



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

Government of Canada Building

101 - 22nd Street East

Suite 110

Saskatoon

Saskatchewan

S7K 0E1

Bid Fax: (306) 975-5397

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

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/Réception
des soumissions Travaux publics et Services gouvernementaux
Canada

Government of Canada Building

101 - 22nd Street East

Suite 110

Saskatoon

Saskatchewan

S7K 0E1

Title - Sujet Tailoring Services	
Solicitation No. - N° de l'invitation W0121-18DL07/A	Date 2018-06-22
Client Reference No. - N° de référence du client W0121-18DL07	
GETS Reference No. - N° de référence de SEAG PW-\$STN-203-5069	
File No. - N° de dossier STN-8-41006 (203)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-08-07	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: McDonald, Shannon M.	Buyer Id - Id de l'acheteur stn203
Telephone No. - N° de téléphone (306) 251-2684 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE 15 WING MOOSEJAW STN FORCES P.O.BOX 5000 MOOSEJAW Saskatchewan S6H7Z8 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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Solicitation No. - N° de l'invitation
W0121-18DL07/A
Client Ref. No. - N° de réf. du client
W0121-18DL07

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-8-41006

Buyer ID - Id de l'acheteur
stn03
CCC No./N° CCC - FMS No./N° VME

PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.2 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.3 Trade Agreements

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA)."

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2017-04-27) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The 2003 standard instructions is amended as follows:

- section 05, entitled Submission of bids, is amended as follows:
 - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 17."
 - paragraph 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
 - paragraph 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, and return address, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
- section 06, entitled Late bids, is deleted entirely and replaced with the following: "PWGSC will return or delete bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in section 07. For late bids submitted using means other than the Canada Post Corporation's epost Connect service, the physical bid will be returned. For bids submitted electronically the late bid will be deleted. As an example, bids submitted using Canada Post Corporation's epost Connect service, an epost Connect conversation initiated by the Bid Receiving Unit via the epost Connect service pertaining to a late bid will be deleted. Records will be kept documenting the transaction history of all late bids submitted using epost Connect."
- section 07, entitled Delayed bids, is amended as follows:
 - subsection 1 is deleted and replaced as follows:
 1. A bid delivered to the specified Bid Receiving Unit after the solicitation closing date and time but before the contract award date may be considered, provided the bidder can prove the delay is due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or national equivalent of a foreign country). Private courier (Purolator Inc., Fedex Inc., etc.) is not considered to be part of CPC for the purposes of delayed bids.
 - a. The only pieces of evidence relating to a delay in the CPC system that are acceptable to PWGSC are:
 - i. a CPC cancellation date stamp;
 - ii. a CPC Priority Courier bill of lading;
 - iii. a CPC Xpresspost label;

that clearly indicates that the bid was sent before the solicitation closing date.

- b. The only piece of evidence relating to a delay in the epost Connect service provided by CPC system that is acceptable to PWGSC is a CPC epost Connect service date and time record indicated in the epost Connect conversation history that clearly indicates that the bid was sent before the solicitation closing date and time.
- section 08, Transmission by facsimile, is deleted entirely and replaced by the following:
"Transmission by facsimile or by epost Connect"
 - 1. Facsimile
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile.
 - a. PWGSC, National Capital Region: The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation.
 - b. PWGSC regional offices: The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
 - b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
 - i. receipt of garbled, corrupted or incomplete bid;
 - ii. availability or condition of the receiving facsimile equipment;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid; or
 - vii. security of bid data.
 - c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.
 - 2. epost Connect
 - a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the epost Connect service provided by Canada Post Corporation (https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a):
 - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is: TPSGC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca, or, if applicable, the email address identified in the bid solicitation.
 - ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.

Western Region E-Post Connect:

ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca

- b. To submit a bid using epost Connect service, the Bidder must either:
 - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
 - c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate

- an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the epost Connect conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
 - e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
 - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified in of the solicitation in order to register for the epost Connect service.
 - g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the epost Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or
 - viii. inability to create an electronic conversation through the epost Connect service.
 - h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05."

2.2 Submission of Bids

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

Epost: **Western Region E-Post Connect: ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca**

2.3 Former Public Servant

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

Definitions

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

- a. an individual;

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

-
- f. period of lump sum payment including start date, end date and number of weeks;
 - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications
Section IV: Additional Information

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment.

