



NOTICE

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AVIS

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

TAILORING SERVICES FOR CEREMONIAL GUARD

BASIS OF PAYMENT

This requirement covers tailoring services for the Ceremonial Guard. Based on the past year's usage, year estimates listed in each tailoring operation represent only one unit.

Ranks, Titles and Abbreviations

Jacket Full Dress Ceremonial Guard pattern Officer, (2Lt, Lt, Capt, Major, LCol and Col). Senior Non Commissioned Officer (Sr NCO), Chief Warrant Officer (CWO). Regimental Sergeant Major (RSM), Warrant Officer (WO), Company Sergeant Major (CSM), Drum Major (DM), Band Sergeant Major (BSM), Band Warrant Officer (BWO), Sergeant (Sgt) and Color Sgt, Sgt and other Jr NCM ranks: MCpl, Cpl, Pte; Musician (Mus) and/or Guardsman (GDSM).

BASIS OF PAYMENT

- Firm unit pricing in Canadian Dollars;
- Firm unit prices include the cost of pick-up and delivery of the items;
- Firm unit prices, applicable taxes extra, customs duties and excise taxes included;
- Firm unit prices include all relative costs associated with providing the service in accordance with the Statement of Work at Annex "B";

Year 1 - from date of contract to December 31, 2019

Year 2 - from January 1, 2020 to December 31, 2020

Year 3 - from January 1, 2021 to December 31, 2021

1. COLLAR

- Replace damaged collar with same size.** The bottom of band collar must be open completely front to back. Open inside band collar seam and remove collar. Stitch new collar back on tunic to its original position. Turn up seam on inside of collar and tunic and tack to the 1/4-inch tape with hand sewing thread. Stitches firmly collar metal hooks to collar before sewing collar lining. This operation includes removing and installing the cloth tab on collar and the stitching of metal hooks. DND supplies collars (see appendix C, Figure 3). Billing must be for all the operations stated above.

NOTE: Cannot be combined with 1b and/or 1c

QTY: 20 Per year
Per garment

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- b. Lower existing collar.** The bottom of band collar must be open at the back up to shoulder seam. Open inside band collar seam, open both shoulder seams (only if required) and remove epaulette buttons (if applicable). Adjust shoulder seams and re-stitch shoulder seams, adjust collar to desired height. Stitch collar on back of tunic. Turn up seam on inside of collar and tunic and tack to the 1/4-inch tape with hand sewing thread. Re-stitch lining to Billing must be for all the operations stated above.

NOTE: Cannot be combined with 1a and/or 1c

QTY: 50 Per year
Per garment

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- c. Lower and replace collar (new size).** The bottom collar must be open completely from front to back. Open inside band collar seam and remove epaulettes buttons. Open both shoulder seam (if required). Adjust shoulder seam and re-stitch. Adjust new collar to desired height. Stitch collar back on tunic. Turn up seam on inside of collar and tunic and tack to the 1/4-inch tape with hand sewing thread. Stitch firmly metal hooks to collar before sewing lining. Re-stitch lining to band collar and re-sew epaulet buttons. This operation includes removing and installing the cloth tab and the stitching of metal hooks. DND supplies the collars. (See Appendix C Figure 3).

NOTE: Cannot be combined with 1a and/or 1b

QTY: 50 Per year
Per garment

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- d. Replace collar metal hooks male/female; only if damaged** (see Appendix C, Figure 3)

QTY: 20 Per year
Per garment

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- e. Remove and install cloth tab on collar** (see Appendix C, Figure 3)

QTY: 100 Per year
Per garment

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- f. Manufacture Collar Snr NCO.** This includes the removal and installation of the collar (Piper Doublet Specific)

QTY: 1 Per year
Per garment

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- g. Manufacture Collar OR.** This includes the removal and installation of the collar (see Appendix C, Figure 3)

QTY: 12 Per year
Per garment

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

2. BACK SEAMS (see illustrations on Appendix C, Figures 1,2,4 and 5)

- a. Take in or let out back seam top to bottom.** Seams will be taken in or let out completely from top to bottom no exception. This means sleeve seam must be open in order to adjust side seam accordingly. Also quilting and lining have to be adjusted properly if required. Re-sew side seams top to bottom and sleeve seam as per instructions.

