



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 144-2015

SUPPLY AND DELIVERY OF POLICE UNIFORM SHIRTS

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY AND DELIVERY OF POLICE UNIFORM SHIRTS

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, February 27, 2015.

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. CONFIDENTIALITY

B4.1 Information provided to a Bidder by the City or acquired by a Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator. The use and disclosure of the confidential information shall not apply to information which:

- (a) was known to the Bidder before receipt hereof; or
- (b) becomes publicly known other than through the Bidder; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B4.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Bid Opportunity to the media or any member of the public without the prior written authorization of the Contract Administrator.

B5. ADDENDA

B5.1 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.

- B5.2 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.
- B5.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>
- B5.2.2 The Bidder is responsible for ensuring that he/she has received all addenda and is advised to check the Materials Management Division website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B5.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 8 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

B6. SUBSTITUTES

- B6.1 The Work is based on the materials, equipment, methods and products specified in the Bid Opportunity.
- B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B6.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least seven (7) Calendar Days prior to the Submission Deadline.
- B6.4 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.
- B6.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his/her 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.
- B6.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, to the Bidder who requested approval of the substitute.
- B6.6.1 The Contract Administrator will issue an Addendum, disclosing the approved materials, equipment, methods and products to all potential Bidders. The Bidder requesting and obtaining the approval of a substitute shall be responsible for disseminating information regarding the approval to any person or persons he/she wishes to inform.
- B6.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.

- B6.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative may base his/her 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 B14.
- B6.9 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.
- B6.10 Notwithstanding B6.2 to B6.9, and in accordance with B7.7, deviations inconsistent with the Bid Opportunity document shall be evaluated in accordance with B14.1(a).

B7. BID SUBMISSION

- B7.1 The Bid shall consist of the following components:
- (a) Form A: Bid;
 - (b) Form B: Prices;
- B7.2 Further to B7.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B6.
- B7.3 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.
- B7.4 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B7.5 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
- B7.5.1 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.
- B7.6 Bidders are advised not to include any information/literature except as requested in accordance with B7.1.
- B7.7 Bidders are advised that inclusion of terms and conditions inconsistent with the Bid Opportunity document, including the General Conditions, will be evaluated in accordance with B14.1(a).
- B7.8 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to 204- 949-1178.
- B7.8.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- B7.9 Bids submitted by internet electronic mail (e-mail) will not be accepted.

B8. BID

- B8.1 The Bidder shall complete Form A: Bid, making all required entries.

- B8.2 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/her own name, his/her 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/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B8.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.
- B8.3 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.
- B8.4 Paragraph 10 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/her 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/her 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.
- B8.4.1 The name and official capacity of all individuals signing Form A: Bid should be printed below such signatures.
- B8.5 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.

B9. PRICES

- B9.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.
- B9.1.1 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.
- B9.2 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.
- B9.3 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.

B10. QUALIFICATION

B10.1 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.

B10.2 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 website at <http://www.winnipeg.ca/matmgt/debar.stm>

B10.3 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);

B10.4 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.

B10.5 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.

B10.6 The Bidder shall provide within seven (7) Business Days of a request by the Contract Administrator, a representative samples of the goods offered, as specified in E2, for detailed inspection and approval.

B10.7 Failure to supply the sample unit(s) within the time period stated in B13.4 may result in the bid being determined to be non-responsive.

B10.8 The Bidder shall be responsible for all freight costs associated with the delivery and return of samples.

B11. OPENING OF BIDS AND RELEASE OF INFORMATION

B11.1 Bids will not be opened publicly.

B11.2 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 website at <http://www.winnipeg.ca/matmgt>

B11.3 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 website at <http://www.winnipeg.ca/matmgt>

- B11.4 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.

B12. IRREVOCABLE BID

- B12.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.
- B12.2 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 9 of Form A: Bid.

B13. WITHDRAWAL OF BIDS

- B13.1 A Bidder may withdraw his/her Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.
- B13.1.1 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.
- B13.1.2 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 10 of Form A: Bid, and only such person, has authority to give notice of withdrawal.
- B13.1.3 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 10 of Form A: Bid; and
 - (c) if the notice has been given by any one of the persons specified in B13.1.3(b), declare the Bid withdrawn.
- B13.2 A Bidder who withdraws his/her Bid after the Submission Deadline but before his/her Bid has been released or has lapsed as provided for in B12.2 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.

