



**SOLICITATION CLOSES
L'INVITATION PREND FIN**

at – à 02:00 PM
on – le 25 August 2015

Time Zone: - Fuseau horaire :
Eastern Daylight Time (EDT)

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Department of National Defence

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: Ministère de la Défense nationale (MDN)

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

Issuing Office – Bureau de distribution

Director Services Contracting (D Svcs C 3)
Direction des contrats de service (DC Svc 3)

Title – Sujet Musical Instrument Cleaning	
Solicitation No. – N° de l'invitation W6369-16-A015	
Date 16 July 2015	
Reference No. – N° de reference du client	
RETURN BIDS TO: RETOURNER LES SOUMISSIONS À : By Email to: – par courriel à : Melissa.Lee@forces.gc.ca AND +DSvcsC3Proc-DCSvcs3Achats@forces.gc.ca Director Services Contracting – Direction des contrats de service Attention:	
Address Enquiries to: Adresser toutes questions à : Melissa Lee Telephone No. E-mail Address N° de telephone Courriel Melissa.Lee@forces.gc.ca	
FOB – FAB See Herein – Voir ci-inclus	
Destination See Herein – Voir ci-inclus	
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur Telephone No. - N° de telephone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

Canada has a requirement for the cleaning and repair of musical instruments as defined in Annex "A", Statement of Work, for the Department of National Defence Band of the Ceremonial Guard.

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

PART 2 - BIDDER INSTRUCTIONS

2.1 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: 60 days
Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

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 FPSs, 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 FPSs 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.

2.4 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.

2.5 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

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 soft copy)

Section III: Certifications (1 soft copy)

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

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

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 attached Annex "C" – Financial Evaluation Criteria. The total amount of Applicable Taxes must be shown separately.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

#	MANDATORY TECHNICAL CRITERION (MT)	RESUME/ PROPOSAL REFERENCE	NARRATIVE SUMMARY (INDICATE WHERE, WHEN AND HOW EXPERIENCE WAS ACQUIRED)
MT1	<p>Bidder must clearly demonstrate the capability to provide ultrasonic cleaning for musical instruments.</p> <p>Specifically, the bidder should confirm that they have an ultrasonic cleaning bath and that they have performed this type of cleaning services within the past six (6) months.</p>		
MT2	<p>Bidder must clearly demonstrate that they have five (5) years of combined experience of both:</p> <ul style="list-style-type: none"> • cleaning and • repairing <p>musical instruments.</p>		
MT3	<p>Bidder must clearly demonstrate that they are capable of providing a 24 hour turnaround for the repair of musical instruments.</p> <p>Specifically, the bidder should show that they have:</p> <ul style="list-style-type: none"> - a plan to meet this target, - an inventory of instrument parts readily available on site or available within 8 hours' notice; - the resources available who are capable of performing these services within this time period; and - that they have performed this type of services within this time period in the past six (6) months. 		

4.2 Basis of Selection

4.2.1 A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price, as per Annex "C" – Financial Evaluation Criteria, will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Precedent to Contract Award

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

5.1.1 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.

5.1.2 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.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Task Authorization

6.2.1 Work described at Annex "A", Statement of Work, will be performed under the Contract on an "as and when requested basis".

6.2.2 With respect to the Work mentioned under paragraph 6.2.1 of this clause:

- a) an obligation will come into force only when the Contractor receives a Task Authorization (referred to here after as "Task"), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized Task;
- b) the Contracting Authority and limit will be determined in accordance with paragraph 6.2.3 of this clause;
- c) the Contractor must not commence work until a Task, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a Task, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor's own risk and expense;
- d) the Task description, inclusive of any revisions, included in an authorized Task must fall within the scope of the Statement of Work, in Annex "A"; and
- e) the Task, inclusive of any revisions, will be authorized under the Contract through the use of Annex "D", DND 626, Task Authorization Form. An authorized Task is a completed Annex "D" signed by the Project Authority.

