

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

**1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 1T3
Bid Fax: (902) 496-5016**

Request For a Standing Offer Demande d'offre à commandes

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Atlantic Region Acquisitions/Région de l'Atlantique
Acquisitions
1713 Bedford Row
Halifax, N.S./Halifax, (N.É.)
B3J 3C9
Nova Scot

Title - Sujet Tailoring and Alterations	
Solicitation No. - N° de l'invitation W0102-16110N/A	Date 2015-09-29
Client Reference No. - N° de référence du client W0102-16-110N	GETS Ref. No. - N° de réf. de SEAG PW-\$HAL-308-9619
File No. - N° de dossier HAL-5-74022 (308)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-10-15	Time Zone Fuseau horaire Atlantic Daylight Saving Time ADT
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: LaBrash, Rachelle	Buyer Id - Id de l'acheteur hal308
Telephone No. - N° de téléphone (902)496-5115 ()	FAX No. - N° de FAX (902)496-5016
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 14 WING GREENWOOD STN MAIN GREENWOOD NOVA SCOTIA B0P1N0 Canada	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation

W0102-16110N/A

Amd. No. - N° de la modif.

File No. - N° du dossier

HAL-5-74022

Buyer ID - Id de l'acheteur

hal308

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

W0102-16-110N

CCC No./N° CCC - FMS No/ N° VME

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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:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

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 Work, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

1.2.1 The Department of National Defence has a requirement for a Regional Individual Standing Offer (RISO) for tailoring and alterations services, on an as and when requested basis, at 14 Wing Greenwood, Greenwood Nova Scotia. The period of this Standing Offer is two (2) years from date of award with three (3) options to renew for a one (1) year period.

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

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

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](#) (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

2.1.1 SAAC manual Clauses

M0019T (2007-05-25) Firm Price and/or Rates
M1004T (2011-05-16) Condition of Material

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 five (5) 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: Technical Offer (one (1) hard copy)
- Section II: Financial Offer (one (1) hard copy)
- Section III: Certifications (one (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: Technical Offer

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

Section II: Financial Offer

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

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 III: 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.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

N/A

4.1.2 Financial Evaluation

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 and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional 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 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 will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Offeror must provide with its offer, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame provided will render the offer non-responsive.

5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

PART 6 - INSURANCE REQUIREMENTS

6.1 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

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 Statement of Work at Annex A.

7.2 Security Requirements

7.2.1 There is no security requirement applicable to this 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](#) (2015-09-03) 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 C. 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 thirty (30) calendar days after the end of the reporting period.

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 from the date of issue for a two (2) year period.

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 three (3) additional one (1) year periods 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

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The Standing Offer Authority is:

Name: Rachelle LaBrash
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Address: 1713 Bedford Row, Halifax N.S. B3J 3C9

Telephone: 902-496-5115
Facsimile: 902-496-5016
E-mail address: rachelle.labrash@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 of Representative: _____
Company Name: _____
Mailing Address: _____
Telephone: _____
Facsimile: _____
Cellular: _____
E-mail: _____
Company PBN _____

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: Clothing Stores Supervisor and Procurement Personnel, Wing Supply, 14 Wing Greenwood, Nova Scotia.

7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using forms PWGSC-TPSGC 942, Call-up Against a Standing Offer and PWGSC-TPSGC 191, Acquisition Card Application (MasterCard) may also be used at the time of the call-up against standing offers, as an alternative to other payment methods identified in the standing offer.

7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000 (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 \$_____ (*Applicable Taxes excluded*) (*to be determined at time of award*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

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](#) (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010C](#) (2015-09-03); General Conditions - Services (Medium Complexity);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Reporting Requirements;
- h) the Offeror's offer dated _____ (*insert date of offer*),

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 additional 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 additional 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 (2015-09-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

Section thirteen (13) Interest on Overdue Accounts, of 2010C (2015-09-03), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

7.2.2 Status of the Contractor

The Contractor is an independent contractor engaged by Canada to perform the Work. Nothing in the Contract is intended to create a partnership, a joint venture or an agency between Canada and the other Party or Parties. The Contractor must not represent itself as an agent or representative of Canada to anyone. Neither the Contractor nor any of its personnel is engaged as an employee or agent of Canada. The Contractor is responsible for all deductions and remittances required by law in relation to its employees.