B14. EVALUATION OF BIDS

- B14.1 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, or acceptable deviation therefrom (pass/fail);
 - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B10 (pass/fail);
 - (c) Total Bid Price;
 - (d) economic analysis of any approved alternative pursuant to B6.
- B14.2 Further to B14.1(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.

B14.3 Further to B14.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his/her Bid or in other information required to be submitted, that he/she is responsible and qualified.

B14.4 Further to B14.1(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.

B14.5 This Contract will be awarded as a whole.

B15. AWARD OF CONTRACT

B15.1 The City will give notice of the award of the Contract or will give notice that no award will be made.

B15.2 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.

B15.2.1 Without limiting the generality of B15.2, 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.

B15.3 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 B14.

B15.3.1 Following the award of contract, a Bidder will be provided with information related to the evaluation of his/her Bid upon written request to the Contract Administrator.

B15.4 Notwithstanding C4 and Paragraph 6 of Form A:Bid, the City may issue a purchase order to the successful Bidder in lieu of the execution of a Contract.

B15.5 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 of Goods* (Revision 2008 05 26) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for the Supply of Goods* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website 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 of Goods*, these Supplemental Conditions are applicable to the Work of the Contract.

D2. UNFAIR LABOUR PRACTICES

D2.1 Further to C3.2, 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.

D2.2 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 the supply and delivery of police uniform shirts for the period from date of award until May 31, 2016, with the option of five (5) mutually agreed upon one (1) year extensions.

D3.1.1 The City may negotiate the extension option with the Contractor within sixty (60) Calendar Days prior to the expiry date of the Contract. The City shall incur no liability to the Contractor as a result of such negotiations.

D3.1.2 Changes resulting from such negotiations shall become effective on June 1 of the respective year. Changes to the Contract shall not be implemented by the Contractor without written approval by the Contract Administrator.

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, the type and quantity of Work to be performed under this Contract is subject to annual approval of monies therefore in a budget by Council. Bidders are advised that monies have been approved for work up to and including December 31, 2015.

D3.4 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
Quartermaster, Winnipeg Police Service

Telephone No.: 204-986-6141

E-mail Address: cdavill@winnipeg.ca

D5. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

- D5.1 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City and shall not be appropriated for the Contractors own use, or for the use of any third party.
- D5.2 The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.
- D5.3 The following shall be confidential and shall not be disclosed by the Contractor to the media or any member of the public without the prior written authorization of the Contract Administrator;
- (a) information provided to the Contractor by the City or acquired by the Contractor during the course of the Work;
 - (b) the Contract, all deliverables produced or developed; and
 - (c) any statement of fact or opinion regarding any aspect of the Contract.
- D5.4 A Contractor who violates any provision of D4.1 may be determined to be in breach of Contract.

D6. NOTICES

- D6.1 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 facsimile number:

The City of Winnipeg
Chief Financial Officer
Facsimile No.: 204- 949-1174

SUBMISSIONS

D7. AUTHORITY TO CARRY ON BUSINESS

- D7.1 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

D8. COMMENCEMENT

- D8.1 The Contractor shall not commence any Work until he/she is in receipt of a notice of award from the City authorizing the commencement of the Work.
- D8.2 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 D7;
 - (ii) evidence of the workers compensation coverage specified in C6.16;
 - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D9. DELIVERY

- D9.1 Goods shall be delivered on an "as required" basis during the term of the Contract, f.o.b. destination, freight prepaid, to various locations within the City.

- D9.1.1 Goods shall be delivered within ninety (90) Calendar Day(s) of the placing of an order, unless otherwise allowed by the User at the time of ordering.
- D9.2 The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, at least two (2) Business Days before delivery.
- D9.3 Goods shall be delivered between 8:00 a.m. and 4:00 p.m. on Business Days.
- D9.4 The Contractor shall off-load goods as directed at the delivery location.

D10. ORDERS

- D10.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.

D11. RECORDS

- D11.1 The Contractor shall keep detailed records of the goods supplied under the Contract.
- D11.2 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.
- D11.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of a request of the Contract Administrator.

