

**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

Title - Sujet Tailoring Services		
Solicitation No. - N° de l'invitation W3536-150009/A	Date 2014-09-30	
Client Reference No. - N° de référence du client W3536-15-0009		
GETS Reference No. - N° de référence de SEAG PW-\$KIN-655-6434		
File No. - N° de dossier KIN-4-42057 (655)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-10-16		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Semple, Patrick		Buyer Id - Id de l'acheteur kin655
Telephone No. - N° de téléphone (613) 530-3117 ()		FAX No. - N° de FAX (613) 545-8067
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: 4 CDSB Petawawa Technical Services Garrison 1 Yukon Lane TORONTO Ontario M3K0A1 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

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

Solicitation No. - N° de l'invitation

W3536-150009/A

Amd. No. - N° de la modif.

File No. - N° du dossier

KIN-4-42057

Buyer ID - Id de l'acheteur

kin655

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

W3536-15-0009

CCC No./N° CCC - FMS No/ N° VME

Please see below

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TITLE Tailoring Services

PART 1 - GENERAL INFORMATION

1. Security Requirement

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

2. Statement of Work

The Contractor must provide Tailoring Services, including medal mounting, for the Department of National Defence (DND), 4 Canadian Division Support Base Petawawa Detachment Toronto Denison Building and all supporting units within the GTA.

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 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.

The 2003 (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

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

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

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.

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

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy](#)

on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

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. In addressing the Mandatory and Point Rated Evaluation Criteria, the bidder must provide details outlining the depth and extent of the relevant experience, qualifications, and specialized expertise of the proposed resource(s). All claims

with regard to experience, qualifications or expertise must be substantiated through the provision of detailed descriptions of how, when and where the claimed experience, qualifications or expertise were gained. Unsubstantiated claims of experience, qualifications or expertise will not be considered by the evaluation team during evaluation.

2. Proposals must include a resume for each of the proposed resources, which support the skills/expertise being offered. Names and telephone numbers of business references should be provided which can substantiate the work experience claimed. The Bidder should indicate the location in the proposed resource's resume of supporting information to substantiate relevant experience for each mandatory and rated evaluation criteria.
3. Experience obtained after bid closing will not be considered.
4. For evaluation purposes,
 - (a) "where" means the name of the employer as well as the position/title held by proposed resource;
 - (b) "when" means the start date and end date (e.g., from January 2000 to March, 2002) of the period during which the proposed resource acquired the qualification/experience; and
 - (c) "how" means a clear description of the activities performed and the responsibilities assigned to the proposed resource under this position and during this period.
5. Furthermore, Bidders are also advised that the month(s) of experience listed for employment or experience whose timeframe overlaps that of another referenced employment or experience will only be counted once. For example, Employment 1 timeframe is July 2001 to December 2001; Employment 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.
6. In order to facilitate evaluation of proposals, it is recommended that the bidders address, in their proposal, the mandatory and rated criteria in the order in which they appear below, using the numbering outlined below.
7. It is imperative that the proposal address each of these criteria to demonstrate that the requirements are met.

1.1.1 Mandatory Technical Criteria

M1	The Bidder must demonstrate that they have 3 year's experience providing tailoring services including tailoring uniforms.

1.1.2 Point Rated Technical Criteria

		Max Pts	Min Points
R1	Tailoring experience with Canadian Military uniform - No experience = 0 points; Less than 1 year = 5 points; 1 year to less than 2 years = 8 points; 2 years and above = 10 points	10	5
R2	Years working as a tailor- 3 years = 5 points; 3 years to less than 4 years = 8 points; 5 years and above = 10 points	10	5
R3	Experience with medal mounting No experience = 0 points; Less than 1 year = 5 points; 1 year to less than 2 years = 8 points; 2 years and above = 10 points	10	5
Minimum Total Score Required = 18		30	18

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 Pricing Basis "A" - "On-Site" Services, or Pricing Basis "B" - "Off-Site" Services, or both Pricing Basis "A" and "B".

