



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

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

1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
Halifax  
Nova Scotia  
B3J 1T3  
Bid Fax: (902) 496-5016

**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**

<b>Title - Sujet</b> Tailoring - Alterations Adaptation – Modifications	
<b>Solicitation No. - N° de l'invitation</b> W0100-211248/A	<b>Date</b> 2020-12-03
<b>Client Reference No. - N° de référence du client</b> W0100-21-1248	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$HAL-502-11145	
<b>File No. - N° de dossier</b> HAL-0-85159 (502)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Atlantic Standard Time AST <b>on - le 2020-12-22</b> Heure Normale de l'Atlantique HNA	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Parsons, Richard	<b>Buyer Id - Id de l'acheteur</b> hal502
<b>Telephone No. - N° de téléphone</b> (902) 399-8427 ( )	<b>FAX No. - N° de FAX</b> (902) 496-5016
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CFB Halifax- Dockyard Building D206 Main Warehouse DR1-13 2519 Provo Wallis St HALIFAX Nova Scotia B3K5X5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Atlantic Region Acquisitions/Région de l'Atlantique  
Acquisitions  
1713 Bedford Row  
Halifax, N.S./Halifax, (N.É.)  
Halifax  
Nova Scot  
B3J 1T3

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

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / CE DOCUMENT CONTIENT DES  
EXIGENCES RELATIVES A LA SECURITE**

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W0100-211248  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
Hal502  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. At the date of bid closing, 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 sites 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. For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **1.2 Statement of Work**

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

### **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 Canadian Content**

The requirement is limited to Canadian *Services*.

### **1.5 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](#) (2020-05-28) 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

Offers 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 RFSO:

Bid Receiving Unit  
Public Works and Government Services Canada  
1713 Bedford Row,  
Halifax, N.S.  
B3J 1T3

**Note: For bidders choosing to submit using epost Connect, the email address is:**

[TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RARceptionSoumissionsNE-ARBidReceivingNS.PWGSC@tpsgc-pwgsc.gc.ca)

**Note:** Offers 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 Instruction [2006](#), or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Facsimile number: (902) 496-5016

## 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror must provide the following information, for all FPS 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: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror 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.

## 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 Nova Scotia.

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.

## 2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer  
Section II: Financial Offer  
Section III: Certifications

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

---

Section I: Technical Offer (1 hard copy)

Section II: Financial Offer (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.

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

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

If Annex “D” 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**

SACC Manual Clause C3011T (2013-11-06), Exchange Rate Fluctuation

### **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**

#### **CONTRACTOR QUALIFICATIONS**

**Bidders must possess a minimum of five (5) years of experience working as a Commercial / Retail based Tailor.**

### **INFORMATION TO BE SUBMITTED UPON REQUEST**

By submitting a bid, the Bidder certifies that they have **at least 5 years' experience working as a Commercial / Retail based Tailor. Bidder must be able to provide proof of experience upon request** by Canada.

#### **4.1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **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 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.

### 5.1.2 Additional Certifications Required with the Bid

#### 5.1.2.1 Canadian Content Certification

This procurement is limited to Canadian services.

**Offerors MUST place a check mark in the space provided below in order to certify that they offer Canadian services.**

The Bidder certifies that:

the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive.

5.1.2.1.1 SACC Manual clause [A3050T](#) (2020-07-01), Canadian Content Definition

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

#### **SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE No W0100-211248**

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 Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), 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.

### **6.3 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](#) (2020-05-28), 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 for one year from January 1, 2021 to December 31, 2021 inclusive.

#### **6.4.3 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one-year periods 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 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.

#### **6.4.5 Delivery Points**

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

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Richard Parsons  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 1713 Bedford Row, Halifax, NS, B3J 1T3

Telephone: (902)399-8427  
Facsimile: (902)496-5016  
E-mail address: [richard.parsons@pwgsc-tpsgc.gc.ca](mailto:richard.parsons@pwgsc-tpsgc.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 filled out at 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 (To be filled out by bidder)

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: 2019-01](#) of the Treasury Board Secretariat of Canada.

### 6.7 Payment

#### 6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B. Customs duties are excluded and Applicable Taxes are extra.

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.

#### 6.7.2 Monthly Payment

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

#### 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);

### 6.8 Invoicing Instructions

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.

Please see additional Invoicing Instructions in paragraph 12 of Annex A.

### 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 Nova Scotia.

### 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](#) (2020-05-28) General conditions - Services (medium complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (insert date of bid)

### 6.12 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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- 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. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

### **6.13 SACC Manual Clauses**

SACC Manual clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations

### **6.14 Dispute Resolution**

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.

- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

Solicitation No. - N° de l'invitation  
W0100-211248  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
Hal502  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "A"**

### **STATEMENT OF WORK**

See attachment

**ANNEX "B"**

**Basis of Payment**

Bidders must provide a firm unit rate in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded. The estimated amounts below are for evaluation purposes only. The contractor agrees that the following are the unit rates referred to herein.

**An offer received with one (1) or more missing Firm Unit prices and/ or rates will be deemed nonresponsive and will be given no further consideration.**

Canada has the discretion to correct any discrepancies it discovers between the unit and extended prices during evaluations, and **Canada will correct the extended price based on the unit pricing submitted by offerors.**

**TABLE 1 – Initial Year – DATES TBD**

1.0 Coat, Jacket or Tunic Service Dress, Combat Dress, Environmental Jacket, Dress Naval, Firefighter Jacket, Driver Jacket, Concert jacket (No 2 Mess Standard) (Male or Female).	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
1.1 Shorten or Lengthen Sleeves - <b>If the sleeves are shortened, the sleeve lining shall be raised accordingly, and the bottom of the lining properly felled with a minimum of 8 stitches per inch (3 stitches per cm). Hand felling polyester or polyester cotton size "C" or "D" shall be used. In the lengthening, the bottom of the lining may have to be pieced depending on the extra length required. The material is to be of exact match.</b>	1200	\$	\$	\$
1.2 <b>Take In or Let Out Sides</b> - After the seams have been let out or taken in, all loose ends of thread shall be removed, the old seam creases pressed off and the seams pressed open.	700	\$	\$	\$
1.3 <b>Enlarge Coat Armholes</b> (Deepen or Reduce Back)- The sleeve lining shall be opened, the armholes enlarged and the lining felled in the specified manner and using thread as specified in item 29-a above.	100	\$	\$	\$
1.4 <b>Replace Lining CF Tunic Male</b> (Navy; Air Force; Army) - Replace Lining of CF Tunic Male (Navy; Air Force; Army). Replace or increase as needed.	12	\$	\$	\$
1.5 <b>Replace Lining of CF Tunic Female</b> (Navy; Air Force; Army) - Replace Lining of CF Tunic female (Navy; Air Force; Army). Replace or increase as needed.	12	\$	\$	\$

<b>1.6 Bust or Seat, Take In or Let Out Sides</b> - After the seams have been let out or taken in, all loose ends of thread shall be removed; the old seam creases pressed off and the seams pressed open.	600	\$	\$	\$
<b>1.7 Fabricate Band Concert Jacket</b> – Color and lapel design may be locally adjusted to suit the element, individual unit or Regimental tradition.	5	\$	\$	\$

<b>2.0 Trousers, Slacks, (male and female) Service Dress, Garrison, Combat, CFAV, DND Driver, DND Fire Fighter and Maternity Trousers.</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>2.1 Shorten or Lengthen - Rip bottom leg, shorten or lengthen as needed and blind fell by hand or machine. If lengthened, old creases are to be pressed out. Garment to be free of loose threads.</b>	800	\$	\$	\$
<b>2.2 Seat Seam</b> - Clean all loose threads and press open. If the waist was let out, the old seam creases are to be pressed out.	330	\$	\$	\$
<b>2.3 Waist</b> – Take in or let out as required. Rip the seat seam, clean all loose threads, and press open. If the waist was let out, the old seam creases shall be properly pressed out.	400	\$	\$	\$
<b>2.4 Breech or Crotch</b> - Reduce or increase as needed.	150	\$	\$	\$
<b>2.5 Lining of Trousers/Slacks</b> - Put lining in trousers or slacks.	12	\$	\$	\$
<b>2.6 Fabricate Band Concert Dress Pants or Palazzo Pants</b> – Female Musicians are authorized palazzo pants or skirts or a combination of both depending on the instrument played, the total quantity not to exceed two (2)	10	\$	\$	\$

<b>3.0 Shirt (male and female); Service Dress, Garrison, Food Handlers/Cooks and Maternity</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>3.1 Shoulder Loops and Shoulder Flags – Make for shirt as required.</b>	1	\$	\$	\$
<b>3.2 Sew Canada Shoulder Flash -</b>	1	\$	\$	\$
<b>3.3 Sew Name Tags.</b>	6500	\$	\$	\$
<b>3.4 Sew Trade Badge</b>	6500	\$	\$	\$

<b>4.0 Skirt; Service Dress, Nurse and Utility Smock, Dental Maternity Jumper and Female Concert Dress Skirt</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>4.1 Let Out or Take In - The waist and the hips shall be let out by opening the waistband and letting out the side seams. The old creases shall be properly pressed out, all loose threads removed and the side seams pressed open. Should the skirt be reduced, the same steps as letting out are to apply.</b>	50	\$	\$	\$
<b>4.2 Lengthen or Shorten - Rip felling of bottom hem and lengthen or shorten the amount needed. The bottom creases shall be properly pressed out, the hem turned and blind-stitch felled by hand or by machine.</b>	100	\$	\$	\$
<b>4.3 Lower Waistband.</b>	1	\$	\$	\$
<b>4.4 Fabricate Band Concert Skirt –</b> Female Musicians are authorized palazzo pants or skirts or a combination of both depending on the instrument played, the total quantity not to exceed two (2)	4	\$	\$	\$