NOTE: Do not cut or trim any excess scarlet fabric or lining after the take in alteration in order to be able to let out later if needed.

QTY: 150 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- b. Take in or let out back seam (chest area).**

QTY: 25 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- c. Take in or let out back seam (waist area).**

QTY: 25 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- d. Take in or let out back seam (skirt area).**

QTY: 75 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- e. Take in or let out back seam (chest waist area).**

QTY: 15 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

f. Take in or let out back seam (waist and skirt area).

QTY: 25 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

3. SIDE SEAMS (see illustration in Appendix C, Figures 1, 2, 6 and 7)

- a. Take in or let out side seam top to bottom.** Seams will be taken in or let out completely from top to bottom no exception. This means sleeve seam must be open in order to adjust side seam accordingly. Also quilting and lining have to be adjusted properly if required. Re-sew side seams top to bottom and sleeve seam as per instructions.

QTY: 150 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- b. Take in or let out side seam (chest area).**

QTY: 50 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- c. Take in or let out side seam (waist area).**

QTY: 20 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- d. Take in or let out side seam (skirt area).**

QTY: 50 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- e. Take in or let out side seam (chest and waist area).**

QTY: 20 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- f. Take in or let out side seams (waist and skirt area).**

QTY: 25 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

4. WAIST SEAMS (see illustration in Appendix C, Figures 1 and 2)

Lower/raise back waistline (from belt hook to belt hook).

QTY: 10 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

NOTE: On Para 2, 3, and 4, do not cut any excess material unless specified by CG Supply Staff.

5. TAKE IN SHOULDERS

Consist of opening shoulder seam and lining. Take off sleeve, shoulder pad and epaulette from tunic, adjust tunic to desired measurements. Re-sew sleeve, lining, epaulettes and shoulder pads accordingly. Ensure lining is not bunched up or twisted in sleeve. Re-align epaulette insignia to proper location.

QTY: 10 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

6. ENLARGE FRONT ARMHOLES FROM FRONT CHEST

The sleeves seams and the armhole lining must be opened to adjust armhole to chalk markings. Leave sleeve seam to original allowance (do not adjust that seam), sew sleeve seam with armhole scarlet fabric to the proper adjustment. Remember to keep the sleeve seam to the original position before stitching. Even out (trim) extra scarlet fabric from the armhole with sleeve seam allowance. Sew back quilt properly by hand or machine stitch eight (8) stitches per inch, then close the sleeve lining by hand stitching with double thread.

NOTE: The sleeve must remain unchanged; the seam must be kept to the original stitch line, avoid cutting the sleeve seam.

QTY: 100 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

7. SHORTEN or LENGTHEN TUNIC

Includes removing and installing rear slashes (if required). When shortening tunic, to move rear slashes up, open back seam up to waist seam. Open waist seam on top of back slashes, remove the two (2) top buttons and lift back slash area to desired height. Re-sew waist seam, back seams and the two top buttons accordingly. Only two (2) buttons will be removed for this operation. Press bottom hem properly before stitching. Use the back slash hem as a guide to even out hem throughout the bottom of the tunic and cut excess material if any. Cut from piping only if more than 1/2-inch left. Bottom hem must be; stitched using a criss-cross stitch or, a blind stitch with proper thread and make sure machine catch both sides. Do not use any other kind of stitch technique on that operation. Ensure tension on stitch is not too tight. This will prevent tunic to bunch up or show stitches on other side. Lengthen skirt (lengthen only if fabric is available).

a. Shorten / lengthen tunic from front to side-back panel.

QTY: 20 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

NOTE: Cannot be combined with 7b, c, and/or d.

b. Shorten / lengthen tunic, back slash area.

QTY: 50 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

NOTE: Cannot be combined with, 7a, c, and/or d.

c. Shorten tunic from front piping to side seam.

QTY: 30 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

NOTE: Cannot be combined with, 7a, b, and/or d.

d. Shorten tunic all round.

QTY: 50 Per Year
Price:

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

NOTE: Cannot be combined with 7a, b, and/or c.

