

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480C
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

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
Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

Title - Sujet Tailoring Services	
Solicitation No. - N° de l'invitation W3027-165020/B	Date 2016-01-12
Client Reference No. - N° de référence du client W3027-165020	GETS Ref. No. - N° de réf. de SEAG PW-\$TOR-008-7036
File No. - N° de dossier TOR-5-38094 (008)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-24	Time Zone Fuseau horaire Eastern Standard Time EST
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Brooks, Julie	Buyer Id - Id de l'acheteur tor008
Telephone No. - N° de téléphone (905)615-2463 ()	FAX No. - N° de FAX (905)615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE Bldg 134 701 Oxford St E. London Ontario N5Y4T7 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

**THIS SOLICITATION DELETES AND REPLACES THE PREVIOUS REQUIREMENT W3027-165020/A
DATED NOVEMBER 17, 2015.**

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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 | 6A, Standing Offer, and 6B Resulting Contract Clauses:

6A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

6B, 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, and Standing Offer Reporting Data.

1.2 Summary

1.2.1 Description

- i. This requirement is for the provision of Tailoring Services, to be provided on an as and when requested basis in accordance with Annex A, Requirement, for Department of National Defence, Area Support Unit London, Base Clothing Stores, located at 701 Oxford Street East, London, Ontario, N5Y 4T7
- ii. The proposed period of the Standing Offer is 1 year from date of Standing Offer with the right to request an extension for an additional 2 periods of 1 year each.
- iii. Only 1 Standing Offer will be issued as a result of this Request for a Standing Offer.
- iv. Pursuant to section 01 of Standard Instructions 2006, offerors must submit a complete list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

1.2.2 Trade Agreements

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and 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 Reissue of Bid Solicitation

This bid solicitation cancels and supersedes previous bid solicitation number W3027-165020/A dated November 17, 2015 with a closing of December 29, 2015 at 14:00 EST. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

2.2 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.

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

Delete: 60 days

Insert: 90 days

2.3 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.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

2.4 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.

2.5 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than 7 calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.6 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 Ontario.

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.

2.7 Optional Site Visit

Bidders may request to visit the work site. Arrangement can be made by contacting the contracting authority to request a site visit and to provide the name(s) of the person(s) who will attend. Bidders who do not attend a site visit will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from a site visit will be included as an amendment to the bid solicitation.

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 (2 hard copies)

Section II: Financial Offer (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (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 the Annex B, Basis of Payment. The total amount of Applicable Taxes must be shown separately.

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

The offeror must provide documentation demonstrating that they meet the following minimum specifications:

- 1. The Offeror must comply with the requirement of the Statement of Work in Annex A

2. Offerors must be familiar with the Canadian Armed Forces Dress Manual
3. Offerors must be familiar with Medal Court Mounting
4. Offerors must have a minimum of 5 years of experience

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

SACC Manual Clause [M0220T](#) (2013-04-25), Evaluation of Price

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria Only

SACC Manual Clause [M0031T](#) (2007-05-25), Basis of Selection – mandatory technical criteria only

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 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

6.1 Offer

6.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A

6.2 Security Requirements

6.2.1 There is no security requirement applicable to this Standing Offer.

6.3 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.

6.3.1 General Conditions

2005 (2015-09-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

6.3.2 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 B. 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.

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The data must be submitted to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period.

6.4 Term of Standing Offer

6.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from 01 April 2016 to 31 March 2017 inclusive.

6.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional two (2) one (1) year periods, from 01 April 2017 to 31 March 2018 and April 2018 to March 31 2019 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 45 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

6.5 Authorities

6.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Julie Adler Brooks
Title: Intern Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region
Address: 33 City Center Drive Suite 480C, Mississauga, ON, L5B 2N5

Telephone: 905-615-2463
Facsimile: 905-615-2060
E-mail address: Julie.brooks@pwgsc-tpsgc.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.

