



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

Government of Canada Building
101 - 22nd Street East, Suite 110
Saskatoon

Saskatchewan

S7K 0E1

Bid Fax: (306) 975-5397

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

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

Government of Canada Building
101 - 22nd Street East

Suite 110

Saskatoon

Saskatche

S7K 0E1

Title - Sujet Tailoring Services CFB Shilo	
Solicitation No. - N° de l'invitation W0118-190025/A	Date 2020-01-06
Client Reference No. - N° de référence du client W0118-190025	
GETS Reference No. - N° de référence de SEAG PW-\$STN-203-5246	
File No. - N° de dossier STN-9-42050 (203)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-02-18	Time Zone Fuseau horaire Central Standard Time CST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: McDonald, Shannon M.	Buyer Id - Id de l'acheteur stn203
Telephone No. - N° de téléphone (306) 251-2684 ()	FAX No. - N° de FAX (306) 975-5397
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB SHILO BASE SUPPLY BLDG C-101 SHILO Manitoba R0K2A0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	2
1.1 STATEMENT OF WORK.....	2
1.2 DEBRIEFINGS	2
1.3 TRADE AGREEMENTS	2
1.4 EPOST CONNECT SERVICE	2
PART 2 - BIDDER INSTRUCTIONS	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 FORMER PUBLIC SERVANT.....	3
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	5
PART 3 - BID PREPARATION INSTRUCTIONS.....	6
3.1 BID PREPARATION INSTRUCTIONS	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES.....	8
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	9
5.1 CERTIFICATIONS REQUIRED WITH THE BID	9
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	9
PART 6 - RESULTING CONTRACT CLAUSES	10
6.1 SECURITY REQUIREMENTS	10
6.2 STATEMENT OF WORK.....	10
6.3 STANDARD CLAUSES AND CONDITIONS.....	11
6.4 TERM OF CONTRACT	12
6.5 AUTHORITIES	12
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	13
6.7 PAYMENT	13
6.8 INVOICING INSTRUCTIONS	15
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	15
6.10 APPLICABLE LAWS.....	15
6.11 PRIORITY OF DOCUMENTS	15
6.12 INSURANCE – SPECIFIC REQUIREMENTS	16
6.13 SACC MANUAL CLAUSES	16
ANNEX "A" - STATEMENT OF WORK.....	17
ANNEX "B" – BASIS OF PAYMENT	20
ANNEX C – INSURANCE REQUIREMENT	26
ANNEX “D” - TASK AUTHORIZATION USAGE REPORT FORM.....	27
ANNEX E –SAMPLE OF WORK ORDER	28
ANNEX “F” TO PART 3 OF THE BID SOLICITATION.....	29

PART 1 - GENERAL INFORMATION

1.1 Statement of Work

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

1.2 Debriefings

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

1.3 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

1.4 epost Connect service

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information."

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 90 days

2.2 Submission of Bids

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

Mailing address:
Public Works and Government Services Canada
Government of Canada Building
101 – 22nd Street East, Suite 110
Saskatoon, SK S7K 0E1

Email address:
ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca **Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions.**

Fax number:
306-975-5397

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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 ten (10) 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 Manitoba.

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

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

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

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

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

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

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

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

Note: The Estimated usage is for Evaluation purposed only and will be removed upon contract award.

3.1.1 Electronic Payment of Invoices – Bid

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

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

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

3.1.2 Exchange Rate Fluctuation

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

3.1.3 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Ability to meet all of the requirements in Annex "A" Requirement and Annex B Basis of Payment.

4.1.2 Financial Evaluation

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

The Evaluated Bid Price will be determined as follows:

For Table 1, 2 and 3:

A Scheduled Weekly Services: Item 1 Firm Unit Price x Estimated Usage = Evaluated Price

B Minor Alterations: Items 2-36 Firm Unit Price x Estimated Usage = Evaluated Price

The Evaluated Price for Items 1-36 will be added together to find the Table Total. The Table total for Tables 1, 2 and 3 will be added together to find the Evaluated Bid Price.

