

# FOR THE PROVISION OF TAILORING SERVICES FOR THE CEREMONIAL GUARD

## 1. Scope

### 1.1 Purpose

The purpose of this statement of work (SOW) is to define the tailoring support services required for the Ceremonial Guard (CG) as well as outline the scope, the deliverables and the conditions that apply to this requirement.

### 1.2 Background

Ceremonial Guard is considered the top military marching band in Canada and is comprised of the Governor General's Foot Guards (GGFG) and the Canadian Grenadier Guards (CGG) and is mandated to deliver a roster of performances including the providing of sentry tasks, changing of the guard, guard of honor tasks, and participate in musical performances for both public and military events in the National Capital Region (NCR). They are comprised of guardsmen, musicians, and staff members.

The majority of performances by the Ceremonial Guard are summer based and include numerous tasks where tailoring service requirements increase exponentially necessitating an on-going shoe tailoring service Contract with the capability to accommodate a high capacity of quality tailoring and repairs, fast turn-around, and particular care with regards to special uniform pieces and accoutrements.

### 1.3 Abbreviations and Acronyms

The following abbreviations and acronyms are used in this SOW:

CG	Ceremonial Guard
CGG	Canadian Grenadier Guards
DND	Department of National Defence

GGFG	Governor General's Foot Guards
NCR	National Capital Region
SOW	Statement of Work
TA	Technical Authority

## 2. Requirement

The contractor must provide tailoring services to the standard and extent identified in ANNEX A of this SOW on an “as and when requested” basis during our performance and off-season.

### 2.1 Tasks

The contractor must be capable of carrying out alterations on up to 40 uniforms including any subsequent fittings. Tailors must be experienced and prepared to handle a high volume of alterations in a short time frame, and must provide the quality of work that is requested.

- a. Performance Season (Approximately 60-110) scarlet tunics and trousers and 15 – 25 piper doublets)
  - i. Band Fitting

#### 2.1.1 Tailoring services

##### Band Fitting

- a. In mid May the Ceremonial guard band requires fitting for upwards 50 Rank and File Members
- b. The contractor must be able to handle approximately 40 - 60 tunics for fitting over the 28<sup>th</sup> of May, and then a confirmation fitting on the 12<sup>th</sup> June (date subject to change). Refer to paragraphs 26. of Annex A for details about the fitting exercises.
- c. The contractor must have completed all work on the tailor tag provided at the second fitting, and have all tunics returned to Ceremonial Guard RQ no later than 18 June 2025, and all work complete
- d. The time for the first fitting and 2<sup>nd</sup> fitting will be provided by ceremonial guard RQ before.
- e. As per Annex A, the correct seam name to be altered will be called when doing fittings and will be inscribed on tailoring tags.

- f. Reference Annex B for Threads to be used
- g. Work for Band fitting is to be completed and delivered by 04 June 2025.

### **Tasks and Deliverables**

3.1 All garments forwarded for alterations and repairs must be pressed and returned on clothes hangers unless other instructions are given. Clothing repair tags must not be removed from garments. If removal becomes necessary to effect repairs or alterations, the tags must be put on same tunics..

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

3.3 Invoice with work and pricing that was completed

3.4 Returned tailoring tag attached to tunic

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

3.6 Pick-up and deliveries must be coordinated through the supervisor of the clothing store in charge of Ceremonial Guard Supply telephone

613-447-8320. DND will provide the Contractor with a schedule detailing the work to be performed, two weeks in advance.

3.7 If necessary upon contract award, the ceremonial guard may request tailoring of one complete drummers uniform to demonstrate the suppliers ability prior to the fitting that takes place on the 13<sup>th</sup> May. Work for the test fitting must be completed by the 8<sup>th</sup> of May 2025.

#### **PICK UP AND DROP OFF LOCATIONS**

- 4.1 The primary tailoring and drop-off location is at 1745 Alta Vista Drive, Ottawa, ON.
- 4.2 The work must be performed at the Contractor's facility

#### **TECHNICAL AUTHORITY**

- 5.1 The TA for this requirement will be the primary point of contact for Contractor personnel.
- 4.2 Any communication with the Contractor regarding the quality of Work performed pursuant to this Contract must be undertaken by official correspondence through the Contracting Authority.

#### **PICK UP AND DROP OFF LOCATIONS**

- 4.1 The primary tailoring and drop-off location is at 1745 Alta Vista Drive, Ottawa, ON.
- 4.2 The secondary tailoring pick-up and drop-off location is at Carleton University, 1125 Colonel By Drive, Ottawa, ON, K1S 5B6.
- 4.3 The choice of either primary or secondary pick-up and drop-off location outlined in (4.1) and (4.2) shall be determined solely by the Technical Authority and communicated to the Contractor on a per-service basis.
- 4.5 The work must be performed at the Contractor's facility

#### **TECHNICAL AUTHORITY**

- 5.1 The TA for this requirement will be the primary point of contact for Contractor personnel.