6.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____

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

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

6.6 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.

6.7 Identified Users

The Identified Users authorized to make call-ups against the Standing Offer is: Department of National Defence.

6.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942.

6.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$5,000 (Applicable Taxes included).

6.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$50,000 (Applicable Taxes excluded) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 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.

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 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) Annex A, Statement of Work;
- e) Annex B, Basis of Payment;
- f) Annex C, Standing Offer Reporting Data
- g) The Offeror's offer dated _____ (*insert date of offer*)

6.12 Certifications

6.12.1 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.

6.13 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 Ontario.

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.

6.1 Statement of Work

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

6.2 Standard Clauses and Conditions

6.2.1 General Conditions

[2010C](#) (2015-09-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3 Term of Contract

6.3.1 Period of the Contract

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

6.4 Proactive Disclosure of Contracts with Former Public Servants

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

6.5 Payment

6.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s), as specified in Annex B for a cost of \$ ____ (*insert amount at contract award*). Customs duties are included 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.

6.5.2 Limitation of Price

SACC Manual clause [C6000C](#) (2011-05-16), Limitation of Price

6.5.3 Single Payment

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

6.5.4 SACC Manual Clauses

SACC Manual clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations
SACC Manual clause [A9068C](#) (2010-01-11) Government Site Regulations

6.6 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. 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.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract

6.7 Insurance Requirements

SACC Manual clause G1005C (2008-05-12) Insurance

ANNEX A

STATEMENT OF WORK

TAILORING SERVICES

1. SERVICE TO BE PERFORMED

Tailoring services, fitting and measuring of service uniforms, regular and reserve personnel, for 31 Canadian Brigade Group, located at 701 Oxford Street East, London, Ontario N5Y 4T7.

2. LOCATION OF WORK

The Contractor may choose to complete the work onsite or offsite, but all measurements (or fittings) on individuals must be performed onsite at 31 Service Battalion , Base Clothing Stores, 701 Oxford Street, East, Bldg 134, London, Ontario.

3. AUTHORIZED UNITS

All units supported by 31 Canadian Brigade Group including cadets, will be serviced during the period of this Standing Offer.

4. CONDITIONS

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

Tailoring must be completed and returned in the same order as it is received within a 14 day period. Any urgent requirements approved by the Clothing Supervisor may need a turnaround time of 1-48hrs.

Clothing alteration tags are not to be removed from uniforms

All clothing sent for services to be returned on clothes hangers

Control sheets will be prepared by TAG number daily and quality control certified by clothing supervisor.

Tailor is to be located at 31 Svc Bn Clothing Stores Tailor Shop which is open between the hours of 1000 - 1200 and 1300 - 1500 hours daily, Monday - Friday.

The contractor must provide 2 weeks notice of intent to take leave of absence or vacation for periods of greater than 5 days.

SERVICES TO BE PERFORMED ON THE FOLLOWING

Jacket/male/female

Trousers/Slacks

Shirts, long and short sleeve

Skirt

Beret/wedge, bowlers

All of the above will be supplied by DND

SERVICES REQUIRED

- a) minor alterations trouser/slacks
- b) minor alterations coat/jacket
- c) minor alterations skirts
- d) sewing on rank insignia - Canada Flashes, trade and qualification badges
- e) making and sewing on assorted CF ribbons/decorations

- f) sewing on shoulder epaulette's General Officers coat
- g) miscellaneous minor alterations not included above
- h) court mounting medals/decorations and bars

All work to be completed need to be in accordance with the Canadian Forces Dress Manual Specifications.

SERVICES AS REQUIRED CONSISTING OF THE FOLLOWING

1. COAT, JACKET SERVICE DRESS, MALE AND FEMALE, WINTER/SUMMER

a) Shorten or Lengthen Sleeves (pr)

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.

b) Take-in or let-out sides (pr)

After the seams have been let out or taken in, all loose cut ends of thread shall be removed, and the old seam creases pressed off and the seams pressed open.

c) Enlarge Armholes

The sleeve lining shall be opened, the armholes enlarged and the lining felled in the same and using silk as specified in paragraph a.

