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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **1.2 Statement of Work**

The Work to be performed is detailed under Annex A, Statement of Work of the resulting contract clauses.

### **1.3 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.

### **1.4 Trade Agreements**

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Canadian Free Trade Agreement (CFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-Honduras Free Trade Agreement (CHFTA), and the Canada-Korea Free Trade Agreement (CKFTA).

## **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>) 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](#) (2018-05-22) Standard Instructions – Goods and Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- a) Section 02, Procurement Business Number is deleted in its entirety.
- b) Section 20(2), Further Information is deleted in its entirety.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services –Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 Calendar days

### **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.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

#### **2.2.1 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

### **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 five (5) 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 Ontario.

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**

Canada requests that Bidders provide their bid in separately bound sections as follows:

- Section I: Technical Bid (four (4) hard copies)
- Section II: Financial Bid (one (1) hard copies)
- Section III: Certifications (one (1) hard copies)

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 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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- a) 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
- b) 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**

- A.** Bidders must submit their financial bid in Canadian funds and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.
- B.** Bidders must submit firm prices, Delivered Duty Paid (DDP) at 1745 Alta Vista Drive, Ottawa, Ontario during Non-Performance Season and at 1125 Colonel By Drive, Ottawa, Ontario during Performance Season. Incoterms 2010, Applicable Taxes excluded. The total amount of Applicable Taxes must be shown separately.

#### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Attachment 2 to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Attachment 2 to Part 3 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



**ATTACHMENT 1 TO PART 3 OF THE BID SOLICITATION****PRICING SCHEDULE - (1 of 3): Initial Contract Period (Contract Award Date to 31 March, 2022)**

Item	Description	Material	Type of Process	Approx QTY.	ALL- INCLUSIVE, FIRM FIXED PRICE PER ITEM <u>STANDARD</u> PICK-UP & DELIVERY	ALL- INCLUSIVE FIRM FIXED PRICE PER ITEM <u>URGENT</u> SERVICES
1	Tunic, Scarlet, All Ranks	Wool Serge	Normal	2,500	[To be inserted at Contract Award]	[To be inserted at Contract Award]
2	Tunic, Dark Blue, All Ranks	Wool Serge	Normal	24	[To be inserted at Contract Award]	[To be inserted at Contract Award]
3	Coat, Frock, Dark Blue	Wool Melton	Normal	12	[To be inserted at Contract Award]	[To be inserted at Contract Award]
4	Trousers, Blue Navy, All Ranks	Wool Serge	Normal	2,500	[To be inserted at Contract Award]	[To be inserted at Contract Award]
5	Cape, Athol Grey	Wool, Gabardine	Normal	50	[To be inserted at Contract Award]	[To be inserted at Contract Award]
6	Coat, Athol Grey	Wool, Gabardine	Normal	200	[To be inserted at Contract Award]	[To be inserted at Contract Award]
7	Sash, Waist, Crimson/Gold	Silk	Hand Clean	25	[To be inserted at Contract Award]	[To be inserted at Contract Award]
8	Sash, Shoulder, Scarlet/Crimson	Wool	Normal	25	[To be inserted at Contract Award]	[To be inserted at Contract Award]
9	Apron, Bandsman, Red/White	Wool Serge	Normal	150	[To be inserted at Contract Award]	[To be inserted at Contract Award]
10	Doublet, Piper, Dark Blue	Wool Serge	Normal	60	[To be inserted at Contract Award]	[To be inserted at Contract Award]
11	Kilt, Piper, Tartan	Wool	Normal	60	[To be inserted at Contract Award]	[To be inserted at Contract Award]
12	Wings, Piper	Wool Serge	Normal	30	[To be inserted at Contract Award]	[To be inserted at Contract Award]
13	Plaid, Piper, Tartan	Wool/Poly	Normal	30	[To be inserted at Contract Award]	[To be inserted at Contract Award]
14	Spats, Piper, White	White Canvas	Normal	20	[To be inserted at Contract Award]	[To be inserted at Contract Award]
15	Lovat, Green Hose, Piper	Wool	Normal	20	[To be inserted at Contract Award]	[To be inserted at Contract Award]
16	Stockings, Diced Hose, Green & Red	Wool	Normal	20	[To be inserted at Contract Award]	[To be inserted at Contract Award]
17	Bagpipe Cover, Tartan	Wool /Poly	Normal	20	[To be inserted at Contract Award]	[To be inserted at Contract Award]
18	Ribbons, Tartan, Piper	Wool /Poly	Normal	30	[To be inserted at Contract Award]	[To be inserted at Contract Award]