## ANNEX A TAILORING SERVICES FOR CEREMONIAL GUARD

### Ranks, Titles and Abbreviations Contract

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

#### 1. COLLAR

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

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

**QTY:** 10

**Per garment \$ 100**

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

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

**QTY:** 10

**Per garment \$ 150**

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

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

**QTY:** 20

**Per garment \$ 150**

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

QTY: 10 per year

Per garment \$ 10 per hook

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

QTY: 10 per year

Per garment \$ 20

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

QTY: 1 per year – CANNOT MANUFACTURE

Per garment \$

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

QTY: 10 per year

Per garment \$ CANNOT MANUFACTURE

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

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

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

QTY: 25 per year

Per side \$ 200

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

QTY: 15 per year

Per side \$ 110

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

QTY: 15 per year

Per side \$ 90

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

QTY: 25 per year

Per side \$ 150

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

QTY: 15 per year

Per side \$ 110

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

QTY: 15 per year

Per side \$ 175

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

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

QTY: 20 per year

Per side \$ 175

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

**QTY: 30 per year**  
**Per side \$ 110**

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

QTY: 15 per year  
**Per side \$ 90**

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

QTY: 30 per year  
**Per side \$ 110**

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

QTY: 15 per year  
**Per side \$ 125**

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

QTY: 25 per year  
**Per side \$ 125**

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

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

QTY: 10 per year  
**Per side \$ 150**

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

## **5. TAKE IN SHOULDERS**

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

QTY: 10 per year  
**Per side \$240**

## **6. ENLARGE FRONT ARMHOLES FROM FRONT CHEST**

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

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

QTY: 50 per year  
**Per side \$ 240**

## **7. SHORTEN or LENGTHEN TUNIC**

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

side. Lengthen skirt (lengthen only if fabric is available).

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

QTY: 20 per year

**Per side \$150**

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

**b. Shorten / lengthen tunic, back slash area.**

QTY: 25 per year

**Per side \$ 180**

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

**c. Shorten tunic from front piping to side seam.**

QTY: 10 per year

**Per side \$ 90**

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

**d. Shorten tunic all round.**

QTY: 10 per year

**Price: \$ 250**

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

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

**8. REPAIR SLEEVE LINING**

QTY: 5 per year

**Per sleeve \$100**

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

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

QTY: 20 per year

**Per side \$ 150**

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

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

QTY: 20 per year

**Per side \$ 175**

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

**QTY: 20 per year**

**Per side \$ 100**

**NOTE:** New sleeve slash will be provided by DND.

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

**QTY: 10 per year**

**Per side \$ 150**

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

**QTY: 10 per year**

**Per year \$tbd**

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

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

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

**QTY: 50 per year**

**Per side \$ 75**

#### **11. INSTALL DARTS ON TUNICS**

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

**QTY: 10 per year**

**Price per tunic \$ 150**

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

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

**QTY: 5 per year**

**Per side \$ 180**

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

**Qty: 5 per year**

**Per side \$ 250**

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

**Qty: 0 per year**

**Per garment \$300**

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

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

with new accoutrements.

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

QTY: 1 per year

**Per sleeve \$ 150**

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

QTY: 1 per year

**Per sleeve \$ 180**

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

QTY: 1 per year

**Per collar \$ 75**

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

QTY: 1 per year

**Per epaulette \$ 100**

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

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

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

QTY: 1 per year

**Per garment \$ 2500**

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

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

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

**a. Cuffs.**

QTY: 2 per year

**Per cuff \$ 500**

**b. Sleeve Slashes.**

Qty: 2 per year

**Per back slash \$ 150**

**d. Back Slashes.**

QTY: 2 per year

**Per back slashes \$ 225**

**e. Collar.**

Qty: 2 per year

**Per collar \$ 100**

**f. Epaulettes.**

QTY: 2 per year

**Per epaulette \$ 100**

#### **16. MANUFACTURING OF CUFFS FOR MWO/CWO.**

If new contractor, a pre-production sample must be produced. Sample to be manufactured as per design and sample from CG Supply. Contractor must follow exactly the pattern given.

Once a pre-production is approved by CG, Contractor produce the remaining depending on quantities required.