6.2.3 Task Authority and Limit

6.2.3.1 The Project Authority may authorize individual Tasks inclusive of any revisions up to a limit of **\$value to be specified in the resulting contract**, applicable taxes extra. Any Task the total value of which would exceed that limit or any revision to a previously authorized Task that would increase the TA total value above that limit must be authorized by the Contracting Authority before issuance to the Contractor.

6.2.3.2 The authority specified under paragraph 6.2.3.1 of this clause is granted subject to the sum specified in the Contract under clause 6.7.2, Limitation of Expenditure - Cumulative Total of all authorized Tasks, not being exceeded.

6.2.4 Administration of the Task Authorization Process - Department of National Defence

The administration of the Task process will be carried out by the Project Authority. This process includes: monitoring, controlling and reporting on expenditures of the Contract to the Contracting Authority.

6.2.5 Task Authorization Process

6.2.5.1 For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex "D", DND 626, Task Authorization Form, containing as a minimum:

- (a) the task or revised task description of the Work required, including:
 - (1) the details of the activities or revised activities to be performed;
 - (2) a description of the deliverables or revised deliverables to be submitted; and
 - (3) a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
- (b) the Contract security requirements applicable to the task or revised task;
- (c) the Contract basis (bases) of payment applicable to the task or revised task; and
- (d) the Contract method(s) of payment applicable to the task or revised task.

6.2.5.2 Within five (5) calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the Task form received from the Project Authority, containing as a minimum:

- (a) the total estimated cost proposed for performing the task or, as applicable, revised task; and
- (b) a breakdown of that cost in accordance with Annex "B".

6.2.5.3 Task Authorization

- (a) The Project Authority will authorize the Task based on:
 - (1) the request submitted to the Contractor pursuant to paragraph 6.2.5.1 above;
 - (2) the Contractor's response received, submitted pursuant to paragraph 6.2.5.2 above; and
 - (3) the agreed total estimated cost for performing the task or, as applicable, revised the task.

6.2.5.4 The authorized Task will be issued to the Contractor by mail, facsimile, or e-mail (as an e-mail attachment in PDF format) at the discretion of the Project Authority.

6.3 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.

6.2.1 General Conditions

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

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to three (3) years later inclusive.

6.4.2 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 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: _____
Title: _____
Department of National Defence
Directorate: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Contracting Authority is responsible for all matters concerning the management of the Contract. Any proposed changes to the scope of the Work are to be discussed with the Contracting Authority and Technical Authority, but any resulting change can only be authorized by the Contracting Authority in writing by a contract amendment. 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.

6.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: Department of National Defence
Address: _____

Telephone : ____-____-_____

Facsimile: _____
E-mail address: _____

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

6.5.3 Contractor's Representative

Name: _____
Title: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

In contracts for services, insert SACC Manual clause [A3025C](#) in full text, to assist client departments in identifying contracts with former public servants and reporting this information in their Proactive Disclosure of Contracts. Use this clause in conjunction with [A3025T](#) or [A3026T](#). Consult sections [3.90](#) and [7.65](#) of the Supply Manual for additional information.

6.7 Payment

6.7.1 Basis of Payment- Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization, **as determined in accordance with the Basis of Payment Annex B**, to the limitation of expenditure specified in the authorized Task.

Canada's liability to the Contractor under the authorized Task must not exceed the limitation of expenditure specified in the authorized Task. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized Task 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations

Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations , inclusive of any revisions, must not exceed the sum of **\$ _____** . Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by 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 sum is inadequate for the completion of the Work required in all authorized Task, inclusive of any revisions, whichever comes first.

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.

6.7.3 Minimum Work Guarantee – All the Work – Task Authorizations

- a) In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10% of initial contract value.

- b) Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

- c) In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

- d) Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.7.3 Method of Payment

The following method of payment will form part of the authorized Task:

For the Work specified in an authorized Task subject to a limitation of expenditure:

- a. Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- I. 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;
- II. all such documents have been verified by Canada;
- III. the Work delivered has been accepted by Canada.

