



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 645-2008

SUPPLY AND DELIVERY OF POLICE SHIRTS

TABLE OF CONTENTS

PART A - BID SUBMISSION

Form A: Bid	1
Form B: Prices	3

PART B - BIDDING PROCEDURES

B1. Contract Title	1
B2. Submission Deadline	1
B3. Enquiries	1
B4. Addenda	1
B5. Substitutes	2
B6. Bid Submission	2
B7. Bid	3
B8. Prices	4
B9. Qualification	4
B10. Opening of Bids and Release of Information	5
B11. Irrevocable Bid	5
B12. Withdrawal of Bids	5
B13. Evaluation of Bids	6
B14. Award of Contract	6

PART C - GENERAL CONDITIONS

C0. General Conditions	1
------------------------	---

PART D - SUPPLEMENTAL CONDITIONS

General

D1. General Conditions	1
D2. Unfair Labour Practices	1
D3. Scope of Work	1
D4. Contract Administrator	1
D5. Notices	1

Submissions

D6. Authority to Carry on Business	2
------------------------------------	---

Schedule of Work

D7. Commencement	2
D8. Delivery	2
D9. Orders	2
D10. Records	2

Measurement and Payment

D11. Invoices	3
D12. Payment	3

Indemnity

D13. Indemnity	3
----------------	---

Warranty

D14. Warranty	3
---------------	---

PART E - SPECIFICATIONS

General

E1. Applicable Specifications and Drawings	1
E2. General	1
E3. Stitching	1
E4. Quality	1
E5. Materials	2
E6. Shirts Construction:	3

E7. Packaging and Labelling of Containers:	4
E8. Containers:	4
E9. Sizes:	4
E10. Inspection and Acceptance:	4
E11. Fabric Specifications:	4
E12. Colour Specifications	5

PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY AND DELIVERY OF POLICE SHIRTS

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, September 5, 2008.

B2.2 Bids determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. ENQUIRIES

B3.1 All enquiries shall be directed to the Contract Administrator identified in D4.1.

B3.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, or is unsure of the meaning or intent of any provision therein, the Bidder shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B3.3 If the Bidder is unsure of the meaning or intent of any provision therein, the Bidder should request clarification as to the meaning or intent prior to the Submission Deadline.

B3.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator to all Bidders by issuing an addendum.

B3.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B3.6 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

B4. ADDENDA

B4.1 The Contract Administrator may, at any time prior to the Submission deadline, issue addenda correcting errors, discrepancies or omissions in the Bid Opportunity, or clarifying the meaning or intent of any provision therein.

B4.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.

B4.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>

B4.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Division internet site for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B4.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 7 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

B5. SUBSTITUTES

- B5.1 The Work is based on the materials, equipment, methods and products specified in the Bid Opportunity.
- B5.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B5.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least seven (7) Business Days prior to the Submission Deadline.
- B5.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the material, equipment, method or product as either an approved equal or alternative;
 - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
 - (c) identify any anticipated cost or time savings that may be associated with the substitute;
 - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract;
 - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the Contract.
- B5.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.
- B5.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.
- B5.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.
- B5.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B5.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative may base his Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B13.
- B5.9 No later claim by the Contractor for an addition to the price(s) because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

B6. BID SUBMISSION

- B6.1 The Bid shall consist of the following components:
- (a) Form A: Bid;
 - (b) Form B: Prices.

- B6.2 Further to B6.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B5.
- B6.3 All components of the Bid shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Bid.
- B6.4 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B6.5 If the Bid Submission is submitted by mail, courier or personal delivery, it shall be enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address, and shall be submitted to:
- The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1
- B6.5.1 Samples or other components of the Bid Submission which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B6.6 Bidders are advised not to include any information/literature except as requested in accordance with B6.1.
- B6.7 Bidders are advised that inclusion of terms and conditions inconsistent with the Bid Opportunity document, including the General Conditions, may result in the Bid being determined to be non-responsive.
- B6.8 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to (204) 949-1178.
- B6.8.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- B6.9 Bids submitted by internet electronic mail (e-mail) will not be accepted.
- B7. BID**
- B7.1 The Bidder shall complete Form A: Bid, making all required entries.
- B7.2 Paragraph 2 of Form A: Bid shall be completed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, his name shall be inserted;
 - (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
 - (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
 - (d) if the Bidder is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B7.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B7.2.
- B7.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.
- B7.4 Paragraph 9 of Form A: Bid shall be signed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
- (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
- (d) if the Bidder is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B7.4.1 The name and official capacity of all individuals signing Form A: Bid should be printed below such signatures.

B7.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid and the Contract, when awarded, shall be both joint and several.

B8. PRICES

B8.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

B8.1.1 Prices on Form B: Prices shall include:

- (a) duty;
- (b) freight and cartage;
- (c) Provincial and Federal taxes [except the Goods and Services Tax (GST) and Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable] and all charges governmental or otherwise paid;
- (d) profit and all compensation which shall be due to the Contractor for the Work and all risks and contingencies connected therewith.

B8.1.2 Prices on Form B: Prices shall not include the Manitoba Association for Resource Recovery Corporation (MARRC) Environmental Handling Charge (EHC) which shall be extra where applicable.

B8.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.

B8.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B8.4 Prices from Non-Resident Bidders are subject to a Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B9. QUALIFICATION

B9.1 The Bidder shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business; and
- (b) be financially capable of carrying out the terms of the Contract; and
- (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.