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.3 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

As per Annex G – Minimum Mandatory Performance Specifications

4.1.2 Financial Evaluation

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

The Total Bid Price is determined as follows:

- a) For line 1 in Table 1: Estimated Quantity will be multiplied by the Unit Price for Contract Year 1, Option Year 1 and Option Year 2 to come up with a yearly total for each year;
- b) For lines 1 to 35 inclusive in Table 2: Estimated Quantity will be multiplied by the Unit Price for Contract Year 1, Option Year 1 and Option Year 2. The amounts for each year will be added together to determine the Yearly total.
- c) The yearly total for Tables 1 and 2 in each of Year One, Option Year One, and Option Year Two will be added together to come up with Yearly Extended Prices. Yearly extended prices will be added together to determine the Total Bid Price.

**Estimated quantities are provided for evaluation purposes only. Actual usages may vary from these amounts.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.2.1 Task Authorization

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

6.2.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within three (3) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$2,500.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

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

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

6.2.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "D". If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a monthly basis to the Contracting Authority.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain :

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.2.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence, 15 Wing Moose Jaw. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from September 1, 2018 to August 31, 2019 inclusive.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Shannon McDonald
Title: Procurement Officer
Public Services and Procurement Canada
Procurement Branch
Address: Suite 110, 101-22nd St E
Saskatoon SK S7K 0E1
Telephone: 306-251-2684
Facsimile: 306-975-5397
E-mail address: Shannon.mcdonald@tpsgc-pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is: **(To be provided at time of contract award)**

Name: _____
Title: _____

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Organization: _____
Address: _____

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

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

6.5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Facsimile: _____

E-mail address: _____

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 Payment

6.7.1 Basis of Payment

Firm Unit Prices

For the Work described in Table 1 – Scheduled Weekly Services of the Statement of Work in Annex B:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm unit price for a cost of \$_____ **(to be included at contract award.)**. Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, 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.

Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. **(to be included at contract award.)** Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

To be inserted at Contract Award

6.7.5 T1204 – Direct Request by Customer Department

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.
Department of National Defence, 15 Wing Moose Jaw
PO Box 5000 STN Main, Moose Jaw, Saskatchewan, S6H 7Z8
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.10 Applicable Laws

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

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 Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements
- (f) the Contractor's bid dated _____

6.12 Insurance – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors,

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coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.13 SACC Manual Clauses

A7017C (2008-05-12), Replacement of Specific Individuals

ANNEX "A" - STATEMENT OF WORK

1.0 Scope

1.1 Purpose

Canadian Forces Base(CFB) Moose Jaw has a requirement for Tailoring services for uniforms and equipment of the Canadian Forces (CF). This may include but is not limited to the sewing on of insignias, ranks, crests, alterations, manufacture and/or repairs. Tailoring Services will be provided to the Department of National Defense (DND), Canadian Forces Base (CFB) Moose Jaw, 15 Wing Supply, Moose Jaw, Saskatchewan. The services include both scheduled weekly services and "as and when required"/task authorization services.

1.2 Background

CFB Moose Jaw is responsible for providing members of the CF with tailoring services for the clothing and equipment used to perform their daily operations. These services shall be provided by having a tailor available to personnel twice a week at 15 Wing Clothing Stores and by accepting tailoring requests from personnel during regular clothing stores hours.

2.0 General Requirements

2.1 All tailoring orders ready for contractor pickup on Tuesday's at 1130AM will be completed and returned to Clothing Stores on Thursdays at 930AM. All tailoring orders ready for contractor pickup on Thursday at 1130AM will be completed and returned to 15 Wing Clothing Stores on Tuesdays at 930AM. If the complexity of the work requires more time it must be agreed upon by the Contractor and the Technical Authority (TA).

3.0 Detailed Requirements

3.1 Description of Work:

3.1.1 All tailoring must be completed at the contractor's place of business except for on-site services as per Table 1.

3.1.1 Tailoring service shall include but is not limited to the sewing on of insignias, ranks, crests, and clothing alterations, manufacture and/or repairs.

3.1.3 The Contractor must supply all equipment, labour, supervision, transportation and approved threads that meet DND standards (i.e. Fire-retardant thread for flight suits).

