



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 619-2005 ADDENDUM 1

SUPPLY AND DELIVERY OF POLICE SHIRTS

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PART B - BIDDING PROCEDURES

B1. PROJECT TITLE

B1.1 SUPPLY AND DELIVERY OF POLICE SHIRTS

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, November 4, 2005.

B2.2 Bid Submissions 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 D5.1.

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 notify the Contract Administrator of the error, discrepancy or omission, or request a clarification as to the meaning or intent of the provision at least five (5) Business Days prior to the Submission Deadline.

B3.3 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.

B3.4 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.

B3.5 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 Branch 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 Branch internet site for addenda shortly before submitting his Bid.

B4.3 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.

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 shall 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 Submission consists of the following components:

- (a) Form A: Bid;
- (b) Form B: Prices.

B6.2 All components of the Bid Submission 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 in ink, to constitute a responsive Bid.

B6.3 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.

B6.4 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 Branch
185 King Street, Main Floor
Winnipeg MB R3B 1J1

B6.4.1 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.

B6.5 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to (204) 949-1178

B6.5.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.

B6.6 Bid Submissions 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 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 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;
- (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 shall be printed below such signatures.

B7.4.2 All signatures shall be original.

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 Submission 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.

B8.2 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.

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;
- (b) be responsible and not be suspended, debarred or in default of any obligation to the City;
- (c) be financially capable of carrying out the terms of the Contract;
- (d) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract;
- (e) have successfully carried out work, similar in nature, scope and value to the Work;
- (f) employ only Subcontractors who:

- (i) are responsible and not suspended, debarred or in default of any obligation 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 Branch internet site at <http://www.winnipeg.ca/matmgt>); and
 - (ii) have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, and are fully capable of performing the Work required to be done in accordance with the terms of the Contract;
- (g) have a written workplace safety and health program in accordance with The Workplace Safety and Health Act (Manitoba).

B9.2 The Bidder shall be prepared to 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.

B9.3 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 Bid Submissions will not be opened publicly.

B10.2 Following the Submission Deadline, the names of the Bidders and their Total Bid Prices (unevaluated, and pending review and verification of conformance with requirements) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Branch 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 Branch internet site at <http://www.winnipeg.ca/matmgt>.

B10.4 The Bidder is advised that any information contained in any Bid Submission 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 9 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 9 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 GC.7.05(2), 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 10 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 shall:
- (a) retain the Bid Submission until after the Submission Deadline has elapsed;
 - (b) open the Bid Submission 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 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.
- 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 if the interests of the City so require.
- 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 Submission 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.

B14.4 Notwithstanding GC.3.01 and GC.3.02, 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 GC.1.01(7), 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

C1. GENERAL CONDITIONS

C1.1 The *General Conditions for the Supply and Delivery of Goods* (Form 21: 88 03) are applicable to the Work of the Contract.

C1.1.1 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 Branch internet site at <http://www.winnipeg.ca/matmgt>.

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.
- D1.2 The General Conditions are amended by striking out "The City of Winnipeg Act" wherever it appears in the General Conditions and substituting "The City of Winnipeg Charter".
- D1.3 The General Conditions are amended by striking out "Board of Commissioners" or "Commissioner" wherever it appears in the General Conditions and substituting the "Chief Administrative Officer".
- D1.4 The General Conditions are amended by striking out "Tender Package" wherever it appears in the General Conditions and substituting "Bid Opportunity".
- D1.5 The General Conditions are amended by striking out "Tender Submission" wherever it appears in the General Conditions and substituting "Bid Submission".
- D1.6 The General Conditions are amended by striking out "Bidding Instructions" wherever it appears in the General Conditions and substituting "Bidding Procedures".

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, 2006 to December 31, 2008.
- 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 Subject to GC.4.08, the City shall have no obligation under the Contract to purchase any quantity of any item in excess of its actual operational requirements.

D4. DEFINITIONS

- D4.1 When used in this Bid Opportunity:
- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;

- (b) **"Submission Deadline"** and **"Time and Date Set for the Final Receipt of Bids"** mean the time and date set out in the Bidding Procedures for final receipt of Bids;
- (c) **"User"** means a person, department or other administrative unit of the City authorized by the Contract Administrator to order Work under this Contract;

D5. CONTRACT ADMINISTRATOR

D5.1 The Contract Administrator is:

Craig Davill C.P.P.
Winnipeg Police Service
472 Notre Dame Avenue
Winnipeg, Manitoba R3B 1R5
Telephone No. (204) 986-6141
Facsimile No. (204) 986-6127

D6. NOTICES

D6.1 GC.7.05 is hereby amended to delete reference to "registered mail" and to replace same with "ordinary mail".

