



NOTICE

This documentation has been reviewed by the technical authority and does not contain controlled goods. Disclosure notices and handling instructions originally received with the document shall continue to apply.

AVIS

Cette documentation a été révisée par l'autorité technique et ne contient pas de marchandises contrôlées. Les avis de divulgation et les instructions de manutention reçues originalement doivent continuer de s'appliquer.

Annex "B"
To : W0002-180001
17 December 2018

STATEMENT OF WORK TAILORING SERVICES FOR CEREMONIAL GUARDS

1. The contractor must be capable of carrying out alterations on up to 400 uniforms including any subsequent fittings. Tailors must be experienced and prepared to handle a high volume of alterations in a short time frame, and must provide the quality of work that is requested.
2. Thread to be used for the various jobs will be as follows:
 - a. For cuffs, collars and sleeve lining, hand sewing waxed thread size A or higher quality is required;

NOTE: Sleeve-lining thread should be doubled.

- b. Hems and seams ETC...that requires machine sewing; use playcore #50 thread or equivalent matching colour being sewn.
3. The contractor must be able to handle approximately 400 tunics for fitting over a four (4) day period. Refer to paragraphs 26. a.b.c. of Annex A for details about the fitting exercises.
4. All garments forwarded for alterations and repairs must be pressed and returned on clothes hangers unless other instructions are given. Minor repairs may be required on the same day basis. All garments require clothing repair tags. Clothing repair tags must not be removed from garments. If removal becomes necessary to effect repairs or alterations, the tags must be put on same tunics.
5. Pick-up and deliveries must be coordinated through the supervisor of the clothing store in charge of Ceremonial Guard Supply telephone 613-945-6600 ext 3281. **DND will provide the Contractor with a schedule detailing the work to be performed, two weeks in advance.**
6. For the first, second and final fittings, **only** the work annotated on the tailoring tags must be performed. Contractor must not add any additional alterations on tailoring tag without the consent supervisor of CG Supply. If additions are made, contractor must ensure that **Supervisor of CG Supply is in agreement and that changes are initialed**. If supervisor of CG Supply does not agree, contractor must not do the alterations or must demonstrate that the new alteration is necessary. A five (5) to six (6) days turnaround time between the second fitting and final fitting will be given to contractor for finishing alterations. If more alterations are required after the final fitting, again five (5) to six (6) days turnaround time or less will be allowed to perform

alterations. All uniforms must be ready by start of the season which will be dictated to the contractor by CG supply supervisor.

7. In order to get the proper measurements for alterations, the contractor must use pins on tunics. A pin will be used for the front of tunic to close properly, he must then put pins at the back or side and correctly chalk the alteration required. The contractor is responsible to correctly measure individuals. Adjustments must be done within specific guidelines or as per instructions of CG staff.

8. When operations such as changing collars, shortening sleeves or take in/letting out of tunic becomes repetitive on same individual due to errors in measurements or during alterations, contractors is responsible to redo those operations at no charge to DND.

9. If repairs/alterations done by contractors damage clothing beyond repair, contractor will be responsible for altering a new tunic at his own expense.

10. As per Annex A, the correct seam name to be altered will be called when doing fittings and will be inscribed on tailoring tags.

11. Contractor must be available on a moment's request, for priority alterations and measurements. When members return to tailors' location because of errors on contractor's part, the contractor must assume responsibility for repair at no charge to DND.

12. CF Supply will inspect invoices against tailoring tags upon receipt. When inconsistencies are found, CG Supply will immediately contact the contractor and inform him of any errors or miscalculated operations on invoices. All such errors shall be corrected immediately. No deviation from contract will be permitted. When additional alterations are found on tailoring tags which have not been authorized or initialed by CG Supply supervisor, CG Supply will investigate as to whether alterations was necessary and as if the alteration was done or not. The contractor is responsible at all times regarding the quality of work produced by their employees or sub-contractor. No deviation of the contract will be permitted.

13. When certain operations are stated in some task (i.e. remove buttons, tab, hooks...) contractor must not charge for these operations. The contractor must calculate time and wages for the whole operation and price accordingly.

14. Contractor must only submit invoices after the third fitting is completed. Then CG Supply will follow the procedures as per Para 12.

15. Generic Tunic is defined as any CF tunic worn by members of Ceremonial Guard. This include, however not be exclusive to, Scarlet Tunic, Patrol Dress, Doublet, DEU Tunic and Frock Coat.