19	Jacket, DEU (Army/Navy/RCAF)	Wool/ Poly	Normal	860	[To be inserted at Contract Award]	[To be inserted at Contract Award]
20	Trousers, DEU (Army/Navy/RCAF)	Wool /Poly	Normal	1,700	[To be inserted at Contract Award]	[To be inserted at Contract Award]
21	Overcoat, DEU (Army/Navy/RCAF)	Wool/Poly	Normal	80	[To be inserted at Contract Award]	[To be inserted at Contract Award]
22	Gloves, White (pair)	Cotton/Poly	Normal	680	[To be inserted at Contract Award]	[To be inserted at Contract Award]
23	Suspenders, Tan/Olive Green	Elastic	Normal	400	[To be inserted at Contract Award]	[To be inserted at Contract Award]
24	Side Cap, Balmoral or Glengarry Hat	Wool	Normal	40	[To be inserted at Contract Award]	[To be inserted at Contract Award]
All	Repair Services	N/A	N/A	20	Hourly Rate \$[To be inserted at Contract Award]	Hourly Rate \$[To be inserted at Contract Award]

**PRICING SCHEDULE - (2 of 3): Option Period #1 (1 April, 2022 to 31 March, 2023)**

Item	Description	Material	Type of Process	Approx QTY.	ALL- INCLUSIVE, FIRM FIXED PRICE PER ITEM <u>STANDARD</u> PICK-UP & DELIVERY	ALL- INCLUSIVE FIRM FIXED PRICE PER ITEM <u>URGENT</u> SERVICES
1	Tunic, Scarlet, All Ranks	Wool Serge	Normal	2,500	[To be inserted at Contract Award]	[To be inserted at Contract Award]
2	Tunic, Dark Blue, All Ranks	Wool Serge	Normal	24	[To be inserted at Contract Award]	[To be inserted at Contract Award]
3	Coat, Frock, Dark Blue	Wool Melton	Normal	12	[To be inserted at Contract Award]	[To be inserted at Contract Award]
4	Trousers, Blue Navy, All Ranks	Wool Serge	Normal	2,500	[To be inserted at Contract Award]	[To be inserted at Contract Award]
5	Cape, Athol Grey	Wool, Gabardine	Normal	50	[To be inserted at Contract Award]	[To be inserted at Contract Award]
6	Coat, Athol Grey	Wool, Gabardine	Normal	200	[To be inserted at Contract Award]	[To be inserted at Contract Award]
7	Sash, Waist, Crimson/Gold	Silk	Hand Clean	25	[To be inserted at Contract Award]	[To be inserted at Contract Award]
8	Sash, Shoulder, Scarlet/Crimson	Wool	Normal	25	[To be inserted at Contract Award]	[To be inserted at Contract Award]
9	Apron, Bandsman, Red/White	Wool Serge	Normal	150	[To be inserted at Contract Award]	[To be inserted at Contract Award]
10	Doublet, Piper, Dark Blue	Wool Serge	Normal	60	[To be inserted at Contract Award]	[To be inserted at Contract Award]
11	Kilt, Piper, Tartan	Wool	Normal	60	[To be inserted at Contract Award]	[To be inserted at Contract Award]
12	Wings, Piper	Wool Serge	Normal	30	[To be inserted at Contract Award]	[To be inserted at Contract Award]
13	Plaid, Piper, Tartan	Wool/Poly	Normal	30	[To be inserted at Contract Award]	[To be inserted at Contract Award]
14	Spats, Piper, White	White Canvas	Normal	20	[To be inserted at Contract Award]	[To be inserted at Contract Award]
15	Lovat, Green Hose, Piper	Wool	Normal	20	[To be inserted at Contract Award]	[To be inserted at Contract Award]
16	Stockings, Diced Hose, Green & Red	Wool	Normal	20	[To be inserted at Contract Award]	[To be inserted at Contract Award]
17	Bag, Pipe Cover, Tartan	Wool /Poly	Normal	20	[To be inserted at Contract Award]	[To be inserted at Contract Award]
18	Ribbons, Tartan, Piper	Wool /Poly	Normal	30	[To be inserted at Contract Award]	[To be inserted at Contract Award]

19	Jacket, DEU (Army/Navy/RCAF)	Wool/ Poly	Normal	860	[To be inserted at Contract Award]	[To be inserted at Contract Award]
20	Trousers, DEU (Army/Navy/RCAF)	Wool /Poly	Normal	1,700	[To be inserted at Contract Award]	[To be inserted at Contract Award]
21	Overcoat, DEU (Army/Navy/RCAF)	Wool/Poly	Normal	80	[To be inserted at Contract Award]	[To be inserted at Contract Award]
22	Gloves, White (pair)	Cotton/Poly	Normal	680	[To be inserted at Contract Award]	[To be inserted at Contract Award]
23	Suspenders, Tan/Olive Green	Elastic	Normal	400	[To be inserted at Contract Award]	[To be inserted at Contract Award]
24	Side Cap, Balmoral or Glengarry Hat	Wool	Normal	40	[To be inserted at Contract Award]	[To be inserted at Contract Award]
All	Repair Services	N/A	N/A	20	Hourly Rate \$[To be inserted at Contract Award]	Hourly Rate \$[To be inserted at Contract Award]