4.2 Basis of Selection - Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.2.1 Task Authorization

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

6.2.1.1 Task Authorization Process

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

6.2.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$10,000.00, Applicable Taxes included, inclusive of any revisions.

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

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

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

6.2.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

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

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

6.2.1.5 Task Authorization - Department of National Defence

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

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of SO Award to December 31, 2021.

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) from January 31, 2022 to December 31, 2022 and January 31, 2023 to December 31, 2023, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

6.4.3 Delivery Points

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

The Contracting Authority for the Contract is:

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

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

6.5.2 Project Authority

The Project Authority for the Contract is: ***To be inserted at Contract Award***

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

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

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

6.5.3 Contractor's Representative

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

Firm Unit Prices

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

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

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

Individual Task Authorizations

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

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

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

6.7.2 Limitation of Expenditure

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

6.7.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

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

6.7.4 SACC Manual Clauses

C2000C (2007-11-30) Taxes - 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):

To be inserted at Contract Award

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoicing will be submitted semi-monthly, based on Level of Effort. Any other materiel not specified as furnished by the Government must be furnished by the vendor and invoiced as a separate line item on a cost recovery basis. The invoice submitted will require four totals for each of the lodger units on base, namely, 2PPCLI and 1RCHA, with all other expenditures being charged to CFB Shilo.

2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the following address for certification and payment.
Department of National Defence, Canadian Forces Base Shilo
Base Supply Building C-101, Shilo MB R0K 2A0

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.10 Applicable Laws

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

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), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C – Insurance Specific Requirements
- (f) the Contractor's bid dated _____

6.12 Insurance – Specific Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.13 SACC Manual Clauses

A9062C	Canadian Forces Site Regulations	2011-05-16
--------	----------------------------------	------------

ANNEX "A" - STATEMENT OF WORK

1.0 Scope

1.1 Identification

The Department of National Defence, Canadian Forces Base Shilo, Shilo, Manitoba, has a requirement for Tailoring Services. This may include but is not limited to minor alterations and sewing of insignia on Military clothing and for the repair and manufacture of Military and Firefighters' clothing and miscellaneous related items. The services include both scheduled weekly services and "as and when required"/task authorization services.

1.2 Background

Canadian Forces (CF) members and Firefighters require alterations of off-the-rack uniforms in order to conform to standards, regulations and safety protocols. As the aforementioned risk in rank, acquire commendations or change in bodily dimensions, their uniforms must be altered to conform. This must be done according to specifications. These specifications are provided in Canadian Forces Dress Instructions A-AD-265-000/AG-001, 2011-06-01 and will be provided to supplier upon contract award.

1.3 Quality Management Authority

The Quality Management Authority for this task is Clothing Stores, Base Supply, CFB Shilo.

1.4 Deliverables

The deliverables will be delivered under cover of a Department of National Defence (DND) approved receipt form to: Clothing Stores, Base Supply, CFB Shilo. The Contractor will be contacted by the Base Supply Officer or designate and provided with a Clothing: Repairs and Alterations DND 2162 form which will outline the work required and provide authorization for the Contractor. The Contractor will return the completed work to Clothing Stores. Pickup and delivery of clothing is the responsibility of the Contractor. No work will be completed on Canadian Disruptive Pattern (CADPAT) uniforms and slip-ons or DEU slip-ons without Base Supply Officer (BSup O) approval.

1.5 Acceptance

The Material Control Officer (MCO) will acknowledge the acceptance of deliverables. If the Contractor has not received a notification to the contrary within ten (10) business days, the deliverable will be deemed to have been accepted.

1.6 Government Furnished Equipment

Is defined as, any items of a Military or Firefighter nature such as uniform, insignia, clothing and miscellaneous items.