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 Payment

7.4.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex B *for a cost of \$ _____* (insert the amount at contract award). Customs duties are excluded and Applicable Taxes are extra. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.4.2 Limitation of Price

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

7.4.3 Single Payment

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Canada will pay the Contractor upon completion and delivery of the Work 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.

7.4.4 SAAC Manual Clauses

A9117C	(2007-11-30)	T1204 - Direct Request by Customer Department
M3800C	(2006-08-15)	Estimates

7.4.5 Payment by Credit Card

The following credit cards are accepted: _____ and _____.

7.5 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. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.6 SACC Manual Clauses

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

7.7 Insurance Requirements

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

ANNEX A - STATEMENT OF WORK

1.0 SCOPE

- 1.1 14 Wing Greenwood Supply requires a Standing Offer and Call-up Authority for tailoring and alteration services.

2.0 SITE AUTHORITY

- 2.1 The Site Authority for this contract is the Clothing Stores Supervisor, 14 Wing Greenwood.

3.0 DELIVERABLES

- 3.1 Specifications:
 - 3.1.1 Work is to be performed in accordance with description of item
 - 3.1.2 Invoices are to have the tailor's original tag number listed and are to be submitted for payment once per month
- 3.2 Delivery Priority of Scheduled Work
 - 3.2.1 Priority 1 – Emergency Requirements:
 - 3.2.1.1 Upon notification by Site Authority, in Priority 1 cases, work is to be completed within 24 hrs. (this priority work will be covered under item 11 and will be payable by part of an hour. No mileage will be paid.)
 - 3.2.2 Priority 2 – Clothing Stores Stock: Operation Clothing & Equipment
 - 3.2.2.1 Work is to be completed and the custody of the Site Authority within 72 hrs (3 days), excluding weekends and holidays.
 - 3.2.3 Priority 3 – Routine Requirements
 - 3.2.3.1 All other work is to be completed and in the custody of the Site Authority within five (5) days, excluding weekends and holidays.
- 3.3 Supply of Material
 - 3.3.1 Rank braid, insignia, badges, buttons, slip-ons, enhanced combat uniform patches, shoulder straps, ribbons, cloth, Nomex thread, and Nomex Velcro will be provided by the Department of National Defence. Common threads and other sewing materials to be provided by the contractor.
- 3.4 Supplier Requirements
 - 3.4.1 To provide all equipment required to perform services (i.e. sewing machine on site, steam iron, etc.)
 - 3.4.2 Contractor must be available on-site at 14 Wing Supply Clothing Stores for fittings for approximately two (2) hours per day, at a time that is mutually convenient for Contractor and Client (to be determined after issuance).

3.4.3 The Wing Supply Tailoring Facility is available for use by the contractor for 0730 – 1600 hrs, Monday thru Friday, except holidays.

3.4.4 Service outlet to be located within a 75 km radius for 14 Wing Greenwood.

4.0 REQUESTED PERIOD OF STANDING OFFER

4.1 Year 1&2: dd-mm-2015 to dd-mm- 2017

4.2 Option Year 1: dd-mm-2017 to dd-mm-2018

4.3 Option Year 2: dd-mm-2018 to dd-mm-2019

4.4 Option Year 3: dd-mm-2019 to dd-mm-2020

5.0 Tailoring and Alteration Services as follows:

5.1 Jacket, Tunic Service Dress

- 5.1.1 Lengthen or shorten sleeves
- 5.1.2 Take in or let out sides
- 5.1.3 Enlarge Armholes
- 5.1.4 Lower Collar
- 5.1.5 Shorten Collar
- 5.1.6 Shorten Jacket
- 5.1.7 Pad or Lower Shoulder
- 5.1.8 Reduce or increase waist

5.2 Trousers, Slacks, Service Dress

- 5.2.1 Shorten
- 5.2.2 Lengthen
- 5.2.3 Take in or let out
- 5.2.4 Breech
- 5.2.5 Side Seams

5.3 Shirt, Service Dress

- 5.3.1 Take in or let out sides
- 5.3.2 Cuffs, Shorten

5.4 Raincoat, Lightweight or Heavyweight

- 5.4.1 Shorten or lengthen sleeves
- 5.4.2 Shorten or lengthen coat

5.5 Skirt, Service Dress

- 5.5.1 Let out or take in
- 5.5.2 Lengthen or shorten
- 5.5.3 Replace zipper
- 5.5.4 Raise or lower waistband

5.6 Buttons, Insignia and Badges

5.6.1 Service Dress Uniform

- 5.6.1.1 As required, sew on badges to include, but not limited to "CANADA" flashes, rank insignia, specialty badges, qualification badges, trade level badges, Office Braid on tunics.