**PRICING SCHEDULE - (3 of 3): Option Period #2 (1 April, 2023 to 31 March, 2024)**

Item	Description	Material	Type of Process	Approx QTY.	ALL- INCLUSIVE, FIRM FIXED PRICE PER ITEM <u>STANDARD</u> PICK-UP & DELIVERY	ALL- INCLUSIVE FIRM FIXED PRICE PER ITEM <u>URGENT</u> SERVICES
1	Tunic, Scarlet, All Ranks	Wool Serge	Normal	2,500	[To be inserted at Contract Award]	[To be inserted at Contract Award]
2	Tunic, Dark Blue, All Ranks	Wool Serge	Normal	24	[To be inserted at Contract Award]	[To be inserted at Contract Award]
3	Coat, Frock, Dark Blue	Wool Melton	Normal	12	[To be inserted at Contract Award]	[To be inserted at Contract Award]
4	Trousers, Blue Navy, All Ranks	Wool Serge	Normal	2,500	[To be inserted at Contract Award]	[To be inserted at Contract Award]
5	Cape, Athol Grey	Wool, Gabardine	Normal	50	[To be inserted at Contract Award]	[To be inserted at Contract Award]
6	Coat, Athol Grey	Wool, Gabardine	Normal	200	[To be inserted at Contract Award]	[To be inserted at Contract Award]
7	Sash, Waist, Crimson/Gold	Silk	Hand Clean	25	[To be inserted at Contract Award]	[To be inserted at Contract Award]
8	Sash, Shoulder, Scarlet/Crimson	Wool	Normal	25	[To be inserted at Contract Award]	[To be inserted at Contract Award]
9	Apron, Bandsman, Red/White	Wool Serge	Normal	150	[To be inserted at Contract Award]	[To be inserted at Contract Award]
10	Doublet, Piper, Dark Blue	Wool Serge	Normal	60	[To be inserted at Contract Award]	[To be inserted at Contract Award]
11	Kilt, Piper, Tartan	Wool	Normal	60	[To be inserted at Contract Award]	[To be inserted at Contract Award]
12	Wings, Piper	Wool Serge	Normal	30	[To be inserted at Contract Award]	[To be inserted at Contract Award]
13	Plaid, Piper, Tartan	Wool/Poly	Normal	30	[To be inserted at Contract Award]	[To be inserted at Contract Award]
14	Spats, Piper, White	White Canvas	Normal	20	[To be inserted at Contract Award]	[To be inserted at Contract Award]
15	Lovat, Green Hose, Piper	Wool	Normal	20	[To be inserted at Contract Award]	[To be inserted at Contract Award]
16	Stockings, Diced Hose, Green & Red	Wool	Normal	20	[To be inserted at Contract Award]	[To be inserted at Contract Award]
17	Bag, Pipe Cover, Tartan	Wool /Poly	Normal	20	[To be inserted at Contract Award]	[To be inserted at Contract Award]
18	Ribbons, Tartan, Piper	Wool /Poly	Normal	30	[To be inserted at Contract Award]	[To be inserted at Contract Award]

19	Jacket, DEU (Army/Navy/RCAF)	Wool/ Poly	Normal	860	[To be inserted at Contract Award]	[To be inserted at Contract Award]
20	Trousers, DEU (Army/Navy/RCAF)	Wool /Poly	Normal	1,700	[To be inserted at Contract Award]	[To be inserted at Contract Award]
21	Overcoat, DEU (Army/Navy/RCAF)	Wool/Poly	Normal	80	[To be inserted at Contract Award]	[To be inserted at Contract Award]
22	Gloves, White (pair)	Cotton/Poly	Normal	680	[To be inserted at Contract Award]	[To be inserted at Contract Award]
23	Suspenders, Tan/Olive Green	Elastic	Normal	400	[To be inserted at Contract Award]	[To be inserted at Contract Award]
24	Side Cap, Balmoral or Glengarry Hat	Wool	Normal	40	[To be inserted at Contract Award]	[To be inserted at Contract Award]
All	Repair Services	N/A	N/A	20	Hourly Rate \$[To be inserted at Contract Award]	Hourly Rate \$[To be inserted at Contract Award]

**ATTACHMENT “2” 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)

## 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

#	Mandatory Criterion	Bid Preparation Instructions
<b>MT.1</b>	The Bidder must be a member of a professional association for dry-cleaners such as the Canadian Fabricare Association (CFA) or equivalent.	This must be demonstrated by including a copy of the certification with the bid or confirmation from CFA or equivalent certification.
<b>MT.2</b>	The Bidder must have a minimum of six (6) years' in the last nine (9) years of demonstrated experience providing dry-cleaning services to large, professional or institutional organizations such as hotels or hospitals.	At a minimum, the following must be provided: <ul style="list-style-type: none"> <li>• Name and description of client organization and relevant experience;</li> <li>• Timeframe (from-to dates month/year); and</li> <li>• Description of the uniforms items being dry-cleaned.</li> <li>• Reference (Name, phone number and email address) for each contract.</li> </ul>
<b>MT.3</b>	The Bidder must have at least two (2) years in the last ten (10) years of demonstrate experience dry-cleaning service uniforms including but not limited to: <ul style="list-style-type: none"> <li>- Tunics;</li> <li>- Trousers;</li> <li>- Kilts; and</li> <li>- Plaids.</li> </ul>	At a minimum, the following must be provided: <ul style="list-style-type: none"> <li>• Name and description of client organization and relevant experience;</li> <li>• Timeframe (from-to dates month/year); and</li> <li>• Description of the uniforms items being dry-cleaned. Reference (Name, phone number and email address) for each contract.</li> </ul>
<b>MT.4</b>	The Bidder must operate to the industry standard having adopted environmentally friendly or "Green" dry-cleaning processes and utilizing environmentally preferable products.  *Environmentally friendly or "Green" dry-cleaning refers to any alternative dry-cleaning method that does not use the perchloroethylene (PCE) solvent in	At a minimum, the following must be provided: <ul style="list-style-type: none"> <li>• Description of process used siting environmental considerations; and</li> <li>• Naming products used that are considered environmentally</li> </ul>