NOTE: Tunic lining is to be adjusted accordingly and re-sewn in place. Contractor must follow exactly Cg's seamstress explanation on how to properly shorten a tunic. No deviation from instructions will be permitted.

8. REPAIR SLEEVE LINING

QTY: 10 Per year
Per sleeve

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

9. CUFF/SLEEVE, SLEEVE SLASH/BACK SLASH (see Appendix C, Figures 9, 10, 11 and 12)

- a. **Shorten sleeves.** Remove button rings and buttons (if old tunic). Open sleeve lining enough for alternation from inside sleeve seam. Slashes and cuffs can then be removed. Adjust cuff to required measurement and sew cuff and sleeve slash back to sleeve. Install the buttons with rings, then sew sleeve seam. Turn in cuffs and sew the inside cuff to sleeve using hand sewing thread, adjust lining and sew to cuff. Buttons removal and installing are included in this operation.

QTY: 175 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

NOTE: Contractor must ensure that lining inside sleeve is not twisted, and is adjusted properly before any re-sewing is done. Contractor will not leave excess or loose lining at the cuff creating bulging, slack in the lining or lining showing below the cuff. Contractor will be permitted to cut off excess lining up to a certain degree when shortening sleeves.

- b. **Lengthen sleeves.** Same operation as 10a except when this operation is done on a used tunic; ensure that the top buttonhole is not showing once the sleeve slash and cuff is lowered. If sleeves are lengthen more than 3/4-inch, buttonholes will be seen. Button removal and installation are included in this operation.

QTY: 30 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- c. **Replace sleeve slashes (all rank).** Same operation as 10a or 10b, except cuff don't have to be removed as for shorten or lengthening sleeves. Button removal and installing are included in this operation.

QTY: 30 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

NOTE: New sleeve slash will be provided by DND.

- d. **Replace O/R back slash.** Operation consist of removing 10 buttons, open back waist seam and slash seam up to waist, un-sew only the slashes and remove. Insert and re-sew new slashes on back of tunic. Re-sew new slashes with slash seam. Re-sew waist seams accordingly and re-install the 10 buttons. Removing and installing buttons are included in this operation.

QTY: 30 Per year
Per side

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

- e. **Re-arrange Panels.** When making adjustments to other components of the uniform Panels will be-rearranged. This includes any work required to accesses the Panels and must include the removal and installation of the panels.

QTY: 24 Per year \$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

NOTE: For the two top buttons, use double tread with a minimum of eight (8) stitches and secure firmly. For items described in 10 and DND will supply slashes.

10. INSTALLATION BUTTON ON SLEEVE/SLASH (only applicable on new tunics)

When there is no need to shorten or lengthen sleeves, open the sleeve lining and install buttons with rings, and close lining.

QTY: 50 Per Year
Per side \$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

11. INSTALL DARTS ON TUNICS

Consist of opening front side panel and front waist seam. Adding a dart, adjust and re-sew all seams.

QTY: 30 Per year
Price per tunic \$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

12. CONVERSION OF A O/R TUNIC TO C/SGT AND SGT's TUNIC

- a. **Sleeve slashes.** Open lower sleeve seams, remove four (4) buttons and sleeve slashes. Cover white twills tape with gold braid and sew in place. Re-sew sleeve slashes and insert buttons with rings in place. Removal and installation of buttons are included in this operation. DND supplies all braid.

QTY: 10 Per year
Per side \$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

- b. **Back slashes.** Take off back slashes and remove the 10 rear buttons. Cover white twills tape with gold braid and sews in place. Re-sew back slashes in place with slash seams and insert buttons with toggle ring. Re-sew the two top buttons with minimum of 8 stitches. Removal and installation of buttons are included in this operation. DND supplies all braid.

Qty: 10 Per year
Per side \$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

- c. **Silver Braid.** (Pipe Major Doublet only) Install Silver Braid to include Front, epaulette, sleeve and Panel Décor. Cost to include all requirements to remove and replace components of the uniform to access areas required to make the installations.

Qty: 1 Per year
Per garment

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

13. CONVERSION OF O/R TUNIC TO MWO/CWO USED – MWO/CWO TUNIC

Replace O/R's cuffs or used cuffs, sleeves slashes, back-slashes, epaulettes and collar and replace with new accoutrements.