6.8 Invoicing Instructions

6.8.1 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.

6.8.2 Each invoice must be supported by the list of the instruments cleaned or repaired, including:

- serial number of each instrument,
- drop off and pick up dates;
- preapproved, quoted repair or maintenance costs;
- actual details of the repairs, all parts itemized with costs, and repair hours incurred; and
- firm cleaning rate per instrument.

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

6.9 Certifications

6.9.1 Compliance

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.

6.10 Applicable Laws

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

6.11 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 this list:

- Articles of Agreement;
- General Conditions 2010C (2014-09-25); General Conditions – Services (Medium Complexity);
- Annex A – Statement of Work;
- Annex B – Basis of Payment;
- Annex X – Federal Contractors Program for Employment Equity - Certification (*if applicable*);
- Signed Task Authorizations (including all of its Annexes, if any); and
- Contractor's Bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract **applies.**

ANNEX "A" - STATEMENT OF WORK

1. PURPOSE

1.1. The Department of National Defence (DND) Band of the Ceremonial Guard (CG) requires services for the repair and ultrasonic cleaning of musical instruments on an "as and when requested" basis.

2. BACKGROUND

2.1. Musical Instruments used by the Band of the CG are issued each year to different musicians. Therefore, due to health and safety issues, instruments are required to be cleaned at the end of each season prior to the next season.

3. SCOPE

3.1. DND's Band of CG has approximately 160 instruments which could be submitted to the Contractor for annual evaluation and any necessary cleaning, maintenance or repair to be performed.

4. TASKS

- 4.1. The Contractor must provide complete cleaning, maintenance and repair services, and must stock adequate parts for the specified instruments at Appendix A.
- 4.2. Instruments must be picked up by the Contractor at the end of the Ceremonial Guard season, which is at the end of August each year. At the CG's discretion, any musical instruments may alternatively be dropped off by the CG as required for repair or cleaning at the Contractor's facility.
- 4.3. Instrument cleaning must be conducted over the period from September to March each year.
- 4.4. The Contractor must provide emergency repair service during the active parade season from May 1st to August 31st with mandatory next day turnaround.

5. DELIVERABLES

- 5.1. Cleaned, maintained and repaired instruments, picked up and dropped off at the Band of the Ceremonial Guard's location below.
- 5.2. The itemized list of instruments specifying that each was cleaned, maintained or repaired, and accompanying the invoice.

6. LOCATION

6.1. The musical instrument pick-up and drop-off location is at 1745 Alta Vista Drive, Ottawa, ON.

Appendix A – Instrument Inventory List

NOTE: This list of instruments and serial numbers will be updated throughout the life of the Contract, with the purchases of new and the disposal of old ones.