	<p>their process. Acceptable processes include Wet Cleaning and Liquid Carbon Dioxide Cleaning where possible.</p> <p>*Acceptable environmentally preferable products include but may not be limited to Carbon Dioxide, Hydrocarbon or Silicon-based solvent cleaners.</p>	<p>preferable to industry standard</p>
<b>MT.5</b>	<p>The Bidder must demonstrate via site-visit that it meets all cleaning requirements and specifications for garments as outlined in <b>Annex A – Statement of Work</b> and complete a sample of cleaning for inspection by Bid Evaluation team. The following will be evaluated:</p> <ul style="list-style-type: none"> <li>• Cleanliness and state of the garments following cleaning process;</li> <li>• Handling of garments as per prescribed process IAW <b>Annex A - para 3.1.5</b></li> <li>• Process and solvents used as described in the vendor's bid.</li> </ul>	<p>At a minimum the following must be provided:</p> <ul style="list-style-type: none"> <li>• Site visit/sample Dry-Cleaning completed within 21 days of the closure of the bidding period coordinated through Contracting Authority;</li> <li>• Sample Dry-Cleaning completed on one each of Items #1, 2, 4, 10 &amp; 19 demonstrating cleaning process; and</li> <li>• Tour of facilities during site visit.</li> </ul>

#### 4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Delivered Duty Paid (DDP) at 1745 Alta Vista Road, Ottawa, Ontario during Non-Performance Season and 1125 Colonel By Drive, Ottawa, Ontario during Performance Season. Incoterms 2010, Canadian customs duties and excise taxes included, Applicable Taxes excluded.

#### 4.2 Basis of Selection

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 on an aggregate basis as noted in the attachment 1 to Part 3 – Pricing Schedule will be recommended for award of a contract.

##### 4.2.1.1. Tie-Breaker

Only one responsive bid will be recommended for contract award. In the event there are two or more Bidders with identical (lowest evaluated) price, the bid with the lowest combined unit prices of Item #1 plus Item #4 plus Item #10 combined with the hourly rate for repair services for the Initial Contract Period and Item #1 plus Item #4 plus Item #10 combined with the hourly rate for repair services for each of the Option Periods will be recommended for contract award. Where even this results in a tie, the bid with the lowest price for Item #23 for the Initial Contract Period will be recommended for contract award.

## **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 otherwise specified, 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 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.

#### **5.1.1 Integrity Provisions – Required Documentation**

In accordance with the *Ineligibility and Suspension Policy* (<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.

#### **5.1.2 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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

## ATTACHMENT 1 TO PART 5 – OF BID SOLICITATION

### Federal Contractors Program For Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_ Instructions to the Bidder: (YYYY/MM/DD) [if left blank, the date will be deemed to be the bid solicitation closing date]

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Instructions to the Bidder: Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint venture. Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

### **6.1 Security Requirements**

**6.1.1** The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # W8486-206087/A**

6.1.1.1 The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

6.1.1.2 The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.

6.1.1.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

6.1.1.4 The Contractor/Offeror must comply with the provisions of the:

- a) Security Requirements Check List attached at Annex C;
- b) *Industrial Security Manual* (Latest Edition).

### **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 DND Procurement Authority will provide the Contractor with a description of the task using an unsigned "DND 626, Task Authorization Form" specified in Annex D or a telephone call in Urgent requirements. Pick-up by the Contractor must occur within 1 calendar day of its receipt for Standard and within four (4) hrs for Urgent requirements.
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 DND Procurement Authority, within 1 calendar day of its receipt for Standard and within 4 hrs for Urgent requirements, 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 an unsigned TA provided by the DND Procurement Authority has been received by the Contractor. The only exception to this is in the case of Urgent requirements, in which case a telephone call will be sufficient. 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 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,  
  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
  
"Minimum Contract Value" means 10% of the "Maximum Contract Value".
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **6.2.1.3 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by DLP 2-3-X-X [To be inserted at contract Award]. 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>) issued by Public Works and Government Services Canada.

#### **6.3.1 General Conditions**

**2010C** (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

2035 23 (2008-05-12), Government Property 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 date of Contract to 31 March, 2022 inclusive.