5.0 Flying Suits, Flying Jackets and Coveralls	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
5.1 Small Zippers - Repair or replace. (Zippers provided by contractor). Replacement zippers shall be the same length, gauge and tape colour as the previously used zipper and sewn in the same manner as previous.	1	\$	\$	\$
5.2 Large Zippers - Repair or replace. (Zippers provided by contractor). Replacement zippers shall be the same length, gauge and tape colour as the previously used zipper and sewn in the same manner as previous.	1	\$	\$	\$

6.0 Fire Retardant Fly Suit/Fly Jacket - All the badges and name tapes must be sewn on the Hook & Eye Tape (Velcro) using Nomex fire retardant thread.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
6.1 Name Tapes - Sew or replace. All badges and insignia shall be sewn using appropriately coloured thread. a. sew on both Velcro- hook and eye.	1	\$	\$	\$
b. sew on hook side only	400	\$	\$	\$
6.2 Qualification/Trade Badges - Sew or replace. All badges and insignia shall be sewn using appropriately coloured thread. a. sew on both Velcro- hook and eye.	1	\$	\$	\$
b. sew on hook side only.	900	\$	\$	\$
6.3 Specialty Badges - Sew or replace. All badges and insignia shall be sewn using appropriately coloured thread. a. sew on both Velcro- hook and eye.	1	\$	\$	\$
b. sew on hook side only	1	\$	\$	\$

<b>6.4 Re-Hem Fly Suits</b>	1	\$	\$	\$
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7.0 <b>Blue Fly Suits, Blue Fly Jacket-</b> All badges and the name tape shall be sewn on as requested.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>7.1 Nametape - Sew or replace. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.</b>	1	\$	\$	\$
<b>7.2 Qualification/Trade Badge - Sew or replace.</b> All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	1	\$	\$	\$
<b>7.3 Specialty Badges - Sew or replace.</b> All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	1	\$	\$	\$
<b>7.4 Name Tape Without Velcro - Sew or replace.</b> All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	1	\$	\$	\$
<b>7.5 Trade Badges Without Velcro - Sew or replace.</b> All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	1	\$	\$	\$
<b>7.6 Replace the Collar, Fly Jacket</b>	1	\$	\$	\$

8.0 <b>Insignia, Badges, Buttons Braid, Slip-Ons and Ribbons -</b> All badges and insignia shall be hand or machine sewn using appropriately coloured thread. Garments with lining must be hand sewn. Garments unlined must be machine sewn.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>8.1 Button-Hole (Insignia Button) - Should a buttonhole be found to be too small to accommodate its proper size button, the buttonhole shall be re-worked through the use of a button-holer attachment, and properly finished ensuring all loose threads are removed.</b>	1	\$	\$	\$

8.2 <b>NCM Rank Insignia</b> - Sew on or replace, 2 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	2000	\$	\$	\$
8.3 <b>Trade Badges</b> - Sew on or replace on lapel, 2 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	700	\$	\$	\$
8.4 <b>Trade, Qualification and Specialty Badges</b> - Sew on or replace single, 1 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	300	\$	\$	\$
8.5 <b>Canada Badges</b> - Sew on or replace, 2 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	1000	\$	\$	\$
8.6 <b>Canada Flag Badges</b> - Sew on or replace, 1 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread. This includes Velcro name tapes to be sewn.	1	\$	\$	\$
8.7 <b>Hat Badges (Insignia Beret)</b> - Sew on or replace hat badge. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	3000	\$	\$	\$
8.8 <b>Slip-Ons (Insignia Rank Braid)</b> - Sew on "Rank" braid on service dress slip-ons and close slip-ons.	6000	\$	\$	\$
8.9 <b>Slip-Ons (Insignia Canada Rank)</b> - Sew "CANADA" and "RANK" insignia onto combat slip and, as directed, close slip-on.	6000	\$	\$	\$
8.10 <b>Slip-Ons (Insignia Miscellaneous)</b> - Sew miscellaneous insignia onto slip-ons as directed. Close slip-ons.	1200	\$	\$	\$
8.11 <b>Slip-Ons (Insignia General Officer)</b> - "GENERAL OFFICER", loom embroidered or combat slip-on.	5	\$	\$	\$
8.12 <b>Close Blank Slip-Ons (Insignia Slip-On)</b>	12000	\$	\$	\$
8.13 <b>Sew on/ Replace (Gold Officer Rank Braid)</b> - Onto sleeves, coat, jacket, service dress. Back sleeves seam shall be ripped open, rank braid sewn at 2 inches from bottom of sleeves,	1500	\$	\$	\$

machine sewn with stitch not appearing through lining of garment. Back seam shall be tacked all around and lining re-sewn by hand and machine.				
8.14 <b>Construct Mount</b> - Disassemble undressed ribbons. Mount rosette, maple leaf crosses, numbers or emblem on ribbon, as directed (DND supplied).	2500	\$	\$	\$
8.15 <b>Remove NCM Rank Insignia</b> - All the loose cut end of thread shall be removed.	1000	\$	\$	\$
8.17 <b>Remove Officer Rank Insignia</b> - All the loose cut end of thread shall be removed.	1000	\$	\$	\$

9.0 <b>NCD Jackets, Combat Jackets, Combat Shirts, Combat Pants, Maternity Jacket and Pants, Armor Military Police, Undress Ribbon, Shoulder Board, Aiguillettes.</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
9.1 <b>Replace Lining (NCD Jacket)</b>	1	\$	\$	\$
9.2 <b>Make Shoulder Board for General Officer/Medical Officer</b> - To be made by hand.	20	\$	\$	\$
9.3 <b>Make Shoulder Board's Loops on CF Tunic</b> - To be made by hand.	10	\$	\$	\$
9.4 <b>Replace the Snap, NCD Jacket</b>	1	\$	\$	\$
9.5 <b>Sew Velcro onto NCD Jacket Sleeve</b>	1200	\$	\$	\$
9.6 <b>Make Button Loops for Parka for CB Jackets and CB Pants</b>	1	\$	\$	\$
9.7 <b>Altering Shoulders of a Tunic</b> - Requires the opening of the lining, taking off the sleeves to enable decreasing of material at shoulders. The seams that run down the front to pocket of the tunic and the side seams in the back of the	10	\$	\$	\$

tunic may have to be decreased depending on how small the tunic is needed to be made at the shoulders. Sleeves are reattached (which, if necessary, have been decreased in size also), sewing closed all seams and sewing lining closed.				
9.8 <b>Sewing on Insignia</b> - Bowler band, officer braid, and reattaching band to the bowler.	100	\$	\$	\$
9.9 <b>Make Any Undress Ribbon, Canadian Military Decoration</b>	2500	\$	\$	\$
9.10 <b>Re-Do Combat Jackets, Size 50</b> - Increase size from standard to oversize as needed.	50	\$	\$	\$
9.11 <b>Re-Do Combat Shirts, Size 50</b> - Increase size from standard to oversize as needed.	75	\$	\$	\$
9.12 <b>Re-Do Combat Pants, Size 50</b> - Increase size from standard to oversize as needed.	75	\$	\$	\$
9.13 <b>Re-Do Maternity Jacket/Pants Size 50</b> - Increase size from standard to oversize as needed.	10	\$	\$	\$
9.14 <b>Maternity Tunic (long or short)</b> - Altering the maternity tunic (lengthen or shorten).	10	\$	\$	\$
9.15 <b>Make Epaulettes for Body Armour, Military Police.</b>	5	\$	\$	\$
9.16 <b>Military Police Pants</b> - Altering (shorten or lengthen) of Military Police pants.	400	\$	\$	\$

10.0 <b>Cut Away, Double Pattern, Tunic, CF Band Member</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
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10.1 CF Navy Band (Male/Female)	100	\$	\$	\$
10.2 CF Army Band (Male/Female)	40	\$	\$	\$
10.3 CF Air Force Band (Male/Female)	5	\$	\$	\$
10.4 Epaulettes – Manufacture and sew onto Coveralls	25	\$	\$	\$

11.0 Altering of Firefighter Coveralls - Removal of waistband buckles from current placement and to be placed at waist above the hip pockets upper edge.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
11.1 Altering of Firefighters Coveralls - Hemming up of the coverall leg length, which requires the removal of both zippers and existing material panels, and front material bindings, then replacement of these parts at the required length.	5	\$	\$	\$
11.2 Replacement of Velcro - To NCD Jacket (sleeve cuffs or shoulders), Firefighter Coveralls, Submariner Coveralls, and MP Vests. This requires the removal of old Velcro (barbs and hooks) and replacing with new Velcro (supplied by tailor).	200	\$	\$	\$
11.3 Altering Coveralls - Firefighter, Submariner, and Boarding Party coveralls by replacing elastic at the back of the waist. Requires that seams at the back of the waist and double seam down the body at waist (about six inches opening) be ripped out, and for elastic (supplied by the Tailor) to be replaced, and for the seams at the back of the waist and double seams down body to be sewn closed.	1	\$	\$	\$
11.4 Repair Seam - Firefighter Coveralls, Submariner Coveralls, Gabardine and Tunic. Requires either opening up wider double seams or opening up lining and outer shell to have seam re-sewn.	500	\$	\$	\$