QTY: 2 per year

**Per Cuff TBD**

**NOTE:** Material will be supplied by DND

#### **17. MANUFACTURING OF SLEEVE SLASHES FOR MWO/CWO**

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

QTY: 2 per year

**Per slash TBD**

**NOTE:** Material will be supplied by DND

#### **18. MANUFACTURING OF EPAULETTES FOR MWO/CWO**

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

QTY: 2 per year

**Per epaulette TBD**

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

#### **19. MANUFACTURE SPECIAL SIZE TUNIC**

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

**a. Officers and CWO/MWO.**

QTY: 1 per year

**Per Tunic \$TBD**

**b. C/Sgt, Sgt and Jr NCM.**

**Per Tunic \$TBD**

#### **20. BADGES, RANK AND INSIGNIAS**

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

**a. Remove Rank insignias.**

QTY: 50 per year

**Per Badge \$ 15**

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

QTY: 80 per year

**Per Badge \$ 40**

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

QTY: 50 per year

**Per Insignia 15**

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

Qty: 100 per year

**Per Insignia \$ 50**

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

QTY: 10 per year

**Per Insignia 15**

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

QTY: 10 per year

**Per Insignia 40**

## **21. BUTTONS**

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

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

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

QTY: 1500 per year

Sleeve slashes (max 8) **per button 6**

Rear slash (max 8) **per button 6**

Front CGG (max 8) **per button 6**

Front CGFG (max 8) **per button 6**

**b. Sew on buttons.**

**QTY: 200 per year**

Rear slash belt level (max 2) **per button 8**

Epaulette buttons (max 2) **per button 8**

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

QTY: 10 per year

## Per Button 6

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

QTY: 20 per year

Per Button **CANNOT ADJUST BUTTONHOLE**

## 22. BELT KEEPERS

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

QTY: 5 per year

**Per Hook \$20**

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

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

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

Estimation QTY 3

**Per round trip \$120**

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

Estimation QTY: 1

**Per round trip \$120**

**c. Saturday.**

Estimation QTY 1

**Per round trip \$120**

**d. Sunday.**

Estimation QTY 1

**Per round trip \$120**

**e. Statutory.**

Estimation QTY: 1

**Per round trip \$200**

## 24. TIME SPENT FOR FITTING

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

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

**PRICING PER HOUR \$60**

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

Estimation: 25

**Per hour \$60**

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

Estimation: 4

**Per hour \$60**

**c. Saturday.4**

Estimation: 4

**Per Hour \$60**

**d. Sunday.**

Estimation: 4

**Per Hour: \$60**

**e. Statutory Holidays.**

Estimation: 1

**Per hour \$120**

## **25. PICK UP/DELIVERY**

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

## **26. FITTINGS**

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

**a. First fitting (measurements and alterations).** Throughout the month of May and beginning of June, groups of 25 to 60 members, will be required to get measured and fitted. This fitting will take place at Clothing Store Ceremonial Guard. Fitting starts at approximately 07:30 A.M. and ends when everybody for that day is fitted. Tunics to be altered will be taken to the contractor's shop the same day by the contractor. The contractor must ensure that he has sufficient room in his vehicle to take all uniforms (max 60) and ensure that his vehicle is in a very clean state especially around the doors and trunk opening. If tunics get stained during manipulation or transport, the Contractor will be responsible for dry cleaning costs and if tunics are still stained coming back from the dry cleaners, the Contractor will be required to reimburse the crown the full amount of the price of the garment. This will be applicable during all deliveries and/or pickup by Contractor.

**b. Second fitting (more alterations) all GGFG or CGG.** Second fittings are usually done the second week of June depending on CG's schedule. Done at Carleton University during the normal working hours or at night depending of CG's schedule. Tailoring tags from the initial fitting will be verified and work inspected. This fitting is spread out in three days. As per past years, many more alterations are still needed at this stage. Contractor will again transport all tunics to their shop that need alterations.

**c. Final fitting (final adjustments) all GGFG or CGG.** Usually done 5 to 6 days after the second fitting. This fitting is done at night at the Carleton University. This fitting is the most crucial. Individuals will be inspected thoroughly for fit and look. Again tailoring tags will be verified and past alterations inspected. It is frequent at this stage that many alterations are still required. The time remaining for parade on Parliament Hill is extremely limited. Tailors will have to do their utmost in order to finish all alterations on time. No delays in delivery will be permitted. This fitting is usually shared over three nights starting around 18:00 and finishing around 22:00. This is approximate and can easily be different due to schedule and tasking.

**27. ADDITIONAL TAILORING FOR WORK NOT SPECIFIED.**

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

**Estimation: 50 hrs**

**Per hour \$60**

## ANNEX B

Thread to be used for the various jobs will be as follows: a. For cuffs, collars and sleeve lining, hand sewing waxed thread size A or higher quality is required; NOTE: Sleeve-lining thread should be doubled. b. Hems and seams ETC...that requires machine sewing; use playcore #50 thread or equivalent matching colour being sewn.

## TAILORING SERVICES FOR GGFG AND CGG FIGURES FIGURE

FIGURE 1 - GENERIC JACKET - FRONT VIEW

FIGURE 2 - GENERIC JACKET - BACK VIEW

FIGURE 3 - COLLAR/ HOOK/ TAB

FIGURE 4 - BACK SEAM DIAGRAMS

A: Top to bottom

B: Chest area

C: Waist Area

FIGURE 5 - BACK SEAM DIAGRAMS

D: Skirt Area

E: Chest Waist Area

F: Waist and Skirt Area

FIGURE 6 - SIDE SEAM DIAGRAMS

A: Top to Bottom

B: Chest Area

C: Waist Area

FIGURE 7 - SIDE SEAM DIAGRAMS

D: Skirt Area

E: Chest Waist Area

F: Waist and Skirt Area

FIGURE 8 - SLEEVE SLASH "CGG"

FIGURE 9 - SLEEVE SLASH "GGFG"

FIGURE 10 - BACK SLASH "GGFG"

FIGURE 11 - BACK SLASH "CGG"