1.7 Loss or Damage

The Contractor must advise the MCO within 24 hours of a loss or damage being noted to any item. Damaged items will be assessed by the MCO.

If clothing is lost or damaged by the Contractor, or workmanship is unsatisfactory and the damage or workmanship cannot be satisfactory corrected, local recovery action will be taken at the rate of 100% of the catalogue price. Prices will be obtained from the Canadian Government Catalogue of Material website http://cgcs.mil.ca/DTICS/SITE/CGCS_search_e.asp.

1.8 Staffing

If the Contractor requires staff to carry on the day-to-day operation of the Contract, the Contractor is responsible for all aspects of staffing including conduct, compensation and accommodation.

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

1.9 Salvage

All scrap and waste material will become the property of the Crown and will be given to the MCO for disposal.

2.0 APPLICABLE DOCUMENTS

2.1 General

The following documents form part of this SOW to the extent specified herein. In the event of conflict between the documents reference herein and the contents of this SOW, the SOW will take precedence.

2.2 Specifications

Canadian Forces Dress Instructions A-AD-265-000/AG-001, 2011-06-01.

2.3 Standards

Canadian Forces Dress Instructions A-AD-265-000/AG-001, 2011-06-01.

2.3.1 All work, as applicable, must be completed as follows:

straight (vertically and horizontally)
centered (on sleeve)
neat (no bare threads or rough edges)
mounted in the correct order, according to regulations.

2.3.2 Tacking Tape and Adhesives

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

3.0 TASKS

This SOW identifies a requirement for completion of the following tasks listed in ANNEX "B" – Basis of Payment.

Approved DND Badges and name tapes will be supplied by Canada. All other materials incidental to the repair work will be supplied by the Contractor including material to mount medals.

3.1 Mandatory On-Site Hours of Operation

An adequate workspace will be provided for the Contractor's equipment, ongoing work and work area for on-site performance. The Department of National Defence will not be liable for any of the Contractor's property stored on-site at Base Supply due to loss, fire, water damage, negligence or theft.

Contractor will be on-site at Base Supply, Clothing stores for a five-hour period from 09:00 to 14:00 Tuesday, Wednesday, and Thursday excluding statutory holidays. In the event that the Base Supply building is not accessible to the Contractor during the required hours, a 24-hour notice must be provided to the Contractor prior to this service interruption. Failure to do so will result in the Contractor being compensated for the lost mandatory hours due to Base Supply building closure or inaccessibility. Contractor must be willing to accept alternative mandatory work hours after being provided written notice, five (5) business days in advance of the required change in mandatory work hours. Prior notice of service interruption by Base Supply will negate the mandatory on-site hours of operation by the Contractor and any compensation to the Contractor for the same period.

The Contractor may complete tailoring at their own place of business, but items must be returned in the same cleanliness as it was when the contractor received it. If not, the contractor must pay for the cleaning of the items.

3.2 On-Site Work Outside of Mandatory Hours of Operation

Base Supply, Building C101, is open Monday to Friday 07:30 to 16:00, excluding statutory holidays. The Contractor may use the provided facilities during these hours. The Contractor may not remain in the building if there are no departmental personnel in the building.

3.3 Designated Work Area Cleanliness Requirement

The contractor will be responsible for the cleanliness and sanitary conditions of designated work area at Base Supply and will be open for inspection by the Base Commander or designate without prior notice.

The Contractor must adhere to all local health and safety, and fire regulations. When the condition of the Contractor's work area is not satisfactory, the Contract is subject to termination by the Department of Public Works and Government Services Canada.

3.4 Measurements and Fittings

The Contractor is responsible for all measurements and fittings. On special occasions, as determined by the MCO, group fittings may require the Contractor to travel to other locations within CFB Shilo to measure, pick-up and deliver garments when the work has been completed.

3.5 Response Time

Twenty-four (24) hours for emergency requirements, priority of requirements to be determined by MCO.