11.5 <b>Replace Zipper</b> - Parka. Requires opening up seams down front of parka, opening up seam along bottom of parka, and parka to be turned inside out, to rip out the broken zipper, to sew in place the new zipper, to turn parka back right side out and to sew closed all seams.	10	\$	\$	\$
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12.0 <b>Tunics, Gabardines, Jackets, Trousers.</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
12.1 <b>Altering of Collar Roll – Tunics/Gabardines/Jackets.</b> This occurs when item fits improperly in neck/shoulders with certain body sizes. Requires removal of the collar, the lining being opened and material being cut to proper measurement. The collar is then reattached and lining closed.	300	\$	\$	\$
12.2 <b>Altering of the Gabardine -</b> Lengthen or shorten body, sleeves and lower or raise belt loops (Army).	20	\$	\$	\$
12.3 <b>Altering Tunic Length -</b> Required shortening or lengthening, may require false hem (material added) to the body of Tunics, opening and closing of the lining.	50	\$	\$	\$
12.4 <b>Altering Trousers -</b> The thigh/hip area of trousers. Requires opening the breech/crotch, cutting and fitting material insert into the thigh area, and sewing closed all seams.	100	\$	\$	\$

13.0 <b>Replace Zipper – sleeping bags.</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
13.1 <b>Replace Zipper – sleeping bags.</b>	1	\$	\$	\$

14.0 <b>CADPAT Lightweight Shirts and Pants, ICE (Improved Clothing Ensemble) Intermediate Jacket and Pants, Extreme Cold Weather Parka and Overalls, Wet Weather Jackets.</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
14.1 <b>Replace Zipper- Wet weather jackets.</b>	10	\$	\$	\$

14.2 <b>Replace Draw String-</b> Lightweight pants.	10	\$	\$	\$
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15.0 <b>Non-routine Measuring Requirements</b> - In addition to and separate from routine measuring for alterations listed in the Statement of Work, more complete measurement services may be required on occasion. Measurements for sizing of uniforms are normally performed by DND equipment, which requires occasional maintenance and repairs. During periods when measuring equipment is unavailable due to maintenance or repair, the Contractor shall be available to perform these non-routine measurements at the following price:	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
15.1 Complete measurements for sizing of uniform.	600	\$	\$	\$
	<b>HST EXCLUDED</b>	<b>TOTAL TABLE 1 – Initial Year</b>		\$

**TABLE 2 – Option Year 1 – DATES TBD**

1.0 <b>Coat, Jacket or Tunic Service Dress, Combat Dress, Environmental Jacket, Dress Naval, Firefighter Jacket, Driver Jacket, Concert jacket (No 2 Mess Standard) (Male or Female).</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
1.1 <b>Shorten or Lengthen Sleeves - If the sleeves are shortened, the sleeve lining shall be raised accordingly, and the bottom of the lining properly felled with a minimum of 8 stitches per inch (3 stitches per cm). Hand felling polyester or polyester cotton size "C" or "D" shall be used. In the lengthening, the bottom of the lining may have to be pieced depending on the extra length required. The material is to be of exact match.</b>	1200	\$	\$	\$
1.2 <b>Take In or Let Out Sides</b> - After the seams have been let out or taken in, all loose ends of thread shall be removed, the old seam creases pressed off and the	700	\$	\$	\$

seams pressed open.				
<b>1.3 Enlarge Coat Armholes</b> (Deepen or Reduce Back)- The sleeve lining shall be opened, the armholes enlarged and the lining felled in the specified manner and using thread as specified in item 29-a above.	100	\$	\$	\$
<b>1.4 Replace Lining CF Tunic Male</b> (Navy; Air Force; Army) - Replace Lining of CF Tunic Male (Navy; Air Force; Army). Replace or increase as needed.	12	\$	\$	\$
<b>1.5 Replace Lining of CF Tunic Female</b> (Navy; Air Force; Army) - Replace Lining of CF Tunic female (Navy; Air Force; Army). Replace or increase as needed.	12	\$	\$	\$
<b>1.6 Bust or Seat, Take In or Let Out Sides</b> - After the seams have been let out or taken in, all loose ends of thread shall be removed; the old seam creases pressed off and the seams pressed open.	600	\$	\$	\$
<b>1.7 Fabricate Band Concert Jacket</b> – Color and lapel design may be locally adjusted to suit the element, individual unit or Regimental tradition.	5	\$	\$	\$

2.0 Trousers, Slacks, (male and female) Service Dress, Garrison, Combat, CFAV, DND Driver, DND Fire Fighter and Maternity Trousers.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
2.1 Shorten or Lengthen - Rip bottom leg, shorten or lengthen as needed and blind fell by hand or machine. If lengthened, old creases are to be pressed out. Garment to be free of loose threads.	800	\$	\$	\$
2.2 Seat Seam - Clean all loose threads and press open. If the waist was let out, the old seam creases are to be pressed out.	330	\$	\$	\$
2.3 Waist – Take in or let out as required. Rip the seat seam, clean all loose threads, and press open. If the waist was let out, the old seam creases shall be properly pressed out.	400	\$	\$	\$
2.4 Breech or Crotch - Reduce or increase as needed.	150	\$	\$	\$
2.5 Lining of Trousers/Slacks - Put lining in trousers or slacks.	12	\$	\$	\$
2.6 Fabricate Band Concert Dress Pants or Palazzo Pants – Female Musicians are authorized palazzo pants or skirts or a combination of both depending on the instrument played, the total quantity not to exceed two (2)	10	\$	\$	\$

<b>3.0 Shirt (male and female); Service Dress, Garrison, Food Handlers/Cooks and Maternity</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>3.1 Shoulder Loops and Shoulder Flags – Make for shirt as required.</b>	1	\$	\$	\$
<b>3.2 Sew Canada Shoulder Flash -</b>	1	\$	\$	\$
<b>3.3 Sew Name Tags.</b>	6500	\$	\$	\$
<b>3.4 Sew Trade Badge</b>	6500	\$	\$	\$

<b>4.0 Skirt; Service Dress, Nurse and Utility Smock, Dental Maternity Jumper and Female Concert Dress Skirt</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>4.1 Let Out or Take In - The waist and the hips shall be let out by opening the waistband and letting out the side seams. The old creases shall be properly pressed out, all loose threads removed and the side seams pressed open. Should the skirt be reduced, the same steps as letting out are to apply.</b>	50	\$	\$	\$
<b>4.2 Lengthen or Shorten - Rip felling of bottom hem and lengthen or shorten the amount needed. The bottom creases shall be properly pressed out, the hem turned and blind-stitch felled by hand or by machine.</b>	100	\$	\$	\$
<b>4.3 Lower Waistband.</b>	1	\$	\$	\$
<b>4.4 Fabricate Band Concert Skirt – Female Musicians are authorized palazzo pants or skirts or a combination of both depending on the instrument played, the total quantity not to exceed two (2)</b>	4	\$	\$	\$

5.0 Flying Suits, Flying Jackets and Coveralls	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
5.1 Small Zippers - Repair or replace. (Zippers provided by contractor). Replacement zippers shall be the same length, gauge and tape colour as the previously used zipper and sewn in the same manner as previous.	1	\$	\$	\$
5.2 Large Zippers - Repair or replace. (Zippers provided by contractor). Replacement zippers shall be the same length, gauge and tape colour as the previously used zipper and sewn in the same manner as previous.	1	\$	\$	\$

6.0 Fire Retardant Fly Suit/Fly Jacket - All the badges and name tapes must be sewn on the Hook & Eye Tape (Velcro) using Nomex fire retardant thread.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
6.1 Name Tapes - Sew or replace. All badges and insignia shall be sewn using appropriately coloured thread. a. sew on both Velcro- hook and eye.	1	\$	\$	\$
b. sew on hook side only	400	\$	\$	\$
6.2 Qualification/Trade Badges - Sew or replace. All badges and insignia shall be sewn using appropriately coloured thread. a. sew on both Velcro- hook and eye.	1	\$	\$	\$
b. sew on hook side only.	900	\$	\$	\$
6.3 Specialty Badges - Sew or replace. All badges and insignia shall be sewn using appropriately coloured thread. a. sew on both Velcro- hook and eye.	1	\$	\$	\$
b. sew on hook side only	1	\$	\$	\$

<b>6.4 Re-Hem Fly Suits</b>	1	\$	\$	\$
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7.0 <b>Blue Fly Suits, Blue Fly Jacket-</b> All badges and the name tape shall be sewn on as requested.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>7.1 Nametape - Sew or replace. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.</b>	1	\$	\$	\$
<b>7.2 Qualification/Trade Badge - Sew or replace.</b> All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	1	\$	\$	\$
<b>7.3 Specialty Badges - Sew or replace.</b> All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	1	\$	\$	\$
<b>7.4 Name Tape Without Velcro - Sew or replace.</b> All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	1	\$	\$	\$
<b>7.5 Trade Badges Without Velcro - Sew or replace.</b> All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	1	\$	\$	\$
<b>7.6 Replace the Collar, Fly Jacket</b>	1	\$	\$	\$

8.0 <b>Insignia, Badges, Buttons Braid, Slip-Ons and Ribbons -</b> All badges and insignia shall be hand or machine sewn using appropriately coloured thread. Garments with lining must be hand sewn. Garments unlined must be machine sewn.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>8.1 Button-Hole (Insignia Button) - Should a buttonhole be found to be too small to accommodate its proper size button, the buttonhole shall be re-worked through the use of a button-holer attachment, and properly finished ensuring all loose threads are removed.</b>	1	\$	\$	\$