NOTE: "CANADA" flashes are to be hand sewn through outer layer only. Officer Braid is to be machine sewn, with stitches not appearing through the inner lining of the garment.

5.6.2 Flying Clothing

- 5.6.2.1 Sew on Slip-ons (pair)
- 5.6.2.2 Sew on qualification/specialist badges
- 5.6.2.3 Sew on Name tag
- 5.6.2.4 Sew on squadron badges
- 5.6.2.5 Cut Velcro to size and shape of crests, nametags and qualification badges
- 5.6.2.6 Sew on Velcro to flight suits, jackets, badges and crests

5.6.3 Service Dress Shirts

- 5.6.3.1 Sew on Buttons
- 5.6.3.2 Sew on trade badge (Navy)
- 5.6.3.3 Sew on "CANADA" (Navy Officers)

5.6.4 Headdress

- 5.6.4.1 Sew on cap badge
- 5.6.4.2 Sew Officer Braid on female hat

5.6.5 Removal of Badges as required

5.7 Slip-ons, Enhanced Combat Uniform (ECU) patches

- 5.7.1 Sew on "CANADA" or branch identifiers
- 5.7.2 Sew Clip-on closed

5.8 Construct CF Ribbons

- 5.8.1 Single ribbon/bar
- 5.8.2 Double ribbon/bar
- 5.8.3 Triple ribbon/bar
- 5.8.4 Quadruple ribbon/bar
- 5.8.5 Mount rosette to ribbon
- 5.8.6 Mount clasp to CD ribbon
- 5.8.7 Affix numeral to ribbons
- 5.8.8 Affix crosses and other adornments

5.9 Zippers, remove and replace

- 5.9.1 Various trousers (short zipper)
- 5.9.2 Various Jackets (medium length zipper)
- 5.9.3 Flight Suits (long zipper)

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6.0 MISCELLANEOUS ALTERATIONS & SIZINGS

- 6.1 Miscellaneous alterations which are not included in the Standing Offer, but are deemed necessary to provide a reasonable fit or acceptable appearance may be carried out upon the Authorization of the Site Authority, to be charged at an hourly rate or portion thereof including time for fitting.
- 6.2 Miscellaneous sizings (taking measurements) which are not included in the standing offer, but are deemed necessary to ensure proper ordering of clothing & equipment by Clothing personnel, may be carried out upon the authorization of the Site Authority, to be charged at an hourly rate or portion thereof.
- 6.3 This includes an emergency tailoring, and will not be billed in conjunction with any other changes.

7.0 GENERAL NOTE

- 7.1 All repairs and alterations are subject to inspection by the Commanding Officer or his authorized representative.
- 7.2 Any repair, alteration or service that has been deemed unsatisfactory, must be redone, to the Site Authority's satisfaction, at no further cost to the Crown.

ANNEX B - BASIS OF PAYMENT

1. Please provide the all inclusive firm ceiling rates, excluding HST, in the spaces provided below (**3.0 Pricing Tables**). Prices shall be quoted FOB to the destination including all pick up, delivery and shipping charges, exclusive of taxes, to the destination specified on form PWGSC 942, *Call-up against a Standing Offer*. The pricing schedule must be completed in full. All lines will be used for evaluation purposes. Pricing to be *per task*. In order for any bid to be considered compliant, pricing must be submitted for 100 percent of the items as listed in the pricing schedule.

1.1 Prices to include seamstress or tailor as requested on-site each week.

1.2 The estimated usage (*Est. Usage*), if provided, is an estimate only for the purposes of evaluation and does not infer that all the quantities for that item will be utilized or that the quantities may not be exceeded.

1.3 No rate adjustments will be provided for either legislated minimum wage increases or increases in employer contributions.

1.4 Canada will not accept travel and living expenses incurred by any contractor as a consequence of a relocation required to satisfy the terms of this Contract.