FIGURE 12 - PARTIAL VIEW OF CUFF AND SLEEVE SHOWING SASH

FIGURE 1: GENERIC JACKET - FRONT VIEW

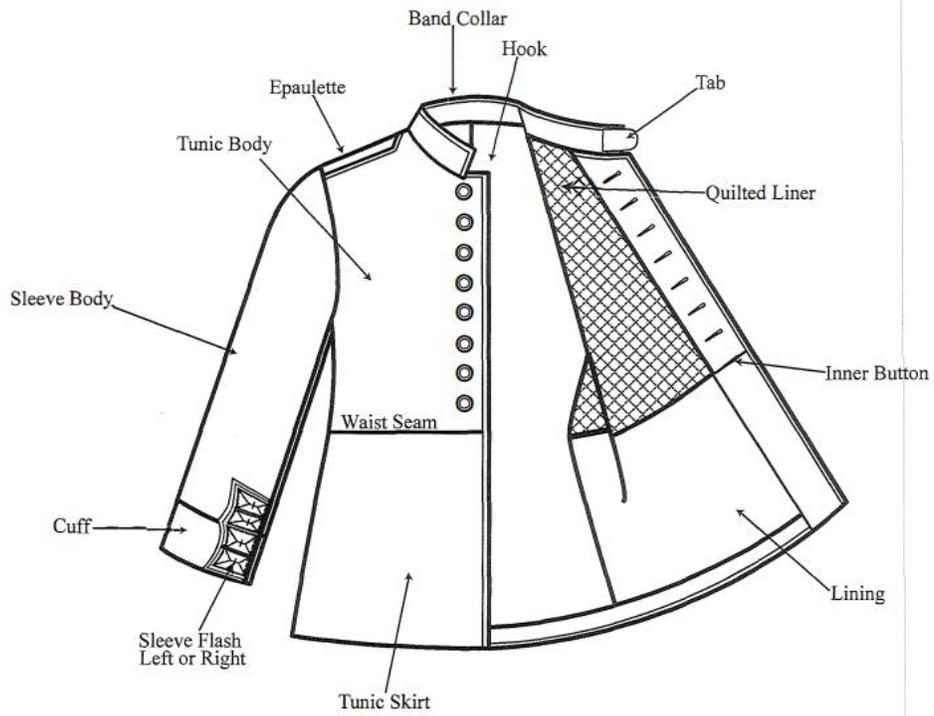


FIGURE 2: GENERIC JACKET - BACK VIEW

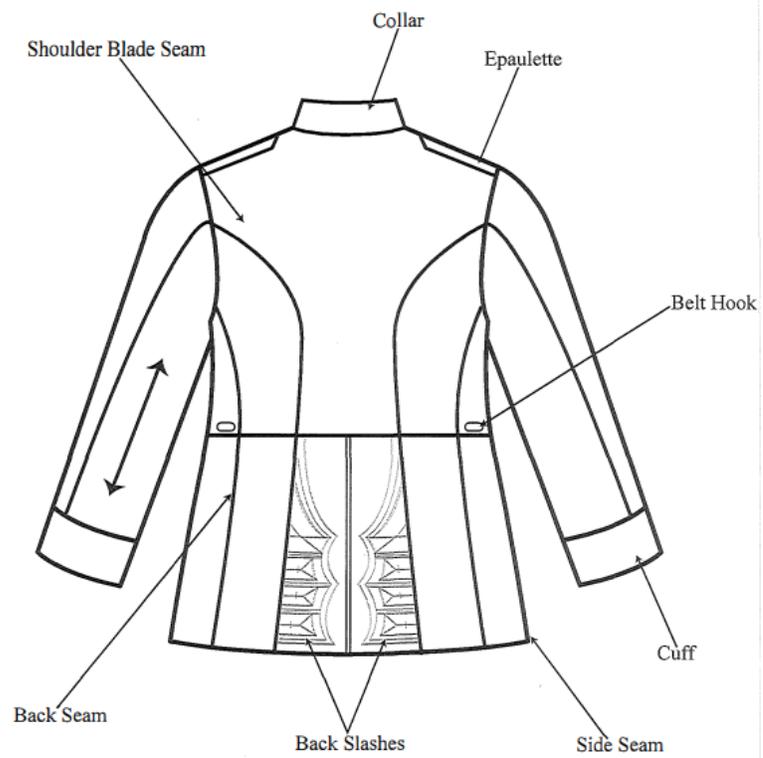
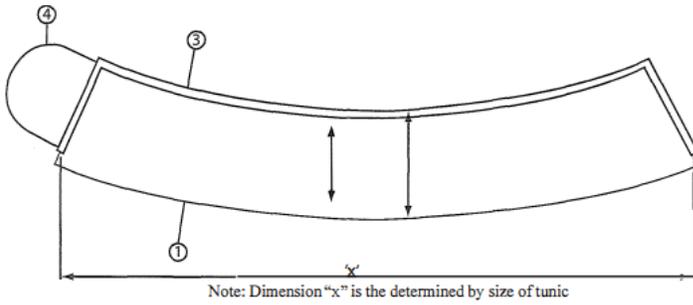
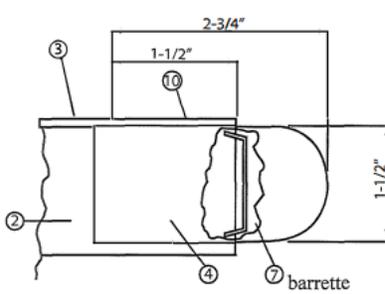