8.2 <b>NCM Rank Insignia</b> - Sew on or replace, 2 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	2000	\$	\$	\$
8.3 <b>Trade Badges</b> - Sew on or replace on lapel, 2 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	700	\$	\$	\$
8.4 <b>Trade, Qualification and Specialty Badges</b> - Sew on or replace single, 1 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	300	\$	\$	\$
8.5 <b>Canada Badges</b> - Sew on or replace, 2 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	1000	\$	\$	\$
8.6 <b>Canada Flag Badges</b> - Sew on or replace, 1 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread. This includes Velcro name tapes to be sewn.	1	\$	\$	\$
8.7 <b>Hat Badges (Insignia Beret)</b> - Sew on or replace hat badge. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	3000	\$	\$	\$
8.8 <b>Slip-Ons (Insignia Rank Braid)</b> - Sew on "Rank" braid on service dress slip-ons and close slip-ons.	6000	\$	\$	\$
8.9 <b>Slip-Ons (Insignia Canada Rank)</b> - Sew "CANADA" and "RANK" insignia onto combat slip and, as directed, close slip-on.	6000	\$	\$	\$
8.10 <b>Slip-Ons (Insignia Miscellaneous)</b> - Sew miscellaneous insignia onto slip-ons as directed. Close slip-ons.	1200	\$	\$	\$
8.11 <b>Slip-Ons (Insignia General Officer)</b> - "GENERAL OFFICER", loom embroidered or combat slip-on.	5	\$	\$	\$
8.12 <b>Close Blank Slip-Ons (Insignia Slip-On)</b>	12000	\$	\$	\$
8.13 <b>Sew on/ Replace (Gold Officer Rank Braid)</b> - Onto sleeves, coat, jacket, service dress. Back sleeves seam shall be ripped open, rank braid sewn at 2 inches from bottom of sleeves,	1500	\$	\$	\$

machine sewn with stitch not appearing through lining of garment. Back seam shall be tacked all around and lining re-sewn by hand and machine.				
<b>8.14 Construct Mount</b> - Disassemble undressed ribbons. Mount rosette, maple leaf crosses, numbers or emblem on ribbon, as directed (DND supplied).	2500	\$	\$	\$
<b>8.15 Remove NCM Rank Insignia</b> - All the loose cut end of thread shall be removed.	1000	\$	\$	\$
<b>8.17 Remove Officer Rank Insignia</b> - All the loose cut end of thread shall be removed.	<b>1000</b>	\$	\$	\$

<b>9.0 NCD Jackets, Combat Jackets, Combat Shirts, Combat Pants, Maternity Jacket and Pants, Armor Military Police, Undress Ribbon, Shoulder Board, Aiguillettes.</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>9.1 Replace Lining (NCD Jacket)</b>	1	\$	\$	\$
<b>9.2 Make Shoulder Board for General Officer/Medical Officer</b> - To be made by hand.	20	\$	\$	\$
<b>9.3 Make Shoulder Board's Loops on CF Tunic</b> - To be made by hand.	10	\$	\$	\$
<b>9.4 Replace the Snap, NCD Jacket</b>	1	\$	\$	\$
<b>9.5 Sew Velcro onto NCD Jacket Sleeve</b>	1200	\$	\$	\$
<b>9.6 Make Button Loops for Parka for CB Jackets and CB Pants</b>	1	\$	\$	\$
<b>9.7 Altering Shoulders of a Tunic</b> - Requires the opening of the lining, taking off the sleeves to enable decreasing of material at shoulders. The seams that run down the front to pocket of the tunic	10	\$	\$	

and the side seams in the back of the tunic may have to be decreased depending on how small the tunic is needed to be made at the shoulders. Sleeves are reattached (which, if necessary, have been decreased in size also), sewing closed all seams and sewing lining closed.				\$
9.8 <b>Sewing on Insignia</b> - Bowler band, officer braid, and reattaching band to the bowler.	100	\$	\$	\$
9.9 <b>Make Any Undress Ribbon, Canadian Military Decoration</b>	2500	\$	\$	\$
9.10 <b>Re-Do Combat Jackets, Size 50</b> - Increase size from standard to oversize as needed.	50	\$	\$	\$
9.11 <b>Re-Do Combat Shirts, Size 50</b> - Increase size from standard to oversize as needed.	75	\$	\$	\$
9.12 <b>Re-Do Combat Pants, Size 50</b> - Increase size from standard to oversize as needed.	75	\$	\$	\$
9.13 <b>Re-Do Maternity Jacket/Pants Size 50</b> - Increase size from standard to oversize as needed.	10	\$	\$	\$
9.14 <b>Maternity Tunic (long or short)</b> - Altering the maternity tunic (lengthen or shorten).	10	\$	\$	\$
9.15 <b>Make Epaulettes for Body Armour, Military Police.</b>	5	\$	\$	\$
9.16 <b>Military Police Pants</b> - Altering (shorten or lengthen) of Military Police pants.	400	\$	\$	\$

10.0 <b>Cut Away, Double Pattern, Tunic, CF Band Member</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
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10.1 CF Navy Band (Male/Female)	100	\$	\$	\$
10.2 CF Army Band (Male/Female)	40	\$	\$	\$
10.3 CF Air Force Band (Male/Female)	5	\$	\$	\$
10.4 Epaulettes – Manufacture and sew onto Coveralls	25	\$	\$	\$

11.0 Altering of Firefighter Coveralls - Removal of waistband buckles from current placement and to be placed at waist above the hip pockets upper edge.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
11.1 Altering of Firefighters Coveralls - Hemming up of the coverall leg length, which requires the removal of both zippers and existing material panels, and front material bindings, then replacement of these parts at the required length.	5	\$	\$	\$
11.2 Replacement of Velcro - To NCD Jacket (sleeve cuffs or shoulders), Firefighter Coveralls, Submariner Coveralls, and MP Vests. This requires the removal of old Velcro (barbs and hooks) and replacing with new Velcro (supplied by tailor).	200	\$	\$	\$
11.3 Altering Coveralls - Firefighter, Submariner, and Boarding Party coveralls by replacing elastic at the back of the waist. Requires that seams at the back of the waist and double seam down the body at waist (about six inches opening) be ripped out, and for elastic (supplied by the Tailor) to be replaced, and for the seams at the back of the waist and double seams down body to be sewn closed.	1	\$	\$	\$
11.4 Repair Seam - Firefighter Coveralls, Submariner Coveralls, Gabardine and Tunic. Requires either opening up wider double seams or opening up lining and outer shell to have seam re-sewn.	500	\$	\$	\$

<b>11.5 Replace Zipper - Parka.</b> Requires opening up seams down front of parka, opening up seam along bottom of parka, and parka to be turned inside out, to rip out the broken zipper, to sew in place the new zipper, to turn parka back right side out and to sew closed all seams.	10	\$	\$	\$
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<b>12.0 Tunics, Gabardines, Jackets, Trousers.</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>12.1 Altering of Collar Roll – Tunics/Gabardines/Jackets.</b> This occurs when item fits improperly in neck/shoulders with certain body sizes. Requires removal of the collar, the lining being opened and material being cut to proper measurement. The collar is then reattached and lining closed.	300	\$	\$	\$
<b>12.2 Altering of the Gabardine -</b> Lengthen or shorten body, sleeves and lower or raise belt loops (Army).	20	\$	\$	\$
<b>12.3 Altering Tunic Length -</b> Required shortening or lengthening, may require false hem (material added) to the body of Tunics, opening and closing of the lining.	50	\$	\$	\$
<b>12.4 Altering Trousers -</b> The thigh/hip area of trousers. Requires opening the breech/crotch, cutting and fitting material insert into the thigh area, and sewing closed all seams.	100	\$	\$	\$

<b>13.0 Replace Zipper – sleeping bags.</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>13.1 Replace Zipper – sleeping bags.</b>	1	\$	\$	\$

<b>14.0 CADPAT Lightweight Shirts and Pants, ICE (Improved Clothing Ensemble) Intermediate Jacket and Pants, Extreme Cold Weather Parka and Overalls, Wet Weather Jackets.</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)

<b>14.1 Replace Zipper- Wet weather jackets.</b>	<b>10</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>14.2 Replace Draw String- Lightweight pants.</b>	<b>10</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>15.0 Non-routine Measuring Requirements</b> - In addition to and separate from routine measuring for alterations listed in the Statement of Work, more complete measurement services may be required on occasion. Measurements for sizing of uniforms are normally performed by DND equipment, which requires occasional maintenance and repairs. During periods when measuring equipment is unavailable due to maintenance or repair, the Contractor shall be available to perform these non-routine measurements at the following price:	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>15.1 Complete measurements for sizing of uniform.</b>	<b>600</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
	<b>HST EXCLUDED</b>	<b>TOTAL TABLE 2 – Option Year 1</b>		<b>\$</b>

**TABLE 3 – Option Year 2– DATES TBD**

<b>1.0 Coat, Jacket or Tunic Service Dress, Combat Dress, Environmental Jacket, Dress Naval, Firefighter Jacket, Driver Jacket, Concert jacket (No 2 Mess Standard) (Male or Female).</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>1.1 Shorten or Lengthen Sleeves - If the sleeves are shortened, the sleeve lining shall be raised accordingly, and the bottom of the lining properly felled with a minimum of 8 stitches per inch (3 stitches per cm). Hand felling polyester or polyester cotton size "C" or "D" shall be used. In the lengthening, the bottom of the lining may have to be pieced depending on the extra length required. The material is to be of exact match.</b>	<b>1200</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