2.0 Period of Standing Offer:

Year 1&2: dd-mm-2015 to dd-mm- 2017

Option Year 1: dd-mm-2017 to dd-mm-2018

Option Year 2: dd-mm-2018 to dd-mm-2019

Option Year 3: dd-mm-2019 to dd-mm-2020

3.0 PRICING TABLES

Totals for each line item in each table are to be calculated as follows:
 $(a \times b) + (a \times b) + (a \times c) + (a \times d) + (a \times e) = f$

Example:

Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (e)	Total (f)
125	\$1.00 ea	\$1.25 ea	\$1.50 ea	\$1.50 ea	\$781.25

$(a) 125 \times \$1.00 (b \text{ year } 1) + (a) 125 \times \$1.00 (b \text{ year } 2) + (a) 125 \times \$1.25 (c) + (a) 125 \times \$1.50 (c) + (a) 125 \times \$1.50 (d) = f$

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1. JACKET, SERVICE DRESS, MALE & FEMALE

DESCRIPTION	UNIT PRICE					Total (f)
	Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (e)	
A) Lengthen or shorten 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 silk size "C" or "D" shall be used. In lengthening, the bottom of the lining on shell may have to be pieced depending on the extra length required	126	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
B) Take-in or let-out sides. After seams have been let out or taken in, all loose thread ends shall be removed, the old seam creases pressed off and the seams oppressed open. Necessary adjustment done to lining must be performed by hand.	162	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
C) Enlarge Armholes. The sleeve lining shall be opened, the armholes enlarged and the lining felled in the same manner and using silk as specified in para (a).	94	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
D) Lower Collar. The top and under collar shall be ripped open at the back from lapel crease to lapel crease. The under collar shall be placed at the desired height and felled. The top of the garment shall be securely tacked to the under collar from gorge to gorge and the top collar felled and adjust shoulder seams accordingly. Number of stitches and silk to be used to be as para (a).	4	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
E) Shorten Collar. The bottom edge of the under collar shall be ripped from lapel to lapel crease and the right side of the collar shall be ripped at the top and bottom edge within 1 inch (2.5 cm) of the left lapel crease. The shoulders shall be ripped to within 1 inch (2.5 cm) of the sleeve head seam and taken in the necessary amount. The shoulder seam shall be pressed open, the lining basted at the shoulders and felled and the top of the lining tacked to the top of the shell. The under collar shall be properly measured. The under and top collar shall then be replaced and finished in their original manner. All hand felling and silk shall be as specified in para (a).	1	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
F) Shorten Jacket. Shorten as required, tape, blind fell and finish in its original manner.	5	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
G) Shoulder. (1) Pad right or left shoulder	1	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
(2) Lower Shoulder	1	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____

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DESCRIPTION						
UNIT PRICE						
	Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (e)	Total (f)
H) Waist. Reduce or increase waist.	1	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea
SUBTOTAL 1. (sum of totals 1A+1B+1C+1D+1F+1G+1H)						\$_____ ea

2. TROUSER, SLACKS SERVICE DRESS – MALE & FEMALE & TROUSER, SLACKS WORK DRESS – MALE & FEMALE

DESCRIPTION						
UNIT PRICE						
	Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (e)	Total (f)
A) Shorten. Rip bottom leg, shorten as necessary and blind fell by hand or machine and overlock edge.	177	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea
B) Lengthen. Rip bottom leg, clean all loose threads and lengthen as necessary. Material to be added as necessary to have the bottom panel at least 1 inch (2.5 cm).	15	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea
C) Take-in or Let-out Waist. Take in or let out as necessary, rip the seat seam, clean all loose threads, press open, including replacing or adding belt loops. If the waist was let out, the old seam pressing creases shall be properly pressed out.	78	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea
D) Breech. Reduce or increase breech as necessary.	1	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea
E) Side Seams. Take-in or let-out side seams.	1	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea
SUBTOTAL 2. (sum of totals 2A+2B+2C+2D+2E)						\$_____ ea

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**3. SHIRT, SERVICE DRESS – MALE & FEMALE
SHIRT, WORK DRESS – MALE & FEMALE**

DESCRIPTION						
UNIT PRICE						
	Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (d)	Total (f)
A) Take-in or Let-out Sides. After the seams have been let out or taken in, all loose cuts ends of thread shall be removed, the old seam creases pressed off and the seams pressed open.	1	\$_____	\$_____	\$_____	\$_____	\$_____
B) Cuffs. Shorten as necessary.	1	\$_____	\$_____	\$_____	\$_____	\$_____
SUBTOTAL 3. (sum of totals 3A+3B)						\$_____

