



Solicitation No. - N° de l'invitation

W010Z-15B017/B

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

hal405

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W010Z-15-B017

HAL-4-73106

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The bid solicitation package is to be inserted at this point and forms part of this document.

**October 2014 Request for Standing Offers Template (RFSO)**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Requirement, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes

### **1.2 Summary**

- (i) Public Works and Government Services Canada on behalf of Department of National Defence (DND) has a requirement to establish a Regional Individual Standing Offer (RISO) for the furnishing of all labour, material, tools, equipment and transportation required to provide laundry, dry cleaning, tailoring and seamstress services in support of clothing stores located at Department of National Defence (DND) Headquarters Cape Breton Island Militia District, Victoria Park, Sydney, Nova Scotia, for a three year period with one, one year option to renew.
- (ii) as per the Integrity Provisions under section 01 of Standard Instructions 2006 and 2007, offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.

### 1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors should refer to the [Industrial Security Program \(ISP\)](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.

### 1.4 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2006 (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

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

Delete: 60 days  
Insert: 90 days

#### 2.1.1 SACC Manual Clauses

2.1.2 M0019T – The Offeror is required to submit firm prices, rates or both that will apply for the entire period of the Standing Offer

### 2.2 Submission of Offers

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

### 2.3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

#### Definitions

For the purposes of this clause,

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

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

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

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

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

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

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

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** ( ) **NO** ( )

If so, the Offeror must provide the following information:

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

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

#### **2.4. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than 5 (five) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

#### **2.5. Applicable Laws**

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



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

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer (1 hard copy)

Section II: Certifications ( 1 hard copy)

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

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

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

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, offerors 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: Financial Offer**

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

##### **3.1.1 Payment by Credit Card**

Canada requests that offerors complete one of the following:

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

The following credit card(s) are accepted:

VISA \_\_\_\_\_  
Master Card \_\_\_\_\_

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

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

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

## **Section II: Certifications**

Offerors must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.2 Financial Evaluation**

**4.1.2.1** The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **4.2 Basis of Selection**

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

## **PART 5 - CERTIFICATIONS**

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

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

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement

imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

## **5.1 Certifications Precedent to Issuance of a Standing Offer**

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

### **5.1.1 Integrity Provisions - Associated Information**

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

### **5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **6.1 Security Requirements**

The vendor agrees to follow procedures as laid out by CBIMD Security upon entering the base. Further to this, all vehicles owned or operated by the vendor may be subject to a search at any time, in accordance with standing regulations. Contractor personnel must have valid government issued photo identification on their person at all times. During heightened security events access to any military base may be delayed or denied, or if entry is permitted an escort will be required at all times while on base as well as when in any of the establishments.

### **6.2 Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the

requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

**7.1.1** The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A".

#### **7.2 Security Requirements**

**7.2.1** The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Standing Offer.

#### **7.3 Standard Clauses and Conditions**

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

##### **7.3.1 General Conditions**

[2005](#) (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **7.3.2 Standing Offers Reporting**

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

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

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than 30 calendar days after the end of the reporting period.

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## **7.4 Term of Standing Offer**

### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is for a period of 3 years from date of award.

### **7.4.2 Extension of Standing Offer**

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

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

## **7.5. Authorities**

### **7.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Vanessa Morrison  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row, Halifax, NS B3J 3C9  
  
Telephone: 902-496-5381  
Facsimile: 902-496-5016  
E-mail address: vanessa.morrison@pwgsc.gc.ca

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

### **7.5.2 Project Authority**

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

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

### **7.5.3 Offeror's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

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

## **7.6 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.

## **7.7 Identified Users**

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

Formation Logistics  
Contracts Standing Offer Section  
Building D-206, HMC Dockyard  
Maritime Forces Atlantic  
PO Box 99000 Station Forces  
Halifax, NS B3K 5X5

Contact OPI: Lee Mathewson Phone (902)427-6261  
Fax: (902) 427-6267

## **7.8 Call-up Instrument**

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

## **7.9 Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$11,500.00 (Applicable Taxes included).

## **7.10 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$62,608.70 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 2 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## **7.11 Priority of Documents**

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-9-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2014-09-25), General Conditions – Services (Medium Complexity)
- e) Annex A, Statement of Requirement;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) Annex D, Reporting Requirements;
- i) Annex E, Code of Conduct Requirements;
- j) Appendix 1, Canadian Forces Laundry and Dry-Cleaning Legend;
- k) Appendix 2, Tailoring and Alternations;
- k)l the Offeror's offer dated \_\_\_\_\_.

## **7.12 Certifications**

### **7.12.1 Compliance**

The continuous compliance with the certifications provided by the Offeror with its offer and the ongoing cooperation in providing associated information are conditions of issuance of the Standing Offer (SO). Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO. If the Offeror does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **7.13 Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

## **7.2 Standard Clauses and Conditions**

### **7.2.1 General Conditions**

**2010C** (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section (13) Interest on Overdue Accounts, of 2010C (2014-09-25), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

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

#### **7.4 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.5 Payment**

#### **7.5.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost of \$ (determined at call-up). Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

#### **7.5.2 Limitation of Expenditure**

1. Canada's total liability to the Contractor under the Contract must not exceed the amount set at time of call-up, to a maximum as detailed in 10 – Financial Limitation. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
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. two (2) 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.