- B9.2 The Bidder and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:
- (a) be responsible and not be suspended, debarred or in default of any obligations to the City. A list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt/debar.stm> .
- B9.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:
- (a) have successfully carried out work similar in nature, scope and value to the Work; and
 - (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
 - (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba).
- B9.4 The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.
- B9.5 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

B10. OPENING OF BIDS AND RELEASE OF INFORMATION

- B10.1 Bids will not be opened publicly.
- B10.2 Following the Submission Deadline, the names of the Bidders and their bid prices (unevaluated, and pending review and verification of conformance with requirements or evaluated prices) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>
- B10.3 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at <http://www.winnipeg.ca/matmgt>
- B10.4 The Bidder is advised that any information contained in any Bid may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

B11. IRREVOCABLE BID

- B11.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 8 of Form A: Bid.
- B11.2 The acceptance by the City of any Bid shall not release the Bids of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their Bids on such Work for the time period specified in Paragraph 8 of Form A: Bid.

B12. WITHDRAWAL OF BIDS

- B12.1 A Bidder may withdraw his Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.
- B12.1.1 Notwithstanding C21, the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.

- B12.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Bid or the Bidder's authorized representatives named in Paragraph 9 of Form A: Bid, and only such person, has authority to give notice of withdrawal.
- B12.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:
- (a) retain the Bid until after the Submission Deadline has elapsed;
 - (b) open the Bid to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 9 of Form A: Bid; and
 - (c) if the notice has been given by any one of the persons specified in B12.1.3(b), declare the Bid withdrawn.
- B12.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B11.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B13. EVALUATION OF BIDS

- B13.1 Award of the Contract shall be based on the following bid evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Bid Opportunity (pass/fail);
 - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B9 (pass/fail);
 - (c) Total Bid Price;
 - (d) economic analysis of any approved alternative pursuant to B5.
 - (e) costs to the City of administering multiple contracts.
- B13.2 Further to B13.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- (a) The bidder shall within seven (7) Calendar days of a request by the Contract Administrator, provide representative samples of the goods offered.
- B13.3 Further to B13.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his Bid or in other information required to be submitted, that he is responsible and qualified.
- B13.4 Further to B13.1(c), the Total Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices.
- B13.5 This Contract will be awarded as a whole.

B14. AWARD OF CONTRACT

- B14.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B14.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Bids are determined to be responsive.
- B14.2.1 Without limiting the generality of B14.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;

- (b) the prices are materially in excess of the prices received for similar work in the past;
- (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
- (d) only one Bid is received; or
- (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.

B14.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid, in accordance with B13.

B14.3.1 Following the award of contract, a Bidder will be provided with information related to the evaluation of his Bid upon written request to the Contract Administrator.

B14.4 Notwithstanding C4 and Paragraph 5, the City will issue a purchase order to the successful Bidder in lieu of the execution of a Contract.

B14.5 The Contract Documents, as defined in C1.1(n) (ii), in their entirety shall be deemed to be incorporated in and to form a part of the purchase order notwithstanding that they are not necessarily attached to or accompany said purchase order.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for the Supply and Delivery of Goods* (Revision 2008 05 26) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for the Supply and Delivery of Goods* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division internet site at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.2 A reference in the Bid Opportunity to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Supply of Goods*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for the Supply and Delivery of Goods*, these Supplemental Conditions are applicable to the Work of the Contract.

D2. UNFAIR LABOUR PRACTICES

D2.1 Further to GC2.02, the Contractor declares that in bidding for the work and in entering into this contract, he and his subcontractors conduct their respective business in accordance with established international codes as they relate to child and forced labour embodied in United Nations (UN) and International Labour Organization (ILO) conventions as ratified by Canada.

The Contractor shall forfeit all claims under the Contract as well as refund to the City any monies paid to him, beyond his actual proven expenses for work done, if this declaration is shown to be false.

D3. SCOPE OF WORK

D3.1 The Work to be done under the Contract shall consist of supply and delivery of police shirts for the period of January 1, 2009 to December 31, 2011.

D3.2 The Work shall be done on an "as required" basis during the term of the Contract.

D3.2.1 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator and/or Users.

D3.2.2 Notwithstanding C7, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

D3.3 Notwithstanding D3.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of work performed under this Contract, or to terminate the Contract, upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is:

Craig Davill CIM, CPP
Winnipeg Police Service
472 Notre Dame Avenue
Winnipeg, MB R3C 1R5

Telephone No.: (204) 986-6141

Facsimile No.: (204) 986-6127

D5. NOTICES

D5.1 Notwithstanding C21.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following address or facsimile number:

The City of Winnipeg
Chief Financial Officer
Administration Building, 3rd Floor
510 Main Street

Winnipeg MB R3B 1B9
Facsimile No.: (204) 949-1174

SUBMISSIONS

D6. AUTHORITY TO CARRY ON BUSINESS

D6.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

SCHEDULE OF WORK

D7. COMMENCEMENT

D7.1 The Contractor shall not commence any Work until he is in receipt of a notice of award from the City authorizing the commencement of the Work.

D7.2 The Contractor shall not commence any Work until:

- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D6.
- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D8. DELIVERY

D8.1 Goods shall be delivered on an "as required" basis during the term of the Contract, f.o.b. destination, freight prepaid.

D8.1.1 Goods shall be delivered within sixty (60) Business Day(s) of the placing of an order, unless otherwise allowed by the User at the time of ordering.

