

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services / Travaux  
publics et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3  
Bid Fax: (613) 545-8067

**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**

<b>Title - Sujet</b> Tailoring Services	
<b>Solicitation No. - N° de l'invitation</b> W0125-15TL15/A	<b>Date</b> 2014-07-21
<b>Client Reference No. - N° de référence du client</b> W0125-15TL15	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$KIN-655-6388	
<b>File No. - N° de dossier</b> KIN-4-42020 (655)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-08-18</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Semple, Patrick	<b>Buyer Id - Id de l'acheteur</b> kin655
<b>Telephone No. - N° de téléphone</b> (613) 530-3117 ( )	<b>FAX No. - N° de FAX</b> (613) 545-8067
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE SUPPLY CUSTOMER SUPPORT FLIGHT STN FORCES P.O.BOX 1000 ASTRA Ontario K0K3W0 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**

Public Works and Government Services / Travaux publics  
et services gouvernementaux  
Kingston Procurement  
Des Acquisitions Kingston  
86 Clarence Street, 2nd floor  
Kingston  
Ontario  
K7L 1X3

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

Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM	Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Tailoring Services	W0125	W0125	1	Each	\$	XXXXXXXXXXXX		See Herein	

Solicitation No. - N° de l'invitation

W0125-15TL15/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-4-42020

Buyer ID - Id de l'acheteur

kin655

CCC No./N° CCC - FMS No/ N° VME

W0125-15TL15

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**See attached.**

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**TITLE Tailoring Services**

**PART 1 - GENERAL INFORMATION**

**1. Security Requirement**

There is no security requirement associated with the requirement.

**2. Statement of Work**

The Department of National Defense (DND) at 8 Wing Trenton, Ontario, requires tailoring and alteration services for DND uniformed and civilian personnel. The requirement is fully described in Annex "A" Statement of Work.

**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.

**4. Trade Agreements**

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

**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.

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The 2003 (2014-06-26) 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:

- 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

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### 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:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 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:

- 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 - 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

### 5. Applicable Laws

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

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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.

## 6. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Clothing Stores, 8 Wing Supply Sqn, 46 Portage Dr. Bldg 162, Canadian forces Base Trenton, Astra, Ontario K0K 3W0 on Monday, August 11<sup>th</sup>, 2014. The site visit will begin at 09:30 EST.

Bidders are requested to communicate with the Contracting Authority no later than August 7<sup>th</sup>, 2014 at 14:00 EST, to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## 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 (3 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) (<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.

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**Section I: Technical Bid**

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

**Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. 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.
- (c) The evaluation team will determine first if there are two (2) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

**1.1 Technical Evaluation**

**1.1.1 Mandatory Technical Criteria**

Item #	Mandatory Technical Criteria
M1	<p>The Bidder's proposed Primary Service Provider must possess a minimum 3 years (36 months) commercial tailoring/seamstress experience, within the last 10 years, in the institutional uniform<sup>1</sup> sector.</p> <p><sup>1</sup> "institutional uniform" refers specifically to uniforms with insignia, for example - Military, RCMP, Police Force, Fire-fighter, Prison Guard, Security Uniform and Airline Pilot. Experience limited to the medical or industrial uniform sector such as scrubs, aprons, smocks and coveralls is not considered relevant.</p>

M2	<p>The Bidder's proposed Primary Service Provider must possess experience in the following competencies: alterations, fittings, repair, tailoring <sup>2</sup> and re-styling <sup>3</sup>.</p> <p><sup>2</sup> Tailoring - includes the manufacture of special size garments, for example vests for Steward or Stewardess. (see Basis of Payment, item 42)</p> <p><sup>3</sup> Re-styling - refers to minor re-styling such as the moving of pockets due to re-sizing of a garment.</p>
M3	<p>The Bidder's proposed Primary Service Provider must possess experience in the use of industrial equipment typical of the industrial tailoring industry. As a minimum experience must include the use of medium duty sewing machines and Serger machines.</p>
M4	<p>The Bidder must submit a completed "Primary Service Provider Experience Statement", as per the template at Annex "B", to demonstrate that the Bidder's proposed Primary Service Provider meets the experience criteria in M1, M2 &amp; M3.</p> <p>Bidders are reminded that only commercial experience gained from July 2004 onwards is relevant.</p> <p>Bidders are also advised that the month(s) of experience listed for an employment whose time frame overlaps that of another referenced employment, will only be counted once. For example: Employment "1" time frame is July 2009 to December 2009; Employment "2" time frame is October 2009 to January 2010; the total months of experience for these two employments is seven (7) months.</p>