### **7.5.3 Multiple Payments**

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.

### **7.5.5 Payment by Credit Card**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### **7.6 Invoicing Instructions**

- 1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- 2. The Contractor is to ensure that the full contract number is annotated completely and accurately on all packing slips and invoices. The client department reserves the right to reject any shipment that does not comply with this requirement.
- 3. Invoices are to be submitted on a weekly basis. Invoices shall include the Standing Offer item number and quantity of work completed, as specified in Annex A, Appendix 1 and Appendix 1C, the unit cost, extended cost and total invoice cost. Three copies are required. Invoices are to be received no later than 7 days after the end of the service.
- 4. Invoices are to be distributed as follows:

Formation Logistics,  
Contracts Standing Offer Section  
Building D-206, HMC Dockyard  
Maritime Forces Atlantic PO Box 99000  
Station Forces, Willow Park Bldg. 7  
Halifax, NS B3K 5X5

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Contact OPI: Lee Mathewson  
Phone (902)427-6261  
Fax: (902) 427-6267

## **7.7 Insurance Requirements**

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

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

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

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## ANNEX "A"

### STATEMENT OF REQUIREMENT

1. The vendor shall perform the work in accordance with the Statements of Work attached as Appendix 1 and Appendix 2.
2. All tailoring and alterations services shall follow the standards and specifications outlined in the **A-AD-265-000/AG-OO, Canadian Forces Dress Instructions Manual** (copies available). A detailed list of terms and definitions is provided in the **A-AD-265-000/AG-OO, Canadian Forces Dress Instructions Manual**, which will assist the vendor in understanding all the terminology, details and specifications associated with this requirement.
3. All laundry and dry cleaning services are to be performed in accordance with the current industrial standards for dry cleaning and laundry work established by any national or provincial standards organization. The vendor is to supply to the Contracts Standing Offer Section and Public Works and Government Services Canada all applicable industrial standards for laundry and dry cleaning work. Where no such standard exists the laundry and dry cleaning services are to be performed in accordance with:
  - A) Specification CDA/DID/UNIT 1-2-3 issue 1 Mar 57 - (Methods of Laundering and Dry Cleaning Service Clothing).
  - B) Canadian Forces Laundry Legend and Pricing Sheets for Laundry (General) and Dry Cleaning (General).
  - C) Specific requirements as detailed throughout this solicitation document.
  - D) All laundry and dry cleaning items are to be delivered folded unless otherwise directed in the call-up document.

### REQUIREMENTS

1. **Priority requirements** - All required goods or services shall be delivered or rendered within 1 working day upon receipt of a request for delivery on a PWGSC-TPSGC 942 form, Requisition against a Standing Offer. Requests may also be made by other means such as telephone, acquisition card, or facsimile transceiver, but must be confirmed in writing on a PWGSC-TPSGC 942 form or applicable call-up document.
2. **Priority fittings and measuring services** - The contractor shall provide an on-site service for fittings and measuring, as requested, within twenty four hours not including holidays and days of rest of receipt of a request for delivery on a PWGSC-TPSGC 942 form, Requisition against a Standing Offer.
3. **Routine requirements** - All required goods or services shall be delivered or rendered within 2 working days upon receipt of a request for delivery on a PWGSC-TPSGC 942 form, Requisition against a Standing Offer. Requests may also be made by other means such as telephone, acquisition card, or facsimile transceiver, but must be confirmed in writing on a PWGSC-TPSGC 942 form or applicable call-up document. Pick-up and return of the items by the contractor shall be made prior to 1500 hours on weekdays, not including holidays and days of rest.
4. **Routine fittings and measuring services** - Contractor to provide an on-site service for fittings and measurements. Services shall be completed prior to 1500 hours on weekdays, not including holidays and days of rest. Should the contractor be unable to perform on-site routine fittings or

measurements due to a holiday; the contractor shall complete the work on the weekday immediately following.

**5. Miscellaneous Sewing Repairs and Alterations Clause** The Contractor will be paid a firm hourly rate (In Annex B – Basis of Payment) for miscellaneous sewing repairs and alterations to laundered goods listed in Appendix 2 not identified at the onset of the standing offer. The DND site authority shall separate and identify those items requiring laundry and dry cleaning only from those items requiring miscellaneous repairs and alterations as well as laundry and dry cleaning services. The intent of the miscellaneous items clause is to set one hourly rate for all types of alterations and repairs to the items listed in the Appendixes, rather than to try to price each individual alteration or repair. This hourly pricing for alteration and repairs is separate from the pricing to be given for laundry and dry cleaning services. The supplier shall log the hours spent on the alterations and repairs performed and bill the total number of hours at the Miscellaneous Sewing Repair and Alterations rate, and bill laundry and dry cleaning separately. Only items similar to those listed in this standing offer shall qualify for payment under this clause and expenditure for new products not listed at requirements shall not exceed 15 % of the financial limitation over the life of the standing offer.