MEASUREMENT AND PAYMENT

D12. INVOICES

- D12.1 Further to C10, the Contractor shall submit an invoice for each order delivered to:
- The City of Winnipeg
Corporate Finance - Accounts Payable
4th Floor, Administration Building, 510 Main Street
Winnipeg MB R3B 1B9
Facsimile No.: 204- 949-0864
Email: CityWpgAP@winnipeg.ca
- D12.2 Invoices must clearly indicate, as a minimum:
- (a) the City's purchase order number;
 - (b) date of delivery;
 - (c) delivery address;
 - (d) type and quantity of goods delivered;
 - (e) the amount payable with GST, MRST, and any applicable environmental handling charges/fees identified and shown as separate amounts; and
 - (f) the Contractor's GST registration number.
- D12.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.
- D12.4 Bids Submissions must be submitted to the address in B7.5

D13. PAYMENT

D13.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D13.2 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

D14. PURCHASING CARD

D14.1 The Contractor shall allow Users to charge items to their purchasing cards at no extra cost.

D14.2 The Contractor's credit card website/gateway shall have appropriate current Payment Card Industry Data Security standards (PCI DSS) certification, (<https://www.pcisecuritystandards.org/index.shtml>). The credit card gateway shall meet the credit card data security requirements outlined by the Payment Card Industry Security Standards Council (PCI SSC) for service providers and/or software vendors.

WARRANTY

D15. WARRANTY

D15.1 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-54.1-2010	Parts 1 and 2 – Stitches and Seams
CAN/CGSB-4.131-93	Cotton-Covered or Polyester-Covered Polyester Thread

<u>Drawing No.</u>	<u>Drawing Name/Title</u>
E12.1	Men's Shirts
E12.2	Women's Shirts
E12.3	Shirt Pockets

<u>Chart No.</u>	<u>Chart Name/Title</u>
E13.1	Male Pattern
E13.2	Female Pattern

E1.3 Dark Blue Colour Specification

(a) Items No.1 thru 4 shall be as follows:

(b) The Winnipeg Police Service is looking for a Dark Blue often referred to as "Midnight Blue" or "LAPD Blue". Minimums and Maximums as follows:

(c) 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

(d) Acceptable colour variance shall be no greater than 1.30 Delta E of colour specified in E1.3 at Illuminant D65/10°

E1.4 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B6.

E2. GOODS

E2.1 The Contractor shall supply and deliver police uniform shirts in accordance with the requirements hereinafter specified.

- (a) Short Sleeve Regular Male and Female Police Uniform Shirt
- (b) Short Sleeve Tall Male and Female Police Uniform Shirt
- (c) Long Sleeve Regular Male and Female Police Uniform Shirt
- (d) Long Sleeve Tall Male and Female Police Uniform Shirt

E3. STITCHING

E3.1 Stitches and Seams shall comply with the Canadian General Standards Board Standards for Stitches, Seams, and Thread as described in the above mentioned Specification E1.2.

E3.2 There shall be no less than four (4) and not more than five (5) stitches per centimetre.

E3.3 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 surged (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 E1.3 The Winnipeg Police Service will provide swatches upon request.

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 shall 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 quarters ($\frac{3}{4}$) 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 shall be affixed by the Contractor as per drawing attached. The City will provide the shoulder flashes to the successful Contractor. The shoulder flashes must be returned upon contract expiration or request of the Contract Administrator.

E6. SHIRT 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 shall be 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. Shall 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 eighths ($3 \frac{5}{8}$) inch for women's shirt, topstitched one sixteenth ($1/16$ ") inch.

E6.5 SLEEVES:

- (a) One piece sleeve shall be 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 quarters ($2 \frac{1}{4}$) 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 ($1/8$) inches 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 eighths ($8 \frac{5}{8}$) inch for women's shirt. The short sleeves shall be finished with a one and one quarter ($1 \frac{1}{4}$) inch cuff and be topstitched one quarter ($1/4$) 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 eighths ($5 \frac{5}{8}$) inch wide and six and one half ($6 \frac{1}{2}$) inch long for men's shirt and five and three eighths ($5 \frac{3}{8}$) inch wide and five and three quarters ($5 \frac{3}{4}$) 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 eighths ($1 \frac{3}{8}$) inch wide sewn to the body of the shirt along its outside edge only. Black velcro half ($1/2$) inch wide and one (1) inch long shall be placed on each pocket to secure velcro placed on each flap.

E6.7 POCKET FLAPS:

- (a) Shall be die cut, creased and scalloped, finishing five and one half ($5 \frac{1}{2}$) inch in width, two and three quarter ($2 \frac{3}{4}$) inch in length at the centre and two and one half ($2 \frac{1}{2}$) inch at each side. Flaps to be placed five eighths ($5/8$) 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 ($1 \frac{3}{4}$) inch in width. Black velcro half ($1/2$) 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) Shall be sewn into sleeve head seam and measure approximately two (2) inch wide tapering to one and five eighths ($1 \frac{5}{8}$) 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 eighths ($1 \frac{3}{8}$) inch from the neck line.