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. Number of stitches and silk used to be as per paragraph a.

e) Shorten Collar

The bottom edge of the under collar shall be ripped from lapel crease to lapel crease and the right 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.

f) Shorten Jacket

Shorten as required, tape, blind fell and finish in its original manner

g) Shoulder

- (1) pad right or left shoulder
- (2) lower shoulder

h) Waist

Reduce or increase waist

2. TROUSERS, SLACKS SERVICE DRESS MALE AND FEMALE WINTER/SUMMER

a) Shorten

Rip bottom leg, shorten as necessary and blind fell by hand or machine

b) Lengthen

Rip bottom leg, clean all loose threads and lengthen as necessary

c) Take-in or let-out waist

Take in or let out as necessary, rip the seat seam, clean all loose threads, press open. If the waist was let out the old seam pressing creases shall be properly pressed out.

d) Breech

Reduce or increase breech as necessary

e) Side seams

Take in side seams

3. SHIRT, SERVICE DRESS MALE AND FEMALE

a) Take in or let out sides

After the seams have been taken in or let out, all loose cut ends of thread shall be removed, the old seam creases pressed off and the seams pressed open.

b) Cuffs

Shorten as necessary

4. RAINCOAT, SERVICE DRESS

a) 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.

b) Body

Shorten or lengthen as required, tape, blind fell and finish in its original manner

5. SKIRT, SERVICE DRESS

a) Let-out and take-in

The waist and hips can be let out by opening the waist band and letting out the side 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.

b) Hem – Lengthen or shorten

The bottom creases shall be properly pressed out, the hem turned and blind stitch felled either by hand or machine.

c) Zipper

Repair or replace, as required.

d) Waistband

Raise or lower waistband

6. INSIGNIA, BADGES, BUTTONS BRAID SLIP-ONS AND RIBBONS

All badges and insignia shall be hand or machine sewn using appropriately coloured "C" or "D" thread.

a) SERVICE DRESS UNIFORM

(1) Sew on buttons on shoulder

(2) (a) Sew on CANADA Badges (2 per garment)

(b) Sew on RANK Insignia (2 per garment)

- (c) Sew on Specialist Badges
- (d) Sew on TRADE Badge (1 per garment)
- (e) Sew on TRADE Badge Lapel (2 per jacket)
- (f) Sew on Officer Braid (2 per garment)
- (g) Sew on Officer Curl (2 per garment)

b) COMBATS / NCD

- (1) Sew on buttons
- (2) (a) Sew on CANADA Badges
- (b) Sew on RANK Insignia (2 per garment)
- (3) Sew on Name Tape

c) SHIRT (SERVICE DRESS / NCD

- (1) Sew on buttons
- (2) Sew on trade badge (Navy)
- (3) Sew on Canada (Navy)

d) HEADDRESS

- (1) Sew on Trade Badge
- (2) Sew on Officer Braid

e) REMOVAL of BADGES

- (1) Removal of badges
- (2) Removal of Officer Rank Braid (pr)
- (3)

f) SLIP-ONS

- (1) DEU / Combat Slip-ons (pr)
- (2) CADPAT Slip-ons (set of 3)

7. RIBBONS

Construct and mount CF ribbon as detailed

- 1 (a) single ribbon / bar
- (b) two or more in a set
- 2 (a) Mount Rosette to ribbon
- (b) Mount bar / clasp to ribbon
- (c) Affix Numeral
- (d) Affix Cross and other adornments to ribbon

8. COURT MOUNTING OF MEDALS/ DECORATIONS

Sewing of medals on a piece of cardboard that is covered with a felt material if required.