## **CONTRACTOR RESPONSIBILITIES**

1. The vendor shall comply with the pick-up and delivery requests stated on the call up document, PWGSC-TPSGC 942 Requisition against a standing offer. All requested pick-ups and subsequent deliveries are to be made in accordance with days and times listed in the Statement of Work.
2. All items requiring tailoring or alterations services shall have a duplicate copy of a DND 2162, attached (Appendix 3). The DND 2162 shall serve as an identification maker and will assist clothing stores with the return of tailored items to the appropriate persons. It is the vendor's responsibility therefore to ensure that copies remain with articles throughout the tailoring and alteration process and are returned in the same manner.
3. The vendor shall supply two copies of the pick-up and delivery slips.
  - a) One copy to the pick-up/ delivery location; and the other
  - b) To the Service Site Authority.
4. Delivery and pick-up slip information shall include the name of the DND employee (must be legible) and the pick-up and subsequent return location.
5. The contractor is required to provide the following:
  - a) Staff with appropriate equipment to perform measuring and fittings on-site at times specified.
6. Descriptions for class, material and processes required can be found at Appendix 1

## **ACCESS TO WORK SITE**

1. Should the contractor require access to the work site in Sydney other than measuring and fittings times or beyond that which is scheduled, the contractor shall contact the site authority to schedule the additional periods of access.

## **DELIVERY LOCATION**

1. The following locations shall serve as the pick-up/delivery locations for all laundry, dry-cleaning, tailoring and alteration services:

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DesBarres Bldg Det Supply,  
11 Garrison Road,  
Victoria Park,  
Sydney, Nova Scotia.

Specific delivery locations will be indicated on the call-up documentation as each individual call-up is made.

#### **REQUIRED VENDOR INFORMATION**

1. Vendor to provide, in writing to [BLogVendors@forces.gc.ca](mailto:BLogVendors@forces.gc.ca), throughout the period of the standing offer:

- a) Employee Name (s)
- b) Phone Number (s)
- c) Fax Number (s)
- d) Cell Phone Number (Optional)
- e) Email

2. Vendor to provide, in writing to [BLogVendors@forces.gc.ca](mailto:BLogVendors@forces.gc.ca), throughout the period of the Standing Offer the name and phone numbers of one person to contact for after hours orders in the event of an emergency:

#### **Emergency Contact Information:**

- a) Employee Name
- b) Phone Number
- c) Cell Phone Number

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services tax or the Harmonized Sales Tax excluded, FOB destination including Canadian customs duties and excise taxes included.

The responsive offer with the lowest aggregate total evaluated will be recommended for issuance of a standing offer. Firms must bid on all items in the format requested or your offer will be deemed non-responsive.

An allowance for required permits, certificates, assessments, specialty equipment and security will be at net cost plus a 10% mark up.

The estimated annual usage figures are for evaluation purposes only.

**Lowest overall evaluation price will be determined as follows:**

$$(AxB) + (AxC) + (AxD) + (Ax E) = F$$

Lowest overall evaluation price will be determined as follows (AxB) + (AxC) + (AxD) +(AxE) = F

ITEM	DESCRIPTION	CLASS	MATERIAL	TYPE OF PROCESS REQUIRED	EXAMPLE ANNUAL QUANTITY (A)	PRICING YEAR OPTIONS				EXTENDED TOTAL (F)
A - Required Laundry Services						YEAR 1 (B)	YEAR 2 (C)	YEAR 3 (D)	YEAR 4 (E)	
1	Bags, duffel, kit, cotton duck	6	7	1	1	\$_____	\$_____	\$_____	\$_____	\$_____
2	Cases, Sleeping Bags 1951, Artic and Temperate	3	3	1	1	\$_____	\$_____	\$_____	\$_____	\$_____
3	Cases Thermos, Artic	3	1	1	1	\$_____	\$_____	\$_____	\$_____	\$_____
4	Cloths, Table Linen Large	6	5	4	1	\$_____	\$_____	\$_____	\$_____	\$_____
5	Coat, Combat Shirt, Lightweight	1	1 & 3	1	1	\$_____	\$_____	\$_____	\$_____	\$_____
6	Coat, Men's Combat Jacket, CADPAT	1	1 & 3	1	1	\$_____	\$_____	\$_____	\$_____	\$_____
7	Cover, Rucksack, White	3	7	1	1	\$_____	\$_____	\$_____	\$_____	\$_____
8	Coveralls (except chemical warfare)	1	1,2,3 & 8	3	1	\$_____	\$_____	\$_____	\$_____	\$_____
9	Liners, Coat, Men's Combat Parka	1	1, 3 & 6	1	1	\$_____	\$_____	\$_____	\$_____	\$_____
10	Liners Sleeping Bags	3	1	1	1	\$_____	\$_____	\$_____	\$_____	\$_____
11	Gloves IECs, Mitts, Winter, Artic, Outer shell, Pair	1	4 & 8	3	1	\$_____	\$_____	\$_____	\$_____	\$_____
12	Napkins, Table Linen or Cotton	4	4 & 5	3	1	\$_____	\$_____	\$_____	\$_____	\$_____
13	Parkas, Ex Cold Weather	1	1	1	1	\$_____	\$_____	\$_____	\$_____	\$_____
14	Parkas, White, Winter Camouflage	1	1	1	1	\$_____	\$_____	\$_____	\$_____	\$_____