D6.2 GC.7.05 is further amended hereby to include delivery by facsimile transmission (fax) as an acceptable means of delivering notices, consents, approvals, statements, authorizations, documents or other communications required or permitted to be given under this Contract. Deliveries by fax will be deemed to have been received on the day of delivery, if a business day, or if not a business day, on the business day next following the day of delivery.

D6.3 Further to GC.7.05, all notices, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D6.4, D6.5 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator at the address or facsimile number identified in D5.1.

D6.4 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 Administrative Officer Secretariat
Administration Building, 3rd Floor
510 Main Street
Winnipeg MB R3B 1B9
Facsimile No.: (204) 949-1174

D6.5 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following address or facsimile number:

The City of Winnipeg
Corporate Services Department
Legal Services Division
185 King Street, 3rd Floor
Winnipeg MB R3B 1J1
Facsimile No.: (204) 947-9155

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.

CONTROL OF WORK

D8. COMMENCEMENT

- D8.1 The Contractor shall not commence any Work until he is in receipt of a purchase order 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 that the Contractor is 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;
 - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

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.

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 GC.9.01 and notwithstanding GC.9.03, the Contractor shall submit an invoice for each order delivered.

- D11.2 Further to D6.3, 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 GC.9.01 and GC.9.03, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

WARRANTY

D13. WARRANTY

- D13.1 Notwithstanding GC.10.01 and GC.10.02, the warranty period for each item of Work supplied shall begin on the date of successful delivery and shall expire one (1) year thereafter unless extended pursuant to D13.2, in which case it shall expire when provided for thereunder.
- D13.2 If a defect or deficiency prevents the full and normal use or operation of the Work or any portion thereof, for purposes of calculating the warranty period, time shall be deemed to cease to elapse for the defective or deficient portion, and for any portion of the Work whose use or operation is prevented by such defect or deficiency, as of the date on which the defect or deficiency is observed or the use or operation is prevented and shall begin to run again when the defect or deficiency has been corrected or the Work may be used or operated to the satisfaction of the Contract Administrator.
- D13.3 Notwithstanding GC.10.01, GC.10.02 and D13.2, if any law of Manitoba or of the jurisdiction in which the Work was manufactured requires, or if the manufacturer provides, a longer warranty period or a warranty which is more extensive in its nature, then the provisions of such law or manufacturer's warranty shall apply.

PART E - SPECIFICATIONS

GENERAL

E1. GENERAL

E1.1 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.

E2. APPLICABLE SPECIFICATIONS

E2.1 The following Canadian General Standards Board (CGSB) publications are applicable to this specification and shall be the most current issue in effect of the date of this Bid Opportunity, unless otherwise specified:

- (a) CAN/CGSB 54.1-M90 Parts 1 and 2. Stitches and seams.
- (b) CAN/CGSB-4.131-93 thread, cotton or polyester covered.

E3. STITCHING

E3.1 There shall be not less than four (4) nor more than five (5) stitches per centimetre. 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. Bidders may view samples of garments currently in use by contacting 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 colour shall be Dark Navy 2005, the Winnipeg Police Service will provide swatches.
 - (i) The fabric shall meeting or exceeding the minimum requirements as detailed below (refer to E12).

E5.2 Collar and Cuff Fusing:

- (a) Collar and cuff fusing shall be 100% Cotton pre shrunk, 4.4 oz/yd². Coating shall be a high density polyethylene. The colour shall be Black for the cuffs.
 - (i) 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. Coating shall be P.V.A..

- (b) The colour shall be Black.
 - (i) Style "7600 Crease N Tack" from the company DHJ Canada Inc. is known to meet the above requirements.
- (c) All fused interlinings must resist 50 washes. The fusing should be applied according to the manufacturer's recommendation.

E5.4 Placket Interlining:

- (a) Front placket interlining shall be 100% Polyester woven, 3.6 oz/yd². The colour shall be Black.
- (b) 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 ($\frac{3}{4}$) 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.
 - (i) 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 Contractor. Shoulder flashes not used within the duration of this contract must be returned upon contract expiration or request by 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 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 ($5\frac{1}{2}$) 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 eighth ($\frac{5}{8}$) 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 ($\frac{1}{2}$) 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) To be sewn into sleeve head seam and measure approximately two (2) inch wide tapering to one and five eighth ($1\frac{5}{8}$) 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 eighth ($1\frac{3}{8}$) inch from the neck line.