1.2 <b>Take In or Let Out Sides</b> - After the seams have been let out or taken in, all loose ends of thread shall be removed, the old seam creases pressed off and the seams pressed open.	700	\$	\$	\$
1.3 <b>Enlarge Coat Armholes</b> (Deepen or Reduce Back)- The sleeve lining shall be opened, the armholes enlarged and the lining felled in the specified manner and using thread as specified in item 29-a above.	100	\$	\$	\$
1.4 <b>Replace Lining CF Tunic Male</b> (Navy; Air Force; Army) - Replace Lining of CF Tunic Male (Navy; Air Force; Army). Replace or increase as needed.	12	\$	\$	\$
1.5 <b>Replace Lining of CF Tunic Female</b> (Navy; Air Force; Army) - Replace Lining of CF Tunic female (Navy; Air Force; Army). Replace or increase as needed.	12	\$	\$	\$
1.6 <b>Bust or Seat, Take In or Let Out Sides</b> - After the seams have been let out or taken in, all loose ends of thread shall be removed; the old seam creases pressed off and the seams pressed open.	600	\$	\$	\$
1.7 <b>Fabricate Band Concert Jacket</b> – Color and lapel design may be locally adjusted to suit the element, individual unit or Regimental tradition.	5	\$	\$	\$

2.0 Trousers, Slacks, (male and female) Service Dress, Garrison, Combat, CFAV, DND Driver, DND Fire Fighter and Maternity Trousers.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
2.1 Shorten or Lengthen - Rip bottom leg, shorten or lengthen as needed and blind fell by hand or machine. If lengthened, old creases are to be pressed out. Garment to be free of loose threads.	800	\$	\$	\$
2.2 Seat Seam - Clean all loose threads and press open. If the waist was let out, the old seam creases are to be pressed out.	330	\$	\$	\$
2.3 Waist – Take in or let out as required. Rip the seat seam, clean all loose threads, and press open. If the waist was let out, the old seam creases shall be properly pressed out.	400	\$	\$	\$
2.4 Breech or Crotch - Reduce or increase as needed.	150	\$	\$	\$
2.5 Lining of Trousers/Slacks - Put lining in trousers or slacks.	12	\$	\$	\$
2.6 Fabricate Band Concert Dress Pants or Palazzo Pants – Female Musicians are authorized palazzo pants or skirts or a combination of both depending on the instrument played, the total quantity not to exceed two (2)	10	\$	\$	\$

3.0 Shirt (male and female); Service Dress, Garrison, Food Handlers/Cooks and Maternity	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
3.1 Shoulder Loops and Shoulder Flags – Make for shirt as required.	1	\$	\$	\$
3.2 Sew Canada Shoulder Flash -	1	\$	\$	\$

<b>3.3 Sew Name Tags.</b>	6500	\$	\$	\$
<b>3.4 Sew Trade Badge</b>	6500	\$	\$	\$

<b>4.0 Skirt; Service Dress, Nurse and Utility Smock, Dental Maternity Jumper and Female Concert Dress Skirt</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>4.1 Let Out or Take In - The waist and the hips shall be let out by opening the waistband and letting out the side seams. The old creases shall be properly pressed out, all loose threads removed and the side seams pressed open. Should the skirt be reduced, the same steps as letting out are to apply.</b>	50	\$	\$	\$
<b>4.2 Lengthen or Shorten - Rip felling of bottom hem and lengthen or shorten the amount needed. The bottom creases shall be properly pressed out, the hem turned and blind-stitch felled by hand or by machine.</b>	100	\$	\$	\$
<b>4.3 Lower Waistband.</b>	1	\$	\$	\$
<b>4.4 Fabricate Band Concert Skirt – Female Musicians are authorized palazzo pants or skirts or a combination of both depending on the instrument played, the total quantity not to exceed two (2)</b>	4	\$	\$	\$

<b>5.0 Flying Suits, Flying Jackets and Coveralls</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>5.1 Small Zippers - Repair or replace. (Zippers provided by contractor). Replacement zippers shall be the same length, gauge and tape colour as the previously used zipper and sewn in the same manner as previous.</b>	1	\$	\$	\$

5.2 <b>Large Zippers</b> - Repair or replace. (Zippers provided by contractor). Replacement zippers shall be the same length, gauge and tape colour as the previously used zipper and sewn in the same manner as previous.	1	\$	\$	\$
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6.0 <b>Fire Retardant Fly Suit/Fly Jacket</b> - All the badges and name tapes must be sewn on the Hook & Eye Tape (Velcro) using Nomex fire retardant thread.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
6.1 <b>Name Tapes</b> - Sew or replace. All badges and insignia shall be sewn using appropriately coloured thread.	1	\$	\$	\$
a. sew on both Velcro- hook and eye.				
b. sew on hook side only	400	\$	\$	\$
6.2 <b>Qualification/Trade Badges</b> - Sew or replace. All badges and insignia shall be sewn using appropriately coloured thread.	1	\$	\$	\$
a. sew on both Velcro- hook and eye.				
b. sew on hook side only.	900	\$	\$	\$
6.3 <b>Specialty Badges</b> - Sew or replace. All badges and insignia shall be sewn using appropriately coloured thread.	1	\$	\$	\$
a. sew on both Velcro- hook and eye.				
b. sew on hook side only	1	\$	\$	\$
6.4 <b>Re-Hem Fly Suits</b>	1	\$	\$	\$

7.0 <b>Blue Fly Suits, Blue Fly Jacket</b> - All badges and the name tape shall be sewn on as requested.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)

<b>7.1 Nametape - Sew or replace. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.</b>	1	\$	\$	\$
<b>7.2 Qualification/Trade Badge - Sew or replace. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.</b>	1	\$	\$	\$
<b>7.3 Specialty Badges - Sew or replace. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.</b>	1	\$	\$	\$
<b>7.4 Name Tape Without Velcro - Sew or replace. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.</b>	1	\$	\$	\$
<b>7.5 Trade Badges Without Velcro - Sew or replace. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.</b>	1	\$	\$	\$
<b>7.6 Replace the Collar, Fly Jacket</b>	1	\$	\$	\$

<b>8.0 Insignia, Badges, Buttons Braid, Slip-Ons and Ribbons - All badges and insignia shall be hand or machine sewn using appropriately coloured thread. Garments with lining must be hand sewn. Garments unlined must be machine sewn.</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>8.1 Button-Hole (Insignia Button) - Should a buttonhole be found to be too small to accommodate its proper size button, the buttonhole shall be re-worked through the use of a button-holer attachment, and properly finished ensuring all loose threads are removed.</b>	1	\$	\$	\$
<b>8.2 NCM Rank Insignia - Sew on or replace, 2 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.</b>	2000	\$	\$	\$
<b>8.3 Trade Badges - Sew on or replace on lapel, 2 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.</b>	700	\$	\$	\$
<b>8.4 Trade, Qualification and Specialty Badges - Sew on or replace single, 1 per garment. All badges, nametapes and insignia shall be sewn using</b>	300	\$	\$	\$

appropriately coloured thread.				
8.5 <b>Canada Badges</b> - Sew on or replace, 2 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	1000	\$	\$	\$
8.6 <b>Canada Flag Badges</b> - Sew on or replace, 1 per garment. All badges, nametapes and insignia shall be sewn using appropriately coloured thread. This includes Velcro name tapes to be sewn.	1	\$	\$	\$
8.7 <b>Hat Badges (Insignia Beret)</b> - Sew on or replace hat badge. All badges, nametapes and insignia shall be sewn using appropriately coloured thread.	3000	\$	\$	\$
8.8 <b>Slip-Ons (Insignia Rank Braid)</b> - Sew on "Rank" braid on service dress slip-ons and close slip-ons.	6000	\$	\$	\$
8.9 <b>Slip-Ons (Insignia Canada Rank)</b> - Sew "CANADA" and "RANK" insignia onto combat slip and, as directed, close slip-on.	6000	\$	\$	\$
8.10 <b>Slip-Ons (Insignia Miscellaneous)</b> - Sew miscellaneous insignia onto slip-ons as directed. Close slip-ons.	1200	\$	\$	\$
8.11 <b>Slip-Ons (Insignia General Officer)</b> - "GENERAL OFFICER", loom embroidered or combat slip-on.	5	\$	\$	\$
8.12 <b>Close Blank Slip-Ons (Insignia Slip-On)</b>	12000	\$	\$	\$
8.13 <b>Sew on/ Replace (Gold Officer Rank Braid)</b> - Onto sleeves, coat, jacket, service dress. Back sleeves seam shall be ripped open, rank braid sewn at 2 inches from bottom of sleeves, machine sewn with stitch not appearing through lining of garment. Back seam shall be tacked all around and lining re-sewn by hand and machine.	1500	\$	\$	\$
8.14 <b>Construct Mount</b> - Disassemble undressed ribbons. Mount rosette, maple leaf crosses, numbers or emblem on ribbon, as directed (DND supplied).	2500	\$	\$	\$

8.15 <b>Remove NCM Rank Insignia</b> - All the loose cut end of thread shall be removed.	1000	\$	\$	\$
8.17 <b>Remove Officer Rank Insignia</b> - All the loose cut end of thread shall be removed.	1000	\$	\$	\$