ITEM	DESCRIPTION	CLASS	MATERIAL	TYPE OF PROCESS REQUIRED	EXAMPLE ANNUAL QUANTITY (A)	PRICING YEAR OPTIONS				EXTENDED TOTAL (F)
B - Required Dry Cleaning Services						YEAR 1 (B)	YEAR 2 (C)	YEAR 3 (D)	YEAR 4 (E)	
1	Bags, Sleeping, Inner Lining	3	1, 3 & 8	1	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	Bags, Sleeping, Outer Shell	3	1, 3 & 8	20	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	Bags, Sleeping Trade Pattern	1	1, 3 & 8	20	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	Blankets, Fire, Asbestos	2 & 5	8	20	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	Blankets, General Services, Single	2 & 5	2	1	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6	Caps, Balmoral	1	2	20	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7	Caps, Comforter	1	2	21	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
8	Glove Inserts, Wool, Pair	1	2	20	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
9	Hoods Sleeping Bag, Downed Filled	1	1, 3 & 8	20	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
10	Kilts, Colored	1	2	21	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
11	Mitts, Winter Artic Liner, Pair	1	2 & 8	20	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
12	Scarves, Combat	1	2	21	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
13	Socks Arctic, Wool, Pair	1	2	20	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
14	Liners, Tent, 5 Person, Artic	3	3	20	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
15	Bivy Bag	3	8	20	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
16	Poncho Liner, Cloth	3	1	20	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
17	Socks Gortex	1	6 & 8	1	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

	Total B-- for evaluation purposes only (1F to 17F)	\$ _____
	Grand Total -- for evaluation purposes only - Total A + Total B	\$ _____
1	Miscellaneous Sewing Repairs and Alterations Clause Hourly Rate (#5 Under Requirements)(Not included in evaluation)	\$ _____

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## **ANNEX "C"**

### **INSURANCE REQUIREMENTS**

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 Insured: 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 endeavor 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. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - 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.

# CERTIFICATE OF INSURANCE

Page 1 of 2



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

Description and Location of Work Laundry and Dry-Cleaning Services Department of National Defence, Cape Breton Militia District, Sydney, Nova Scotia	Contract No. W010Z-15B017
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
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Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
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Additional Insured  
**Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services**

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
<b>Commercial General Liability</b>  <b>Umbrella/Excess Liability</b>				\$	\$	\$
				\$	\$	\$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature

Date D / M / Y



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

CERTIFICATE OF INSURANCE Page 2 of 2

<b>General</b>	<b>Commercial General Liability</b>
<p>The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverages listed under the corresponding type of insurance on this page.</p> <p>The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.</p> <p>The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.</p> <p>Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.</p>	<p>The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.</p> <p>The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:</p> <ul style="list-style-type: none"> <li>(a) Blasting.</li> <li>(b) Pile driving and caisson work.</li> <li>(c) Underpinning.</li> <li>(d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.</li> </ul> <p>The policy must have the following minimum limits:</p> <ul style="list-style-type: none"> <li>(a) <b>\$5,000,000</b> Each Occurrence Limit;</li> <li>(b) <b>\$10,000,000</b> General Aggregate Limit per policy year if the policy contains a General Aggregate; and</li> <li>(c) <b>\$5,000,000</b> Products/Completed Operations Aggregate Limit.</li> </ul> <p>Umbrella or excess liability insurance may be used to achieve the required limits.</p>

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## ANNEX D

### REPORTING REQUIREMENTS

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:  
(\*\*\*The final report is to provide a list showing items requisitioned that represent approximately the total value of call-ups. \*\*\*) **The Offeror understands that it is their responsibility to implement a system for tracking call-ups against this standing offer in order to provide usage reports and ensure that the financial limitation is not exceeded. Failure to comply may result in the setting aside of the Standing Offer.**

Return to:  
Public Works and Government Services Canada  
Acquisitions  
Real Property Contracting (NS)  
1713 Bedford Row / PO Box 2247  
Halifax, Nova Scotia B3J 3C9  
ATTN: Vanessa Morrison/John Stavert  
vanessa.morrison@pwgsc.gc.ca/john.stavert@pwgsc.gc.ca

<b>Company Name:</b>		<b>Report Totals</b>	
<b>Standing Offer #</b>		<b>Past Usage to Date:</b>	
		<b>Usage this Quarter:</b>	
<b>Period Date:</b>		<b>Total Usage to Date:</b>	
<b>Date</b>	<b>Call-Up/Contract No. Description</b>	<b>Value of the Call- Up/Contract</b>	<b>PO Number</b>

NIL Report: We have not done any business with the Federal Government for this period [ ].