E6.9 Crests:

- (a) Crests to be affixed as per drawing attached, half ($\frac{1}{2}$) inch lower than sleeve seam, centred with the centre of the shoulder.

E7. FINISHING

E7.1 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.

E8. PACKAGING AND LABELLING OF CONTAINERS:

E8.1 Shirts shall be folded WITHOUT PINS and packaged individually in cellophane/plastic or equivalent), in accordance with good commercial practice.

E9. CONTAINERS

E9.1 There shall be only one (1) size, style and colour of shirt per carton.
 (a) 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.

E10. SIZES

E10.1 Shirts shall be available in all standard sizes as specified in Sizing charts.

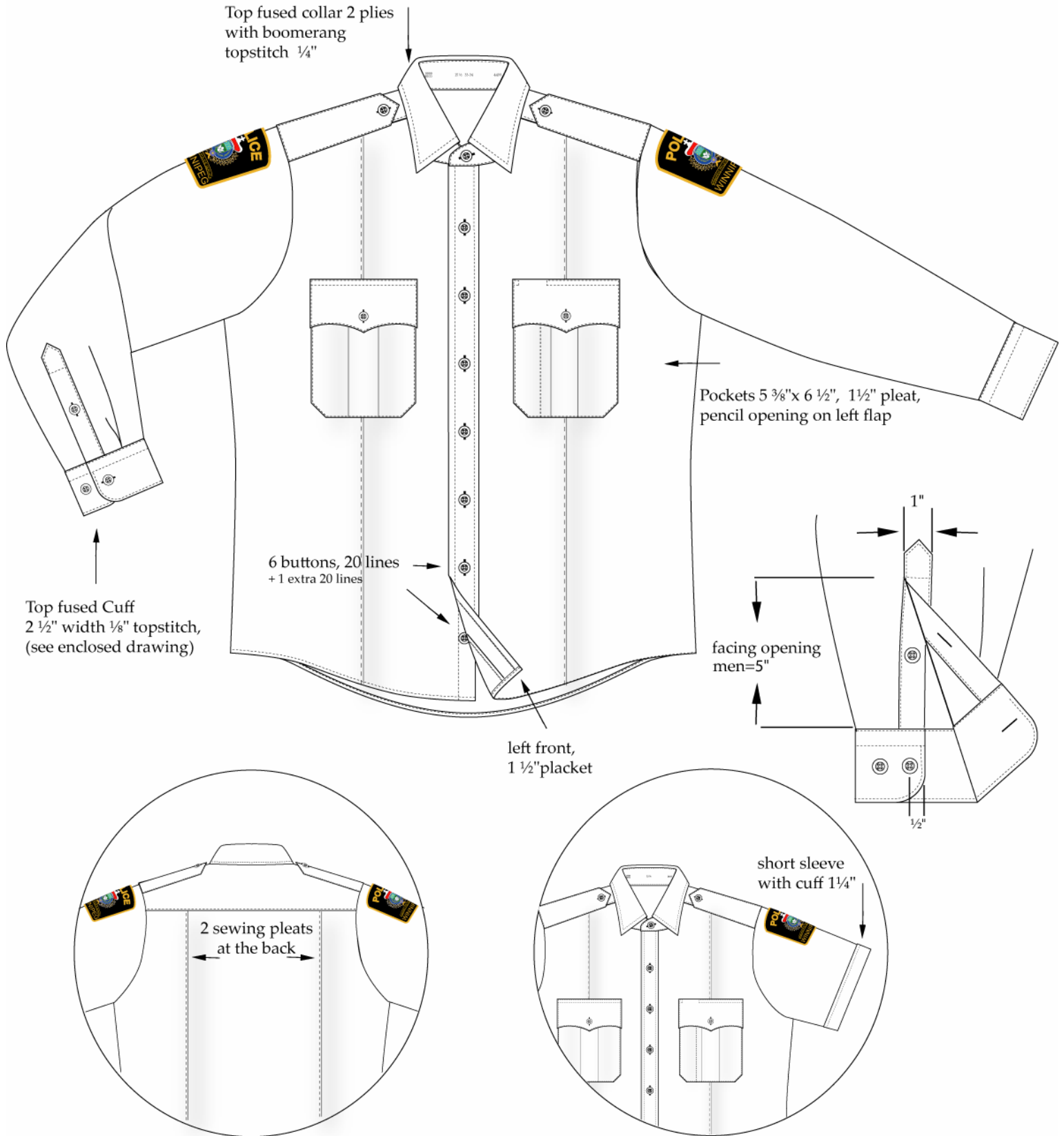
E11. INSPECTION AND ACCEPTANCE

E11.1 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.