Instrument	Item Name	Serial Number
Bass Trombone	Trombone Bass, w/rotor	8772/44722
Bass Trombone	Trombone Bass Bach	8764/50058
Bass Trombone	Trombone Bass	54437/110838
Bass Trombone	Trombone Bass, w/rotor	8374/68554
Bass Trombone	Trombone Bass, w/rotor	87393/81269
Bass Trombone	Trombone Bass, w/rotor	58698-196022
Bass Trombone	Trombone Bass, w/rotor	58687-196038
Bassoon	Bassoon, Heckel Key	6290 Renard
Bassoon	Bassoon Fox Model 3	14793
Bassoon	Bassoon, Heckel Key	22044
Bassoon	Bassoon, Heckel Key	22478
Clarinet	Clarinet, B-Flat, w/l	361675
Clarinet	Clarinet, B-Flat, w/l	362846
Clarinet	Clarinet, B-Flat, w/l	613109
Clarinet	Clarinet, B-Flat, w/l	620964
Clarinet	Clarinet, B-Flat, w/l	362114
Clarinet	Clarinet, B-Flat, w/l	623230
Clarinet	Clarinet, B-Flat, w/l	613125
Clarinet	Clarinet, B-Flat, w/l	302869
Clarinet	Clarinet, B-Flat, w/l	388295
Clarinet	Clarinet, B-Flat, w/l	209961
Clarinet	Clarinet, B-Flat, w/l	316212
Clarinet	Clarinet, B-Flat, w/l	613117
Clarinet	Clarinet, B-Flat, w/l	302836
Clarinet	Clarinet, B-Flat, w/l	399392
Clarinet	Clarinet, B-Flat, w/l	398068
Clarinet	Clarinet, B-Flat, w/l	598068
Clarinet	Clarinet, E-Flat, w/l	211710
Clarinet	Clarinet, Bass, w,lon	23337
Clarinet	Clarinet, Bass, w,lon	22376
Clarinet	Clarinet, B-Flat, w/l	399432
Clarinet	Clarinet, B-Flat, w/l	399399
Clarinet	Clarinet, B-Flat, w/l	398107
Clarinet	Clarinet, B-Flat, w/l	613121
Clarinet	Clarinet, B-Flat, w/l	362020
Clarinet	Clarinet, B-Flat, w/l	624396
Clarinet	Clarinet, B-Flat, w/l	210544
Clarinet	Clarinet, B-Flat, w/l	623231
Clarinet	Clarinet, B-Flat, w/l	613118
Clarinet	Clarinet, B-Flat, w/l	210578
Clarinet	Clarinet, B-Flat, w/l	210543
Clarinet	Clarinet, B-Flat, w/l	210540
Clarinet	Clarinet, B-Flat, w/l	210467
Clarinet	Clarinet, B-Flat, w/l	210556
Clarinet	Clarinet, B-Flat, w/l	210463
Clarinet	Clarinet, B-Flat, w/l	265872

Clarinet	Clarinet, B-Flat, w/l	210473
Clarinet	Clarinet, B-Flat, w/l	316208
Clarinet	Clarinet, B-Flat, w/l	612115
Clarinet	Clarinet, B-Flat, w/l	210536
Clarinet	Clarinet, B-Flat, w/l	210527
Clarinet	Clarinet, B-Flat, w/l	210460
Clarinet	Clarinet, B-Flat, w/l	232195
English Horn	English Horn, Military	4482
Euphonium	Euphonium	967-738036
Euphonium	Euphonium	968-778769
Euphonium	Euphonium	357517
Euphonium	Euphonium B&H Sover	967GS-841064
Euphonium	Euphonium B&H Sover	967GS-841065
Euphonium	Euphonium	968-800217
Euphonium	Euphonium	968-795820
Euphonium	Euphonium	656824
Euphonium	Euphonium	686344
Euphonium	Euphonium	092535
Euphonium	Euphonium	776659
Euphonium	Euphonium	672306
Fanfare	Trumpet, B-Flat Melody	48419
Fanfare	Trumpet, E-Flat Soprano	705-684929
Fanfare	Trumpet, B-Flat Tenor	707-703755
Fanfare	Trumpet, B-Flat Tenor	707-703757
Fanfare	Trumpet, B-Flat Tenor	707-703758
Fanfare	Trumpet, B-Flat Melody	706-692743
Fanfare	Trumpet, B-Flat Melody	706-692740
Fanfare	Trumpet, B-Flat Tenor	48470
Fanfare	Trumpet, B-Flat Tenor	48473
Fanfare	Trumpet, B-Flat Tenor	48471
Fanfare	Trumpet, G-Bass w/mo	708-703760
Fanfare	Trumpet, B-Flat Tenor	48469
Fanfare	Trumpet, B-Flat Melody	706-692741
Fanfare	Trumpet, B-Flat Melody	48416
Fanfare	Trumpet, B-Flat Melody	48495
Fanfare	Trumpet, B-Flat Melody	48494
Fanfare	Trumpet, E-Flat Soprano	605037
Fanfare	Trumpet, B-Flat Bass	46520
Flute	Flute C,	052651A
Flute	Flute C,	051675A
Flute	Flute C,	1922
Flute	Flute C,	005217
Flute	Flute C,	31538
Flute	Flute C,	37057
Flute	Flute C,	001104
Flute	Flute C,	07077
Flute	Flute C,	07073
Flute	Flute C,	07078
Flute	Flute C,	0869
Flute	Flute C,	1922
Flute	Flute C,	06818
Flute	Flute C,	589125