9.0 <b>NCD Jackets, Combat Jackets, Combat Shirts, Combat Pants, Maternity Jacket and Pants, Armor Military Police, Undress Ribbon, Shoulder Board, Aiguillettes.</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
9.1 <b>Replace Lining (NCD Jacket)</b>	1	\$	\$	\$
9.2 <b>Make Shoulder Board for General Officer/Medical Officer</b> - To be made by hand.	20	\$	\$	\$
9.3 <b>Make Shoulder Board's Loops on CF Tunic</b> - To be made by hand.	10	\$	\$	\$
9.4 <b>Replace the Snap, NCD Jacket</b>	1	\$	\$	\$
9.5 <b>Sew Velcro onto NCD Jacket Sleeve</b>	1200	\$	\$	\$
9.6 <b>Make Button Loops for Parka for CB Jackets and CB Pants</b>	1	\$	\$	\$
9.7 <b>Altering Shoulders of a Tunic</b> - Requires the opening of the lining, taking off the sleeves to enable decreasing of material at shoulders. The seams that run down the front to pocket of the tunic and the side seams in the back of the tunic may have to be decreased depending on how small the tunic is needed to be made at the shoulders. Sleeves are reattached (which, if necessary, have been decreased in size also), sewing closed all seams and sewing lining closed.	10	\$	\$	\$

9.8 <b>Sewing on Insignia</b> - Bowler band, officer braid, and reattaching band to the bowler.	100	\$	\$	\$
9.9 <b>Make Any Undress Ribbon, Canadian Military Decoration</b>	2500	\$	\$	\$
9.10 <b>Re-Do Combat Jackets, Size 50</b> - Increase size from standard to oversize as needed.	50	\$	\$	\$
9.11 <b>Re-Do Combat Shirts, Size 50</b> - Increase size from standard to oversize as needed.	75	\$	\$	\$
9.12 <b>Re-Do Combat Pants, Size 50</b> - Increase size from standard to oversize as needed.	75	\$	\$	\$
9.13 <b>Re-Do Maternity Jacket/Pants Size 50</b> - Increase size from standard to oversize as needed.	10	\$	\$	\$
9.14 <b>Maternity Tunic (long or short)</b> - Altering the maternity tunic (lengthen or shorten).	10	\$	\$	\$
9.15 <b>Make Epaulettes for Body Armour, Military Police.</b>	5	\$	\$	\$
9.16 <b>Military Police Pants</b> - Altering (shorten or lengthen) of Military Police pants.	400	\$	\$	\$

10.0 <b>Cut Away, Double Pattern, Tunic, CF Band Member</b>	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
10.1 <b>CF Navy Band (Male/Female)</b>	100	\$	\$	\$
10.2 <b>CF Army Band (Male/Female)</b>	40	\$	\$	\$

10.3 <b>CF Air Force Band (Male/Female)</b>	5	\$	\$	\$
10.4 <b>Epaulettes</b> – Manufacture and sew onto Coveralls	25	\$	\$	\$

11.0 <b>Altering of Firefighter Coveralls</b> - Removal of waistband buckles from current placement and to be placed at waist above the hip pockets upper edge.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
11.1 <b>Altering of Firefighters Coveralls</b> - Hemming up of the coverall leg length, which requires the removal of both zippers and existing material panels, and front material bindings, then replacement of these parts at the required length.	5	\$	\$	\$
11.2 <b>Replacement of Velcro</b> - To NCD Jacket (sleeve cuffs or shoulders), Firefighter Coveralls, Submariner Coveralls, and MP Vests. This requires the removal of old Velcro (barbs and hooks) and replacing with new Velcro (supplied by tailor).	200	\$	\$	\$
11.3 <b>Altering Coveralls</b> - Firefighter, Submariner, and Boarding Party coveralls by replacing elastic at the back of the waist. Requires that seams at the back of the waist and double seam down the body at waist (about six inches opening) be ripped out, and for elastic (supplied by the Tailor) to be replaced, and for the seams at the back of the waist and double seams down body to be sewn closed.	1	\$	\$	\$
11.4 <b>Repair Seam</b> - Firefighter Coveralls, Submariner Coveralls, Gabardine and Tunic. Requires either opening up wider double seams or opening up lining and outer shell to have seam re-sewn.	500	\$	\$	\$
11.5 <b>Replace Zipper</b> - Parka. Requires opening up seams down front of parka, opening up seam along bottom of parka, and parka to be turned inside out, to rip out the broken zipper, to sew in place the new zipper, to turn parka back right side out and to sew closed all seams.	10	\$	\$	\$

12.0 Tunics, Gabardines, Jackets, Trousers.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
12.1 <b>Altering of Collar Roll – Tunics/Gabardines/Jackets.</b> This occurs when item fits improperly in neck/shoulders with certain body sizes. Requires removal of the collar, the lining being opened and material being cut to proper measurement. The collar is then reattached and lining closed.	300	\$	\$	\$
12.2 <b>Altering of the Gabardine -</b> Lengthen or shorten body, sleeves and lower or raise belt loops (Army).	20	\$	\$	\$
12.3 <b>Altering Tunic Length -</b> Required shortening or lengthening, may require false hem (material added) to the body of Tunics, opening and closing of the lining.	50	\$	\$	\$
12.4 <b>Altering Trousers -</b> The thigh/hip area of trousers. Requires opening the breech/crotch, cutting and fitting material insert into the thigh area, and sewing closed all seams.	100	\$	\$	\$

13.0 Replace Zipper – sleeping bags.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
13.1 Replace Zipper – sleeping bags.	1	\$	\$	\$

14.0 CADPAT Lightweight Shirts and Pants, ICE (Improved Clothing Ensemble) Intermediate Jacket and Pants, Extreme Cold Weather Parka and Overalls, Wet Weather Jackets.	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
14.1 Replace Zipper- Wet weather jackets.	10	\$	\$	\$
14.2 Replace Draw String- Lightweight pants.	10	\$	\$	\$

<b>15.0 Non-routine Measuring Requirements</b> - In addition to and separate from routine measuring for alterations listed in the Statement of Work, more complete measurement services may be required on occasion. Measurements for sizing of uniforms are normally performed by DND equipment, which requires occasional maintenance and repairs. During periods when measuring equipment is unavailable due to maintenance or repair, the Contractor shall be available to perform these non-routine measurements at the following price:	Estimated Yearly Quantity (Col A)	Firm Unit Price Routine Requirements (Col B)	Firm Unit Price Priority Requirements (Col C)	Extended Price (AxB) + (AxC)
<b>15.1</b> Complete measurements for sizing of uniform.	<b>600</b>	\$	\$	\$
	<b>HST EXCLUDED</b>	<b>TOTAL TABLE 3 – Option Year 2</b>		\$

SUMMARY:

Table 1 = \$ \_\_\_\_\_  
Table 2 = \$ \_\_\_\_\_  
Table 3 = \$ \_\_\_\_\_

Grand total = \$ \_\_\_\_\_ (HST Extra)

Solicitation No. - N° de l'invitation  
W0100-211248  
Client Ref. No. - N° de réf. du client

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

Buyer ID - Id de l'acheteur  
Hal502  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

See attachment

## **ANNEX “D” 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);

**ANNEX "E"**

**INTEGRITY PROVISIONS – LIST OF DIRECTORS**

Please provide list of names of the following entities, according to the ownership nature of the company

1. For a Corporation - each current member of the Bidder's Board of Directors;

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2. For a Partnership, General Partnership or Limited Partnership - the names of all current partners;

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3. For a Sole Proprietorship or an individual doing business under a firm name - the name of the sole proprietor or individual;

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4. In the case of a joint venture - For a Joint Venture - the names of all current members of the Joint venture;

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5. For an individual - the full name of the person

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## STATEMENT OF WORK

### 1. PURPOSE

- 1.1. To establish a contract for the supply of tailoring and seamstress services on an as and when required basis in support of Base Logistics (BLog) Clothing Stores located at two (2) locations within Maritime Forces Atlantic (MARLANT) (HMC Dockyard and Shearwater) in the Halifax Regional Municipality.

### 2. REFERENCES

- 2.1. A-DH-26-000-AG-001, Canadian Forces Dress Instructions Manual (attached)
- 2.2. DND 2162, Clothing/Footwear: Repairs or Alterations (attached)
- 2.3. Tailoring Outstanding Report (sample attached)

### 3. REQUIREMENT

- 3.1. Typical services will include, but are not limited to:
  - 3.1.1. sewing on badges, insignia, reflective tape, slip-ons, bands, braid etc.;
  - 3.1.2. hemming the length of trousers and skirts;
  - 3.1.3. other alterations such as waist and sleeve adjustments on trousers or jackets;
  - 3.1.4. remove, repair or replace zippers in sleeping bags, parkas, flying suits, etc.;
  - 3.1.5. minor repairs, such as holes, rips to fabric parts of sleeping bags, parkas and flying suits;
  - 3.1.6. sewing on of buttons to various clothing articles;
  - 3.1.7. other related repairs
- 3.2. All tailoring and alterations services shall follow the standards and specifications outlined in the **A-DH-26-000-AG-001, Canadian Forces Dress Instructions Manual**. A detailed list of terms and definitions is provided in the **A-DH-26-000-AG-001, Canadian Forces Dress Instructions Manual**, which will assist the contractor in understanding all the terminology, details and specifications, associated with this requirement.
- 3.3. All fire retardant material shall be sewn using Nomex Elite TEX 60 thread.
- 3.4. All Velcro on fire retardant material shall be Nomex HI-AIR Hook and Loop Velcro Fastening Tape.
- 3.5. No alterations shall be done where the cost of the alteration is equal to or exceeds seventy-five percent (75%) of the replacement cost of the garment.