### **6.4.2 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 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.

### **6.4.3 Shipping Instructions**

Services will be delivered at the location specified in the Statement of Work.

## **6.5 Authorities**

[To be inserted at Contract Award]

### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Public Works and Government Services Canada

Acquisitions Branch

Directorate: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ \_

Facsimile: \_\_\_\_ \_

E-mail address: \_\_\_\_\_

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 Procurement Authority

[To be inserted at Contract Award]

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail: \_\_\_\_\_

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Technical Authority

[To be inserted at Contract Award]

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail: \_\_\_\_\_

The Technical Authority named above 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 Technical Authority, however the Technical 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.

### 6.5.4 Contractor's Representative

[To be inserted at Contract Award]

The Contractor's Representative for the Contract is:

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 - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.7.2 Basis of Payment – Firm Hourly Rates

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Category	Firm Hourly Rate
Repair services	[\$To be inserted at Contract Award]
<b>Total Estimated Cost:</b>	<b>[\$To be inserted at contract Award]</b>

### 6.7.3 Limitation of Expenditure – Cumulative Total of all Task Authorizations

6.7.3.1 Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ [To be inserted at Contract Award] . Customs duties are included and Applicable Taxes are extra.

6.7.3.2 No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

6.7.3.3 The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,
- whichever comes first.

6.7.3.4 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.

### 6.7.4 Method of Payment



SACC Manual Clause [H1008C](#) (2008-05-12), Monthly Payment

SACC Manual Clause [A9117C](#) (2007-11-30), T1204 – Direct Request by Customer Department

SACC Manual Clause [C2000C](#) (2007-11-30), Foreign Based Contractor

### **6.7.5 Electronic Payment of Invoices – Contract**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### **6.8 Invoicing Instructions**

**6.8.1** 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.

6.8.1.1 Each invoice must be supported by:

- a. Annotation indicating the number(s) of DND 626 Task Authorization being invoiced;
- b. a copy of the completed Confirmation of Pick-up & Delivery forms being invoiced; and
- c. a copy of time sheets to support the time claimed in the case of item repairs.

6.8.1.2 Invoices must be distributed as follows:

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

### **6.9 Certifications**

#### **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 \_\_\_\_\_ **[To be inserted at Contract Award]**.

#### **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 – (2018-06-21), Services (Medium Complexity);
- (c) Annex A, Statement of Work;
  - (i) Appendix 1 to Annex A, Garment List; and
  - (ii) Appendix 2 to Annex A, Confirmation of Pick-up & Delivery.
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, DND 626 – Task Authorization Form; and
- (g) the Contractor's bid dated \_\_\_\_\_ **[To be inserted at Contract Award]**

#### **6.12 Defence Contract**

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

#### **6.13 Insurance**

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

#### **6.14 Inspection and Acceptance**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

#### **6.15 Foreign Nationals**

SACC Manual clause [A2000C](#) (2006-06-16), Foreign Nationals (Canadian Contractor)

**[OR]**

SACC Manual clause [A2001C](#) (2006-06-16), Foreign Nationals (Foreign Contractor)

**ANNEX "A"**  
**STATEMENT OF WORK**  
**FOR THE PROVISION OF DRY-CLEANING SUPPORT SERVICES FOR THE CEREMONIAL GUARD**

## **1. SCOPE**

### **1.1 Purpose**

The purpose of this Statement of Work (SOW) is to define the dry-cleaning support services required for the Ceremonial Guard (CG) as well as outline the scope, the deliverables and the conditions that apply to this requirement.

### **1.2 Background**

The CG is considered the top military marching band in Canada and is comprised of the Governor General's Foot Guards (GGFG) and the Canadian Grenadier Guards (CGG) and is mandated to deliver a roster of performances including provide sentry tasks, changing of the guard, Guard of Honor tasks, and participate in musical performances for both public and military events in the National Capital Region (NCR). They are made up of guardsmen, musicians and staff members. The majority of performances by the CG are summer based and include numerous tasks where dry-cleaning service requirements increase exponentially necessitating an on-going dry-cleaning service with the capability to accommodate a high capacity of dry-cleaning, quality cleaning, fast turn-around and special care with regards to special uniforms and accoutrements.

## **2. APPLICABLE DOCUMENTS**

The following documents will be made available by DND during the course of the work:

Appendix 1 – Garment List – Ceremonial Guard

Appendix 2 – Confirmation of Pick-up / Delivery – Ceremonial Guard

## **3. REQUIREMENT**

The Ceremonial Guard requires contracted dry-cleaning services for all uniform components as identified in the Garment List at Appendix 1 of this SOW on an "as and when requested" basis.

### **3.1 Tasks**

The Contractor will perform dry-cleaning support services for the Ceremonial Guard. These tasks may include, but are not limited to the following:

- a. Pick-Up and Delivery;
- b. Dry-Cleaning; and
- c. Repairs.