Flute	Flute C,	37528
Flute	Flute C,	37054
French Horn	French Horn Holton	001104
French Horn	French Horn, Double	022004
French Horn	Conn Double French Horn	5-623425
French Horn	Conn Double French Horn	5-623424
French Horn	French Horn Holton	697055
French Horn	French Horn Holton	697172
French Horn	French Horn, Double	004108
French Horn	French Horn Holton	001128
French Horn	French Horn, Double	640809
French Horn	Conn Double French Horn	5-623427
French Horn	French Horn, Double	594703
French Horn	French Horn, Double	879736
French Horn	French Horn, Double	022003
French Horn	French Horn, Double	40-313673
French Horn	French Horn, Double	021971
French Horn	French Horn, Double	021967
French Horn	French Horn, Double	879732
French Horn	French Horn, Double	407266
French Horn	French Horn, Double	C47900
French Horn	French Horn, Double	003840
French Horn	French Horn, Double	021982
French Horn	French Horn, Double	001143
French Horn	French Horn, Double	622739
French Horn	French Horn, Double	004102
Oboe	Oboe, Conservatory S	GB85
Oboe	Oboe, Conservatory S	JB73
Oboe	Oboe, Conservatory S	IR30
Oboe	Oboe, Conservatory S	IY66
Oboe	Oboe, Conservatory S	IX73
Piccolo	Piccolo	1818
Piccolo	Piccolo	1821
Piccolo	Piccolo	1823
Piccolo	Piccolo	7288694
Piccolo	Piccolo	7288699
Piccolo	Piccolo	7289899
Piccolo	Piccolo	42270
Piccolo	Piccolo	40656
Piccolo	Piccolo	7288691
Piccolo	Piccolo	59990
Piccolo	Piccolo	11282
Piccolo	Piccolo	130787
Piccolo	Piccolo	59986
Piccolo	Piccolo	5984
Piccolo	Piccolo	26253
Piccolo	Piccolo	130812
Piccolo	Piccolo	130809
Piccolo	Piccolo	59903
Piccolo	Piccolo	130818
Piccolo	Piccolo	130820
Piccolo	Piccolo	26260