3.1.4 All Military accouterments (such as badges, Canada flags, rank, etc.) to perform the services shall be provided by 15 Wing Clothing Store.

3.1.5 All prices are based on a per garment basis, except where each badge is accounted for and priced individually.

3.1.6 When an item (i.e. badge, rank, wings, Velcro) must be removed in order to replace the item, no charge will be made for the removal as it is to be included in the unit price.

3.1.7 The contractor will provide a qualified worker on site at 15 Wing Clothing Stores for on-site services (Table 1) each Tuesday and Thursday from 930AM to 1130AM.

Table 1

Pick up / drop off/	Location CFB Moose Jaw	Frequency	On Site Service
Wing Supply	L'Edifice Sutherland Building 143 Door 13	Bi-Weekly See ** Note 1, Note 2, Note 3, Note 4**	Tuesday 0930-1130 Thursday 0930-1130 See **Note 5**

****Note 1**** (All pickups and deliveries will be made on Tuesday and Thursday excluding Federal Government Statutory Holidays)

**** Note 2**** (When Federal Holidays occur on scheduled pick up or drop off then will be next business day)

****Note 3**** (CFB Moose Jaw may cancel pickups/drop-offs with 1 day written notice (email) to supplier due to Wing schedules such as stand down in December.)

****Note 4**** (During the winter if roads are in poor driving condition pickup/drop-off will be the next business day. Contractor must email TA of this decision.)

****Note 5**** [While on site (clothing parade) the hourly wage as listed in basis of payment must include the following: Tailor is to measure all alterations for personnel and mark clothes for tailoring. When personnel are not present at clothing parade the Tailor is required to complete other tasks as requested by TA. This may include but is not limited to removing zippers, map clips, Velcro to re-cycle for re-use, and cutting up materials. When personnel are not present at clothing parade, tailor may begin removal of badges, cutting of Velcro. Emergency sewing may be required on the Wing on a very seldom basis, not to exceed 6 times per year]

3.2 Schedule of Work

The following paragraphs outline the types of alterations and sewing requirements which are performed and the standards required.

3.2.1. Pressing

The cost of pressing shall be included in the unit price. Each garment, on completion, will be properly pressed in accordance with good commercial practice, as per industry standards and instructions on clothing labels.

3.2.2. Tacking Tape and Adhesives

No Tacking tape or adhesives are permissible in alterations or badging process.

3.2.3. Officer Rank Braid for Tunics

Inside sleeve seam shall be opened and closed to permit rank braid to be inserted in seam. Absolutely no sewing through lining is permitted.

3.2.4. Badges, Insignias and Non-Commissioned Members (NCM) Ranks for Tunics

Inside sleeve of body of Tunic lining shall be opened and closed to utilize sewing machine for fastening of badges, insignias and NCM rank. Absolutely no sewing through lining is permitted. Badges, Insignias and NCM ranks may be hand sewn to avoid penetration of jacket lining.

3.2.5. Specifications for Alterations, Mounting of Badges, Rank, Insignia, Velcro

Sewing on Jackets, Flying Clothing, Combat Clothing, and other military kit shall be in accordance with the Canadian Forces Dress Regulations (A-AD-265-000/AG-001), 2 CAD Orders and 15 Wing Dress Regulations. CFB Moose Jaw to supply the regulations. The Contractor to be versed with the applicable regulations regarding dress.

3.2.6. Flying Clothing Rank Insignias

Officers and Non-Commissioned Members slip-ons(rank) with Canada insignia to be sewn to shoulder straps. Velcro applications - badges, name tapes, crests, etc will be sewn on to Flight Clothing

3.3 Loss, Damage, or Unsatisfactory Workmanship

3.3.1 The Contractor is to guarantee the return of all Government property. The Contractor shall reimburse the Government at replacement cost for all loss or damage to clothing while in his/her possession. The replacement cost will be determined by the TA using the cost from the Canadian Government Catalogue of Material website http://cgcs.mil.ca/DTICS/SITE/CGCS_search_e.asp

3.3.2 A count of articles in the possession of the contractor may be made at any time by an Officer appointed for this purpose and assisted, when necessary, by the Contractor.