D8.2 The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, at least two (2) Business Days before delivery.

D8.3 Goods shall be delivered between 8:30 a.m. and 4:30 p.m. on Business Days.

D8.4 The Contractor shall off-load goods as directed at the delivery location.

D9. ORDERS

D9.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.

D9.2 It is anticipated that the City will place orders for no less than three hundred shirts of various sizes per order.

D10. RECORDS

D10.1 The Contractor shall keep detailed records of the goods supplied under the Contract.

D10.2 The Contractor shall record, as a minimum, for each item listed on Form B: Prices:

- (a) user name(s) and addresses;

- (b) order date(s);
- (c) delivery date(s); and
- (d) description and quantity of goods supplied.

D10.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of the end of that quarter.

MEASUREMENT AND PAYMENT

D11. INVOICES

- D11.1 Further to C10, the Contractor shall submit an invoice for each order delivered.
- D11.2 Further to C21.4, the Contractor shall submit invoices to the locations designated at the time of ordering.
- D11.3 Invoices must clearly indicate, as a minimum:
- (a) the City's order number;
 - (b) date of delivery;
 - (c) delivery address;
 - (d) type and quantity of goods delivered;
 - (e) the amount payable with GST and MRST shown as separate amounts; and
 - (f) the Contractor's GST registration number.
- D11.4 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D12. PAYMENT

- D12.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.
- D12.2 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

INDEMNITY

D13. INDEMNITY

- D13.1 Notwithstanding C15, the Contractor shall indemnify the City in the amount of the Contract value.

WARRANTY

D14. WARRANTY

- D14.1 Warranty is as stated in C11.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

E1.1 These Specifications shall apply to the Work.

E1.2 The following are applicable to the Work:

<u>Specification No.</u>	<u>Specification Title</u>
CAN/CGSB 54.1-M90	PARTS 1 AND 2 - STITCHES AND SEAMS
CAN/CGSB-4.131-93	THREAD, COTTON OR POLYESTER COVERED

<u>Drawing No.</u>	<u>Drawing Name/Title</u>
1	Men's Shirts
2	Women's Shirts
3	Shirt Pockets
4	Carton Specifications

<u>Chart No.</u>	<u>Chart Name/Title</u>
1	Female Pattern
2	Male Pattern

E1.3 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B5.

E2. GENERAL

E2.1 This specification covers the fabrication and packaging of the shirts for men and women of the Winnipeg Police Service, long and short sleeves 65% polyester and 35% cotton.

E3. STITCHING

E3.1 There shall be not less than four (4) nor more than five (5) stitches per centimetre.

E3.2 All seams must be finished in accordance with the best commercial practice. All stress points must be reinforced with additional tacking as required by the best commercial practice, be of uniform construction and quality, and be free of any defects. All exposed fabric edges must be serged (or equivalent) to prevent fraying.

E4. QUALITY

E4.1 The quality of workmanship of all garments supplied under this Contract must be equal to or better than, those currently used by the Winnipeg Police Service.

E4.2 Bidders may view samples of garments currently in use by contracting the Contract Administrator.

E5. MATERIALS

E5.1 Fabric:

- (a) Material shall be 65% Polyester, 35% Cotton, 4.7 oz/yd₂. The fabric shall be Permapressed and sanforized, with residual shrinkage of 1%.
- (b) **The fabric shall meeting or exceeding the minimum requirements as detailed below (refer to E11).
- (c) The colour shall be Police Midnight Blue as specified in Section E12, the Winnipeg Police Service will provide swatches upon request.
- (d) The supplier shall provide the proof of it with is tender**

E5.2 Collar and Cuff Fusing:

- (a) Collar and cuff fusing shall be 100% Cotton pre shrunk, 4.4 oz/yd₂.
- (b) Coating shall be a high density polyethylene.
- (c) The colour shall be Black for the cuffs.
- (d) **Style "fusetop 603" from the company DHJ Canada Inc. is known to meet the above requirements**

E5.3 Collar Band and Shoulder Strap Fusing:

- (a) Collar band and shoulder strap fusing shall be 100% Cotton, 1.9 oz/yd₂.
- (b) Coating shall be P.V.A.
- (c) The colour shall be Black.
- (d) **Style "7600 Crease N Tack" from the company DHJ Canada Inc. is known to meet the above requirements**
- (e) ** Note: All fused interlinings must resist 50 washes. The fusing should be applied according to the supplier recommendation**

E5.4 Placket Interlining:

- (a) Front placket interlining shall be 100% Polyester woven, 3.6 oz/yd₂.
- (b) The colour shall be Black.
- (c) **Style "Mello D 250" from the company DHJ Canada Inc. is known to meet the above requirements**

E5.5 Collar Stay:

- (a) Collar stay shall be boomerang shape, plastic type of a thickness, 0.010 of an inch.

E5.6 Buttons:

- (a) Buttons must be four-hole style melamine, 20 lines, and must match the colour of the fabric, (black buttons are acceptable). Buttons must be of a design and quality level, which ensures that they will perform their function and maintain their appearance for the life of the shirt to which they are attached.
- (b) Buttons must be sewn onto the shirt with not less than 16 stitches per button and the thread must be locked after the stitching is complete.
- (c) Buttonholes must be positioned opposite the buttons and three quarter (¾) inch from the edge of the shirt.

E5.7 Thread:

- (a) Thread must be matched accordingly to colour, and construction to the materials used in manufacturing the shirts.