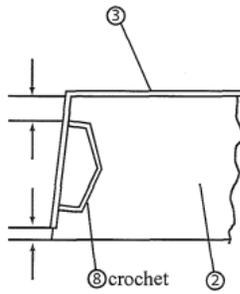
FIGURE 3: COLLAR / HOOK / TAB



ARTICLE NO	NOMENCLATURE	DESCRIPTION	SPECIFICATION
1	BODY	CLOTH, WORSTED, SERGE NAVY BLUE	D-80-001-012/SF001
2	LINING	CLOTH, MELTON WOOL, WHITE	D-80-001-042/SF001
3	PPING	CLOTH, MELTON WOOL, WHITE	D-80-001-042/SF001
4	CURTAIN COLLAR HOOK		COMMERCIAL
5	INTERLINING	OUTER PLY MYLAR	COMMERCIAL
6	COLLAR	INNER PLY BUCKRAM	COMMERCIAL
7	BAR, COLLAR		COMMERCIAL
8	HOOK, COLLAR		COMMERCIAL
9	THREAD SEAMS AND STITCHES	SIZE 3/125 TYPE 2 OU	PSNL-9-3-1
10	THREAD, FILLING	SIZE 75 TYPE 2	4-GR-131



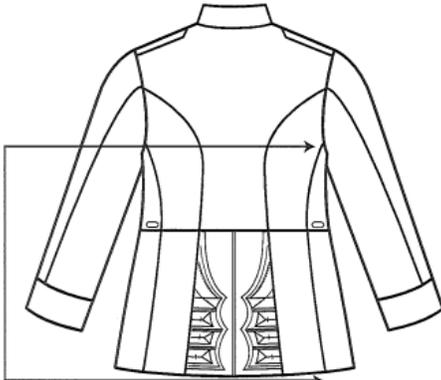
Partial inside view showing curtain and collar bar



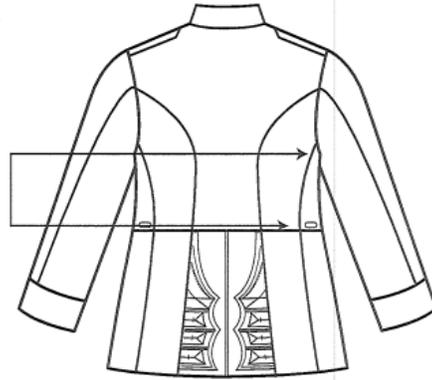
Partial inside view showing hook

- Note:
1. For components & material of components not specified, see applicable specification
  2. Sewing - unless otherwise specified: All stitching shall be 1/16 +/- 1/ from edge.
  3. ← → Denotes direction of warp