## 1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, the Harmonized Sales Tax excluded.

- (a) To be responsive the Bidder must:
- 1) Provide unit pricing for the items in the Basis of Payment in Annex "B".
  - 2) Not alter the format of the Basis of Payment in Annex "B".
- (b) The Bidder's unit pricing will be multiplied by the usage to calculate the extended pricing. The extended pricing for all pricing periods will be added to calculate the Bidder's total evaluated price.
- (c) In the event that a Bidder does not provide a price for any item, PWGSC will for assessment purposes only, substitute the highest price quoted (by another bidder for that item) for the item. If all Bidders do not provide a price on an item, the item will be eliminated from the evaluation process.

## 2. Basis of Selection

- 2.1 A bid must comply with the requirements of the bid solicitation and meet the 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 associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### 1. Certifications Required Precedent to Contract Award and Certifications Required with the Bid

#### 1.1 Certifications Required Precedent to Contract Award

##### 1.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

##### 1.1.2 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](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - 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.

##### 1.1.3 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time

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specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

#### **1.1.4 Education and Experience**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

### **1.2 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications with their bid.

#### **1.2.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the service offered is a Canadian service, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the service offered being treated as a non-Canadian service.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

1.2.1.1. *SACC Manual* clause [A3050T](#) (2010-01-11) Canadian Content Definition

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement applicable to this Contract.

## 2. Statement of Work

The Department of National Defence (DND) at 8 Wing Trenton, Ontario, requires tailoring and alteration services for DND uniformed and civilian personnel. The requirement is fully described in Annex "A" Statement of Work.

## 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

### 3.1 General Conditions

2010C (2014-06-26), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

## 4. Term of Contract

### 4.1 Period of the Contract

The period of the Contract is from 1 January 2015 to 31 December 2015, inclusive.

### 4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 5. Authorities

### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Patrick Semple  
Title: Contracting Officer  
Organisation: Public Works and Government Services Canada,  
Acquisitions Branch  
Address: 86 Clarence Street,

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Kingston, Ontario, K7L 1X3  
Telephone: 613-530-3117  
Facsimile: 613-545-8067  
E-mail address: patrick.semple@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 (To be filled in by PWGSC at contract award)

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## 6. 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. Payment

### 7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$\_\_\_\_\_ (to be inserted by PWGSC at contract award). Harmonized Sales Tax is extra, if applicable.

### 7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are \_\_\_\_\_ included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor

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unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.3 Monthly Payment**

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

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

### **8. 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.

### **9. Certifications**

#### **9.1**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, 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.

#### **9.2 Contractors Program for Employment Equity - Default by the Contractor**

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The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-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 ESDC will constitute the Contractor in default as per the terms of the Contract.

### **9.3 Canadian Content Certification, A3060C (2008-05-12)**

### **10. Applicable Laws**

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

### **11. Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-06-26);
- (c) Annex A, Statement of Work;
- (d) Annex B, Pricing Basis
- (e) Annex C, DND 2162
- (f) Annex D, Insurance Requirements
- (g) the Contractor's bid dated \_\_\_\_\_ (to be inserted at time of contract)

### **12. A9062C Canadian Forces Site Regulations 2011-05-16**

### **13. Insurance – Specific Requirements**

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

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

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

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **Tailoring and Clothing Alteration Services for 8 Wing Canadian Forces Base Trenton**

##### **1.1 REQUIREMENT**

The Department of National Defence (DND) at 8 Wing Trenton, Ontario, requires tailoring and alteration services for DND uniformed and civilian personnel.

##### **1.2 BACKGROUND**

**1.2.1** 8 Wing Trenton is the largest air base in the Canadian Forces and is the focal point for domestic and international operations. 8 Wing Trenton is currently undergoing a significant expansion of infrastructure. It is highly anticipated that the number of customers seeking services at Clothing Stores will increase over the coming years. DND at 8 Wing Trenton currently uses tailoring and alteration services as a means to meet operational and ceremonial requirements for DND personnel, both uniformed and civilian.