- (b) Polyester cotton covered (type 2, pursuant to CAN/CGSB 4.131.93 specification).

E5.8 Shoulder Flashes:

- (a) Shoulder flashes to be affixed as per drawing attached. The City will provide the shoulder flashes to the successful vendor. The shoulder flashes must be returned upon contract expiration or request.

E6. SHIRTS CONSTRUCTION:

E6.1 Front:

- (a) Front placket must be one and one half ($1\frac{1}{2}$) inch wide and topstitched one quarter ($\frac{1}{4}$) inch extending from collar band to bottom of shirt. The shirt shall have one (1) vertical pin tuck (sewing pleat), on the left front and one (1), on the right front. Pin tuck shall be lined up on the front with the centre of the pocket. The front placket is on the left side for men's shirt, and on the right side for the women's shirt. The women's shirt shall have two (2) bust darts.

E6.2 Back:

- (a) The shirt shall have two (2) verticals pins tucks (sewing pleats), on the back.

E6.3 Collar:

- (a) The collar height is two and seven eighth ($2\frac{7}{8}$) inch approx. and top stitched three sixteenth ($\frac{3}{16}$) inch from the edge. The collar shall have two (2) plies of fused interlinings. Permanent Boomerang collar stays of two and one half ($2\frac{1}{2}$) inch length, are to be hold by top stitches of collar. To be die cut, the collar band is to measure one and three eighth ($1\frac{3}{8}$) inch. Each piece of the collar band shall be reinforced with a ply of interlining. The stand must fasten with one button. The collar must not pull away or come apart from the shirt. The shirt must be a durable garment and have adequate fabric for the seam to attach to the yoke.

E6.4 Yoke:

- (a) Two (2) plies yoke, centre back height, approximately three (3) inch for men's shirt and three and five eighth ($3\frac{5}{8}$) inch for women's shirt, topstitched one sixteenth ($\frac{1}{16}$) inch.

E6.5 Sleeves:

- (a) One piece sleeve with two and one half ($2\frac{1}{2}$) inch cuff and buttoned placket sleeve, one (1) inch wide by five (5) inch long for men's shirt. Women's shirt shall have two and one quarter ($2\frac{1}{4}$) inch cuff and buttoned placket sleeve, one (1) inch wide by four and one half ($4\frac{1}{2}$) inch long. Cuffs shall be adjustable with two(2) buttons and one (1) buttonhole and be topstitched one eighth ($\frac{1}{8}$) inch on the edge.
- (b) Short sleeve shall measure nine and one half ($9\frac{1}{2}$) inch from the shoulder seam for the men's shirt, and eight and five eighth ($8\frac{5}{8}$) inch for women's shirt. The short sleeves are to be finished with a one and one quarter ($1\frac{1}{4}$) inch cuff and be topstitched one quarter ($\frac{1}{4}$) inch. The bottom of the end of the short sleeve shall be secured with a bartack stitch.

E6.6 Pockets:

- (a) Shirts shall have two pleated pockets five and five eighth ($5\frac{5}{8}$) inch wide and six and one half ($6\frac{1}{2}$) inch long for men's shirt and five and three eighth ($5\frac{3}{8}$) inch wide and five and three quarter ($5\frac{3}{4}$) inch long for women's shirt. The pockets must have mitred corners and one and one half ($1\frac{1}{2}$) inch box pleat stitched top and bottom to prevent spreading. The left pocket (as worn) to have a pencil slot one and three eight ($1\frac{3}{8}$) inch wide sewn to the body of the shirt along its outside edge only. Black velcro half ($\frac{1}{2}$) inch wide and one (1) inch long to be placed on each pocket to secure velcro placed on each flap.

E6.7 Pocket Flaps:

- (a) To be die cut, creased and scalloped, finishing five and one half (5½) inch in width, two and three quarter (2¾) inch in length at the centre and two and one half (2½) inch at each side. Flaps to be placed five eighth (⅝) inch above the top of each pocket and have one centred vertical non-functional buttonhole with button. The left flap to have a pencil opening one and three quarter (1¾) inch in width. Black velcro half (½) inch wide and one (1) inch long to be placed on each pocket to secure velcro placed on each flap.

E6.8 Shoulder Straps:

- (a) To be sewn into sleeve head seam and measure approximately two (2) inch wide tapering to one and five eighth (1⅝) inch wide with end pointed. Button must be a melamine button dyed to match the fabric colour, 20 lines. Shoulder straps are to be die cut, creased and lined with black interlining. The epaulettes pointed end must fasten by means of a functional buttonhole and a button to set, one and three eighth (1⅜) inch from the neck line.

E6.9 Crests:

- (a) Crests to be affixed as per drawing attached, half (½) inch lower than sleeve seam, centred with the centre of the shoulder.

E6.10 Finishing:

- (a) All loose threads must be removed. The seams must all be sewn straight and professionally, when seams have been removed, all the threads are to be removed completely and no holes in the shirts as a result of that process. The pockets must be sewn on straight with the utmost care and attention to detail.

E7. PACKAGING AND LABELLING OF CONTAINERS:

- E7.1 Shirts shall by folded **WITHOUT PINS** and packaged individually in cellophane/plastic or equivalent), in accordance with good commercial practice.
- E7.2 All shirts must be individually labelled with size and Winnipeg Police Service Barcode number.