E6.9 CRESTS:

- (a) Crests shall be affixed as per drawing attached, half ($1/2$) inch lower than sleeve seam, centred with the centre of the shoulder.
- (b) Crests shall be provided by The Winnipeg Police Service and applied by the vendor

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 shall 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 CONTRAINERS:

E7.1 Shirts shall be 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.

E8. CONTAINERS:

- E8.1 There shall be only one (1) size, style and colour of shirt per carton.
- E8.2 The carton shall contain no more than thirty (30) individual shirts.
- E8.3 Each carton shall have clearly identified the style, size, colour and quantity of shirts.

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 by the Contract Administrator shall be made at final delivery. All materials and workmanship shall be subject to inspection at any time. The City may 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 the Contractor’s expense, immediately after notification of rejection.

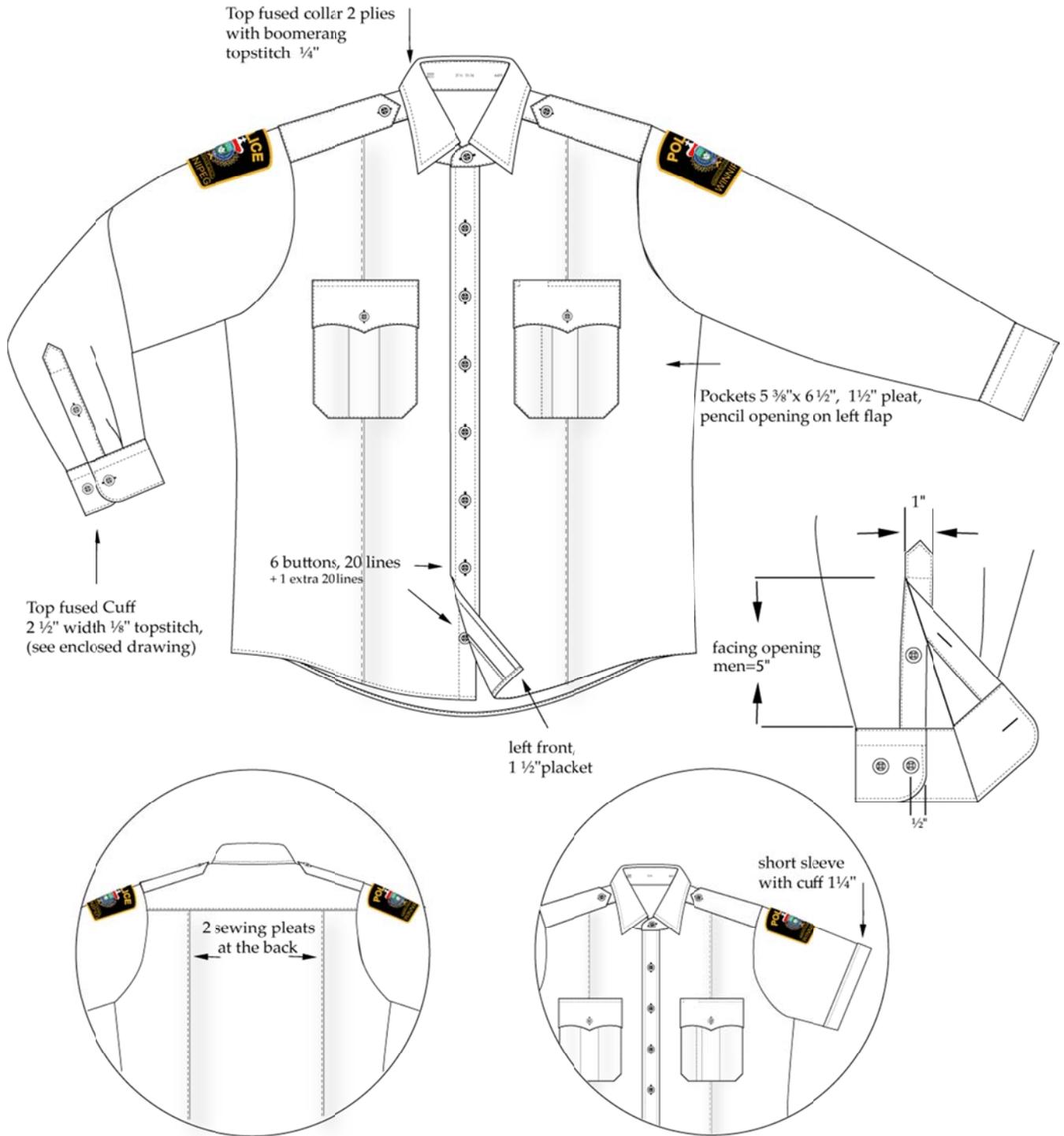
E11. FABRIC SPECIFICATIONS:

	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. DRAWINGS

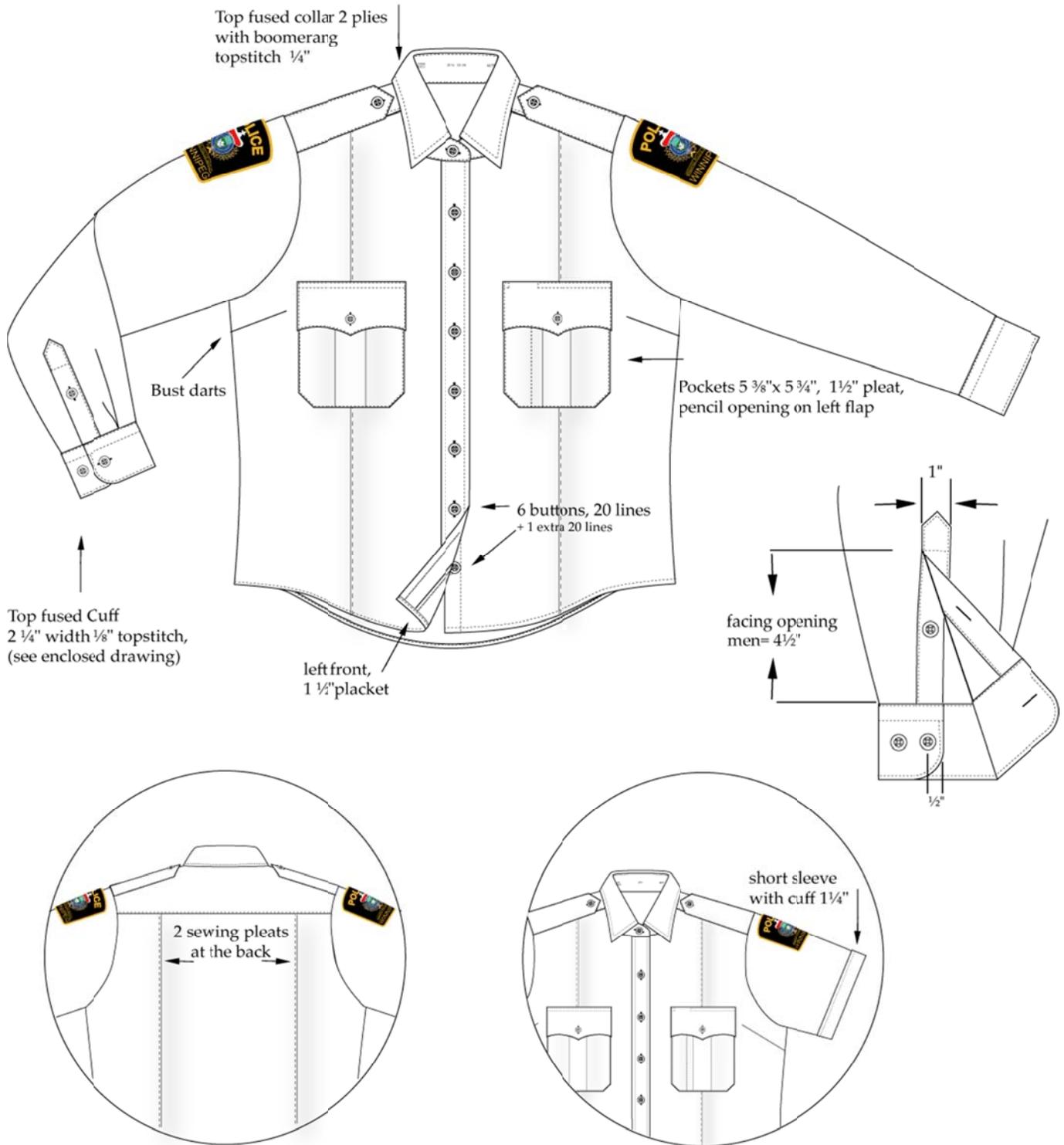
E12.1 Men's Shirt

Men's shirt

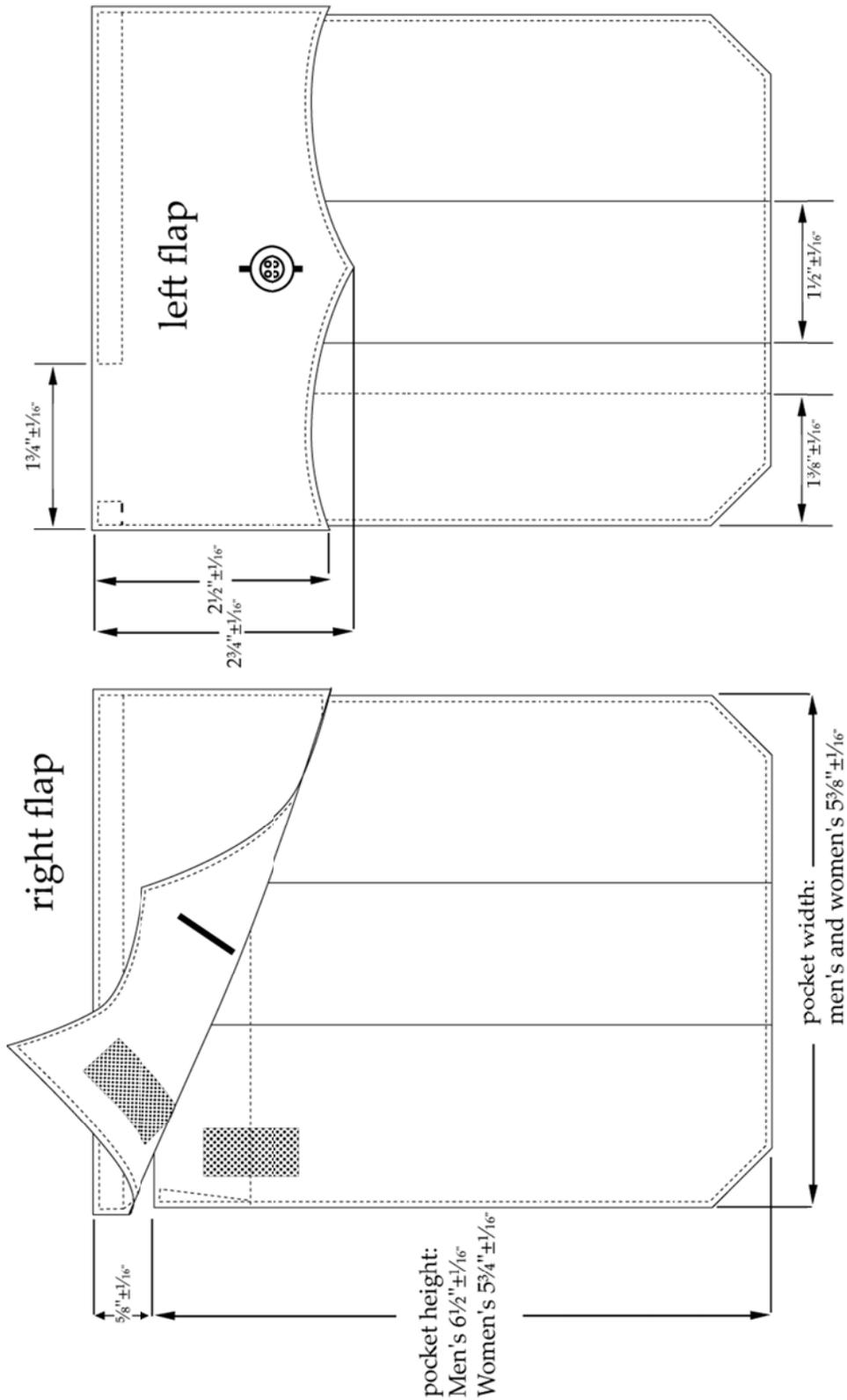


E12.2 Woman's Shirts

Women's shirt



E12.3 Shirt Pocket



E13. CHARTS

E13.1 Male Pattern

MODEL : MALE PATTERN
 WINNIPEG

	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	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	COMBINED SLEEVE LENGTH SUCH AS 31-32 33-34 35-36 37-38											
L.S. LENGTH ONLY												
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				2 1/2	(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.

MODEL : FEMALE PATTERN
 WINNIPEG

SHIRT NECK SHIRT SIZE	TOLERANCE	12	12 1/2	13	13 1/2	14	14 1/4	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.