**1.2.2** 8 Wing Trenton Clothing Stores supports up to 4,000 regular and reserve personnel as well as up to 100 civilians.

##### **1.3 REQUIREMENTS**

###### **1.3.1 EQUIPMENT & SUPPLIES PROVIDED BY THE CONTRACTOR**

The Contractor shall provide all equipment and supplies including, but not limited to, all non-DND specific threads and sewing materials which are the same colour as the garment and/or item which is being tailored or altered.

###### **1.3.2 WORK SITE, EQUIPMENT & SUPPLIES PROVIDED BY DND**

DND will provide:

- a. Sufficient on-site work space to conduct measurements, fittings and small, routine tailoring services. The tailoring facility will serve as the drop-off and pick-up point for the customer. In accordance with the 8 Wing Fire Code: the Contractor will ensure the tailoring facility is kept clean and orderly at all times.
- b. Equipment (1 sewing machine, 1 steam iron & 1 ironing board) necessary to complete small tailoring services on-site such as sewing on name tags, unit crests and cap badges. The Contractor will be required to sign a DND 638 Temporary Loan Card for the DND-owned equipment which will be held by the account holder, who is the Clothing Store Supervisor.
- c. DND-specific supplies such as Nomex thread, Nomex Velcro, badges, insignia, buttons, ribbons, cloth, zippers, gold nylon rank braid, shoulder straps, slip-ons and armllets. All

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requests for DND-specific supplies required by the Contractor shall be submitted to the Project Authority (PA) or their designated alternate for approval. These items will be held in Clothing Stores.

- d. Telephone services with local call access.

### **1.3.3 HOURS OF AVAILABILITY**

The Contractor must be available on-site for a minimum of 20 hours per week. 4 hours per day between the hours of 0730 hrs to 1600 hrs daily from Monday to Friday, except for statutory holidays. The 4 hour duration will be mutually agreed upon by the PA and the Contractor.

### **1.3.4 DESIGNATED USERS (CUSTOMERS)**

Tailoring services shall be provided to personnel from units supported by 8 Wing Trenton. The Contractor will be interacting with DND personnel, both uniformed and civilian, for measurements, fittings, item pick-up and drop-offs.

## **2. APPLICABLE DOCUMENTS**

### **2.1 SPECIFICATIONS**

The tailoring and alteration service shall following the standards and specifications in A-AD-265-000/AG-001, Canadian Forces Dress Instructions Manual, 1 Canadian Air Division Orders - Dress Policy, 8 Wing Dress Policy. A detailed list of terms and definitions is provided in A-AD-265-000/AG-001 which will assist the Contractor in understanding all the terminology, details and specifications associated with this requirement. The current revision at the time of this posting is Ch/Mod 6 2008-04-14. One hard copy will be provided to the winning Contractor by the PA upon request.

### **2.2 FORM DND 2162**

The completion of the DND 2162 Clothing / Footwear: Repairs or Alterations form determines the tailoring services to be completed. This form and any amendments must be authorized by the PA or their designated alternate. Sample of this form is attached as Annex "C".

## **3. PROCEDURE FOR TAILORING SERVICES**

**3.1** The customer will report to Clothing Stores and be provided with a DND 2162 to fill out. The tailoring facility will serve as the drop-off and pick-up point for the customer.

**3.2** The PA or their designated alternate shall ensure the DND 2162 form contains all mandatory information that includes the client's name, rank, CIV if civilian, service or PRI number, phone number and quantity of garments to be altered. A summary of the tailoring service(s) shall be entered on the form.

**3.3** The completed DND 2162, authorized by the TA or their designated alternate, shall be given to the customer who will take the paperwork and garment(s) to the Contractor.

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**3.4** Both the white and yellow copies of the DND 2162 are left on the garment until all tailoring work is completed and received by the customer. Upon completion of the work, the Contractor shall contact the customer to arrange for the pick up of the garment(s).