4. RAINCOAT, LIGHTWEIGHT & HEAVYWEIGHT (WINTER COAT), SERVICE DRESS – MALE & FEMALE

DESCRIPTION						
UNIT PRICE						
	Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (d)	Total (f)
A) Take-in or Let-out Sides. After the seams have been let out or taken in, all loose cuts ends of thread shall be removed, the old seam creases pressed off and the seams pressed open.	1	\$_____	\$_____	\$_____	\$_____	\$_____
B) Cuffs. Shorten as necessary.	1	\$_____	\$_____	\$_____	\$_____	\$_____
SUBTOTAL 4. (sum of totals 4A+4B)						\$_____

5. SKIRT, SERVICE DRESS

DESCRIPTION						
UNIT PRICE						
	Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (d)	Total (f)
A) Let-out or Take-in. The waist on hips can be let out by opening the waist-band and letting out the side	1					

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seams. The old creases shall be properly pressed out, all loose thread ends removed and the seams pressed open. Should the skirt be reduced, the same operation as letting out shall apply. All alterations must be compatible to the original design.		\$_____	\$_____	\$_____	\$_____	\$_____
B) Lengthen or Shorten Skirt. Rip felling of bottom hem and lengthen or shorten the required amount. If lengthening or shortening, the bottom crease shall be properly pressed out, the hem turned, edge surged and blind stitch felled either by hand or machine.	26	\$_____	\$_____	\$_____	\$_____	\$_____
C) Zipper. Should it prove necessary to replace the side-opening zipper, on the same quality, length, gauge and tape color as the one previously used in the skirt shall be sewn in the original manner.	1	\$_____	\$_____	\$_____	\$_____	\$_____
D) Raise or Lower Waistband.	1	\$_____	\$_____	\$_____	\$_____	\$_____
SUBTOTAL 5. (sum of totals 5A+5B+5C+5D)						\$_____

6. BUTTONS, INSIGNIA AND BADGES

(All badges and insignia shall be hand sewn using appropriately colored thread.)

DESCRIPTION						
UNIT PRICE						
	Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (d)	Total (f)
A) Service Dress Uniform.						
1. Sew on Buttons	1	\$_____	\$_____	\$_____	\$_____	\$_____
2. Insignia						
a. Sew on "CANADA" badges by hand (2 per garment)	302	\$_____	\$_____	\$_____	\$_____	\$_____
b. Sew on "RANK" badges by machine (2 per jacket, cost service dress)	590	\$_____	\$_____	\$_____	\$_____	\$_____
c. Sew on Specialty badge as applicable (per badge)	4	\$_____	\$_____	\$_____	\$_____	\$_____
d. Sew on Qualification badge as applicable (per badge)	232	\$_____	\$_____	\$_____	\$_____	\$_____

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DESCRIPTION						
		UNIT PRICE				
	Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (d)	Total (f)
e. Sew on Trade Level badges	338	\$ ea	\$ ea	\$ ea	\$ ea	\$ ea
f. Sew on Officer Braid on sleeves of coat, jacket service dress. Machine sewn with stitches not appearing through lining of garment.	191	\$ ea	\$ ea	\$ ea	\$ ea	\$ ea
B) Combat Uniform.						
1.Sew on buttons	1	\$ ea	\$ ea	\$ ea	\$ ea	\$ ea
2.Insignia						
a.Sew on "CANADA" badges by hand (2 per garment)	1	\$ ea	\$ ea	\$ ea	\$ ea	\$ ea
b.Sew on "RANK" badges by machine (2 per jacket, cost service dress)	1	\$ ea	\$ ea	\$ ea	\$ ea	\$ ea
C) Flying Clothing (coveralls, flying jacket)						
1.Sew on slip-ons (pair)	737	\$ ea	\$ ea	\$ ea	\$ ea	\$ ea
2.Sew on qualification/specialist badge	837	\$ ea	\$ ea	\$ ea	\$ ea	\$ ea
3.Sew on name tag		\$ ea	\$ ea	\$ ea	\$ ea	\$ ea
4.Sew on Squadron badge	582	\$ ea	\$ ea	\$ ea	\$ ea	\$ ea
	1179	\$ ea	\$ ea	\$ ea	\$ ea	\$ ea
D) Service Dress Shirt						
1.Sew on buttons	24	\$ ea	\$ ea	\$ ea	\$ ea	\$ ea
2.Sew on Trade badge (navy)	6	\$ ea	\$ ea	\$ ea	\$ ea	\$ ea
3.Sew on "CANADA" (navy officers) (2 per garment)	1	\$ ea	\$ ea	\$ ea	\$ ea	\$ ea
E) Headdress						
1.Sew on Trade badge	640	\$ ea	\$ ea	\$ ea	\$ ea	\$ ea
2.Sew on Officer Braid on female hat	2	\$ ea	\$ ea	\$ ea	\$ ea	\$ ea