Please note: The preference is for Pricing Basis "A", "On-Site" Services, and bids for Pricing Basis "A" will be evaluated first. If no responsive bids for Pricing Basis "A", On-Site Services are received, then Pricing Basis "B" "Off-Site" Services, will be evaluated. Refer to 2.2 Basis of Selection below

2) Not alter the format of the Pricing Basis 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

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. "obtain the required minimum 18 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 30 points, and obtain a minimum 5 points for the point rated technical criteria R1, R2 and R3.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.
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 60 %
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
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 for Pricing Basis "A", "On-Site" Services, will be recommended for award of a contract. If no responsive bids are received for Pricing Basis "A", the responsive bid with the with the highest combined rating of technical merit and price for Pricing Basis Basis "B", "Off-Site" Services, 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 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	115/135 X60 = 51.11	89/135 X 60 = 39.56	92/135 x 60 = 40.89
	Pricing Score	45/55 x 40 = 32.73	45/50 x 40 = 36.00	45/45 x 40 = 40.00
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	2nd	3rd

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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/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 Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting 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 Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder 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 Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

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

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

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

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

Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.

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

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

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

2. Statement of Work

The Contractor must provide Tailoring Services, including medal mounting, for the Department of National Defence (DND), 4 Canadian Division Support Base Petawawa Detachment Toronto Denison Building and all supporting units within the GTA.

2.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

2.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "Form DND 2162, in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

2.2.2 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

2.2.4 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the TA. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

3. Standard Clauses and Conditions

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

3.1 General Conditions

2010C (2014-09-25), 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 November, 2014 to 31 October, 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 30 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: Supply Specialist
Organisation: Public Works and Government Services Canada,
Acquisitions Branch
Address: 86 Clarence Street,
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

The Project Authority for the Contract is: (to be completed on Contract award)

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.

5.3 Contractor's Representative (to be completed by Bidder)

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

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

7.1.1 Standby Services

In consideration of the Contractor satisfactorily completing all of its obligations for Standby Services under the Contract, the Contractor will be paid a "firm price" as specified Annex "B", Pricing Basis, for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and Harmonized Sales Tax is extra, if Applicable.

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.

7.1.2 Task Authorisations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices" in accordance with the basis of payment, in Annex "B", as specified in the authorized TA. Customs duties are

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

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (to be inserted at Contract award). Customs duties are included, and HST is extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 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 or 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 the 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;

7.4 SACC Manual Clauses

SACC Manual clause C0711C (2008-05-12) Time Verification

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

8. Invoicing Instructions

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

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.

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](#) (2014-09-25);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements
- (f) Annex D, Task Authorisation Form, DND 2126
- (g) Annex E, Security Requirements Check List;
- (h) the Contractor's bid dated _____

12. SACC Manual Clauses

A9062C Canadian Forces Site Regulations 2011-05-16

13. 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

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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

Title / Objective

The Contractor must provide Tailoring Services, including medal mounting, for the Department of National Defence (DND), 4 Canadian Division Support Base Petawawa Detachment Toronto Denison Building and all supporting units within the GTA. The Contractor must have a minimum of 3 years experience in tailoring, including tailoring uniforms. The individual tailoring tasks are listed in Annex B, Basis of Payment.

Location of the Work

The Contractor may choose to complete work on-site or off-site. To work on-site, the Contractor must agree to all the terms of DND. For work space rental agreement and conditions Contact PSP below: Current rental cost \$400.00 per month.

Name: Mr Lebouthillier
Position: Manger
Telephone: 416 633-6200 X 3739
Email: Rocky.Lebouthillier@forces.gc.ca

Specifications

The Contractor must have the tailoring requests completed in 48 hours including pickup and delivery. The occasional 'rush' order will be requested to be completed in 24 hours. Pickup and delivery schedules will be developed by the Contractor and Project Authority.

The Contractor must press all garments in accordance with good commercial practice and to the satisfaction of DND.

The Contractor must return all Government property and is responsible for all loss or damage to clothing while in his/her possession.

If Contractor opts to work on-site, Contractor must provide:

- 3 hours Stand-By per day on Monday, Tuesday, Wednesday, and Friday to perform measurements and admin work;
- Provision of services every Thursday from 1800 – 2100;

Premises must be kept clean and sanitary and must be open for inspection by the Base Supply Officer or his designate.

If Contractor opts to work off-site, the Contractor must be on-site every Thursday from 1300 to 2100, The Contractor will be paid a Standby-Fees to cover this service. The hourly rate will be applied when the tailor will be required to work on site on other occasions.