**3.5** At the time of garment(s) pick up, the customer must sign and date the white and yellow copies of the DND 2162 as having been "received in good order". If customer pick up does not occur within twenty-one (21) working days from drop-off to the Contractor, the white and yellow copies of the DND 2162 shall be given to the PA or their designated alternate for signature.

**3.6** The Contractor shall distribute the form as follows:

- Copy 1 (White): Must be included with the monthly invoice;
- Copy 2 (Yellow): Member; and
- Copy 3 (Pink): Contractor.

#### **4. FITTINGS**

The Contractor shall set up appointments for all customer fittings. These fittings must occur on-site during the hours of operation. The Contractor must provide a contact telephone number and e-mail address for customer use.

#### **5. SERVICE TURNAROUND TIME**

The Contractor shall complete the work within the following time frames:

**5.1** Small, routine tailoring services such as sewing on name tags, unit crests and cap badges shall be completed and ready for pick-up by the customer within two (2) working days upon receipt of a signed DND 2162.

**5.2** All other tailoring services shall be completed and delivered to the tailoring facility within seven (7) working days upon receipt of a signed DND 2162. Extensions of the turnaround time may be authorized at the discretion of the PA or their designated alternate.

**5.3** Emergency fittings and tailoring services shall be authorized by the PA or their designated alternate on a case by case basis and must be completed within a maximum of 4 hours upon receipt of the signed DND 2162.

#### **6. EXPERIENCE**

The Contractor's Primary Service Provider must possess a minimum of 3 years commercial tailoring/seamstress experience, within the last 10- years, in the institutional area (i.e. uniforms). Experience must include alterations, fittings, repair, tailoring, and re-styling. Experience must also include the use of industrial equipment typical of the retail tailoring industry.

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**ANNEX  
A-1**

**Primary Service Provider Experience  
Statement**

For each employer/client or employment period relating to the proposed Primary Service Provider, the bidder must complete a separate Primary Service Provider Experience Statement.

Only employment experience gained from July 2004 onwards is relevant.

**Part 1**

Primary Service Provider  
Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Employer/Client Name: \_\_\_\_\_

Employer/Client Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer/Client Telephone: \_\_\_\_\_

Employer/Client E-mail: \_\_\_\_\_

Employment/Contract Start Date: \_\_\_\_\_

Employment/Contract Finish Date: \_\_\_\_\_

Total Experience (Months): \_\_\_\_\_

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**Primary Service Provider Experience Statement - Part 2**

**M1- Types of Uniforms** Below, please list type of uniforms worked on:

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**M3 - Equipment Used** Medium Duty Sewing Machine (Yes/No) - Please indicate.  
Sergers Machine (Yes/No) - Please indicate.  
Below, please list other type of equipment used:

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**M2 Experience Criteria**

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For each of the experience criteria below, provide a clear description of the activities performed and the responsibilities assigned to the individual during this period of employment. All sections must be completed.

**Alterations**

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**Fittings**

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**Repairs**

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**Tailoring**

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**Re-styling**

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If additional space is required, continue on another sheet.

**ANNEX "B"**

**Basis of Payment**

**Contract Period:**

**Year #1: 01 January 2015 to 31 December 2015**

**Year #2: 01 January 2016 to 31 December 2016 (Option Year #1)**

**Year #3: 01 January 2017 to 31 December 2017 (Option Year #2)**

**Pricing Instructions**

Price proposals are not to include HST and will be evaluated in Canadian Dollars. HST, if applicable, is extra to the prices herein and shall be shown on any invoice as a separate item.

Bidders must submit firm, all-inclusive rates (including any measurement, fitting, alteration, pressing, pick-up and drop-off and customer contact) for the provision of services as outlined in Annex "A". The estimated usage figures, set out in this RFP, are included for evaluation purposes only and do not represent a commitment on behalf of Canada.