#### **3.1.1 Pick-Up and Delivery**

- 3.1.1.1 **Standard (Non-Performance Season).** Requirements of the Contractor during the non-performance season are as follows:

- a. The Contractor must pick-up, clean, repair (if applicable) and deliver items to and from the Clothing Store Supervisor located at 1745 Alta Vista Drive, Ottawa, Ontario up to five (5) days a week, Monday through Friday, on an “as and when requested” basis during the non-performance season from September to May;
- b. Pick-up must occur within one (1) business day of receipt of request via unsigned DND 626 Task Authorization Form; and
- c. Delivery must occur within seven (7) business days of the pick-up day. The count of number of business days will commence on the business day after the day of pick-up. The estimated volume of dry-cleaning requirements during this season are approximately 150 items per week.

3.1.1.2 **Standard (Performance Season).** Requirements of the Contractor during the Performance season are as follows:

- a. The Contractor must pick-up, clean, repair (if applicable) and deliver items to and from the Clothing Store Supervisor located at 1125 Colonel By Dr, Ottawa, Ontario up to seven (7) days a week (Monday through Sunday) including holidays on an “as and when requested” basis during the months of June, July and August;
- b. Pick-up must occur within one (1) business day of receipt of request via unsigned DND 626 Task Authorization Form; and
- c. Delivery must occur within two (2) business days of the pick-up day. The count of number of business days will commence on the business day after the day of pick-up. The estimated volume of dry-cleaning requirements during this season are approximately 600 items per week.

3.1.1.3 **Urgent (Performance Season).** Urgent requirements of the Contractor during the Performance season are as follows:

The request may be submitted via telephone call being followed up with a signed DND 626 – Task Authorization form with “URGENT” in the heading to indicate the nature of the requirement.

- a. The Contractor must pick-up, clean, repair (if applicable) and deliver items to and from the Clothing Store Supervisor located at 1125 Colonel By Dr, Ottawa, Ontario up to seven (7) days a week (Monday through Sunday) including holidays on an “as and when requested” basis during the months of June, July and August;
- b. Pick-up must occur within four (4) hours of the receipt of request via telephone call followed up by a signed DND 626 Task Authorization Form on the next business day; and
- c. Delivery must occur within 24 hrs of the pick-up day. The count of number of business days will commence on the business day after the day of pick-up. The estimated volume of dry-cleaning requirements of urgent nature during this season are approximately 100 jackets and 100 pairs of trousers.

3.1.2 **Pick-up of items and related Material by the Contractor**

The Contractor and DND must provide acknowledgement of Pick-up of items requiring dry-cleaning using the serialized “Confirmation of Pick-up / Delivery” at Appendix 2 originated by the Clothing Stores Supervisor to be signed by both Contractor personnel and DND. A photocopy of this form will be made by DND and provided to the Contractor. Inspection and counts of items by DND must

be completed prior to Contractor pick-up. DND count and item conditions will be provided to the Contractor personnel completing pick-up by DND, who then must count, inspect and verify prior to receiving items by annotating the count and conditions on the form and this must be initialed by DND at time of pick-up.

### 3.1.3 Delivery of items and related Material by the Contractor

The Contractor and DND must provide acknowledgement of Delivery of items having been dry-cleaned using the serialized "Confirmation of Pick-up /Delivery" at Appendix 2. The Contractor will return their copy of the form to confirm delivery of all items back to the Clothing Store Supervisor who will ensure all items are received back as per the original form. Inspection and count of items by DND must be completed prior to acceptance. DND count and item conditions will be annotated on the original form held by DND. The Contractor personnel will inspect and verify any discrepancies and a final photocopy of the original annotated form will be provided to the Contractor.

### 3.1.4 Dry-Cleaning

In order to ensure the best possible dry-cleaning result in support of this Contract, the Contractor must:

- 3.1.4.1 All uniforms sent for dry-cleaning must be thoroughly dry before any cleaning has commenced;
- 3.1.4.2 Verify the dry-cleaning solvent it is not impregnated with any dye or chemicals that may damage the clothing prior to use;
- 3.1.4.3 Perspiration inhibitors must be used during the immersion process. Spray-on products must not be used for garments subject to perspiration;
- 3.1.4.4 Clean and press all garments, as per Appendix 1, by the usual commercial or patented process to remove all dirt, grime and in particular salt and perspiration stains;
- 3.1.4.5 Separately dry-clean the following types of clothing listed in Appendix 1:
  - a. **Tunics, Coats and Jackets.** The Tunics (Items #1, 2, 3 & 6), Pipers Doublets (Item #10) and Jackets, Service Dress (Items #19 & 21) are to be processed as follows:
    - i. Turn inside out;
    - ii. Must be fully buttoned prior to cleaning to prevent any rips and damages due to dry-cleaning and to prevent back hooks from getting caught in machinery;
    - iii. Once cleaning is complete, lining shall be lifted and all seams are to be pressed open;
    - iv. The button curtain is to be pressed flat covering the button rings; and
    - v. The back slashes and epaulettes are to be pressed flat.