3.3.3 By bidding Contractor guarantees they are qualified to complete all the work. All unsatisfactory workmanship shall be re-done at Contractor expense

3.4 Miscellaneous repairs to any Uniform/Equipment

3.4.1 Requests for tailoring services not included in the BOP shall be charged at hourly rate in BOP for actual time worked to nearest 15 minute.

3.4.2 When an item (i.e. badge, rank, wings, Velcro) must be removed in order to replace the item, no charge will be made for the removal as it is to be included in the unit price.

3.5 Inspection of Premises

3.5.1 The tailoring premises are to be kept clean and sanitary and are open at all times for inspection by the Wing Medical Staff.

3.5.2 Contractor must return garments in the same state of cleanliness in which they were provided to the contractor.

3.5.3 Where the condition of the premises utilized by the Contractor is not satisfactory, the contract is subject to cancellation.

3.6 Quality of work

3.6.1 All work must be of the highest quality, executed by workers skilled in the respective work. It is the contractor's responsibility to supply fully trained and qualified resources.

3.6.2 The Contractor must not employ any unfit persons or anyone unskilled in their respective duties. The work must not be performed by any person who, in the opinion of the TA, is unqualified, unsuitable, or has been conducting him/herself improperly. TA reserves the right to request the dismissal from site, workers deemed unqualified, careless, insubordinate or otherwise objectionable.

3.6.3 In the case of a dispute over the quality of work, the final decision rests solely with the TA.

4.0 Contractors Responsibilities

4.1 The Contractor and their resources must ensure practices; procedures and activities are consistent with applicable DND, Federal and Provincial safety codes including Occupational Health and Safety.

4.2 The Contractor and their resources must read and abide by the 15 Wing Fire Orders which will be provided by the TA before commencement of work.

4.3 The Contractor and their resources undertakes and agrees to comply with all DND regulations in force at the worksite where the work is to be performed relating to the safety of persons on the site.

4.4 The Contractor and their resources will use the work site located at 15 Wing Clothing stores only for the execution of the work and is subject to the following:

4.4.1 The Contractor and their resources must not unreasonably encumber the work area with materials or equipment.

4.4.2 The Contractor and their resources must maintain the work area in a safe and tidy condition.

4.4.3 The Contractor and their resources must execute the work with the least possible interference or disturbance to the other workers in the location.

4.5 The contractor must maintain all equipment in good working order. It must be used and stored according to manufacture instructions.

4.6 The Contractor and their resources must advise the TA within 24 hours of damage being noted to any item. Damaged items will be assessed by the TA.

4.7 The Contractor must list the standing offer (SO) number on each invoice.

5.0 Canadian Forces Responsibilities

5.1 Provide a copy of relevant Canadian Forces Dress Regulations (A-AD-265-000/AG-001), 2 CAD Orders and 15 Wing Dress Regulations.

5.2 Provide a copy of the 15 Wing Fire Orders to Contractor and their resources and any other regulations as reasonably requested by contractor.

5.3 Provide a room on site at 15 Wing Clothing Stores for contractor to use for on-site services. Electricity required by the contractor for the execution of their work will be provided at no charge.

5.4 Provide the work order (Annex C - sample) detailing the work required as per Annex A.

5.5 Provide the Military accouterments to perform the services as per Annex A.

6.0 Deliverables

6.1 The items and no substitutions will be tailored as per work order and IAW with Canadian Forces Dress Regulations (A-AD-265-000/AG-001), 2 CAD Orders and 15 Wing Dress Regulations

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It is Mandatory that the bidders submit firm prices/rates for all items listed in BOP. The total amount of Goods and Services Tax is to be shown separately, if applicable.