- a. **Sleeve cuffs and sleeve slashes.** Remove sleeves cuffs, slashes, and buttons. Open sleeve lining, adjust new cuffs to proper length and reinstall with new pattern of cuff and sleeve slashes. Re-sew lining and insert buttons before closing lining. Removal and installation of button is included in this operation.

QTY: 3 Per year
Per sleeve

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

- b. **Backslashes.** Remove back slashes from the slash seam and back waist seam, remove buttons and existing braid (if applicable), recover white twill tape with new braid, (as per example). If used tunic for MWO/CWO, existing old braid will have to be replaced by new braid. Re-sew the back slashes to the back of the tunic. Removal and installation of buttons are included in this operation.

QTY: 3 Per year
Per sleeve

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

- c. **Collar.** Remove collar, cover with gold braid as per specifications, remove existing braid (if applicable), and cover with new braid. Re-sew collar in place. Pricing should only be for sewing braid on collar. Remove and replace collar should be charged as 1a, 1b, or 1c (as applicable).

QTY: 3 Per year
Per collar

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

- d. **Epaulettes.** Remove epaulettes by opening upper sleeve seam, and re-sew in place new pattern of epaulettes, making sure length is correct and that button is in line with button hole.

QTY: 50 Per year
Per epaulette

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

NOTE: New pattern of cuff, sleeve slashes and epaulettes for MWO/CWO will be supplied by DND or manufactured by contractor as per Para, 17, 18 and 19.

14. CONVERTING O/R TUNIC TO A DRUMMER or DRUM MAJOR (DM) TUNIC. 30 TO 40 HOURS WORK INVOLVED

When converting a new tunic to the status of a drummer or drum major's tunic, the conversion and all alterations regarding the size of the individual will be include in the price. All modifications required to convert the uniform must be included in the price. **NO EXTRA CHARGES** can be applied to the drummer or drum major tunic. Sample and braids will be provided by the Ceremonial Guard Supply.

QTY: 6 Per year
Per garment

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

NOTE: To strictly follow a sample tunic supplied by CG Supply

15. CONVERTING O/R (Jr. NCM) TUNIC TO AN OFFICER TUNIC

Operations consists of replacing O/R cuffs, sleeve slashes, back slashes, collar, epaulette and replace with new Officer accouterments (see Appendix C, Figures 8 to 12). Removal and installation of buttons are included in this operation.

a. Cuffs.

QTY: 10 Per year
Per cuff

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

b. Sleeve Slashes.

Qty: 10 Per year
Per back slash

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

d. Back Slashes.

QTY: 10 Per year
Per back slashes

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

e. Collar.

Qty: 10 Per year
Per collar

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

f. Epaulettes.

QTY: 10 Per year
Per epaulette

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

16. MANUFACTURING OF CUFFS FOR MWO/CWO.

If new contractor, a pre-production sample must be produced. Sample to be manufactured as per design and sample from CG Supply. Contractor must follow exactly the pattern given. Once a pre-production is approved by CG, Contractor produce the remaining depending on quantities required.

QTY: 4 Per year
Per Cuff

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

NOTE: Material will be supplied by DND

17. MANUFACTURING OF SLEEVE SLASHES FOR MWO/CWO

If new contractor, a pre-production sample must be produced. Sample to be manufactured as per design and sample from CG Supply. Contractor must follow exactly the pattern given. No deviation will be permitted. Once a pre-production sample is approved by CG, Contractor will produce the remaining depending on quantities required.

QTY: 4 Per year
Per slash

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

NOTE: Material will be supplied by DND

18. MANUFACTURING OF EPAULETTES FOR MWO/CWO

If new contractor, a pre-production sample must be produced. Sample to be manufactured as per design and sample from CG Supply. Contractor must follow exactly the pattern given. No deviation will be permitted. Once a pre-production sample is approved by CG, Contractor will produce the remaining depending on quantities required.

QTY: 4 Per year
Per epaulette

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

NOTE: Operations in par 17, 18 and 19 require very good craftsmanship; Contractor will have to be extremely careful during the assembly and sewing of different items. Again CG Supply will inspect closely the above work for accuracy of patterns.