Eight (8) working days for repair and manufacturing of military and firefighter clothing and for minor alternations and sewing of insignia. Priority to be determined by the MCO.

In the event a large volume of work is required and cannot be completed in the Contract timeframes, the MCO will determine any acceptable extensions upon liaison with the Contractor. In the event that the timelines cannot be met on special projects, the project authority or their designate has authority to contract outside this contract. All special projects will be decided upon by the BSupO.

3.6 Machinery and Equipment

The Contractor will provide all equipment and machines at no cost to CFB Shilo to fulfill this Contract. The Contractor will be fully responsible for all equipment and machines held on site.

3.7 DND Facilities

Only items that are contracted by Base Clothing can be completed on site.

ANNEX "B" – Basis of Payment

Rates must remain firm for the period of the Contract. Rates include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

(NOTE: No additional charges will be allowed for travel to the site)

CF = Canadian Forces

WD = Work Dress

Table 1 Contract Period – January 1, 2020 to December 31, 2021

Item No.	Description	Unit of Issue	Firm Unit Price A	Estimated Usage B	Evaluated Price (A x B)
A Scheduled Services					
1	Mandatory Work Hours	Hour		1500	
B Minor Alterations					
2	Shortening or Lengthening Trousers CF/WD	Leg		400	
3	Shortening or Lengthening Jacket CF sleeve with lining	Sleeve		400	
4	False Hem	Sleeve		20	
5	Take in or let out waist CF/WD trousers	Trouser		400	
6	Rise adjustment CF/WD trouser	Trouser		40	
7	Take in let out CF jacket, center seam w/lining	Seam		400	
8	Take in let out CF jacket, outer seam w/lining	Seam		400	
9	Replace zipper in jackets (Zipper to be supplied by Crown)	Each		10	
10	Shorten CF Skirts	Each		40	
11	Take in or let CF skirts	Each		40	
12	Sewing of buttons on CF jackets	Each		800	
13	Jacket - lower or raise collars Sewing insignia	Each		60	
14	Mounting badges	Each		2400	
15	Mounting rank insignia (Officers's) on wrist (Air element only)	Pair		40	

Solicitation No. - N° de l'invitation
W0118-190025/A
Client Ref. No. - N° de réf. du client
W0118-190025

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-9-42050

Buyer ID - Id de l'acheteur
STN203
CCC No./N° CCC - FMS No./N° VME

16	Navy curl rank braid on jacket	Pair		20	
17	Remove and remount navy curl rank braid on jacket	Pair		20	
18	Remove and remount Officer's rank (Air element only)	Pair		20	
19	Mounting name tapes	Each		40	
20	Mounting qualification badges	Each		2000	
21	Rank badge on jacket	Pair		1000	
22	Divisional patch and brigade patch	Each		1000	
23	Remove badges	Each		4000	
24	Rank braid on cap	Each		20	
25	Mounting badges on berets, wedges, naval caps	Each		1000	
26	Mounting loops on aiguillettes	Each		10	
27	Mounting Canada flashes on crew suits (1 per equal 2 sleeves)	Each		10	
28	Mounting Canada flag on crew suits (1 per equal 2 sleeves)	Each		10	
29	Cut away tunic	Each		10	
30	Court mounting of Medals including Claps, Bars, and Numbers. Excluding Miniatures	Each		400	
C Miscellaneous					
31	Miscellaneous minor alterations and repair services shall be performed on an hourly basis for the complete sum. Work compromising less than one hour shall be pro-rated to the nearest quarter of an hour.	Hour		1000	
32	Armlets shall be produced for a complete sum	Each		10	
33	Button straps shall be produced for a complete sum	Each		20	
34	Maternity panel inserted in combat trousers	Each		20	
35	Maternity pleat inserted in combat jacket,	Each		20	
36	Slip-ons sewn together with flash	Each		2000	
Table A Evaluated Price					\$_____