- (a) Court mount medals and decorations
- (b) Court mount bars, numbers or other devices to medals and decorations.

9. MISCELLANEOUS ALTERATIONS

Miscellaneous alterations or repairs which are not included in the standing offer, but which are necessary to provide a reasonable fit or acceptable appearance may be carried out upon the authorization of the Site Authority.

10. MATERIAL

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The Contractor must supply all equipment, supplies, material and any other items not listed to perform the work.

The Department of National Defence will only provide the clothing/attire requiring alteration.

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ANNEX B

BASIS OF PAYMENT

Note: Text shown in italics will not be included in any resulting Standing Offer.

Prices herein are all inclusive, firm unit prices, in Canadian dollars including all delivery charges and FOB Destination. Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

The Offeror must provide firm pricing for all items. The format of the Pricing must not be altered except for the addition of numbers in all of the blank spaces.

The Estimated Yearly Usage provided in the pricing table below is for the evaluation purposes only and will not be included in any resulting Standing Offer. The extended price for each item will be calculated by multiplying the estimated usage values by the Offeror's corresponding unit price.

The evaluation price will be the aggregate of all the extended prices for all items for the firm period and the two extension periods. Payment will be calculated on the actual usage.

Firm Period: 1 May 2016 to 30 April 2017

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Code	Description	Estimated Usage/ Year	Unit Price	Extended Price
1. Jacket, Service Dress				
1 (a)	Lengthen Sleeve or Shorten sleeves (pr)	41	\$	\$
1 (b)	Take-in or Let-out sides	28	\$	\$
1 (c)	Enlarge armholes (pr)	1	\$	\$
1 (d)	Lower Collar	1	\$	\$
1 (e)	Shorten Collar	10	\$	\$
1 (f)	Shorten Jacket	1	\$	\$
1 (g) 1	Pad right or left shoulder	1	\$	\$
1 (g) 2	Lower shoulder	1	\$	\$
1 (h)	Waist	8	\$	\$
2. Trousers, Slacks Service Dress				
2 (a)	Shorten	68	\$	\$
2 (b)	Lengthen	40	\$	\$
2 (c)	Take-in or Let out Waist	12	\$	\$
2 (d)	Breech	2	\$	\$
2 (e)	Side Seams	5	\$	\$
3. Shirt, Service Dress				
3 (a)	Take-in our let-out sides	1	\$	\$
3 (b)	Cuffs (pr)	1	\$	\$
4. Raincoat, Lightweight and Heavyweight, Service Dress				
4 (a)	Sleeves - shorten or lengthen	7	\$	\$
4 (b)	Body - shorten or lengthen	1	\$	\$
5. Skirt, Service Dress				
5 (a)	Let-out or Take-in	15	\$	\$
5 (b)	Lengthen or Shorten	30	\$	\$
5 (c)	Zipper	10	\$	\$
5 (d)	Raise or Lower Waistband	1	\$	\$
6. Buttons, Insignia, and Badges				
a. Service Dress Uniform				
6 (a) 1	Sew on Buttons	61	\$	\$
6(a)2(a)	Sew on Canada (2 per garment)	408	\$	\$
6(a)2(b)	Sew on NCM Rank (2 per jacket)	417	\$	\$

ANNEX B
Basis of Payment (continued)