19. MANUFACTURE SPECIAL SIZE TUNIC

This task consists in manufacturing from scratch a new tunic for individual that cannot be fitted otherwise. Price is a completed and fitted tunic with all alterations. For Officers, CWO and MWO, price should be less because cuffs, sleeve slashes, epaulettes and back slashes are supplied by DND. Proper measurements must be taken. Pattern and material supplied by DND.

a. Officers and CWO/MWO.

QTY: 1 Per year
Per Tunic

\$ _____ YR 1
\$ _____ YR 2
\$ _____ YR 3

b. C/Sgt, Sgt and Jr NCM.

QTY: 1 Per year
Per Tunic

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

20. BADGES, RANK AND INSIGNIAS

Sewing badges, rank and insignia must be hand stitched at 1/8-inch gauge through all plies. Machine Stitching is not acceptable. All badge, rank and insignia must be provided by DND.

a. Remove Rank insignias.

QTY: 30 Per year
Per Badge

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

b. Stitch Rank Insignias – Cpl, MCpl, Sgt, C/Sgt, MWO, CWO.

QTY: 100 Per year
Per Badge

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

c. Remove Collar Insignia. Consist of white, silver, and gold grenades, white and silver GGFG stars.

QTY: 60 Per year
Per Insignia

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

d. Stitch Collar Insignia. Consist of white, silver, and gold grenades, white and silver GGFG stars.

Qty: 200 Per year
Per Insignia

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

e. Remove Epaulette Insignia/Officer Ranks. Consist of silver / red crown and silver stars for Officer rank.

QTY: 30 Per year
Per Insignia

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

f. Stitch Epaulette Insignias/Officer Ranks. Consist of silver / red crown and silver stars for Officer rank.

QTY: 100 Per year
Per Insignia

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

21. BUTTONS

All buttons on tunic except four (4) are held with ring toggle. The four (4) remaining are located as such, two (2) small buttons on shoulders for the epaulettes and the other two (2) (large) buttons at the top rear slashes belt level. These are sewn in place using a minimum of eight (8) stitches or more in order to secure them firmly in place.

NOTE: For button sewing, use double tread with a minimum of eight (8) stitches and secure firmly.

a. Remove and install buttons with ring toggles. DND to supply Toggles and Buttons.

QTY: 1200 Per year

Sleeve slashes (max 8) per button	\$ _____	YR 1
	\$ _____	YR 2
	\$ _____	YR 3

Rear slash (max 8) per button	\$ _____	YR 1
	\$ _____	YR 2
	\$ _____	YR 3

Front CGG (max 8) per button	\$ _____	YR 1
	\$ _____	YR 2
	\$ _____	YR 3

Front CGFG (max 8) per button	\$ _____	YR 1
	\$ _____	YR 2
	\$ _____	YR 3

b. Sew on buttons.

QTY: 400 Per year

Rear slash belt level (max 2) per button	\$ _____	YR 1
	\$ _____	YR 2
	\$ _____	YR 3

Epaulette buttons (max 2) per button	\$ _____	YR 1
	\$ _____	YR 2
	\$ _____	YR 3

c. Install or move inside button (plastic type sewn on).

QTY: 20 Per year
Per Button

\$ _____	YR 1
\$ _____	YR 2
\$ _____	YR 3

- d. **Adjust Buttonholes.** When button holes are too small or too large the size of the buttonhole will be adjusted to the required size.

QTY: 30 Per year
Per Button

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

22. BELT KEEPERS

Remove when required because of alteration or replace when non serviceable.

QTY: 5 Per year
Per Hook

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

23. TRAVEL TO AND FROM CLOTHING STORE CEREMONIAL GUARD OR CARLETON UNIVERSITY

Contractor is required to be mobile in order to do fittings at Clothing Store Ceremonial Guard and Carleton University. Contractor must provide their own means of transportation. Regular attendance of contractor is required on an "as and when needed" basis including Saturday, Sunday, and Statutory Holidays. CG Supply will advise in advance dates and timings and location of all fittings. The fittings will have priority over contractor's schedule and contractor should not schedule other appointments that would interfere or interrupt fitting. Only one tailor will require being present. If contractor feels that another tailor is required to do the fittings, he can do so at his own expense. DND will only pay the fees for one tailor. Prices must be for round trip only. Normal working hours are from 07:30 to 17:00 from Monday to Friday. Contractor must not charge DND for deliveries and pick-up of tunics nor dropping off invoices.