FORM DND 2162

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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 "X"

Supply of Materials

Uniforms, overcoats, raincoats, gold nylon rank braid, badges, name tags, flashes, buttons, slip-ons and armlets will be provided by DND.

ALL REFERENCES ARE IN ACCORDANCE WITH A-AD-265-000/AG001, CANADIAN FORCES MANUAL MOD 1-2001-06-15

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Annex B

BASIS OF PAYMENT

Contract Period:

Year #1: 1 November 2014 to 31 October 2015

Year #2: 1 November 2015 to 31 October 2016 (Option Year #1)

Year #3: 1 November 2016 to 31 October 2017 (Option Year #2)

Note: text shown in italics will not be included in any resulting Contract.

The prices are inclusive in Canadian dollars. Transportation charges, Customs duties and Excise taxes are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

The bidder may opt to provide prices for Pricing Basis A or Pricing Basis B, or both Pricing Basis A , Pricing Basis B. The format of the Pricing must not be altered except for the addition of numbers in all of the blank spaces.

The Estimated Yearly Usage provided in the pricing table below is for evaluation purposes only and will not be included in any resulting Contract. Payment will be calculated on the actual usage.

Pricing Basis "A"					
On-Site Work					
#	Description of Work	Usage/ Year	Year 1 Hourly Rate	Year 2 (Option Year #1) Hourly Rate	Year 3 (Option Year #2) Hourly Rate
	On-Site Standby Services				
1	- Standby 3 hours every Monday, Tuesday, Wednesday and Friday to perform measurements and admin work; - Stand-By services every Thursday from 18:00 – 21:00	780	\$ _____	\$ _____	\$ _____

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Pricing Basis "A"					
On-Site Work					
#	Description of Work	Estimated Usage / Year	Year 1 Firm Unit Price	Year 2 (Optional) Firm Unit Price	Year 3 (Optional) Firm Unit Price
	SEW BADGES AND BRAID				
2	Rank Badge on Jacket (<i>pair</i>)	340	\$ _____	\$ _____	\$ _____
3	Rank Braid on Jacket (<i>pair</i>)	272	\$ _____	\$ _____	\$ _____
4	Naval Curl Rank Braid on Jacket (<i>pair</i>)	23	\$ _____	\$ _____	\$ _____
5	Rank Braid on Cap (<i>each</i>)	3	\$ _____	\$ _____	\$ _____
6	Large Operator Gorget Patches for Tunic (<i>pair</i>)	455	\$ _____	\$ _____	\$ _____
7	Large Non-Operator Gorget Patches for tunic (<i>pair</i>)	511	\$ _____	\$ _____	\$ _____
8	Small Badge or Velcro Patch on Jacket or Shirt (<i>each</i>)	906	\$ _____	\$ _____	\$ _____
9	Small Badge or Velcro Patch on Jacket or Shirt (<i>pair</i>)	702	\$ _____	\$ _____	\$ _____
10	Cap Badge on Beret or Wedge cap (<i>each</i>)	4	\$ _____	\$ _____	\$ _____
11	Sew on Buttons	27	\$ _____	\$ _____	\$ _____
12	Cap Badge on Naval Cap (<i>each</i>)	16	\$ _____	\$ _____	\$ _____
	MEDALS				
13	Court mount Medal (<i>each</i>)	444	\$ _____	\$ _____	\$ _____
14	Attach Bar to Medal (<i>each</i>)	183	\$ _____	\$ _____	\$ _____
15	Add rosette, numeral, or other decorations to ribbons (<i>each</i>)	75	\$ _____	\$ _____	\$ _____
16	Add Numerals to medals	23	\$ _____	\$ _____	\$ _____
	SEW RANK SLIP-ONS				
17	Put together /w Flash (<i>each</i>)	793	\$ _____	\$ _____	\$ _____
18	Put together /w Flash (<i>pair</i>)	1089	\$ _____	\$ _____	\$ _____
19	Put together w/ EVI Flash (<i>each</i>)	1000	\$ _____	\$ _____	\$ _____
20	Put together w. EVI Flash (<i>pair</i>)	1199	\$ _____	\$ _____	\$ _____
21	EVI slip on faith identifiers (<i>each</i>)	25	\$ _____	\$ _____	\$ _____
22	Put together with Rank Braid (<i>pair</i>)	61	\$ _____	\$ _____	\$ _____
23	Sew Canada on flash	13	\$ _____	\$ _____	\$ _____