Continued

Code	Description	Estimated Usage/ Year	Unit Price	Extended Price
6(a)2(c)	Sew on trade level badge (1 per garment)	236	\$	\$
6(a)2(d)	Sew on trade badges Navy (2 per tunic)	16	\$	\$
6(a)2(e)	Sew on Officer braid	281	\$	\$
6(a)2(f)	Sew on Officer Navy Curl	100	\$	\$
b. Combats/NCD				
6(b)2(a)	Sew on Canada	8	\$	\$
6(b)2(b)	Sew on rank badge (2 per jacket)	3	\$	\$
6 (b) 3	Sew on Name Tape	50	\$	\$
c. Shirt (Service Dress/ NCD)				
6 (c) 1	Sew on buttons	2	\$	\$
6 (c) 2	Sew on trade Badge (navy)	22	\$	\$
6 (c) 3	Sew on Canada (navy officers)	15	\$	\$
d. Headdress				
6 (d) 1	Sew on trade badge	207	\$	\$
6 (d) 2	Sew on officer braid	16	\$	\$
e. Removal of Badges				
6 (e) 1	Removal of Badges (all types)	228	\$	\$
6 (e) 2	Removal of Officer Rank Braid (PR)	116	\$	\$
6 (e) 3	Removal of Officer Rank Navy Curl (PR)	100	\$	\$
7. Slip ons				
7 (a)	Sew Slip-on closed each	56	\$	\$
7 (b)	CADPAT Slipons (set of 3)	1980	\$	\$
8. Ribbons: Construct CF Ribbons				
8 (a) 1	Single Ribbon/Bar	72	\$	\$
8 (a) 2	Two or More in a set Ribbon/Bar	22	\$	\$
8 (b) 1	Mount Rosette to Ribbon	78	\$	\$
8 (b) 2	Mount bar/clasp to Ribbon	7	\$	\$
8 (b) 3	Affix numeral	8	\$	\$
9. Miscellaneous Alterations (not included above)				
		5	\$	\$
10. Medals Court Mounting				
10 (a) 1	Each medal or decoration	150	\$	\$
10 (a) 2	Each Bar, numbers or other devices to medals and decorations	100	\$	\$
Total For Firm Period				
		\$		

**ANNEX B –
Basis of Payment (Continued)**

Optional Extension period 1 – May 1 2017 to April 2018

Code	Description	Estimated Usage/ Year	Unit Price	Extended Price
1. Jacket, Service Dress				
1 (a)	Lengthen Sleeve or Shorten sleeves (pr)	41	\$	\$
1 (b)	Take-in or Let-out sides	28	\$	\$
1 (c)	Enlarge armholes (pr)	1	\$	\$
1 (d)	Lower Collar	1	\$	\$
1 (e)	Shorten Collar	10	\$	\$
1 (f)	Shorten Jacket	1	\$	\$
1 (g) 1	Pad right or left shoulder	1	\$	\$
1 (g) 2	Lower shoulder	1	\$	\$
1 (h)	Waist	8	\$	\$
2. Trousers, Slacks Service Dress				
2 (a)	Shorten	68	\$	\$
2 (b)	Lengthen	40	\$	\$
2 (c)	Take-in or Let out Waist	12	\$	\$
2 (d)	Breech	2	\$	\$
2 (e)	Side Seams	5	\$	\$
3. Shirt, Service Dress				
3 (a)	Take-in our let-out sides	1	\$	\$
3 (b)	Cuffs (pr)	1	\$	\$
4. Raincoat, Lightweight and Heavyweight, Service Dress				
4 (a)	Sleeves - shorten or lengthen	7	\$	\$
4 (b)	Body - shorten or lengthen	1	\$	\$
5. Skirt, Service Dress				
5 (a)	Let-out or Take-in	15	\$	\$
5 (b)	Lengthen or Shorten	30	\$	\$
5 (c)	Zipper	10	\$	\$
5 (d)	Raise or Lower Waistband	1	\$	\$
6. Buttons, Insignia, and Badges				
a. Service Dress Uniform				
6 (a) 1	Sew on Buttons	61	\$	\$
6(a)2(a)	Sew on Canada (2 per garment)	408	\$	\$
6(a)2(b)	Sew on NCM Rank (2 per jacket)	417	\$	\$
6(a)2(c)	Sew on trade level badge (1 per garment)	236	\$	\$
6(a)2(d)	Sew on trade badges Navy (2 per tunic)	16	\$	\$
6(a)2(e)	Sew on Officer braid	281	\$	\$
6(a)2(f)	Sew on Officer Navy Curl	100	\$	\$
b. Combats/NCD				
6(b)2(a)	Sew on Canada	8	\$	\$
6(b)2(b)	Sew on rank badge (2 per jacket)	3	\$	\$
6 (b) 3	Sew on Name Tape	50	\$	\$
c. Shirt (Service Dress/ NCD)				
6 (c) 1	Sew on buttons	2	\$	\$
6 (c) 2	Sew on trade Badge (navy)	22	\$	\$