### 4. EXPERIENCE

- 4.1. The primary tailor must have a minimum of five (5) years experience working as a Commercial / Retail based Tailor.

### 5. PERIOD OF CONTRACT

5.1. This contract will be in effect for one (1) year with options for two (2), one (1) year option periods.

## 6. MATERIALS

6.1. Holes that are larger than 1" in diameter will be patched using cloth provided by DND, not sewn together. Smaller holes, tears, missing buttons, etc., will be patched or sewn.

6.2. All removed insignia / badges must be returned with the original article.

6.3. All badges and insignia must be sewn on in the correct position according to **A-DH-26-000-AG-001, Canadian Forces Dress Instructions Manual** which shows the exact placement of badges, medals, insignia, etc.

6.4. The Supplier will be responsible for the pick-up and delivery of all tailor items to the locations identified in paragraph 8.

6.5. Alteration and repair services shall include the pressing of garments in the affected areas, as required (alteration and/or addition or deletion of badges, etc...).

6.6. Items are to be returned on clothes hangers, unless otherwise specified.

### 6.7. GOVERNMENT SUPPLIED MATERIALS

6.7.1. The Department of National Defence shall supply the rank braid, insignia, badges, buttons, slip-ons, shoulder straps, ribbons and cloth.

6.7.2. Heavy duty zippers will be supplied by DND. They will range in size from 7" to 29". Zippers will be replaced using heavy duty thread.

6.7.3. Reflective tape will be supplied by DND. This tape will be used to put an "X" on the back of all anti-static parkas. It will also be sewn around each arm of the parka and a strip put across the front breast of the parka.

### 6.8. CONTRACTOR SUPPLIED MATERIALS

6.8.1. The Contractor shall provide all equipment and materials, including thread, except for the material indicated in paragraph 6.7.

#### 6.8.1.1. TYPE OF THREAD AND COLOUR

6.8.1.1.1. The following manufacturer part numbers have proven to be acceptable for use in new uniforms. The contractor shall exclusively use the following list of thread and velcro and the color of thread and velcro shall be matched to the color of the uniform or article of clothing:

6.8.1.1.1.1. Air Force Blue, 1806 Denim (Allied Thread); 6-613 (Bell Thread); CR-50 (Cansew Polyplus)

6.8.1.1.1.2. Tan, 1812 Cord Beige (Allied Thread); 16-923 (Bell Thread) 16-924 CR-833 (Cansew Polycore)

6.8.1.1.1.3. Light Shirt Blue, 1900 Pale Blue (Allied Thread); 16-1003 (Bell Thread); CR-216 (Cansew Polycore); 2967 Pale Blue (Cansew Polyplus)

- 6.8.1.1.1.4. Light Green Shirt, 1552 Spray Green (Allied Thread); 16-950 (Bell Thread); 2829 Spray Green (Cansew Polyplus)
- 6.8.1.1.1.5. Dark Green/Black - Black (Allied Thread); Black (Bell Thread); Black (Cansew Polycore); Black (Cansew Polyplus)
- 6.8.1.1.1.6. Nomex Elite thread TEX 60 (Black, Tan, Light Blue, Royal Blue, Dark Green and other colors as required).
- 6.8.1.1.1.7. Nomex HI-AIR Hook and Loop Velcro Fastening Tape (Natural, Camouflage Green)

6.8.1.1.2. **POSSIBLE SOURCES OF SUPPLY-**

6.8.1.1.2.1. The required thread and velcro may be available from the following sources:

- 6.8.1.1.2.1.1. **Allied Thread Inc.**  
99 rue Chabanel Street W.  
Montreal, Quebec  
H2N 1C3
- 6.8.1.1.2.1.2. **Cansew Inc.**  
28 Apex Rd.  
Toronto, Ontario  
M6A 2V2
- 6.8.1.1.2.1.3. **Peerless Garments (Nomex velcro and thread)**  
515 Notre Dame Ave.  
Winnipeg, Manitoba  
R3B 1R9

**7. RESPONSE TIME**

- 7.1. **Priority requirements, Halifax Dockyard and Shearwater** - upon receiving notification from the site authority and subsequent pick-up of items, work shall be completed and delivered within **twenty-four (24)** hours.
- 7.2. **Priority fittings and measuring services, Halifax Dockyard and Shearwater** - the contractor shall provide an on-site service for fittings and measuring, as requested, within **four (4)** hours of receiving notice including holidays and days of rest.
- 7.3. **Routine requirements, Halifax Dockyard and Shearwater** - the contractor shall have completed the work and delivered it to the site authority within **ten (10)** working days of the issuance of the **DND 2162**. Pick-up and return of the items by the contractor shall be made at:
  - 7.3.1. Shearwater - Three (3) days per week, prior to 1200 hours.
  - 7.3.2. Halifax Dockyard – Five (5) days per week, prior to 1200 hours, (excluding holidays).
- 7.4. **Routine fittings and measuring services, Halifax Dockyard and Shearwater** - contractor to provide an on-site service for fittings and measurements.

7.4.1. Shearwater - the contractor shall have staff available for routine fittings and measuring services for a minimum of one (1) hour per week (excluding holidays).

7.4.2. Halifax Dockyard - the contractor shall have staff available for routine fittings and measuring services for a minimum of two (2) consecutive hours per day, three (3) days per week, total six (6) hour per week (excluding holidays)

7.5. The contractor shall submit a proposed schedule of days and times in which services will be provided within five (5) days of contract award (reference paragraphs 7.3 and 7.4)

7.6. Should the scheduled Routine Fitting day fall on a holiday the contractor shall complete the work on the weekday immediately following.

7.7. The work units indicated in the contract and Annex B are provided as estimates only. The contractor is solely responsible for monitoring and forecasting workload and adjusting their resources accordingly to manage the workload in accordance with paragraph 7 Response Times.

## 8. DELIVERY LOCATION

8.1. The following locations shall serve as the pick-up/delivery locations for all tailoring and alteration services:

### 8.1.1. Base Logistics

Clothing Stores  
2519 Provo Wallace St.  
Building D-206, HMC Dockyard  
Halifax, NS B3K 5X5  
Contact OPI: IC Clothing Stores  
Phone: 902-427-2929  
Fax: 902-427-6303

### 8.1.2. Base Logistics

Clothing Stores  
Building 30  
Shearwater, NS B0J 3A0  
Contact OPI: IC Clothing Stores  
Phone: 902-720-1611  
Fax: 902-720-1723

8.2. The pick-up/delivery locations are subject to change at the sole discretion of DND.

## 9. SERVICE LOCATION

9.1. The contractor will be provided with sufficient working space to conduct the measurements and/or fittings on-site at both locations with no cost.

9.2. The contractor shall also be provided with working space on-site, at the Dockyard location only, to perform some of the tailoring and alterations specified in Annex B Basis of Payment, should the contractor so desire (It is estimated that this will comprise of less than 50% of the work originating from this location). Access to facilities is 0700-1500 daily except on holidays and weekends.

DND will provide the supplier with two (2) designated parking spots for the contractor's vehicle, one (1) at each location, to assist with loading/unloading.

## 10. CLOTHING AND INVOICING CONTROL

- 10.1. The DND 2162 is the work order document that serves as the official request for services and shall clearly outline, by reference and/or text, what service(s) is/are required by the contractor.
- 10.2. The following process shall be in place to ensure all clothing articles delivered for tailoring services are returned and that monthly invoices accurately reflect required work to have been done.

### 10.3. ROLES AND RESPONSIBILITIES: DND

- 10.3.1. The Service Site Authority or delegate shall complete the serialized DND 2162, detailing the required work to be done and the name and contact information of the service member and attach DND 2162 to item of clothing.
- 10.3.2. The Service Site Authority or delegate shall complete the following fields of each DND 2162 prior to engaging the contractor's services:
  - 10.3.2.1. Name - Nom;
  - 10.3.2.2. Rank - Grade;
  - 10.3.2.3. SN - NM;
  - 10.3.2.4. Phone – N° de Tel;
  - 10.3.2.5. Base – Station;
  - 10.3.2.6. No/N°;
  - 10.3.2.7. Article;
  - 10.3.2.8. Work Required/Travail a être Exécute;
  - 10.3.2.9. Approved for (B Sup O)/Approuvé pour (O Appro B)
- 10.3.3. The Service Site Authority or delegate shall reference the corresponding line to Annex B Basis of Payment.
- 10.3.4. The Service Site Authority or delegate shall retain a copy of DND 2162 for record and verification purposes. The DND employee shall also retain a copy of completed DND 2162.
- 10.3.5. The Service Site Authority or delegate shall release the article of clothing to Contractor and record date and time of acceptance by the contractor.
- 10.3.6. The Service Site Authority or delegate shall sign and date contractor's copy of DND 2162 upon completion and delivery of article.
- 10.3.7. The Service Site Authority shall take custody of all completed work orders.
- 10.3.8. The Service Site Authority will contact the DND employee to pick up completed work orders.
- 10.3.9. The Service Site Authority shall perform verification of invoice for accuracy within fifteen (15) days of receipt of the invoice.
- 10.3.10. The Service Site Authority shall certify the invoice in accordance with Section 34 of the Financial Administration Act (FAA) within thirty (30) days of receipt of the invoice.
- 10.3.11. The Service Site Authority shall forward the original invoice to Accounts Payable for payment within thirty (30) days of receipt of the invoice.