E8. CONTAINERS:

- E8.1 There shall be only one (1) size, style and colour of shirt per carton.
- E8.2 The carton measurement shall be twenty four (24) inch by fourteen (14) inch by ten (10) inch and not contain more than thirty (30) individual shirts. Each carton shall have clearly identified the style, size, colour and quantity of shirts held within.

E9. SIZES:

- E9.1 Shirts shall be available in all standard sizes as specified In Appendix A – Sizing charts.
- E9.2 A list of sizes and quantities required of the Contract will be supplied to the Contractor.

E10. INSPECTION AND ACCEPTANCE:

- E10.1 Final inspection (by sample) and acceptance shall be made at final delivery. All materials and workmanship shall be subject to inspection at any time. The right is reserved to reject garments, which are, in the opinion of the Contract Administrator, to be incomplete, or contain defective materials and/or workmanship. Rejected garments shall be returned to the Contractor, at his expense, immediately after notification of rejection..

E11. FABRIC SPECIFICATIONS:

	CAN/CGSB	REQUIREMENT	MIN. ACC.

WEIGHT	No 5.1-M	4.7 oz/yd ²	4.6 oz/yd ²
FIBER CONTENT	No 14.3-M	65% poly.35%cotton	± 2%
YARN COUNT	No 5.2-M	26 x 26	26 x 26
THREADS COUNT (inch)	No 6-M	110 X 62	± 2%
COLOR FASTNESS to perspiration	No 23-M	Change 4 Stain 4	4
COLOR FASTNESS to washing	No 19.1-M test 2	Change 4 Stain 4	4
COLOR FASTNESS to light	No 18.3-M	4	4
DIMENSIONAL STABILITY to washing	No 24.1-M	W 1.6% F 0.2%	2% max.
PILING RESISTANCE to light	No 51.2 -M	4	4

E12. COLOUR SPECIFICATIONS

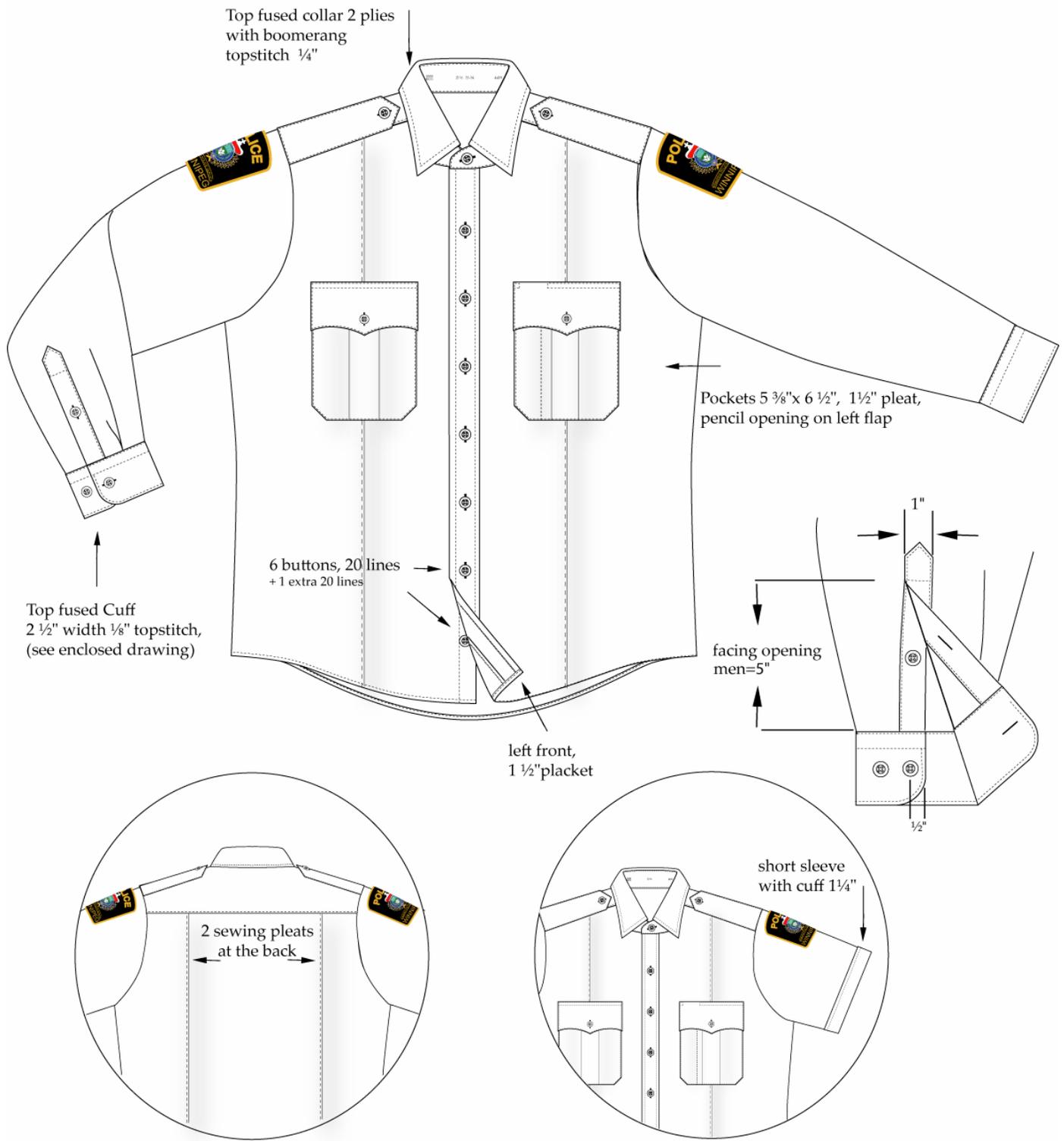
E12.1 The following values refer to observances at Illuminant D65/10° (daylight)