Piccolo	Piccolo	42160
Piccolo	Piccolo	31736
Piccolo	Piccolo	11642
Piccolo	Piccolo	12794
Piccolo	Piccolo	42161
Piccolo	Piccolo	29529
Piccolo	Piccolo	11248
Piccolo	Piccolo	130826
Piccolo	Piccolo	42158
Piccolo	Piccolo	31379
Piccolo	Piccolo	30358
Saxophone	Saxophone Alto	759713
Saxophone	Saxophone Alto	488496
Saxophone	Saxophone Tenor	760273
Saxophone	Saxophone Alto	490922
Saxophone	Saxophone Alto	279801
Saxophone	Saxophone Alto	490514
Saxophone	Saxophone Alto	490460
Saxophone	Saxophone Tenor W/Mouth	667093
Saxophone	Saxophone Alto	398608
Saxophone	Saxophone Alto	754884
Saxophone	Saxophone, Baritone	002926
Saxophone	Saxophone Alto	376721
Saxophone	Saxophone Tenor W/Mouth	667093
Saxophone	Saxophone Tenor	759514
Saxophone	Saxophone Tenor W/Mouth	475296
Saxophone	Saxophone, Soprano	375684
Saxophone	Saxophone Alto	754128
Saxophone	Saxophone Alto	760319
Saxophone	Saxophone Tenor W/Mouth	375708
Saxophone	Saxophone Tenor W/Mouth	376287
Saxophone	Saxophone, Baritone	271970
Saxophone	Saxophone Tenor W/Mouth	375079
Saxophone	Saxophone Tenor W/Mouth	667093
Saxophone	Saxophone Tenor W/Mouth	475280
Saxophone	Saxophone, Baritone	338213
Saxophone	Saxophone Alto	300852
Saxophone	Saxophone Tenor W/Mouth	667093
Saxophone	Saxophone Alto	742616
Saxophone	Saxophone Tenor	758144
Saxophone	Saxophone Tenor W/Mouth	380763
Trombone	Trombone Tenor w/mouthpiece	58109-195705
Trombone	Trombone Tenor w/mouthpiece	33051/169910
Trombone	Trombone Tenor w/mouthpiece	30437/166284
Trombone	Trombone Tenor w/mouthpiece	569/40569
Trombone	Trombone Tenor w/mouthpiece	52680/105518
Trombone	Trombone Tenor w/mouthpiece	646/77444
Trombone	Trombone Tenor w/mouthpiece	28916/66894
Trombone	Trombone Tenor w/mouthpiece	38713/52120
Trombone	Trombone Tenor w/mouthpiece	52593/105605
Trombone	Trombone Tenor w/mouthpiece	52579/105351
Trombone	Trombone Tenor w/mouthpiece	52607/105601

Trombone	Trombone Tenor w/mouthpiece	109/42109
Trombone	Trombone Tenor w/mouthpiece	120/26646
Trombone	Trombone Tenor w/mouthpiece	92847/83130
Trombone	Trombone Tenor w/mouthpiece	53363-195959
Trombone	Trombone Tenor, w/ro	92369/86005
Trombone	Trombone	78049/129177
Trombone	Trombone	76799-127652
Trombone	Trombone	83190-132177
Trombone	Trombone	83192/132282
Trombone	Trombone Tenor w/mouthpiece	442/46418
Trumpet	Trumpet Bach Strad	463700
Trumpet	Trumpet Bach 37 ML	467417
Trumpet	Trumpet Bach 37 ML	463759
Trumpet	Trumpet Bach 37 ML	467436
Trumpet	Trumpet, Bb, w/mouthpiece	527982
Trumpet	Trumpet Piccolo	244941
Trumpet	Post Horn	420103
Trumpet	Trumpet, Bb, w/mouthpiece	621734
Trumpet	Trumpet, Bb, w/mouthpiece	527959
Trumpet	Trumpet, Bb, w/mouthpiece	527944
Trumpet	Trumpet, Bb, w/mouthpiece	527931
Trumpet	Trumpet, Bb, w/mouthpiece	527730
Trumpet	Trumpet, Bb, w/mouthpiece	693111
Trumpet	Trumpet, Bb, w/mouthpiece	527672
Trumpet	Post Horn	420104
Trumpet	Trumpet, Bb, w/mouthpiece	522500
Trumpet	Trumpet, Bb, w/mouthpiece	388068
Trumpet	Trumpet, Bb, w/mouthpiece	621732
Trumpet	Flugelhorn, B-Flat w	302482
Trumpet	Flugelhorn, B-Flat w	308762
Trumpet	Trumpet, Bb, w/mouthpiece	693638
Trumpet	Trumpet, Bb, w/mouthpiece	693640
Trumpet	Trumpet, Bb, w/mouthpiece	693636
Trumpet	Trumpet, Bb, w/mouthpiece	693627
Trumpet	Trumpet, Bb, w/mouthpiece	388067
Trumpet	Trumpet, Bb, w/mouthpiece	513730
Trumpet	Trumpet, Bb, w/mouthpiece	187503
Trumpet	Trumpet, Bb, w/mouthpiece	622565
Trumpet	Trumpet, Bb, w/mouthpiece	388064
Trumpet	Trumpet, Bb, w/mouthpiece	388070
Trumpet	Trumpet, Bb, w/mouthpiece	388065
Trumpet	Trumpet, Bb, w/mouthpiece	388074
Trumpet	Trumpet, Bb, w/mouthpiece	388075
Trumpet	Trumpet, Bb, w/mouthpiece	388069
Trumpet	Trumpet, Bb, w/mouthpiece	250398
Trumpet	Trumpet, Bb, w/mouthpiece	187227
Trumpet	Trumpet, Bb, w/mouthpiece	187161
Trumpet	Trumpet, Bb, w/mouthpiece	185064
Trumpet	Trumpet, Bb, w/mouthpiece	388063
Trumpet	Trumpet, Bb, w/mouthpiece	388066
Trumpet	Trumpet, Bb, w/mouthpiece	388073
Trumpet	Trumpet, Bb, w/mouthpiece	209615