Tailoring Requirement – Scheduled Weekly Services	
Item	Description
1	Provide onsite tailoring services Tuesday and Thursdays 0930-1130
Tailoring Services – Task Authorization “As and when required”	
Item	Description
Overcoats, jackets, tunics – Men and Women	
Note: All badges/rank sewn on Tunics must have the lining opened and closed to facilitate fastening or may be hand sewn. In no case shall badge, rank sewing penetrate coat lining.	
1	Shorten or lengthen sleeves
2	Shorten/lengthen body
3	Lengthen with false hem
4	Take-in for let-out sides
5	Enlarge armholes
6	Lower or raise collar
7	Sew on rank (NCM)
8	Sew on rank braid (Officers)
9	Sew on Canada or regiment badge
10	Sew on Wings
11	Sew on various badges
Trouser/Slacks /Skirts (CF, Work dress) Men and Women	
12	Shorten or lengthen pants/trousers/skirts unlined
13	Shorten or lengthen pants/trousers/skirts lined
14	Take-in or let-out waist pants/trousers/skirts unlined
15	Take-in or let-out waist pants/trousers/skirts lined
16	Take-in or let-out seat pants/trousers unlined
17	Take-in or let-out seat pants/trousers lined
18	Take-in or let-out crotch pants/trousers unlined
19	Take-in or let-out crotch pants/trousers lined
20	Replace zipper, includes zipper
Slip-ons (Combat, Work dress, CF) (Includes sewing ends together and pressed)	
21	Sew on rank and Canada
22	Sew closed NCM
Environmental Clothing Extreme cold weather parka, wet weather jacket	
23	Replace main zipper, includes zipper
Coveralls, Flight Jackets (winter, summer)	
24	Sew on flag
25	Sew on wings
26	Sew on badge (patch/crest – no Velcro used)
27	Sew on slip-ons
28	Sew on name tape
29	Replace main zipper, including zipper
30	Re-sew map clip pocket, includes map clip
31	Sew Velcro on uniforms or badges (Velcro preparation included in price) (Nomex Velcro is provided by DND in 2” and 4” wide rolls)

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Caps – Beret/Wedge/Combat	
32	Sew on hat badge
33	Sew on felt (MP only)
Ribbons	
34	Sew rosettes on CD ribbon bar
Miscellaneous Repairs to Uniforms/Equipment	
35	Miscellaneous repairs to uniforms/equipment
36	24 Hour turnaround tailoring services

ANNEX "B" – Basis of Payment

Table 1 – Scheduled Weekly Services

Item	Description	Estimated Yearly Quantity	Unit of Issue	Unit Price Contract Year 1	Unit Price Option Year 1	Unit Price Option Year 2
1	Provide onsite tailoring services Tuesday and Thursdays	200 hours	Hourly Rate	/hour	/hour	/hour

Table 2 – Task Authorization Services

Item	Description	Estimated Yearly Quantity	Unit of Issue	Unit Price Contract Year 1	Unit Price Option Year 1	Unit Price Option Year 2
Overcoats, jackets, tunics – Men and Women						
Note: All badges/rank sewn on Tunics must have the lining opened and closed to facilitate fastening or may be hand sewn. In no case shall badge, rank sewing penetrate coat lining.						
1	Shorten or lengthen sleeves	20	Each			
2	Shorten/lengthen body	20	Each			
3	Lengthen with false hem	5	Each			
4	Take-in for let-out sides	30	Each			
5	Enlarge armholes	5	Each			
6	Lower or raise collar	5	Each			
7	Sew on rank (NCM)	100	Each			
8	Sew on rank braid (Officers)	200	Each			
9	Sew on Canada or regiment badge	100	Each			
10	Sew on Wings	100	Each			
11	Sew on various badges	100	Each			
Trouser/Slacks /Skirts (CF, Work dress) Men and Women						
12	Shorten or lengthen pants/trousers/skirts unlined	60	Each			
13	Shorten or lengthen pants/trousers/skirts lined	40	Each			
14	Take-in or let-out waist pants/trousers/skirts unlined	40	Each			

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15	Take-in or let-out waist pants/trousers/skirts lined	40	Each			
16	Take-in or let-out seat pants/trousers unlined	40	Each			
17	Take-in or let-out seat pants/trousers lined	40	Each			
18	Take-in or let-out crotch pants/trousers unlined	40	Each			
19	Take-in or let-out crotch pants/trousers lined	40	Each			
20	Replace zipper, includes zipper	40	Each			
Slip-ons (Combat, Work dress, CF) (Includes sewing ends together and pressed)						
21	Sew on rank and Canada	2000	Each			
22	Sew closed NCM	500	Each			
Environmental Clothing Extreme cold weather parka, wet weather jacket						
23	Replace main zipper, includes zipper	30	Each			
Coveralls, Flight Jackets (winter, summer)						
24	Sew on flag	100	Each			
25	Sew on wings	100	Each			
26	Sew on badge (patch/crest – no Velcro used)	100	Each			
27	Sew on slip-ons	1000	Each			
28	Sew on name tape	1000	Each			
29	Replace main zipper, including zipper	40	Each			
30	Re-sew map clip pocket, includes map clip	50	Each			
31	Sew Velcro on uniforms or badges (Velcro preparation included in price) (Nomex Velcro is provided by DND in 2" and 4" wide rolls)	4000	Each			
Caps – Beret/Wedge/Combat						
32	Sew on hat badge	200	Each			
33	Sew on felt (MP only)	10	Each			
Ribbons						
34	Sew rosettes on CD ribbon bar	100	Each			
Miscellaneous Repairs to Uniforms/Equipment						