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**ANNEX E**

**CODE OF CONDUCT REQUIREMENTS**

Bidder must submit with their bid, by the bid solicitation closing date:

- (a) A complete list of names of all individuals who are currently directors of the Bidder;
- (b) A properly completed and signed form Consent to a Criminal Record Verification

Complete Legal Name of Supplier: \_\_\_\_\_  
Supplier Address: \_\_\_\_\_  
Supplier PBN: \_\_\_\_\_

Solicitation Number: W010Z-15B017  
Contracting Officer Signature Block: Vanessa Morrison  
Supply Officer  
Atlantic Region Acquisitions  
Public Works and Government Services Canada  
5<sup>th</sup> Floor, Dominion Public Building  
1713 Bedford Row, Halifax, NS B3J 3C9  
[vanessa.morrison@pwgsc.gc.ca](mailto:vanessa.morrison@pwgsc.gc.ca)  
Telephone: (902) 496-5381  
Facsimile: (902) 496-5016  
Government of Canada

List of Directors: Please provide a list of names of all individuals currently on the Board of Directors of the above company.

NAME	NAME	NAME

\*Attach additional names on a separate sheet if required.



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## APPENDIX 1

### Canadian Forces Laundry and Dry-Cleaning Legend

#### CLASS:

1. Clothing
2. Bedding
3. Camping
4. Kitchen
5. Hospital
6. Miscellaneous

#### TYPE OF MATERIAL:

1. Cotton
2. Wool
3. Nylon
4. Leather
5. Linen
6. Rayon
7. Canvas
8. Miscellaneous
9. Rubber
10. Gortex (IECS)

#### TYPE OF PROCESS REQUIRED FOR LAUNDRY:

1. Wash and tumble-dry
- 1(a) Bleach if necessary
2. Wash and air-dry
3. Wash and press
4. Wash, starch and press
- 4 (a) Wash, starch and hand press
5. Wash, starch, dry on stretcher and hand press fringes
6. Rough wash
7. Hand sponge and air dry
8. Hand sponge soiled areas only and hang to dry away from heat or flame
- 8 (a) Cold water wash, tumble dry low temperature do not press

#### TYPE OF PROCESS REQUIRED FOR DRY-CLEANING:

20. Dry clean and tumble dry
21. Dry clean and press
22. Dry clean, replace waterproofing and re-block

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- 23. Dry clean, re-block and press
- 24. Dry clean, replace waterproofing and press
- 25. Shampoo
- 26. Dry clean, replace fireproofing and press
- 27. Hand clean and re-block

## Appendix 2

### Tailoring and Alterations Specifications

#### 1. Coat, Jacket or Tunic service dress, Combat dress, Environmental Jacket, Dress Naval, Firefighter Jacket, Driver Jacket (male or Female).

1.1 Shorten or Lengthen Sleeves - If the sleeves are shortened, the sleeve lining shall be raised accordingly, and the bottom of the lining properly felled with a minimum of 8 stitches per inch (3 stitches per cm). Hand felling polyester or polyester cotton size "C" or "D" shall be used. In the lengthening, the bottom of the lining may have to be pieced depending on the extra length required. The material is to be of exact match.

1.2 Take in or Let Out Sides - After the seams have been let out or taken in, all loose ends of thread shall be removed, the old seam creases pressed off and the seams pressed open.

1.3 Enlarge Coat Armholes (Deepen or Reduce Back)- The sleeve lining shall be opened, the armholes enlarged and the lining felled in the specified manner and using thread as specified in Section 19 below.

1.4 Replace Lining CF Tunic Male (Navy; Air Force; Army) - Replace Lining of CF Tunic Male (Navy; Air Force; Army). Replace or increase as needed.

1.5 Replace Lining of CF Tunic Female (Navy; Air Force; Army) - Replace Lining of CF Tunic female (Navy; Air Force; Army). Replace or increase as needed.

1.6 Bust or Seat, Take In or Let Out Sides - After the seams have been let out or taken in, all loose ends of thread shall be removed; the old seam creases pressed off and the seams pressed open.

#### 2. Trousers, Slacks, (male and female) Service Dress, Garrison, Combat, CFAV, DND Driver, DND Fire Fighter and Maternity Trousers.

2.1 Shorten or Lengthen - Rip bottom leg, shorten or lengthen as needed and blind fell by hand or machine. If lengthened, old creases are to be pressed out. Garment to be free of loose threads.

2.2 Seat Seam - Clean all loose threads and press open. If the waist was let out, the old seam creases are to be pressed out.

2.3 Waist - Take-in or let-out as required. Rip the seat seam, clean all loose threads, and press open. If the waist was let out, the old seam creases shall be properly pressed out.