Trumpet	Trumpet, Bb, w/mouthpiece	183791
Trumpet	Trumpet, Bb, w/mouthpiece	388071
Tuba	Bass Tuba Eb	BE982-879239
Tuba	Bass, Upright BBb	994-793703
Tuba	Bass Tuba Eb	981GS-838002
Tuba	Bass Tuba Eb	BE982-854444
Tuba	Bass, Upright BBb	994-780805
Tuba	Bass, Upright BBb	994-777625
Tuba	Bass, Upright BBb	992-7343372
Tuba	Bass, Upright BBb	656794
Tuba	Bass, Upright BBb	076322
Tuba	Bass, Upright BBb	A02775
Tuba	Bass Tuba Eb	682830
Tuba	Bass, Upright BBb	656793

ANNEX “B” – Basis of Payment

Note: Vendor must provide a price for each type of instrument listed in Appendix “A”. Instruments listed in the table are only examples.

		Ultrasonic Bath Fixed Rate
WOODWINDS	Model Type	
Piccolo	Haynes, Yamaha, Emerson, Armstrong	\$
Flute	Yamaha, Sankyo, Selmer	\$
Alto Sax	Selmer	\$
Tenor Sax	Selmer	\$
Baritone Sax	Selmer	\$
BRASS	Model Type	
Trumpet	Bach, Yamaha	\$
Trombone	Bach	\$
Bass Trombone	Bach	\$
Euphonium	Besson, Yamaha	\$
French Horn	Holton, Conn, Yamaha	\$
Tuba	Yamaha, Besson, B&H	\$
Fanfare Trumpets	Besson, B&H, Kanstul	\$
Fanfare Trombones	Besson, B&H, Kanstul	\$
Firm Hourly Cleaning Rate	All Other Instruments at Appendix “A” of the Statement of Work	\$

Firm Hourly Maintenance or Repair Rate	\$
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ALL PARTS must be supplied at Contractor’s best Customer pricing.

Solicitation No. - N° de l'invitation

W8484-16-A015

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

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

ANNEX "C" – Financial Evaluation Criteria

See attached Excel Spreadsheet.

ANNEX "D" – DND 626 Task Authorization Form

National Defence / Défense nationale		TASK AUTHORIZATION AUTORISATION DES TÂCHES	
All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. - N° du contrat _____ Task no. - N° de la tâche _____	
Amendment no. - N° de la modification		Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente
To - À		TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery location - Expédiez à		Date _____ for the Department of National Defence / pour le ministère de la Défense nationale	
Delivery/Completion date - Date de livraison/d'achèvement			
Contract item no. / N° d'article du contrat	Services		Cost / Prix
		GST/HST / TPS/TVH	
		Total	
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
_____ <small>for the Department of Public Works and Government Services / pour le ministère des Travaux publics et services gouvernementaux</small>			
DND 626 (01-05)		Design: Forms Management 993-4030 Conception: Gestion des formulaires 993-4032	