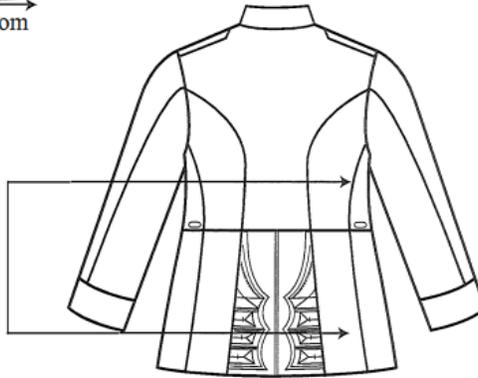
FIGURE 4: BACK SEAM DIAGRAMS



A: Top to bottom

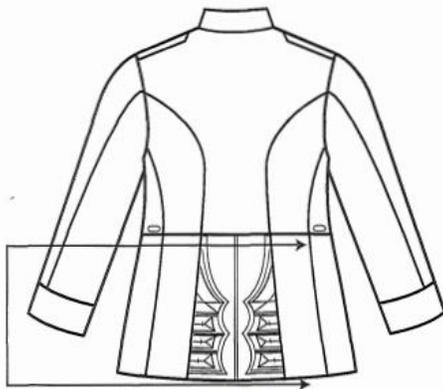


B: Chest area

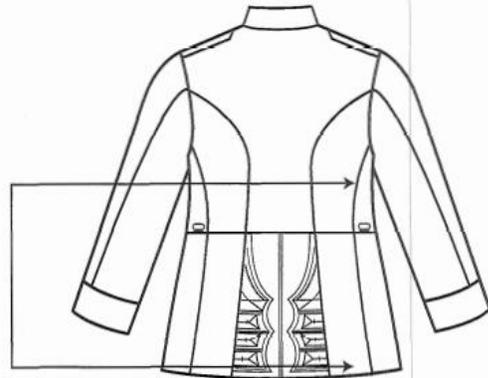


C: Waist Area

FIGURE 5: BACK SEAM DIAGRAMS



D: Skirt Area



E: Chest Waist Area



F: Waist and Skirt Area

FIGURE 6: SIDE SEAM DIAGRAMS

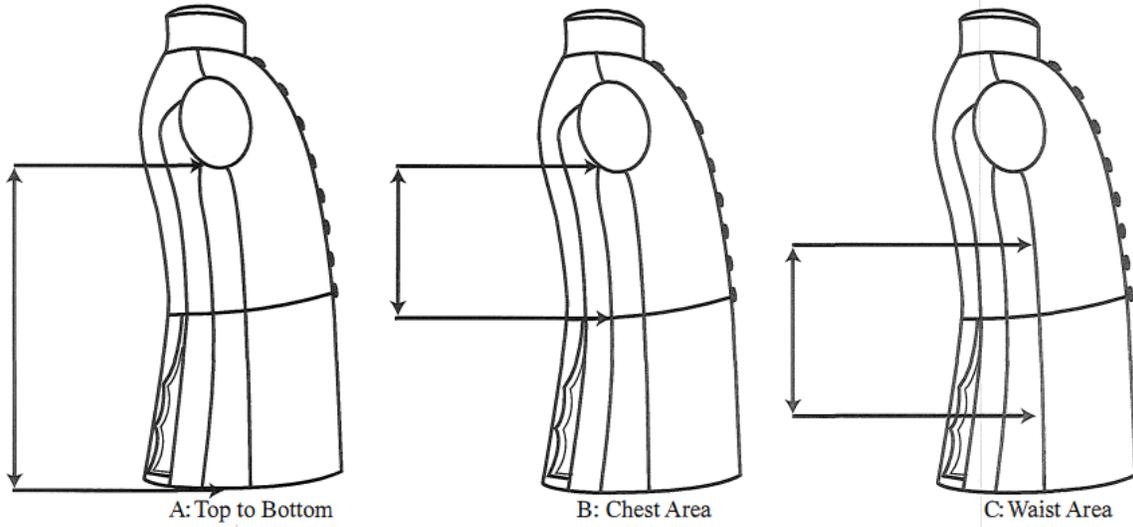


FIGURE 7: SIDE SEAM DIAGRAMS

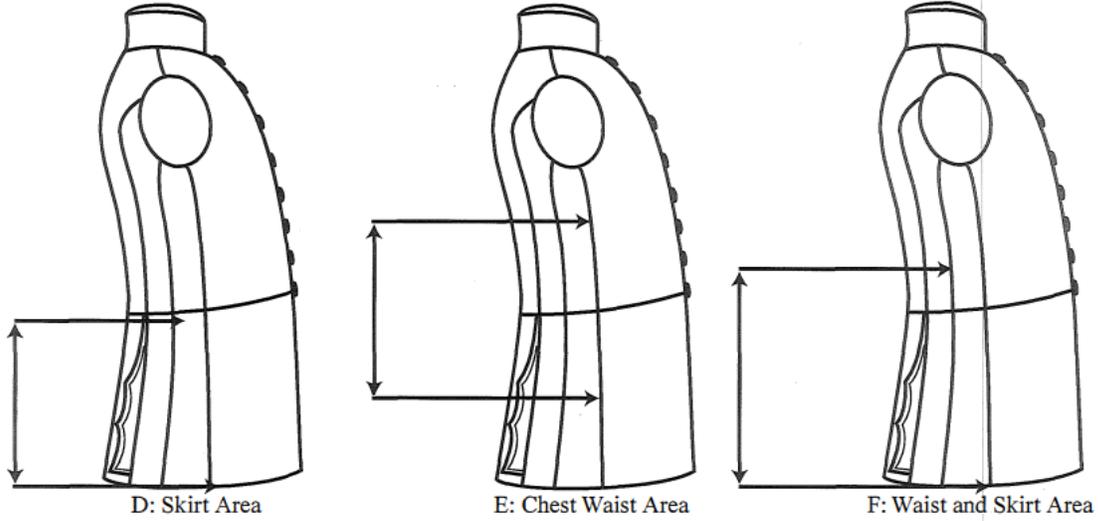


FIGURE 8: SLEEVE SLASH "CGG"

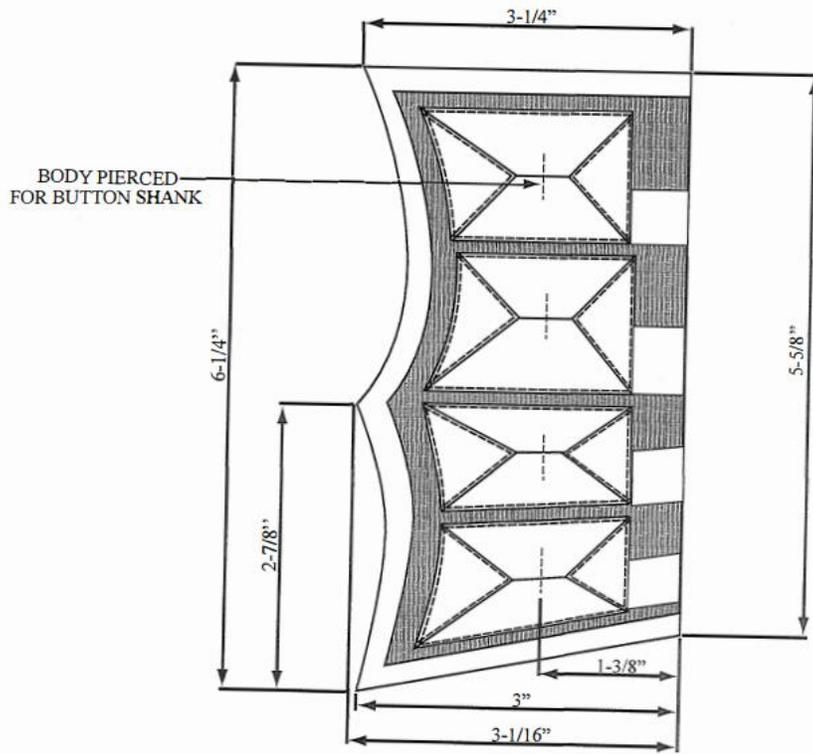


FIGURE 9: SLEEVE SLASH "GGFG"