Tristimulus Value	X	Y	Z
	2.24	2.33	2.82

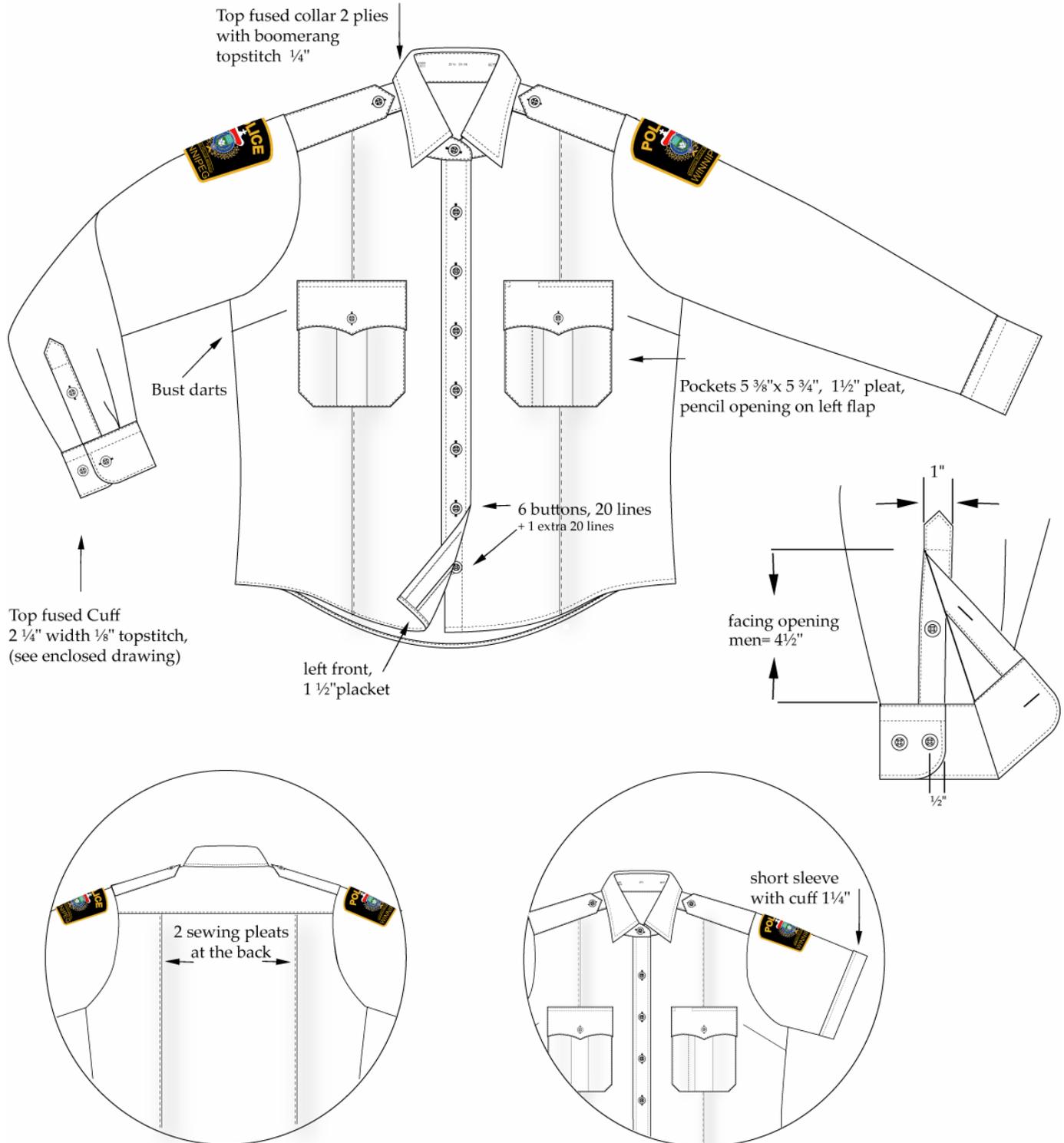
1976 CIE L*a*b*	L	a	b
	17.14	0.53	-23

E12.2 Acceptable colour variance shall be no greater than 1.30 Delta E of colour specified in E12.1 at Illuminant D65/10°