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ANNEX B –
Basis of Payment (Continued)

Continued

Code	Description	Estimated Usage/ Year	Unit Price	Extended Price
6 (c) 3	Sew on Canada (navy officers)	15	\$	\$
d. Headdress				
6 (d) 1	Sew on trade badge	207	\$	\$
6 (d) 2	Sew on officer braid	16	\$	\$
e. Removal of Badges				
6 (e) 1	Removal of Badges (all types)	228	\$	\$
6 (e) 2	Removal of Officer Rank Braid (PR)	116	\$	\$
6 (e) 3	Removal of Officer Rank Navy Curl (PR)	100	\$	\$
7. Slip ons				
7 (a)	Sew Slip-on closed each	56	\$	\$
7 (b)	CADPAT Slipons (set of 3)	1980	\$	\$
8. Ribbons: Construct CF Ribbons				
8 (a) 1	Single Ribbon/Bar	72	\$	\$
8 (a) 2	Two or More in a set Ribbon/Bar	22	\$	\$
8 (b) 1	Mount Rosette to Ribbon	78	\$	\$
8 (b) 2	Mount bar/clasp to Ribbon	7	\$	\$
8 (b) 3	Affix numeral	8	\$	\$
9. Miscellaneous Alterations (not included above)		5	\$	\$
10. Medals Court Mounting				
10 (a) 1	Each medal or decoration	150	\$	\$
10 (a) 2	Each Bar, numbers or other devices to medals and decorations	100	\$	\$
Total For Firm Period		\$		

**ANNEX B –
Basis of Payment (Continued)**

Optional Extension period 1 – May 1 2018 to April 2019

Code	Description	Estimated Usage/ Year	Unit Price	Extended Price
1. Jacket, Service Dress				
1 (a)	Lengthen Sleeve or Shorten sleeves (pr)	41	\$	\$
1 (b)	Take-in or Let-out sides	28	\$	\$
1 (c)	Enlarge armholes (pr)	1	\$	\$
1 (d)	Lower Collar	1	\$	\$
1 (e)	Shorten Collar	10	\$	\$
1 (f)	Shorten Jacket	1	\$	\$
1 (g) 1	Pad right or left shoulder	1	\$	\$
1 (h) 2	Lower shoulder	1	\$	\$
1 (i)	Waist	8	\$	\$
2. Trousers, Slacks Service Dress				
2 (a)	Shorten	68	\$	\$
2 (b)	Lengthen	40	\$	\$
2 (c)	Take-in or Let out Waist	12	\$	\$
2 (d)	Breech	2	\$	\$
2 (e)	Side Seams	5	\$	\$
3. Shirt, Service Dress				
3 (a)	Take-in our let-out sides	1	\$	\$
3 (b)	Cuffs (pr)	1	\$	\$
4. Raincoat, Lightweight and Heavyweight, Service Dress				
4 (a)	Sleeves - shorten or lengthen	7	\$	\$
4 (b)	Body - shorten or lengthen	1	\$	\$
5. Skirt, Service Dress				
5 (a)	Let-out or Take-in	15	\$	\$
5 (b)	Lengthen or Shorten	30	\$	\$
5 (c)	Zipper	10	\$	\$
5 (d)	Raise or Lower Waistband	1	\$	\$
6. Buttons, Insignia, and Badges				
a. Service Dress Uniform				
6 (a) 1	Sew on Buttons	61	\$	\$
6(a)2(a)	Sew on Canada (2 per garment)	408	\$	\$
6(a)2(b)	Sew on NCM Rank (2 per jacket)	417	\$	\$
6(a)2(c)	Sew on trade level badge (1 per garment)	236	\$	\$
6(a)2(d)	Sew on trade badges Navy (2 per tunic)	16	\$	\$
6(a)2(e)	Sew on Officer braid	281	\$	\$
6(a)2(f)	Sew on Officer Navy Curl	100	\$	\$
b. Combats/NCD				
6(b)2(a)	Sew on Canada	8	\$	\$
6(b)2(b)	Sew on rank badge (2 per jacket)	3	\$	\$
6 (b) 3	Sew on Name Tape	50	\$	\$
c. Shirt (Service Dress/ NCD)				
6 (c) 1	Sew on buttons	2	\$	\$
6 (c) 2	Sew on trade Badge (navy)	22	\$	\$