### 10.4. ROLES AND RESPONSIBILITIES: CONTRACTOR

- 10.4.1. The contractor or contractor's authorized representative shall pick-up item of clothing from DND and verify date and time received, and details of the DND 2162;
  - 10.4.2. The contractor shall ensure the DND 2162 is affixed to the article of clothing.
  - 10.4.3. The contractor shall complete the work requested and deliver the item to DND in accordance with paragraph 7 Response Times.
  - 10.4.4. The contractor shall comply with the pick-up and delivery requests. All requested pick-ups and subsequent deliveries are to be made in accordance with days and times listed in paragraph 7.
  - 10.4.5. All items requiring tailoring or alterations services shall have a copy of a **DND 2162** attached. It is the contractor's responsibility to ensure that the DND 2162 remain with articles throughout the tailoring and alteration process.
  - 10.4.6. The contractor shall obtain a signature from the Service Site Authority on the contractor's copy of the DND 2162 upon delivery to DND. The signature will serve as a cursory acceptance pending final delivery to the DND employee. DND will have thirty (30) days to obtain final acceptance upon delivery to, and in consultation with the DND employee.
  - 10.4.7. Work orders that are deemed unsatisfactory within the thirty (30) day cursory verification period will be returned to the contractor for reconsideration in accordance with paragraph 14.
  - 10.4.8. The contractor shall provide the following:
    - 10.4.8.1. Staff with appropriate equipment and material to perform measuring and fittings on-site at both locations at times specified; and
    - 10.4.8.2. Staff with appropriate equipment to perform some tailoring and alteration services on-site at the Halifax location only, in consultation with and the approval of the Service Site Authority.
  - 10.4.9. The contractor shall submit an invoice for work that has been completed and returned to DND in accordance with paragraph 12. Invoices must include substantiation in the form of DND 2162, a breakdown of all charges referencing the corresponding DND 2162 and the corresponding line in Annex B Basis of Payment.
- 10.5. The Crown reserves the right to modify or change the process outlined in paragraph 10.3 due to operational and/or administrative requirements.

## 11. ADDITIONAL WORK ITEMS

- 11.1. The Service Site Authority or delegate has exclusive authority to add additional work items to the DND 2162. Should the contractor identify (an) additional requirement(s) to an article that has not been included on the DND 2162, the contractor must request an amendment to the DND 2162 from the Service Site Authority. The contractor does not have the authority to add to or modify the work on the DND 2162.
- 11.2. Any work performed and subsequently invoiced by the contractor that is not requested by DND 2162, will not be paid.

## 12. INVOICING

- 12.1. Invoices are to be submitted on a monthly basis no later than seven (7) days following the last day of the month in which the services were provided. For example, services completed between the dates of 1 June and 30 June shall be included on one invoice which is due no later than 7 July.
- 12.2. The invoice shall include charges for all work orders completed and delivered in the preceding month.
- 12.3. The contractor is obligated to comply with Response Times outlined in Paragraph 7. ALL services that have lapsed beyond the applicable response time and are outstanding at the time of invoice submission shall be disclosed in the form of a report. A sample Report is attached. The minimum information required on this report is:
  - 12.3.1. date;
  - 12.3.2. reporting month;
  - 12.3.3. DND 2162 serial number;
  - 12.3.4. article;
  - 12.3.5. work description;
  - 12.3.6. date article received;
  - 12.3.7. expected return date;
  - 12.3.8. reason for delay;
  - 12.3.9. contractor's signature.
- 12.4. Invoices shall, at a minimum, include the following:
  - 12.4.1. contract item number, as specified in Annex B;
  - 12.4.2. quantity of work completed;
  - 12.4.3. unit cost;
  - 12.4.4. extended cost; and
  - 12.4.5. total invoice cost.
- 12.5. Three copies of the invoice are to be forwarded to the applicable ordering office.
  - 12.5.1. Base Logistics  
Centralized Contracting Cell  
2519 Provo Wallace St.  
Building D-206, HMC Dockyard  
Maritime Forces Atlantic  
PO Box 99000 Station Forces  
Halifax, NS B3K 5X5  
Contact OPI: Client Services Supervisor  
Phone: 902-427-3321  
Fax: 902-427-6267
  - 12.5.2. Base Logistics  
Shearwater Supply Group  
240 Bonaventure Ave.  
Building 30  
Maritime Forces Atlantic  
PO Box 5000 Station Main  
Shearwater, NS B0J AA0  
Contact OPI: Client Services Supervisor  
Phone: 902-720-1577  
Fax: 902-720-1723

### 13. PRICING

13.1. Pricing shall be in accordance with the Basis of Payment at Annex B.

13.2. Pricing shall be given per line item and include all pick-up, delivery and labor charges required to perform the task. Applicable taxes shall be listed separately.

#### 14. INSPECTION

14.1. Final inspection shall rest solely with the Service Site Authority. Services rendered shall meet standards and requirements outlined. Services which are deemed unsatisfactory and not in compliance with **A-DH-26-000-AG-001, Canadian Forces Dress Instructions Manual** shall be returned to the contractor with a copy of the DND 2162 for reconsideration at no additional cost to the Crown.

14.2. The contractor shall comply with the firm Response Times indicated in paragraph 7. Failure to meet the Response Times is non-compliant with the terms of the contract and may result in termination of the contract for default.

#### 15. SERVICE SITE AUTHORITY

15.1. The Service Site Authorities shall be responsible for the monitoring of contractor performance, inspection, and for confirming that required services have been completed under the terms and conditions stated herein.

15.1.1. Base Logistics  
Centralized Contracting Cell  
2519 Provo Wallace St.  
Building D-206, HMC Dockyard  
Maritime Forces Atlantic  
PO Box 99000 Station Forces  
Halifax, NS B3K 5X5  
Contact: TBD (902) 427-3200

15.1.2. Base Logistics  
Shearwater Supply Group  
240 Bonaventure Ave.  
Building 30  
Maritime Forces Atlantic  
PO Box 5000 Station Main  
Shearwater, NS B0J 3A0  
Contact: TBD 720-1611

#### 16. MISCELLANEOUS ALTERATION AND REPAIR SERVICES

16.1. Contractor shall provide alteration and repair services for work not included in the Statement of Work or as defined in Annex B. Prior to such work being performed, the contractor, upon request from the site authority, shall provide an estimated cost for requested services. The site authority shall retain the right to accept or reject any estimated offer.

#### 17. ADDITIONAL REQUIREMENTS

17.1. DND reserves the right to add repair or alteration services to Annex B Basis of Payment during the Contract period.



National Défense  
 Defence nationale

WORK ORDER CONTROL NO.  
 N° DE CONTRÔLE DE LA COMMANDE DE TRAVAIL

**CLOTHING / FOOTWEAR: REPAIRS OR ALTERATIONS**  
**VÊTEMENTS / CHAUSSURES : RÉPARATIONS OU RETOUCHES**

NAME – NOM	RANK – GRADE	SN – NM
PHONE – N° DE TÉL.	BASE – STATION	

<b>FOR TAILOR'S USE</b> <b>À L'USAGE DU TAILLEUR</b>	
DATE IN DATE REÇU	▶
ANTICIPATED COMPLETION DATE DATE ANTICIPÉE D'ACHEVEMENT	▶

NO. N°	ARTICLE	WORK REQUIRED TRAVAIL À ÊTRE EXÉCUTÉ	CONTRACT NO. N° DU CONTRAT	QTY QTÉ	PRICE PRIX	EXTENSION PRIX TOTAL
<b>TOTAL COST OF SERVICE</b> <b>PRIX TOTAL DU TRAVAIL</b>						▶

APPROVED FOR (B SUP O)  
 APPROUVÉ POUR (O APPRO B)

DSS 942 / DND 626 SERIAL NO.  
 N° DE SÉRIE DE LA FORMULE DSS 942 / DND 626

RECEIVED IN GOOD ORDER (MEMBER) REÇU EN BON ÉTAT (MEMBRE)	SIGNATURE	DATE
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**DISTRIBUTION:** COPY 1 (WHITE) – CONTRACTS SECTION  
 COPY 2 (YELLOW) – MEMBER  
 COPY 3 (PINK) – CONTRACTOR / TAILOR  
 (as applicable)

COPIE 1 (BLANCHE) – SECTION DES CONTRATS  
 COPIE 2 (JAUNE) – MEMBRE  
 COPIE 3 (ROSE) – ENTREPRENEUR / TAILLEUR  
 (selon la cas)

SERIAL NO. – N° DE SÉRIE

**1810014**

NOTE: MEMBER MUST SURRENDER COPY 2 (YELLOW) TO REDEEM ARTICLES

NOTA : LE MEMBRE DOIT REMETTRE LA COPIE 2 (JAUNE) POUR REPRENDRE SES ARTICLES

DND 2162 (8-93) 7530-21-911-0280

Design: Forms Management 613-957-6899 (02-2012)  
 Conception : Gestion des formulaires 613-957-6906





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat W0100-211248
Security Classification / Classification de sécurité UNCLAS

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Department of National Defence	2. Branch or Directorate / Direction générale ou Direction BLog Contracts Service Contracts	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail The provision of tailoring and alteration services for Maritime Forces Atlantic on an as is and when required basis in support of Clothing Stores located at HMC Dockyard and CFB Shearwater. The contractor picks up the work and delivers it to the site authority. This occurs three times a week at CFB Shearwater; and daily at HMC Dockyard. In addition, on site fitting services are provided at both locations and the contractor is to provide the staff that perform this service.		
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"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> 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<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>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 CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL	A		B	C					
Information / Assés / 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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).