2.4 Breech or Crotch - Reduce or increase as needed.

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2.5 Lining of Trousers/Slacks - Put lining in trousers or slacks.

3. Shirt, (Male and Female) Service Dress, Garrison, Food Handlers/Cooks and Maternity.

- 3.1 Make the Shoulder loops and Shoulder Flags for shirt as required.
- 3.2 Sew the Button for shirt if required.
- 3.3 Sew Canada Shoulder Flash.
- 3.4 Sew Name Tags.
- 3.5 Sew Trade Badge.

4. Skirt, Service dress, Nurse and Utility Smock, Dental Maternity Jumper

- 4.1 Let-Out or take-In - The waist and the hips shall be let out by, opening the waistband and letting out the side seams. The old creases shall be properly pressed out, all loose threads removed and the side seams pressed open. Should the skirt be reduced, the same steps as letting out are to apply.
- 4.2 Lengthen or shorten - Rip felling of bottom hem and lengthen or shorten the amount needed. The bottom creases shall be properly pressed out, the hem turned and blind-stitch felled by hand or by machine.
- 4.3 Lower waistband.

5. Flying suits, Flying Jackets and coveralls.

- 5.1 Small zippers - Repair or replace. (Zippers provided by contractor). Replacement zippers shall be the same length, gauge and tape colour as the previously used zipper and sewn in the same manner as previous.
- 5.2 Large zippers - Repair or replace. (Zippers provided by contractor). Replacement zippers shall be the same length, gauge and tape colour as the previously used zipper and sewn in the same manner as previous.

6. Fire Retardant Fly Suit/Fly Jacket Badges/Nametapes/insignia

- 6.1 Fire Retardant Fly Suit/Fly Jacket - All the badges and nametapes must be sewn on the Hook & Eye Tape (Velcro) using Nomex fire retardant thread
- 6.2 Name Tapes - Sew or replace. All badges and insignia shall be sewn using appropriately coloured thread as defined in Section 19 below.
  - a) Sew on both Velcro- hook and eye.
  - b) Sew on hook side only.
- 6.3 Qualification/Trade Badges - Sew or replace. All badges and insignia shall be sewn using appropriately coloured thread as defined in Section 19 below.
  - a) Sew on both Velcro- hook and eye.
  - b) Sew on hook side only.
- 6.4 Specialty Badges - Sew or replace. All badges and insignia shall be sewn using appropriately coloured thread as defined in Section 19 below.

- a) Sew on both Velcro- hook and eye.
- b) Sew on hook side only.

#### 6.5 Re-Hem Fly suits

### 7. Blue Fly suits, Blue Fly Jacket- All Badges and the Name Tape must be sewn on as requested.

7.1 Nametape - Sew or replace. All badges, nametapes and insignia shall be sewn using appropriately coloured thread as defined in Section 19 below.

7.2 Qualification/Trade Badge - Sew or replace. All badges, nametapes and insignia shall be .sewn using appropriately coloured thread as defined in Section 19 below.

7.3 Specialty Badges - Sew or replace. All badges, nametapes and insignia shall be sewn using appropriately coloured thread as defined in Section 19 below.

7.4 Name Tape Without Velcro - Sew or replace. All badges, nametapes and insignia shall be sewn using appropriately coloured thread as defined in Section 19 below.

7.5 Trade Badges Without Velcro - Sew or replace. All badges, nametapes and insignia shall be sewn using appropriately coloured thread as defined in Section 19 below.

7.6 Replace the Collar, Fly Jacket using appropriately coloured thread as defined in Section 19 below.

### 8. Insignia, Badges, Buttons Braid, Slip-ons and Ribbons - All badges and insignia shall be hand or machine sewn using appropriately coloured thread as defined in Section 19 below. Garments with lining must be hand sewn. Garments unlined must be machine sewn.

8.1 Button-Hole (Insignia Button) - Should a buttonhole be found to be too small to accommodate its proper size button, the buttonhole shall be re-worked through the use of a button-holer attachment, and properly finished ensuring all loose threads are removed.

8.2 NCM 'Rank' Insignia - Sew on or replace, 2 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread using as defined in Section 19 below.

8.3 'Trade Badges' - Sew on or replace on lapel, 2 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread as defined in Section 19 below.

8.4 'Trade, Qualification and Specialty Badges' - Sew on or replace single, 1 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread as defined in Section 19 below.

8.5 'Cloth Name Tape' - Sew on or replace 1 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread as defined in Section 19 below.

8.6 'Canada Badges'- Sew on or replace, 2 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread as defined in Section 19 below.

8.7 'Canada Flag Badges' - Sew on or replace, 1 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread as defined in Section 19 below.

8.8 Hat Badges (Insignia Beret) - Sew on or replace hat badge. All badges, nametapes and insignia shall be sewn using appropriately coloured thread as defined in Section 19 below.