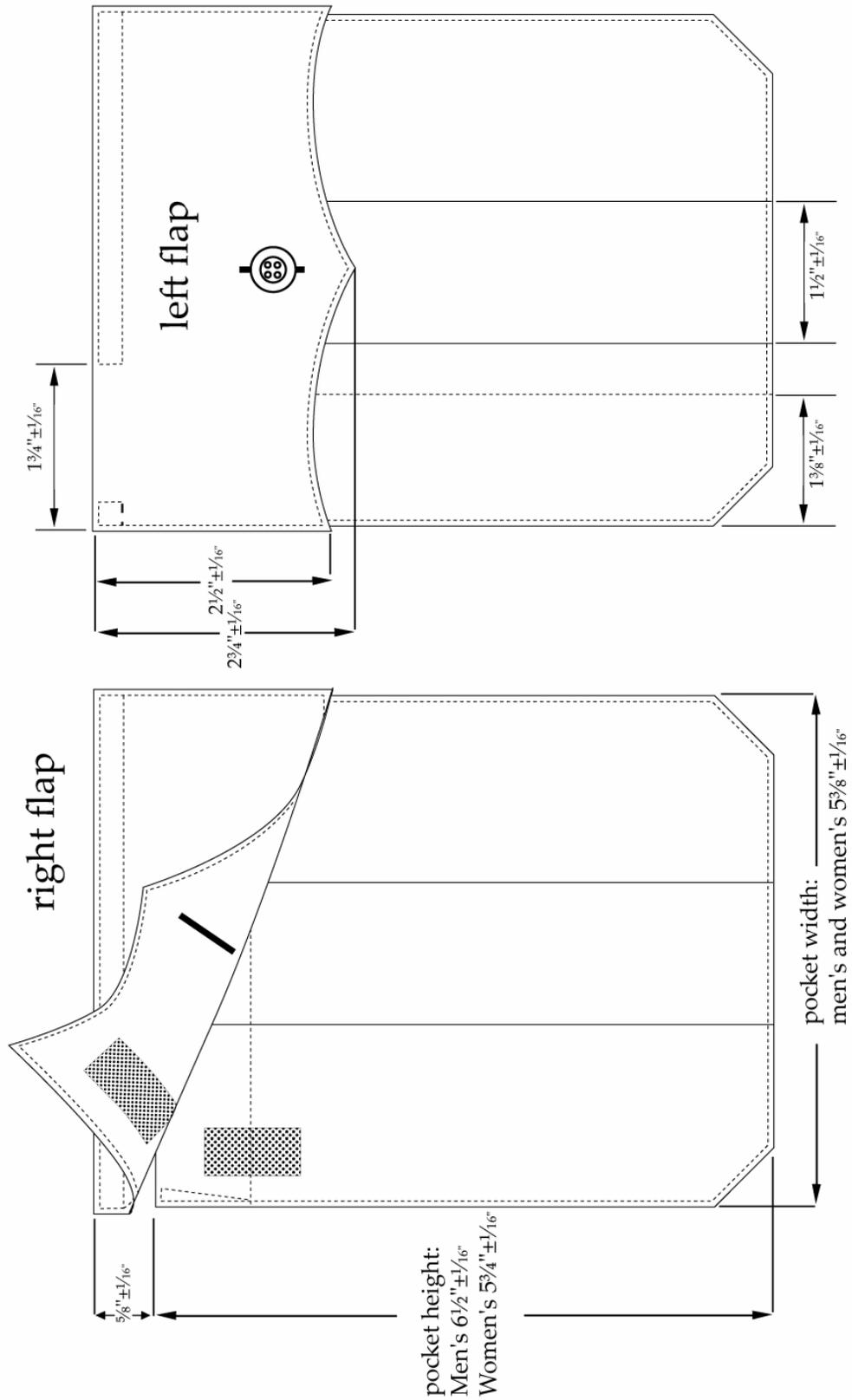
Men's shirt



Women's shirt



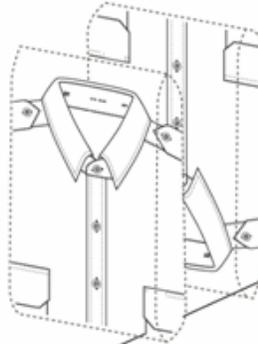
Drawing 3 – Shirt Pockets



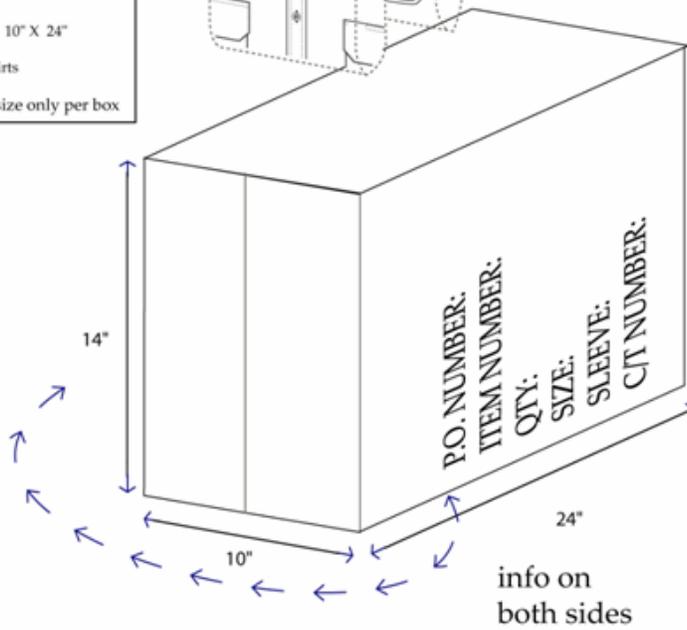
DRAWING 4 -- CARTON SPECIFICATIONS



FOLDING-PACKING	
FOLD:	SEE DRAWING
CARD BORD:	NO
NECK CARD BORD:	YES
PINS:	NO
BUTTERFLY:	NO
BUTTONING:	ALL BUTTONS
CELLO:	PLAIN/ One per shirt
INNER BOX:	NO
CARTON:	14" X 10" X 24"
SHIRTS BY CARTON:	30 shirts
*one size only per box	