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35	Miscellaneous repairs to uniforms/equipment	50	Hour			
36	24 Hour turnaround tailoring services	6	Hour			

Annex C – Insurance Requirement

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Non –Owned Automobile Liability – Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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ANNEX "D" - TASK AUTHORIZATION USAGE REPORT FORM

Return to:

Public Works and Government Services Canada
Acquisition Branch
Facsimile: (306) 975-5397
Email: wst-pa-cal@pwgsc-tpsgc.gc.ca

Quarterly Usage Report Schedule:

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.

SUPPLIER:

CONTRACT NUMBER:

DEPT OR AGENCY:

Item No.	Task Number Description	Value of the Task (GST/HST excluded)
(A) Total Dollar Value of Tasks for this reporting period		
(B) Accumulated Tasks totals to date:		
(A+B) Total Accumulated Tasks		

NIL REPORT: We have not done any business with the federal government for this period []

Prepared by: _____

SIGNATURE: _____

DATE: _____

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Annex E –SAMPLE OF WORK ORDER

Each work order is in triplicate:

White: Clothing Copy
Yellow: Customer Copy
Pink: Contractor Copy

Clothing Personnel will complete the following boxes:

Name, Rank, SN, Date in, phone no., base, item no., article, work required, contract no., qty, and they will sign the bottom at the block that says Approved for (B Sup O).

Contractor will fill in the pricing, extension of pricing and total cost of service for each order and return the work order attached to the tailoring that was completed. Attachment shall not interfere with the integrity of the flight clothing (i.e. no pins through the clothing)

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ANNEX “F” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);
- ☐ () Large Value Transfer System (LVTS) (Over \$25M)

Annex G - COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

A complete list of the minimum mandatory performance specifications are detailed below in the "Compliance Matrix". Bidders are to clearly demonstrate compliance with each mandatory specification.

1. Bidders **must** show compliance by addressing each performance specification in the Compliance Matrix, whether the product offered "meets" or "doesn't meet".
2. Bidders are requested to indicate how they meet each performance specification by recording this information under the Performance Specification Offered column in the Compliance Matrix.
3. It is requested that supporting technical documentation, including but not limited to, specification sheets, technical brochures, photographs or illustrations be provided with the bid at solicitation close and be cross-referenced on the Compliance Matrix for each performance specification to outline where in the supporting technical documentation it demonstrates compliance. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to prove that the proposed product(s) meet the requirements of the Performance Specification. If published supporting technical document is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.
4. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
5. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.
6. Failure to meet each mandatory performance specification will result in the bid being deemed non-responsive, and be given no further consideration.

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COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:

Item #	Performance Specification	Status (M) Mandatory	Performance Specification Met? Indicate either Yes/No	Performance Specification Offered: Bidder <u>should</u> indicate how they meet the performance specification by recording this information in this column	Cross Reference: In this column, Bidders should cross-reference where this performance specification is indicated in their supporting documents.
1	Contractor must, for the duration of the contract, provide one (1) tailor who has a minimum of five (5) years (equivalent to 60 months) of experience in the last ten (10) years performing tailoring services. The last 10 years is defined as from and including June 1, 2008 to the date of solicitation closing. The tailor must have a minimum 18 months of current experience. Current is defined as from and including December 1, 2016 to date of solicitation closing.				A resume demonstrating one (1) tailor who has a minimum five (5) years of experience in the last ten (10) years performing tailoring services. The last 10 years is defined as from and including June 1, 2008 to the date of solicitation closing. The tailor must have a minimum of 18 months of current experience. Current is defined as from and including December 1, 2016 to date of solicitation closing.