Item Number	DESCRIPTION OF ALTERATION	Estimated Usage/Year	Year 1 Unit Prices	Year 2 (Option Year #1) Unit Prices	Year 3 (Option Year #2) Unit Prices
<b>OPERATIONAL</b>					
	<b>Flying Suits</b>				
<b>1</b>	Replace zippers	35			
<b>2</b>	Replace pockets	2			
<b>3</b>	Hem legs	1			
<b>4</b>	Shorten sleeves	1			
<b>5</b>	Shorten legs	1			

Item Number	DESCRIPTION OF ALTERATION	Estimated Usage/Year	Year 1 Unit Price	Year 2 (Option Year #1 ) Unit Price	Year 3 (Option Year #2) Unit Price
<b>Caps, Service Beret Wedge or Bowler</b>					
6	Sew cloth Head Dress badge	1120			
<b>Epaulets, Combat</b>					
7	Sewing rank/pair	14715			
8	Completing and sewing on legends/pair	5350			
<b>Combat Jacket Shirts, Flying Suits, Flying Jacket W and S, Intermediate Jackets and Parkas</b>					
9	Repair as required/per hour	245			
<b>Coveralls</b>					
10	Take in or let out crotch	1			
11	Take in or let out waist and seam	1			
12	Lengthen coveralls	1			
13	Shorten sleeves coveralls	1			
14	Shorten legs coveralls	1			
<b>Military Police Jackets</b>					
15	Velcro or 2-way zippers	1			
16	Creases in Military Police Trousers	41			
<b>Zipper Replacement</b>					
17	Zipper supplied by and for other items charged by inch	53			
18	Flat rate for skirts and trousers, zippers supplied by Canada	1			

Item Number	DESCRIPTION OF ALTERATION	Estimated Usage/Year	Year 1 Unit Price	Year 2 (Option Year #1 ) Unit Price	Year 3 (Option Year #2) Unit Price
	<b>Uniform, Civilian Driver and Firefighter</b>				
19	Shoulder Flashes and Stars and Ranks	47			
	<b>Flying Suit, Flying Jacket, W and S intermediate Jacket</b>				
20	Trade badges, flags, crest sew onto Velcro	4446			
21	Sew wings, name onto velcro	2702			
	<b>Sewing Canada, Rank, Trade Badge</b>				
22	Sew wings and name tapes onto Combats	261			
	<b>CEREMONIAL</b>				
	<b>Trousers, CF Pants, Civilian Drivers, Firefighters, Maternity</b>				
23	Take in or let out crotch	2			
24	Take in or let out waist and seam	207			
25	Lengthen trousers	30			
26	Shorten trousers	266			
	<b>Flying Suits/Jackets/Tunic CF Male and Female, including Steward and Stewardess Jackets, Civilian Driver and Civilian Firefighters</b>				
27	Lower or raise collar	9			
28	Take in or let out sides	339			
29	Shorten or lengthen sleeves	275			

Item Number	DESCRIPTION OF ALTERATION	Estimated Usage/Year	Year 1 Unit Price	Year 2 (Option Year #1) Unit Price	Year 3 (Option Year #2) Unit Price
	<b>Raincoats, L/W</b>				
30	Shorten Coat	3			
31	Shorten or lengthen sleeves	8			
32	Reduce side seams	1			
	<b>All Weather Coat</b>				
33	Lower or raise collar	1			
34	Enlarge armholes	1			
35	Take in or let out sides	1			
36	Shorten or lengthen sleeves	14			
37	Shorten Coat	3			
	<b>Mounting of Ribbons</b>				
38	Rosettes, numeral and other decorations (adding to decoration ribbons)	241			
39	Sewing ribbons on mount Per Ribbon	1			
	<b>Epaulets, Shoulder, CF</b>				
40	Adding Braid	521			
41	Completing and sewing. Canada, Coy or Regiment if required	1			
	<b>Vests, Steward and Stewardess</b>				
42	Manufacture special size/per hour	11			

Item Number	DESCRIPTION OF ALTERATION	Estimated Usage/Year	Year 1 Unit Price	Year 2 (Option Year #1 ) Unit Price	Year 3 (Option Year #2) Unit Price
	<b>Trousers, CF Pants</b>				
43	Shorten or lengthen trousers	26			
44	Take in or let out crotch	1			
45	Take in or let out waist and seat	26			
	<b>Shirt, CF and Blue Work Dress</b>				
46	Take in or let out side seams, new only	140			
47	Shorten Sleeves	35			
	<b>Skirts, CF Including Maternity</b>				
48	Lengthen or shorten skirt	26			
49	Let out or take in side seams and waist	16			
	<b>Parkas</b>				
50	Shorten sleeves	1			
	<b>Sewing of Buttons</b>				
51	Sewing of buttons	77			
	<b>Sewing Canada Rank Trade Badge, Wings etc CF Tunic Male and Female and Civilian Firefighters</b>				
52	Sew wings etc onto CF Tunic	1768			
52a	Adding NCO Rank	1796			

