain special size roll & work order, take measurement, obtain tunic for use as guide for measurement IAW Special Size Roll, copy paperwork. Ensure garment fits upon receipt.	8	Per hour	

066	Firm Hourly rate for measurements taken for custom tailoring by another contractor for dry suits, wet suits, Firefighters coveralls, bunker gear, CADPAT, Flights suits.	15	Per hour				
067	Firm Hourly rate for fitting and taking measurement on military clothing.	50	Per hour				
068	Firm Hourly rate for Miscellaneous Alterations of Miscellaneous articles/garments which are not shown above as required by the DND Site Authority.	20	Per hour				
069	Remove and Replace Velcro on uniform items	150	Each item				
070	Assemble Brassard for Traffic Technician.	25	Each item				
071	Overtime Working Hours- Before or after regular working hours Monday to Friday, all day Saturday, Sunday and Statutory Holidays. Overtime shall only be permitted in Emergency/IOR call out conditions if directed to work overtime by the Site Authority. Overtime must be pre-approved by the DND Site Authority. Overtime may not be charged for regular routine work received.	150	Per overtime hour				
Olive Flight Suits, SAR Coveralls, and Blue Anti-Fod Coveralls							
072	Sew-on rank slip on (2 slip on per uniform),	100	Per pair slip-ons				
073	Remove slip on (2 slip on per uniform),	150	Per pair slip-ons				
074	Sew on Velcro for wings and name tags.	15	Per velcro				
075	Replace zipper (zippers provided by contractor) (1 zipper per garment),	10	Per zipper				
076	LW – Sew on Canada Flag (1 flag per garment),	50	Per flag				
077	Sew on Velcro for crests,	15	Per velcro				
078	LW- Miscellaneous major modifications involving the addition of material to environmental and uniform clothing in order to fit individuals requiring sizes larger than what is available (firm hourly rate)_	50	Per hour				

Olive Flight Jackets					
079	Sew-on rank slip-on(2 slip-on per uniform),	100	Per pair slip-ons		
080	Remove slip-on(2 slip-on per uniform),	50	Per pair slip-ons		
081	Sew on Velcro for wings and name tags,	15	Per velcro		
082	Sew on Velcro for crests,	15	Per velcro		
Olive Flight Shirts					
083	Sew-on rank slip on (2 slip on per uniform),	100	Per pair slip-ons		
084	Remove slip on (2 slip on per uniform),	50	Per pair slip-ons		
085	Sew on Velcro for wings and name tags,	15	Per velcro		
086	Sew on Velcro for crests,	15	Per velcro		

	Extended Price
A. Contract Period (YEARS 1 AND 2):	\$
B. Option Period (YEAR 3) (CANADA OPTION):	\$
Total Evaluated Aggregate Price (A + B):	\$

ANNEX C - INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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

- n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

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

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

Bailee's Customer's Goods Insurance

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$8,000.00 per month . Government Property must be insured on a Replacement Cost (new) basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The Bailee's Customer's Goods must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and

Government Services Canada for any and all loss of or damage to the property however caused.

Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.