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**ANNEX B –
Basis of Payment (Continued)**

Continued

Code	Description	Estimated Usage/ Year	Unit Price	Extended Price
6 (c) 3	Sew on Canada (navy officers)	15	\$	\$
d. Headdress				
6 (d) 1	Sew on trade badge	207	\$	\$
6 (d) 2	Sew on officer braid	16	\$	\$
e. Removal of Badges				
6 (e) 1	Removal of Badges (all types)	228	\$	\$
6 (e) 2	Removal of Officer Rank Braid (PR)	116	\$	\$
6 (e) 3	Removal of Officer Rank Navy Curl (PR)	100	\$	\$
7. Slip ons				
7 (a)	Sew Slip-on closed each	56	\$	\$
7 (b)	CADPAT Slipons (set of 3)	1980	\$	\$
8. Ribbons: Construct CF Ribbons				
8 (a) 1	Single Ribbon/Bar	72	\$	\$
8 (a) 2	Two or More in a set Ribbon/Bar	22	\$	\$
8 (b) 1	Mount Rosette to Ribbon	78	\$	\$
8 (b) 2	Mount bar/clasp to Ribbon	7	\$	\$
8 (b) 3	Affix numeral	8	\$	\$
9. Miscellaneous Alterations (not included above)		5	\$	\$
10. Medals Court Mounting				
10 (a) 1	Each medal or decoration	150	\$	\$
10 (a) 2	Each Bar, numbers or other devices to medals and decorations	100	\$	\$
Total For Firm Period		\$		

ANNEX C

STANDING OFFER REPORTING DATA

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.

Reports must be submitted to the Contracting Authority to: julie.brooks@pwgsc-tpsgc.gc.ca

Standing Offer Reporting Data must be submitted every quarter, detailing the information below:

The Offeror understands that it is their responsibility to implement a system for tracking all 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.

Reports must be submitted to the Standing Offer Authority to: julie.brooks@pwgsc-tpsgc.gc.ca

Report(s) is/are to be submitted every quarter, detailing the information below.

Offerors' Name: _____		Offeror's Contact Info: _____				
Title: _____						
Original Value of SO \$						
Standing Offer No.			Start Date of SO (DD/MM/YYYY)		End Date of SO (DD/MM/YYYY)	
Total Value to Date (\$)						
Location	Call-up No.	Product Description	Delivery Date	Call-up value (without tax)	HST/GST (as applicable)	Total

Included in the above report a separate spreadsheet must be provided for monthly Count as follows:

COUNT SUMMARY				
Code	May 2016	June 2016	July 2016	Etc.
1(a)				
1(b)				
1(c)				
1(d)				
1(e)				
1(f)				
Etc. (from Annex B)				

Refer to Part 7.A. Article 3.2

NIL Report: We have not done business with the federal government for this period ____

The FINAL REPORT is to provide a list showing items requisitioned that represent approximately the total value of all call-ups.