Table 2 - Option Period 1 – January 1, 2022 to December 31, 2022

Item No.	Description	Unit of Issue	Firm Unit Price A	Estimated Usage B	Evaluated Price (A x B)
A Scheduled Services					
1	Mandatory Work Hours	Hour		750	
B Minor Alterations					
2	Shortening or Lengthening Trousers CF/WD	Leg		200	
3	Shortening or Lengthening Jacket CF sleeve with lining	Sleeve		200	
4	False Hem	Sleeve		10	
5	Take in or let out waist CF/WD trousers	Trouser		200	
6	Rise adjustment CF/WD trouser	Trouser		20	
7	Take in let out CF jacket, center seam w/lining	Seam		200	
8	Take in let out CF jacket, outer seam w/lining	Seam		200	
9	Replace zipper in jackets (Zipper to be supplied by Crown)	Each		5	
10	Shorten CF Skirts	Each		20	
11	Take in or let CF skirts	Each		20	
12	Sewing of buttons on CF jackets	Each		400	
13	Jacket - lower or raise collars Sewing insignia	Each		30	
14	Mounting badges	Each		1200	
15	Mounting rank insignia (Officers's) on wrist (Air element only)	Pair		20	
16	Navy curl rank braid on jacket	Pair		10	
17	Remove and remount navy curl rank braid on jacket	Pair		10	
18	Remove and remount Officer's rank (Air element only)	Pair		10	
19	Mounting name tapes	Each		20	
20	Mounting qualification badges	Each		1000	
21	Rank badge on jacket	Pair		500	

Solicitation No. - N° de l'invitation
W0118-190025/A
Client Ref. No. - N° de réf. du client
W0118-190025

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-9-42050

Buyer ID - Id de l'acheteur
STN203
CCC No./N° CCC - FMS No./N° VME

22	Divisional patch and brigade patch	Each		500	
23	Remove badges	Each		2000	
24	Rank braid on cap	Each		10	
25	Mounting badges on berets, wedges, naval caps	Each		500	
26	Mounting loops on aiguillettes	Each		5	
27	Mounting Canada flashes on crew suits (1 per equal 2 sleeves)	Each		5	
28	Mounting Canada flag on crew suits (1 per equal 2 sleeves)	Each		5	
29	Cut away tunic	Each		5	
30	Court mounting of Medals including Claps, Bars, and Numbers. Excluding Miniatures	Each		200	
C Miscellaneous					
31	Miscellaneous minor alterations and repair services shall be performed on an hourly basis for the complete sum. Work compromising less than one hour shall be pro-rated to the nearest quarter of an hour.	Hour		500	
32	Armlets shall be produced for a complete sum	Each		5	
33	Button straps shall be produced for a complete sum	Each		10	
34	Maternity panel inserted in combat trousers	Each		10	
35	Maternity pleat inserted in combat jacket,	Each		10	
36	Slip-ons sewn together with flash	Each		1000	
Table A Evaluated Price					\$ _____

Solicitation No. - N° de l'invitation
W0118-190025/A
Client Ref. No. - N° de réf. du client
W0118-190025