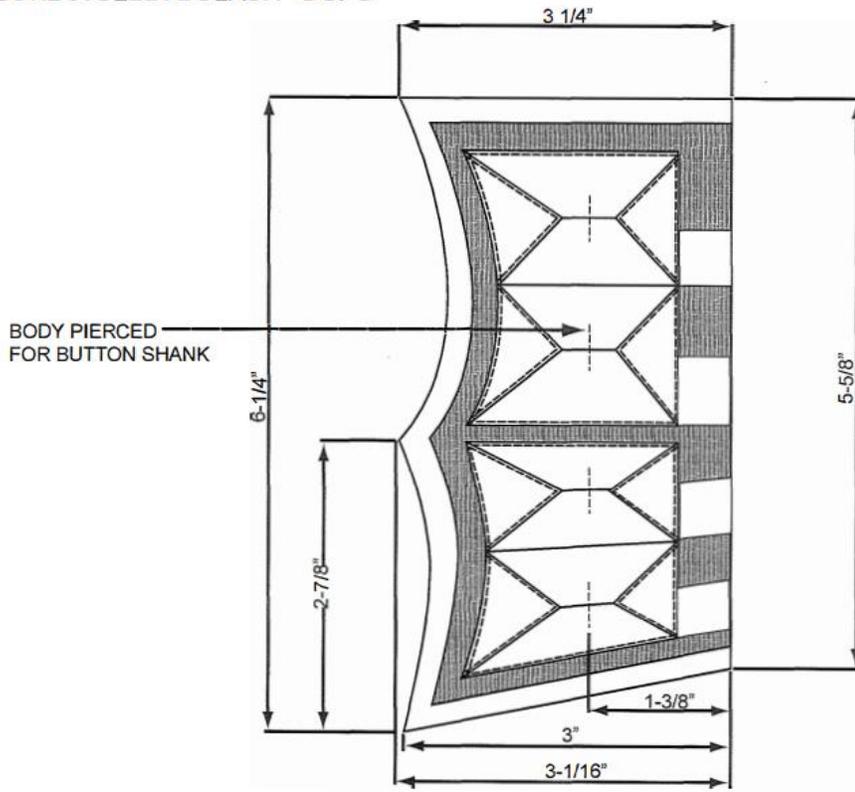
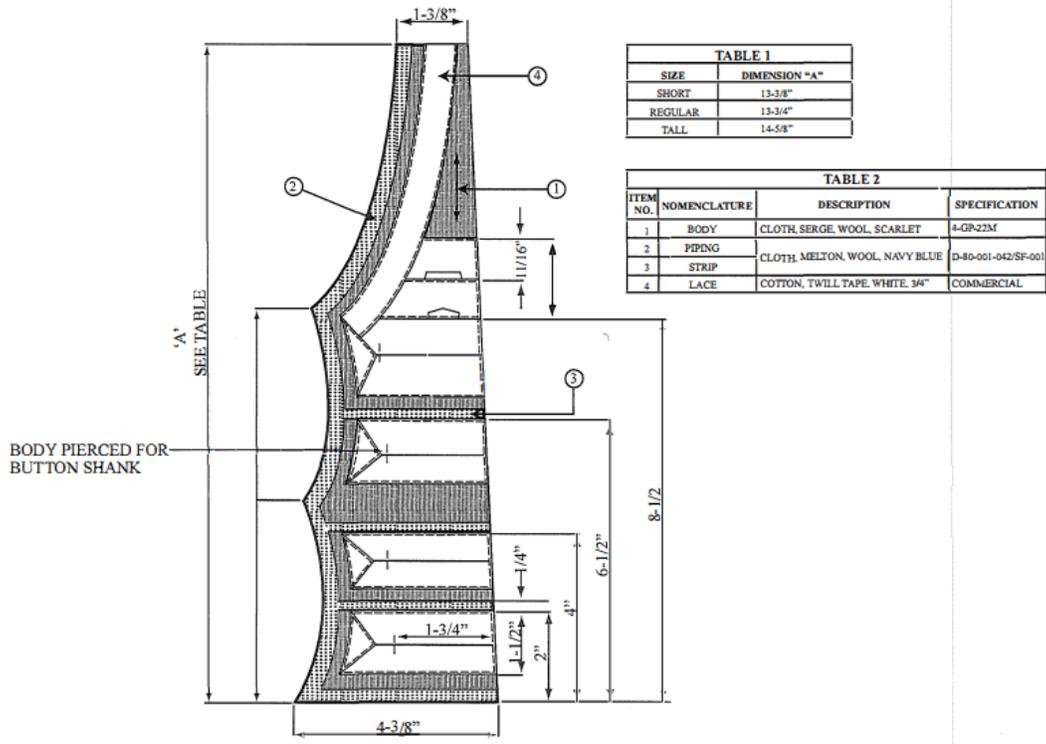


FIGURE 10: BACK SLASH "GGFG"



SIZE	DIMENSION "A"
SHORT	13-3/8"
REGULAR	13-3/4"
TALL	14-5/8"