- a. **Normal Working Hours (Monday-Friday).**

Estimation QTY: 8
Per round trip

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

- b. **After Normal Working Hours (Monday-Friday); 07:30 to 17:00 Hrs**

Estimation QTY: 5
Per round trip

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

- c. **Saturday.**

Estimation QTY: 2
Per round trip

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

d. Sunday.

Estimation QTY: 2
Per round trip

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

e. Statutory.

Estimation QTY: 2
Per round trip

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

24. TIME SPENT FOR FITTING

Fitting is done in different locations such as Clothing store ceremonial guard, Carleton University and on occasion at the contractor location. When fitting is done tailor will charge DND by the hour, using the rates below. During any fittings, CG Supply representative will be present to aid the tailors with instructions/suggestions and to verify and approve of work to be done.

NOTE: CG Supply will have the final decision as to what work has to be done.

PRICING PER HOUR

a. Monday to Friday (normal hours); 07:30 to 17:00 Hrs

Estimation: 35 hrs
Per hour

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

b. After 17:00 (M-F).

Estimation: 10 hrs
Per hour

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

c. Saturday.

Estimation: 4 hrs
Per hour

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

d. Sunday.

Estimation: 4 hrs
Per hour

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

e. Statutory Holidays.

Estimation: 4 hrs
Per hour

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3

25. PICK UP/DELIVERY

Contractor is responsible for pick-up and delivery of tunics (range from 10 to 125 depending on requirements). No tunics will be picked up or delivered to CG members without prior approval from Ceremonial Clothing Store.

26. FITTINGS

Fitting dates are extremely important. Time between second fitting and final fitting is approximately six (6) days. All work/alteration and repairs must be completed by the date given to contractor by cg supply.

- a. First fitting (measurements and alterations).** Throughout the month of May and beginning of June, groups of 25 to 60 members, will be required to get measured and fitted. This fitting will take place at Clothing Store Ceremonial Guard. Fitting starts at approximately 07:30 A.M. and ends when everybody for that day is fitted. Tunics to be altered will be taken to the contractor's shop the same day by the contractor. The contractor must ensure that he has sufficient room in his vehicle to take all uniforms (max 60) and ensure that his vehicle is in a very clean state especially around the doors and trunk opening. If tunics get stained during manipulation or transport, the Contractor will be responsible for dry cleaning costs and if tunics are still stained coming back from the dry cleaners, the Contractor will be required to reimburse the crown the full amount of the price of the garment. This will be applicable during all deliveries and/or pick-up by Contractor.
- b. Second fitting (more alterations) all GGFG or CGG.** Second fittings are usually done the second week of June depending on CG's schedule. Done at Carleton University during the normal working hours or at night depending of CG's schedule. Tailoring tags from the initial fitting will be verified and work inspected. This fitting is spread out in three days. As per past years, many more alterations are still needed at this stage. Contractor will again transport all tunics to their shop that need alterations.
- c. Final fitting (final adjustments) all GGFG or CGG.** Usually done 5 to 6 days after the second fitting. This fitting is done at night at the Carleton University. This fitting is the most crucial. Individuals will be inspected thoroughly for fit and look. Again tailoring tags will be verified and past alterations inspected. It is frequent at this stage that many alterations are still required. The time remaining for parade on Parliament Hill is extremely limited. Tailors will have to do their utmost in order to finish all alterations on time. No delays in delivery will be permitted. This fitting is usually shared over three nights starting around 18:00 and finishing around 22:00. This is approximate and can easily be different due to schedule and tasking.

27. ADDITIONAL TAILORING FOR WORK NOT SPECIFIED.

When tailoring is required for work not specified in preceding sections, the contractor must charge DND by the hour for the service provided. All such work must be identified to DND prior to the commencement of the work as work to be done at an hourly rate.

Estimation:100 hrs
Per hour

\$ _____ YR 1
 \$ _____ YR 2
 \$ _____ YR 3