8.9 Slip-Ons (Insignia Rank Braid) - Sew on "Rank" braid on service dress slip- ons and close slip-ons.

8.10 Slip-Ons (Insignia Canada Rank) - Sew "CANADA" and "RANK" insignia onto combat slip and as directed close slip-on.

8.11 Slip-Ons (Insignia Miscellaneous) - Sew miscellaneous insignia onto slip- ons as directed. Close slip-ons.

8.12 Slip-Ons (Insignia General Officer) - "GENERAL OFFICER", loom embroidered or combat slip-on.

8.13 Close Blank Slip-Ons (Insignia Slip-On)

8.14 Sew on/ Replace (Gold Officer Rank Braid) - Onto sleeves, coat, jacket, service dress. Back sleeves seam shall be ripped open, rank braid sewn at 2 inches from bottom of sleeves, machine sewn with stitch not appearing through lining of garment. Back seam shall be tacked all around and lining re-sewn by hand and machine.

8.15 Construct Mount - Disassemble undressed ribbons. Mount rosette, maple leaf crosses, numbers or emblem on ribbon, as directed (DND supplied).

8.16 Remove NCM Rank Insignia - All the loose cut end of thread shall be removed.

8.17 Remove Officer Rank Insignia - All the loose cut end of thread shall be removed.

9. NCD Jackets, Combat Jackets, Combat Shirts, Combat Pants, Maternity Jacket and Pants, Armor Military Police, Undress Ribbon, Shoulder Board, Aiguillettes.

9.1 Replace Lining (NCD Jacket)

9.2 Make Shoulder Board for General Officer/Medical Officer - to be made by hand.

9.3 Make Shoulder Board's Loops on CF Tunic - to be made by hand.

9.4 Replace the Snap, NCD Jacket

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9.5 Make Trousers into Shorts

9.6 Make Button Loops for Parka for CB Jackets and CB Pants

9.7 Altering shoulders of a Tunic - Requires the opening of the lining, taking off the sleeves to enable decreasing of material at shoulders. The seams that run down the front to pocket of the tunic and the side seams in the back of the tunic may have to be decreased depending on how small the tunic is needed to be made at the shoulders. Sleeves are reattached (which if necessary have been decreased in size also), sewing closed all seams and sewing lining closed.

9.8 Sewing on insignia - bowler band, officer braid, and reattaching band to the bowler.

9.9 Sew on a Button.

9.10 Make any Undress Ribbon, Canadian Military Decoration

9.11 Re-Do Combat Jackets, Size 50 - Increase size from standard to oversize as needed.

9.12 Re-Do Combat Shirts, Size 50 - Increase size from standard to oversize as needed.

9.13 Re-Do Combat Pants, Size 50 -Increase size from standard to oversize as needed.

9.14 Re-Do Maternity Jacket/Pants Size 50 - Increase size from standard to oversize as needed.

9.16 Maternity Tunic- altering the maternity tunic (lengthen or shorten) (long or short).

9.17 Make Epaulettes for Body Armour, Military Police

9.18 Military Police pants- the altering (shorten / lengthen) of Military Police pants.

10. Cut away, Double Pattern, Tunic, and CF Band Member.

10.1 CF Navy Band (Male/Female)

10.2 CF Army Band (Male/Female)

10.3 CF Air force Band (Male/Female)

10.4 Epaulettes - Manufacture and sew onto Coveralls.

11. Altering of Firefighter coveralls- removal of waistband buckles from current placement and to be placed at waist above the hip pockets upper edge.

11.1 Altering of Firefighters coveralls - hemming up of the coverall leg length, which requires the removal of both zippers and existing material panels, and front material bindings, then replacement of these parts at the required length.

11.2 Replacement of Velcro - to NCD Jacket (sleeve cuffs or shoulders), Firefighter Coveralls, Submariner Coveralls, and MP Vests. This requires the removal of old Velcro (barbs and hooks) and replacing with new Velcro (supplied by tailor).

11.3 Altering Coveralls - Firefighter, Submariner, and Boarding Party coveralls by replacing elastic at the back of the waist. Requires that seams at the back of the waist and double seam down the body at waist (about six inches opening) be ripped out, and for elastic (supplied by the Tailor) to be replaced, and for the seams at the back of the waist and double seams down body to be sewn closed.

11.4 Repair seam - Firefighter Coveralls, Submariner Coveralls, Gabardine and Tunic. Requires either opening up wider double seams or opening up lining and outer shell to have seam re-sewn.

11.5 Replace Zipper- Parka. Requires opening up seams down front of parka, opening up seam along bottom of parka, and parka to be turned inside out, to rip out the broken zipper, to sew in place the new zipper, to turn parka back right side out and to sew closed all seams.

12. Altering of Collar roll - Tunics /Gabardine /Jackets. This occurs when item fits improperly in neck/shoulders with certain body sizes. Requires removal of the collar, the lining being opened and material being cut to proper measurement. The collar is then reattached and lining closed.

12.1 Altering of the Gabardine - Lengthen or shorten body, sleeves and lower or raise belt loops (Army).

12.2 Altering Tunic length- Required shortening or lengthening, may require false hem (material added) to the body of Tunics, opening and closing of the lining.