ITEM NO.	NOMENCLATURE	DESCRIPTION	SPECIFICATION
1	BODY	CLOTH, SERGE, WOOL, SCARLET	4-GR-22M
2	PIPING	CLOTH, MELTON, WOOL, NAVY BLUE	D-80-001-042/SF-001
3	STRIP		
4	LACE	COTTON, TWILL TAPE, WHITE, 3/4"	COMMERCIAL

FIGURE 11 : BACK SLASH "CGG"

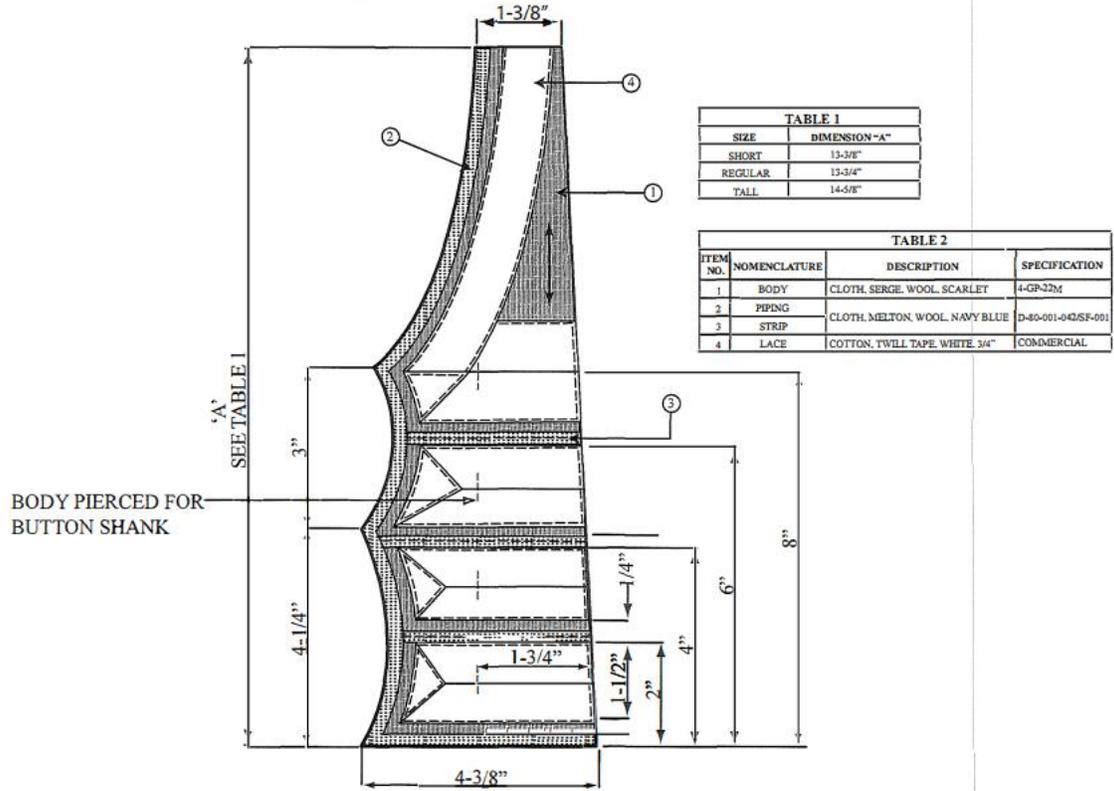
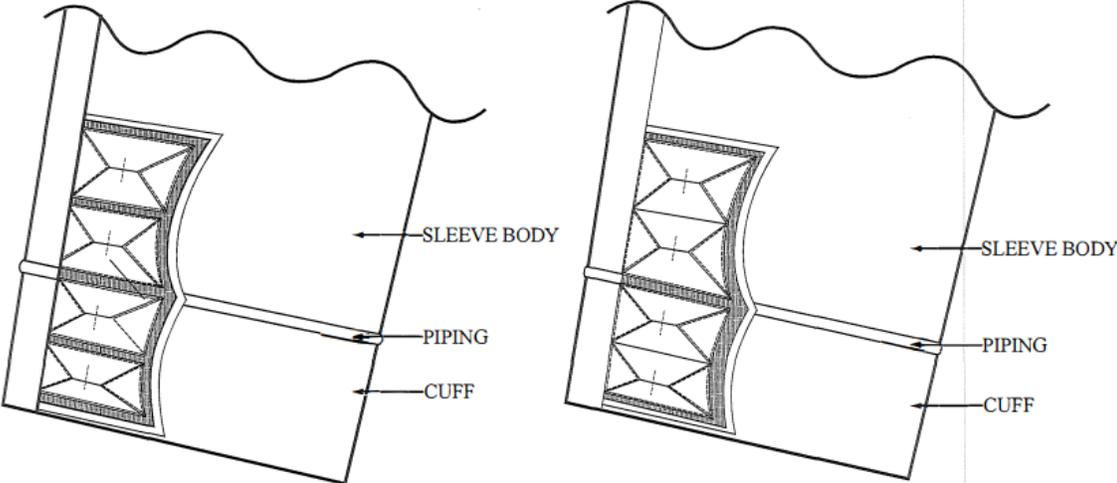


FIGURE 12: PARTIAL VIEW OF CUFF AND SLEEVE SHOWING SASH



SLEEVE SLASH CGG

SLEEVE SLASH GGFG