Solicitation No. - N° de l'invitation  
**W0125-15TL15/A**  
 Client Ref. No. - N° de réf. du client  
 W0125-15TL15

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 KIN-4-42020

Buyer ID - Id de l'acheteur  
 kin655  
 CCC No./N° CCC - FMS No./N° VME

Item Number	DESCRIPTION OF ALTERATION	Estimated Usage/Year	Year 1 Unit Price	Year 2 (Option Year #1 ) Unit Price	Year 3 (Option Year #2) Unit Price
	<b>Sewing of Officer Braid CF</b>				
<b>53</b>	Tunic	271			
	<b>Miscellaneous Items</b>				
<b>54</b>	Any work in addition to those items listed in this Annex, due to the creation/manufacture of new articles of clothing or processes that may be introduced into the system at until such time as a formal amendment can be issued against the contract shall be provided at the following <b>hourly rate</b>	251			
<b>55</b>	Any work in addition to those items listed in this Annex, where a repair or alteration is necessary. <b>Price per unit/article.</b>	240			

Solicitation No. - N° de l'invitation  
**W0125-15TL15/A**  
Client Ref. No. - N° de réf. du client  
W0125-15TL15

Amd. No. - N° de la modif.  
File No. - N° du dossier  
KIN-4-42020

Buyer ID - Id de l'acheteur  
kin655  
CCC No./N° CCC - FMS No./N° VME

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## **Annex C**

**DND 2162 Form**

**Attached at end of document**

**Annex D**  
**Insurance**

**G2001C (2014-06-26) 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.

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- 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. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
  - o. 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.

## **G2050C 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 \$ 10,000. 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 Department of National Defense and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

WORK ORDER CONTROL NO.  
N° DE CONTRÔLE DE LA COMMANDE DE TRAVAIL

**CLOTHING / FOOTWEAR: REPAIRS OR ALTERATIONS**  
**VÊTEMENTS / CHAUSSURES : RÉPARATIONS OU RETOUCHES**

NAME - NOM		RANK - GRADE	SN - NM
PHONE - N° DE TÉL.		BASE - STATION	

**FOR TAILOR'S USE**  
**À L'USAGE DU TAILLEUR**

DATE IN DATE REQU

ANTICIPATED COMPLETION DATE DATE ANTICIPÉE D'ACHÈVEMENT

NO. N°	ARTICLE	WORK REQUIRED TRAVAIL À ÊTRE EXÉCUTÉ	CONTRACT NO. N° DU CONTRAT	QTY QTÉ	PRICE PRIX	EXTENSION PRIX TOTAL
<b>TOTAL COST OF SERVICE</b> <b>PRIX TOTAL DU TRAVAIL</b>						

APPROVED FOR (B SUP O)  
APPROUVÉ POUR (O APPRO B)

DSS 842 / DND 628 SERIAL NO.  
N° DE SÉRIE DE LA FORMULE DSS 842 / DND 628

RECEIVED IN GOOD ORDER (MEMBER) REÇU EN BON ÉTAT (MEMBRE)	SIGNATURE	DATE
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**DISTRIBUTION:** COPY 1 (WHITE) - CONTRACTS SECTION  
COPY 2 (YELLOW) - MEMBER  
COPY 3 (PINK) - CONTRACTOR / TAILOR  
(as applicable)

COPIE 1 (BLANCHE) - SECTION DES CONTRATS  
COPIE 2 (JAUNE) - MEMBRE  
COPIE 3 (ROSE) - ENTREPRENEUR / TAILLEUR  
(selon la cas)

SERIAL NO. - N° DE SÉRIE  
**1563901**

NOTE: MEMBER MUST SURRENDER COPY 2 (YELLOW) TO REDEEM ARTICLES

NOTA : LE MEMBRE DOIT REMETTRE LA COPIE 2 (JAUNE) POUR REPENDRE SES ARTICLES