Dry-cleaning tunics with ornate decorations or accoutrements such as Officer, Warrant Officer and Drum Major Tunics/Jackets (Item #2) must be handled in such a way to avoid any damages to them.

- b. **Trousers.** The Contractor will ensure Trousers (Items #4 and 20) are fully pressed using the original seams and must be processed as follows:
  - i. Turn inside out;
  - ii. Once cleaning is complete, leg and waist seams are to be pressed open;
  - iii. Turn right side out, and pressed following the original seam from the waist to the hem completely front and back; and
  - iv. Once pressed, the trousers shall be hung on metal hangers with a cardboard trouser guard in such a manner to prevent a double crease or crease lines.
- c. **Kilts.** Kilts (Item #11) must be processed as follows:
  - i. Stitch all pleats in the middle and the bottom; and
  - ii. Once dry-cleaned, all kilt pleats must be pressed.
- d. The following remaining items must be dry-cleaned separately:
  - i. Sashes (Item #7 and 8);
  - ii. Apron (item #9);
  - iii. Plaids (Item #13);
  - iv. Spats (Item #14);
  - v. Stockings (Item #16); and
  - vi. Gloves (Item # 22)

3.1.4.6. **Hangers.** All garments picked up provided to the Contractor on hanger and must be returned with the same hangers.

### 3.1.5 Monthly Usage Report

On a monthly basis, the Contractor must submit a "Monthly Usage Report". The Monthly Usage Report must be attached to the monthly invoice. As a minimum, each Monthly Status Report must document the following information:

- 3.1.5.1 Work performed under this Contract broken down by DND 626 – Task Authorization number;
- 3.1.5.2 Count of items as identified at Appendix 2 subject to standard turnaround timeframes;
- 3.1.5.3 Repairs:
  - a. A description of repairs performed;
  - b. Count of items repaired as identified as Appendix 2; and
  - c. Amount of time required to repair items;

3.1.5.4 Urgent Services:

- a. Work performed under this Contract in an urgent nature, broken down by pick-up date;
- b. Count of items as identified at Appendix 2 subject to urgent turnaround timeframes; and
- c. Description of repairs, if any, including count and time to repair.

3.1.5.5 A description of any issues encountered which are likely to require attention by DND.

**4. DELIVERABLES**

Over the duration of this Contract, the Contractor must provide

- 4.1 All services identified in Tasks 3.1;
- 4.2 Contractor signed copy of the Confirmation of Pick-up / Delivery form at Appendix 2 when Dry-Cleaning has been picked-up and delivered; and
- 4.3 Monthly Reports attached to each monthly invoice as per Task 3.1.5

**5. LOCATION FOR PROVISION OF REQUIRED SERVICES**

- 5.1 All services must be provided off-site at the contractor's facility.

**6. CONTRACTOR MANAGEMENT OF THE CONTRACT**

- 6.1 The Contractor is required to actively participate in the overall management of all activities related to this SOW and will be directly responsible for the effective supervision and coordination of the efforts of its personnel in order to minimize the effort required by DND to manage the requirement.
- 6.2 The Contractor is responsible for all Work produced under this Contract, including completeness, accuracy and adherence to all relevant safety and environmental regulations, rules and good practices.

**7. TECHNICAL AUTHORITY**

- 7.1 The TA for this requirement will be the primary point of contact for Contractor personnel and will be stated in the Contract award document.
- 7.2 Any communication with a Contractor regarding the quality of Work performed pursuant to this Contract must be undertaken by official correspondence through the Contracting Authority.

**Appendix 1 - Garment List**

<b>Item</b>	<b>Description</b>	<b>Material</b>	<b>Type of Process</b>	<b>Approx QTY.</b>
1	Tunic, Scarlet, All Ranks	Wool Serge	Normal	2,500
2	Tunic, Dark Blue, All Ranks	Wool Serge	Normal	24
3	Coat, Frock, Dark Blue	Wool Melton	Normal	12
4	Trousers, Blue Navy, All Ranks	Wool Serge	Normal	2,500
5	Cape, Athol Grey	Wool, Gabardine	Normal	50
6	Coat, Athol Grey	Wool, Gabardine	Normal	200
7	Sash, Waist, Crimson/Gold	Silk	Hand Clean	25
8	Sash, Shoulder, Scarlet/Crimson	Wool	Normal	25
9	Apron, Bandsman, Red/White	Wool Serge	Normal	150
10	Doublet, Piper, Dark Blue	Wool Serge	Normal	60
11	Kilt, Piper, Tartan	Wool	Normal	60
12	Wings, Piper	Wool Serge	Normal	30
13	Plaid, Piper, Tartan	Wool/Poly	Normal	30
14	Spats, Piper, White	White Canvas	Normal	20
15	Lovat, Green Hose, Piper	Wool	Normal	20
16	Stockings, Diced Hose, Green & Red	Wool	Normal	20
17	Bag, Pipe Cover, Tartan	Wool /Poly	Normal	20
18	Ribbons, Tartan, Piper	Wool /Poly	Normal	30
19	Jacket, DEU (Army/Navy/RCAF)	Wool/ Poly	Normal	860
20	Trousers, DEU (Army/Navy/RCAF)	Wool /Poly	Normal	1,700