Shirts should be upside down



info on both sides

Sizing Chart 1: Female Pattern



DATE: OCTOBER 4, 2005

MODEL : FEMALE PATTERN
 WINNIPEG

SHIRT NECK SHIRT SIZE	TOLERANCE	12	12 1/2	13	13 1/2	14	14 1/2	15	15 1/2	16	16 1/2
1 NECK CIRCUMFERENCE	+/- 1/8	12 3/8	12 7/8	13 3/8	13 7/8	14 3/8	14 7/8	15 3/8	15 7/8	16 3/8	16 7/8
2 CHEST CIRCUMFERENCE	+/- 1/2	41	42	43	44	45	46	47	48	49	50
3 WAIST CIRCUMFERENCE	+/- 1/2	38	39 1/4	40 1/2	41 3/4	43	44 1/4	45 1/2	46 3/4	48	49 1/4
4 HIP CIRCUMFERENCE	+/- 1/2	41	42	43	44	45	46	47	48	49	50
5 BACK LENGTH	+/- 1/4	28	28	28	28	29	29	29	30	30	30
6 ARMHOLE CIRC.	+/- 1/2	20 1/4	20 1/2	20 3/4	21	21 1/4	21 1/2	21 3/4	22	22 1/4	22 1/2
7 ACROSS SHOULDER	+/- 1/4										
8 ACROSS BACK WIDTH	+/- 1/4	15 3/4	16	16 1/4	16 1/2	16 3/4	17	17 1/4	17 1/2	17 3/4	18
9 L.S. LENGTH	+/- 3/8	COMBINED SLEEVE LENGTH SUCH AS 29-30 31 - 32 33 - 34 35 - 36									
10 L.S. LENGTH ONLY	+/- 3/8										
11 FINISH CUFF LENGTH	+/- 1/8	8 1/2	8 1/2	9	9	9 1/2	9 1/2	10	10	10 1/2	10 1/2
12 CUFF OPENING CIRC.	+/- 1/8	7 5/8	7 5/8	8 1/8	8 1/8	8 5/8	8 5/8	9 1/8	9 1/8	9 5/8	9 5/8
13 CUFF WIDTH	+/- 1/8					2 1/4	(ALL SIZES)				
14 FACING OPENING	+/- 1/4					4	(ALL SIZES)				
15 S.S. LENGTH	+/- 3/8										
16 S.S. LENGTH ONLY	+/- 3/8					8 5/8	(ALL SIZES)				
17 S.S. CIRCUMFERENCE	+/- 3/8	14 1/4	14 1/2	14 3/4	15	15 1/4	15 1/2	15 3/4	16	16 1/4	16 1/2
18											
19											
20 YOKE HEIGHT	+/- 1/8					3 5/8	(ALL SIZES)				

(16) SHORT SLEEVE LENGTH ONLY INCLUDING 1 1/4" TURN UP HEMMING.



Sizing Chart 2: Male Pattern

MODEL : MALE PATTERN
 WINNIPEG
 DATE: OCTOBER 4, 2005

	15	15 1/2	16	16 1/2	17	17 1/2	18	18 1/2	19	19 1/2	20	20 1/2
SHIRT NECK												
SHIRT SIZE												
NECK CIRCUMFERENCE	15 3/8	15 7/8	16 3/8	16 7/8	17 3/8	17 7/8	18 3/8	18 7/8	19 3/8	19 7/8	20 3/8	20 7/8
CHEST CIRCUMFERENCE	45	47	49	51	53	55	57	59	61	63	65	67
WAIST CIRCUMFERENCE	43	45	47	49	51	53	55	57	59	61	63	65
HIP CIRCUMFERENCE	44	46	48	50	52	54	56	58	60	62	64	66
BACK LENGTH "REG"	33	33	33 1/2	33 1/2	34	34	34	34	N/A	N/A	N/A	N/A
BACK LENGTH "TALL"	35	35	35 1/2	35 1/2	36	36	36	36	36	36	36	36
ARMHOLE CIRC.	20 1/2	21	21 1/2	22	22 1/2	23	23 1/2	24	24 1/2	25	25 1/2	26
ACROSS SHOULDER												
ACROSS BACK WIDTH												
L.S. LENGTH	18	18 1/2	19	19 1/2	20	20 1/2	21	21 1/2	22	22 1/2	23	23 1/2
L.S. LENGTH ONLY	COMBINED SLEEVE LENGTH SUCH AS 31-32 33-34 35-36 37-38											
FINISH CUFF LENGTH	10	10	10 1/2	10 1/2	11	11	11 3/8	11 3/8	11 3/8	11 3/8	11 3/8	11 3/8
CUFF OPENING CIRC.	9 1/8	9 1/8	9 5/8	9 5/8	10 1/8	10 1/8	10 1/2	10 1/2	10 1/2	10 1/2	10 1/2	10 1/2
CUFF WIDTH					(ALL SIZES)	(ALL SIZES)						
FACING OPENING					5	(ALL SIZES)						
S.S. LENGTH												
S.S. LENGTH ONLY					9 1/2	(ALL SIZES)						
S.S. CIRCUMFERENCE	15 1/8	15 1/2	15 7/8	16 1/4	16 5/8	17	17 3/8	17 3/4	18 1/8	18 1/2	18 7/8	19 1/4
YOKE HEIGHT					3	(ALL SIZES)						

(5) BODY TO BE AUTOMATICALLY TALL FROM SIZE 19 AND UP
 (16) SHORT SLEEVE LENGTH ONLY INCLUDING 1 1/4" TURN UP HEMMING.