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Pricing Basis "A"					
On-Site Work					
#	Description of Work	Estimated Usage / Year	Year 1 Firm Unit Price	Year 2 (Optional) Firm Unit Price	Year 3 (Optional) Firm Unit Price
	REPAIR AND ALTERATION				
24	Replace zipper (<i>per inch</i>)	84	\$ _____	\$ _____	\$ _____
25	Repair small tear or button	288	\$ _____	\$ _____	\$ _____
26	Replace sand-traps on pants (<i>pair</i>)	20	\$ _____	\$ _____	\$ _____
27	Jacket - lower or raise collar	3	\$ _____	\$ _____	\$ _____
28	Cut away Tunic	120	\$ _____	\$ _____	\$ _____
29	Jacket - enlarge armholes	1	\$ _____	\$ _____	\$ _____
30	Jacket - take in or let out sides	9	\$ _____	\$ _____	\$ _____
31	Jacket - shorten or lengthen sleeves	33	\$ _____	\$ _____	\$ _____
32	Jacket - shorten coat	4	\$ _____	\$ _____	\$ _____
33	Trousers - hem legs	88	\$ _____	\$ _____	\$ _____
34	Trousers - take in or let out crotch	7	\$ _____	\$ _____	\$ _____
35	Trousers - take in or let out waist and seat	24	\$ _____	\$ _____	\$ _____
36	Trousers - shorten or lengthen leg	17	\$ _____	\$ _____	\$ _____
37	Skirt - take in or let out waist and seat	7	\$ _____	\$ _____	\$ _____
38	Skirt - shorten or lengthen	3	\$ _____	\$ _____	\$ _____
39	Other Tailoring Work (Hourly Rate).	100	\$ _____	\$ _____	\$ _____
40	False Hem	7	\$ _____	\$ _____	\$ _____

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Pricing Basis "B"					
Off-Site Work					
#	Description of Work	Usage/ Year	Year 1 Hourly Rate	Year 2 (Option Year #1) Hourly Rate	Year 3 (Option Year #2) Hourly Rate
	On-Site Standby Services				
1	Provision of Standby Services On-Site every Thursday from 1300 to 2100.	416	\$ _____	\$ _____	\$ _____
#	Description of Work	Estimated Usage / Year	Year 1 Firm Unit Price	Year 2 (Optional) Firm Unit Price	Year 3 (Optional) Firm Unit Price
	SEW BADGES AND BRAID				
2	Rank Badge on Jacket (<i>pair</i>)	340	\$ _____	\$ _____	\$ _____
3	Rank Braid on Jacket (<i>pair</i>)	272	\$ _____	\$ _____	\$ _____
4	Naval Curl Rank Braid on Jacket (<i>pair</i>)	23	\$ _____	\$ _____	\$ _____
5	Rank Braid on Cap (<i>each</i>)	3	\$ _____	\$ _____	\$ _____
6	Large Operator Gorget Patches for Tunic (<i>pair</i>)	455	\$ _____	\$ _____	\$ _____
7	Large Non-Operator Gorget Patches for tunic (<i>pair</i>)	511	\$ _____	\$ _____	\$ _____
8	Small Badge or Velcro Patch on Jacket or Shirt (<i>each</i>)	906	\$ _____	\$ _____	\$ _____
9	Small Badge or Velcro Patch on Jacket or Shirt (<i>pair</i>)	702	\$ _____	\$ _____	\$ _____
10	Cap Badge on Beret or Wedge cap (<i>each</i>)	4	\$ _____	\$ _____	\$ _____
11	Sew on Buttons	27	\$ _____	\$ _____	\$ _____
12	Cap Badge on Naval Cap (<i>each</i>)	16	\$ _____	\$ _____	\$ _____
	MEDALS				
13	Court mount Medal (<i>each</i>)	444	\$ _____	\$ _____	\$ _____
14	Attach Bar to Medal (<i>each</i>)	183	\$ _____	\$ _____	\$ _____