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-9-42050

Buyer ID - Id de l'acheteur
STN203
CCC No./N° CCC - FMS No./N° VME

Table 3 – Option Period 2 – January 1, 2023 to December 31, 2023

Item No.	Description	Unit of Issue	Firm Unit Price A	Estimated Usage B	Evaluated Price (A x B)
A Scheduled Services					
1	Mandatory Work Hours	Hour		750	
B Minor Alterations					
2	Shortening or Lengthening Trousers CF/WD	Leg		200	
3	Shortening or Lengthening Jacket CF sleeve with lining	Sleeve		200	
4	False Hem	Sleeve		10	
5	Take in or let out waist CF/WD trousers	Trouser		200	
6	Rise adjustment CF/WD trouser	Trouser		20	
7	Take in let out CF jacket, center seam w/lining	Seam		200	
8	Take in let out CF jacket, outer seam w/lining	Seam		200	
9	Replace zipper in jackets (Zipper to be supplied by Crown)	Each		5	
10	Shorten CF Skirts	Each		20	
11	Take in or let CF skirts	Each		20	
12	Sewing of buttons on CF jackets	Each		400	
13	Jacket - lower or raise collars Sewing insignia	Each		30	
14	Mounting badges	Each		1200	
15	Mounting rank insignia (Officers's) on wrist (Air element only)	Pair		20	
16	Navy curl rank braid on jacket	Pair		10	
17	Remove and remount navy curl rank braid on jacket	Pair		10	
18	Remove and remount Officer's rank (Air element only)	Pair		10	
19	Mounting name tapes	Each		20	
20	Mounting qualification badges	Each		1000	
21	Rank badge on jacket	Pair		500	
22	Divisional patch and brigade patch	Each		500	

Solicitation No. - N° de l'invitation
W0118-190025/A
Client Ref. No. - N° de réf. du client
W0118-190025

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-9-42050

Buyer ID - Id de l'acheteur
STN203
CCC No./N° CCC - FMS No./N° VME

23	Remove badges	Each		2000	
24	Rank braid on cap	Each		10	
25	Mounting badges on berets, wedges, naval caps	Each		500	
26	Mounting loops on aiguillettes	Each		5	
27	Mounting Canada flashes on crew suits (1 per equal 2 sleeves)	Each		5	
28	Mounting Canada flag on crew suits (1 per equal 2 sleeves)	Each		5	
29	Cut away tunic	Each		5	
30	Court mounting of Medals including Claps, Bars, and Numbers. Excluding Miniatures	Each		200	
C Miscellaneous					
31	Miscellaneous minor alterations and repair services shall be performed on an hourly basis for the complete sum. Work compromising less than one hour shall be pro-rated to the nearest quarter of an hour.	Hour		500	
32	Armlets shall be produced for a complete sum	Each		5	
33	Button straps shall be produced for a complete sum	Each		10	
34	Maternity panel inserted in combat trousers	Each		10	
35	Maternity pleat inserted in combat jacket,	Each		10	
36	Slip-ons sewn together with flash	Each		1000	
Table A Evaluated Price					\$_____

Annex C – Insurance Requirement

Commercial General Liability Insurance

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

Solicitation No. - N° de l'invitation
W0118-190025/A
Client Ref. No. - N° de réf. du client
W0118-190025

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-9-42050

Buyer ID - Id de l'acheteur
STN203
CCC No./N° CCC - FMS No./N° VME

ANNEX "D" - TASK AUTHORIZATION USAGE REPORT FORM

Return to:

Public Works and Government Services Canada
Acquisition Branch
Facsimile: (306) 975-5397
Email: TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca

Quarterly Usage Report Schedule:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31;
4th quarter: January 1 to March 31.

SUPPLIER: _____

CONTRACT NUMBER: _____

DEPT OR AGENCY: _____

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

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

Prepared by: _____

SIGNATURE: _____

DATE: _____

Solicitation No. - N° de l'invitation
W0118-190025/A
Client Ref. No. - N° de réf. du client
W0118-190025

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-9-42050

Buyer ID - Id de l'acheteur
STN203
CCC No./N° CCC - FMS No./N° VME

Annex E –SAMPLE OF WORK ORDER

Each work order is in triplicate:

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

Clothing Personnel will complete the following boxes:

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

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

Solicitation No. - N° de l'invitation
W0118-190025/A
Client Ref. No. - N° de réf. du client
W0118-190025

Amd. No. - N° de la modif.
File No. - N° du dossier
STN-9-42050

Buyer ID - Id de l'acheteur
STN203
CCC No./N° CCC - FMS No./N° VME

ANNEX “F” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);