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21	Overcoat, DEU (Army/Navy/RCAF)	Wool/Poly	Normal	80
22	Gloves, White (pair)	Cotton/Poly	Normal	680
23	Suspenders, Tan/Olive Green	Elastic	Normal	400
24	Side Cap, Balmoral or Glengarry Hat	Wool	Normal	40
All	Repair Services	N/A	N/A	20

## Appendix 2 - Confirmation of Pick-Up and Delivery

A Order Information						
1	Section			4	Date	
2	Serial Number			5	Date Required	
3	Priority of Request					
B Item Counts						
Item	Description	Out	In	Balance	Repairs	Remarks
1	Tunic, Scarlet, All Ranks					
2	Tunic, Dark Blue, All Ranks					
3	Coat, Frock, Dark Blue					
4	Trousers, Navy Blue, all Ranks					
5	Cape, Athol Grey					
6	Coat, Athol Grey					
7	Sash, Waist, Crimson/Gold					
8	Sash, Shoulder, Crimson/Scarlet					
9	Apron, Bandsman, Red/White					
10	Doublet, Piper, Dark Blue					
11	Kilt, Piper, Tartan					
12	Wings, Piper					
13	Plaid, Piper, Tartan					
14	Spats, Piper, White					
15	Lovat, Piper, Green or Highland					
16	Stockings, Diced Hose, Piper, Red/Green or Highland					
17	Bagpipe Cover, Tartan					
18	Ribbons, Bagpipe (set), Tartan					
19	Tunic, DEU (Army/Navy/RCAF)					
20	Trousers, DEU (Army/Navy/RCAF)					
21	Overcoat, DEU (Army/Navy/RCAF)					
22	Gloves, White (pr)					
23	Suspenders, Tan/Olive Green					
24	Side Cap, Balmoral or Glengarry Hat					

PICKED UP FROM CEREMONIAL GUARD

CEREMONIAL GUARD REPRESENTATIVE		
PRINT NAME	SIGNATURE	DATE
[Contractor Company] REPRESENTATIVE		
PRINT NAME	SIGNATURE	DATE

RETURNED TO CEREMONIAL GUARD

CEREMONIAL GUARD REPRESENTATIVE		
Batch inspected:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Batch Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No
PRINT NAME	SIGNATURE	DATE
[Contractor Company] REPRESENTATIVE		
PRINT NAME	SIGNATURE	DATE

\* Ceremonial Guard and Contractor company must follow Inspection and acceptance process as described in Annex "A" para 3.1.5.

COMMENTS:

**ANNEX "B"**  
**BASIS OF PAYMENT**  
[To be inserted at Contract Award]

**ANNEX "C"**  
**SECURITY REQUIREMENTS CHECK LIST**



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**SECURITY REQUIREMENTS CHECK LIST (SRCL)**  
**LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	DND	2. Branch or Directorate / Direction générale ou Direction Ceremonial Guard (2858)
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Provision of Dry-Cleaning Services for the Ceremonial Guard		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity.  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui  
Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET – SIGINT TRÈS SECRET – SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

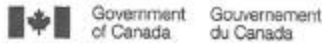
Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres imprimées) <b>Maj JHS Tremblay</b>		Title - Titre <b>CO</b>	Signature 
Telephone No. - N° de téléphone 613-991-2116	Facsimile No. - N° de télécopieur 613-991-5744	E-mail address - Adresse courriel stephane.tremblay11@forces.gc.ca	Date 2018-10-05
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres imprimées) <i>Christine Charrette</i>		Title - Titre <i>H/Security Analyst</i>	Signature 
Telephone No. - N° de téléphone <i>613-996-0265</i>	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel <i>christine.charrette@forces.gc.ca</i>	Date <i>12 April - 19</i>
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			No / Yes Non / Oui <input type="checkbox"/> / <input checked="" type="checkbox"/>
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres imprimées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name <b>Vikenti Gorokhovski</b> Contract Security Officer, Contract Security Division <a href="mailto:vikenti.gorokhovski@tpsec-owgsc.gc.ca">vikenti.gorokhovski@tpsec-owgsc.gc.ca</a>		Title <b>Contract Security Officer</b>	Signature <b>Gorokhovski, Vikenti</b> 
Telephone <b>Tel/Tel 613-957-9337</b>	Facsimile	E-mail address - Adresse courriel	Date Digitally signed by Gorokhovski, Vikenti Date: 2019.04.24 11:39:51 -04'00'



## ANNEX "D" DND 626 – TASK AUTHORIZATION FORM



### TASK AUTHORIZATION AUTORISATION DES TÂCHES

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat  Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À  Delivery location – Expédié à	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p> <p style="text-align: center;">Date _____</p> <p style="text-align: right;">_____ for the Department of National Defence pour le ministère de la Défense nationale</p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <p style="text-align: center;">_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		