Pricing Basis "B"					
Off-Site Work					
#	Description of Work	Estimated Usage / Year	Year 1 Firm Unit Price	Year 2 (Optional) Firm Unit Price	Year 3 (Optional) Firm Unit Price
15	Add rosette, numeral, or other decorations to ribbons (<i>each</i>)	75	\$ _____	\$ _____	\$ _____
16	Add Numerals to medals	23	\$ _____	\$ _____	\$ _____
	SEW RANK SLIP-ONS				
17	Put together /w Flash (<i>each</i>)	793	\$ _____	\$ _____	\$ _____
18	Put together /w Flash (<i>pair</i>)	1089	\$ _____	\$ _____	\$ _____
19	Put together w/ EVI Flash (<i>each</i>)	1000	\$ _____	\$ _____	\$ _____
20	Put together w. EVI Flash (<i>pair</i>)	1199	\$ _____	\$ _____	\$ _____
21	EVI slip on faith identifiers (<i>each</i>)	25	\$ _____	\$ _____	\$ _____
22	Put together with Rank Braid (<i>pair</i>)	61	\$ _____	\$ _____	\$ _____
23	Sew Canada on flash	13	\$ _____	\$ _____	\$ _____
	REPAIR AND ALTERATION				
24	Replace zipper (<i>per inch</i>)	84	\$ _____	\$ _____	\$ _____
25	Repair small tear or button	288	\$ _____	\$ _____	\$ _____
26	Replace sand-traps on pants (<i>pair</i>)	20	\$ _____	\$ _____	\$ _____
27	Jacket - lower or raise collar	3	\$ _____	\$ _____	\$ _____
28	Cut away Tunic	120	\$ _____	\$ _____	\$ _____
29	Jacket - enlarge armholes	1	\$ _____	\$ _____	\$ _____
30	Jacket - take in or let out sides	9	\$ _____	\$ _____	\$ _____
31	Jacket - shorten or lengthen sleeves	33	\$ _____	\$ _____	\$ _____
32	Jacket - shorten coat	4	\$ _____	\$ _____	\$ _____
33	Trousers - hem legs	88	\$ _____	\$ _____	\$ _____
34	Trousers - take in or let out crotch	7	\$ _____	\$ _____	\$ _____
35	Trousers - take in or let out waist and seat	24	\$ _____	\$ _____	\$ _____
36	Trousers - shorten or lengthen leg	17	\$ _____	\$ _____	\$ _____
37	Skirt - take in or let out waist and seat	7	\$ _____	\$ _____	\$ _____
38	Skirt - shorten or lengthen	3	\$ _____	\$ _____	\$ _____
39	Other Tailoring Work (Hourly Rate).	100	\$ _____	\$ _____	\$ _____
40	False Hem	7	\$ _____	\$ _____	\$ _____

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.

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.

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 \$ 20,000. 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.

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Annex D

DND 2126 Form



National Défense
Defence nationale

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
TOTAL COST OF SERVICE PRIX TOTAL DU TRAVAIL						

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

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 le 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

DND 2162 (B-93) 7530-21-911-0280

Design: Forms Management 613-993-4050 (12-2008)
Conception : Gestion des formulaires 613-993-4052

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ANNEX "E"

SECURITY REQUIREMENTS CHECK LIST



Government
of Canada

Gouvernement
du Canada

RECEIVED

JUN 25 2014

Contract Number / Numéro du contrat

W3536-15-0009

Security Classification / Classification de sécurité
Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : Tailor will work out of Department of National Defence Building

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☒ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



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PART C - (continued) / PARTIE C - (suite)

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

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



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées) George Matheson	Title - Titre Procurement Officer	Signature <i>G. Matheson</i>
Telephone No. - N° de téléphone 416 633-6200 X 3849	Facsimile No. - N° de télécopieur 416 635-4455	E-mail address - Adresse courriel George.Matheson2@forces.gc.ca
		Date 17 June 2014

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

Name (print) - Nom (en lettres moulées) Tippy Graham - CFMP GP HQ - Industrial Security Senior Security Analyst Tel: 613-949-1035 / Fax: 613-949-1069 E-mail: tippy.graham@forces.gc.ca	Title - Titre Security	Signature <i>T. Graham</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date 20 June 2014

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☒ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

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

Name (print) - Nom (en lettres moulées) Suzanne Hopkins	Title - Titre Contract Security officer	Signature <i>SH</i>
Telephone No. - N° de téléphone 613-954-0258	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel suzanne.hopkins@psgc.gc.ca
		Date July 15/14

psgc.gc.ca