12.3 Altering Trousers- the thigh /hip area of trousers. Requires opening the Breech/crotch, cutting and fitting material insert into the thigh area, and sewing closed all seams.

13. Replace zipper - sleeping bags.

14. CADPAT lightweight shirts and pants, ICE (Improved Clothing Ensemble) intermediate jacket and pants, extreme cold weather parka and overalls, wet weather jackets.

14.0 Replace zipper- wet weather jackets

14.1 Replace draw string- lightweight pants

## 15. PRESSING OF GARMENTS

15.1. Alteration and repair services shall include the pressing of garments in the affected areas, as required (alteration and/or addition or deletion of badges, etc ... ). Items are to be returned on clothes hangers, unless otherwise specified, and be properly identified for garments return.



## 16. MISCELLANEOUS ALTERATION AND REPAIR SERVICES

16.1. Contractor to provide alteration and repair services on an as and when requested basis for work not included in the statement of work or as defined in Appendix B1. Prior to such work being performed, the contractor, upon request from the site authority, shall provide an estimated of cost for requested services. The site authority shall retain the right to accept or reject any estimated offer.

## 17. ADDITIONAL REQUIREMENTS

17.1. In addition to items listed above, DND would require that repetitive alteration or repair services not apparent with the creation of this Contract be subsequently added, as required, throughout the term of this Contract, following a formal amendment request to PWGSC.

18. GOVERNMENT SUPPLIED MATERIALS - the Department of National Defence shall supply the rank braid, insignia, badges, buttons, slip-ons, shoulder straps, ribbons and cloth. The Contractor shall provide all thread and sewing materials required.

19. TYPE OF THREAD AND COLOUR - The following colours of thread have proven to be acceptable for use in new uniforms:

- Air Force Blue, 1806 Denim (Allied Thread); 6-613 (Bell Thread); CR-50 (Cansew Polypius)
- Tan, 1812 Cord Beige (Allied Thread); 16-923 (Bell Thread) 16-924 CR-833 (Cansew Polycore)
- Light Shirt Blue, 1900 Pale Blue (Allied Thread); 16-1003 (Bell Thread); CR-216 (Cansew Polycore); 2967 Pale Blue (Cansew Polyplus)
- Light Green Shirt, 1552 Spray Green (Allied Thread); 16-950 (Bell Thread); 2829 Spray Green (Cansew Polyplus)
- Dark Green/Black - Black (Allied Thread); Black (Bell Thread); Black (Cansew Polycore); Black (Cansew Polyplus)
- Nomex Elite thread TEX 60

20. POSSIBLE SOURCES OF SUPPLY- The required threads may be available from the following sources:

Allied Thread Inc.  
99 rue Chabanel Street W.  
Montreal, PQ H2N 1C3  
Cansew Inc.  
28 Apex Rd.  
Toronto, Ontario M6A2V2

Solicitation No. - N° de l'invitation  
W010Z-15B017  
Client Ref. No. - N° de réf. du client  
W010Z-15—B017

Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-4-73106

Buyer ID - Id de l'acheteur  
hal405  
CCC No./N° CCC - FMS No./N° VME

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Peerless Garments (Nomex Velcro and thread)  
515 Notre Dame Ave.  
Winnipeg, Manitoba

Solicitation No. - N° de l'invitation  
W010Z-15B017  
Client Ref. No. - N° de réf. du client  
W010Z-15—B017

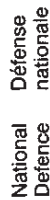
Amd. No. - N° de la modif.  
File No. - N° du dossier  
HAL-4-73106

Buyer ID - Id de l'acheteur  
hal405  
CCC No./N° CCC - FMS No./N° VME

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### **Appendix 3**

#### **Form DND 2162**



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

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

FOR TAILOR'S USE À L'USAGE DU TAILLEUR	
DATE IN DATE REÇU	♦
ANTICIPATED COMPLETION DATE DATE ANTICIPÉE D'ACHÈVEMENT	♦

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

△

[illegible]

APPROVED FOR (B SUP O) APPROUVE POUR (O APPTHO B)	DSS 942 / DND 626 SERIAL NO. N° DE SERIE DE LA FORMULE DSS 942 / DND 626
RECEIVED IN GOOD ORDER (MEMBER) RECU EN BON ETAT (MEMBRE)	SIGNATURE _____ DATE _____

**DISTRIBUTION:** COPY 1 (WHITE) – CONTRACTS SECTION – COPIE 1 (BLANCHE) – SECTION DES CONTRATS  
 COPY 2 (YELLOW) – MEMBER – COPIE 2 (JAUNE) – MEMBRE  
 COPY 3 (PINK) – CONTRACTOR / TAILOR – COPIE 3 (ROSE) – ENTREPRENEUR / TAILLEUR  
 (as applicable) (selon la cas)

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

**DND 2162 (8-93) 7530-21-911-0280**

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Conception : Gestion des formulaires 613-957-6906