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DESCRIPTION						
UNIT PRICE						
	Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (d)	Total (f)
		ea	ea	ea	ea	
F) Removal of Badges (due to Squadron transfer)	1	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea
SUBTOTAL 6. (sum of totals 6A+6B+6C+6D+6E+6F)						\$_____ ea

7. SLIP-ONS (per pair)

DESCRIPTION						
UNIT PRICE						
	Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (d)	Total (f)
A) Sew on "CANADA" or branch classification	1048	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea
B) Sew on tank	214	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea
C) Sew slip-on closed	1305	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea
SUBTOTAL 7. (sum of totals 7A+7B+7C)						\$_____ ea

8. RIBBONS: CONSTRUCT CF RIBBONS AND DETAILED BELOW

DESCRIPTION						
UNIT PRICE						
	Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (d)	Total (f)
A) Ribbons/Bars/Rosettes/Clasp etc.						
1. Single Ribbon/Bar	241	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea
2. Double Ribbon/Bar	1	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea
3. Triple Ribbon/Bar	1	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea
4. Quadruple Ribbon/Bar						

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DESCRIPTION						
		UNIT PRICE				
	Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (d)	Total (f)
5. Mount Rosette to Ribbon	10	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____
	257	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____
6. Mount Clasp to CD Ribbon	30	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____
7. Affix numeral denoting multiple Tours of Duty	1	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____
8. Affix crossed and other adornments	12	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____
B) Mount medal ribbons to medal bar suspender 4 inches from top of medal bar to bottom edge of medal						
1. Single Ribbon	1	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____
2. Two or more in a set (as per existing rules & regulations)	1	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____
NOTE: a) The number of ribbons to be worn in one row is largely governed by the physique of the individual and the type of garment worn at any particular time. b) No ribbons will be fully obscured by the lapel of the garment.						
SUBTOTAL 8. (sum of totals 8A+8B)						\$ _____

9. ARCTIC PARKA

DESCRIPTION						
		UNIT PRICE				
	Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (d)	Total (f)
Sew on reflective tape to form an "X" to the front and back of the garment.	1	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____ ea	\$ _____
SUBTOTAL 9.						\$ _____

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10. ZIPPERS

DESCRIPTION						
UNIT PRICE						
	Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (d)	Total (f)
A) Remove old zippers and replace with new zipper (supplied by DND) on all military clothing						
1.Coveralls	10	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
2.Pants/ Slacks	10	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
3.Jacket/Shirts	10	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
SUBTOTAL 10.						\$_____

11. MISCELLANEOUS

DESCRIPTION						
UNIT PRICE						
	Est. Qty. (Year) (a)	Year 1 & 2 (b)	Option Year 1 (c)	Option Year 2 (d)	Option Year 3 (d)	Total (f)
A) Miscellaneous alterations (hourly)	100	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
B) Miscellaneous sizings (hourly)	100	\$_____ ea	\$_____ ea	\$_____ ea	\$_____ ea	\$_____
SUBTOTAL 11. (sum of totals 11A+11B)						\$_____

OFFER TOTAL = SUBTOTAL1+2+3+4+5+6+7+8+9+10+11=_____

Solicitation No. - N° de l'invitation
W0102-16110N
Client Ref. No. - N° de réf. du client
W0102-16-110N

Amd. No. - N° de la modif.
File No. - N° du dossier
HAL-5-74022

Buyer ID - Id de l'acheteur
HAL308
CCC No./N° CCC - FMS No./N° VME

ANNEX C – Reporting Requirements

Periodic Usage Report Form

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: Rachelle LaBrash
rachelle.labrash@pwgsc.gc.ca

Standing Offer Description:		Standing Offer Number:		Start Date of SO (DD/MM/YYYY)		End Date of SO (DD/MM/YYYY)		
Total Value to Date \$		Total Value for Reporting Period \$		Start Reporting Period (DD/MM/YYYY)		End Reporting Period (DD/MM/YYYY)		
Department requesting	Order Number on call-up	Item Description		Item Quantity	Unit of Measure (each, litre, etc.)	Date of Order of call-up	Date of Delivery Start/ completion	Value of Order (not including HST/GST)