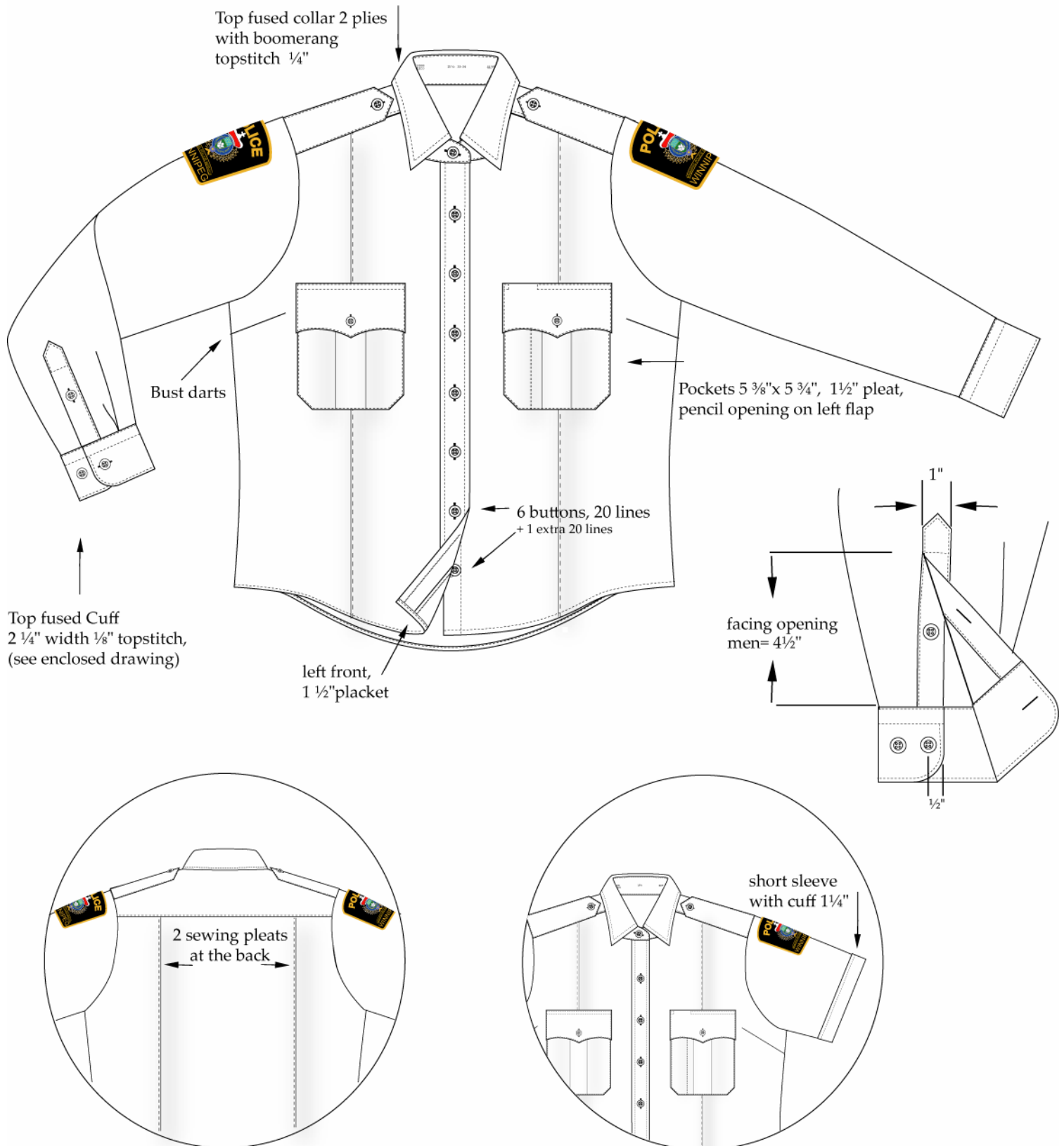
E12. FABRIC SPECIFICATIONS

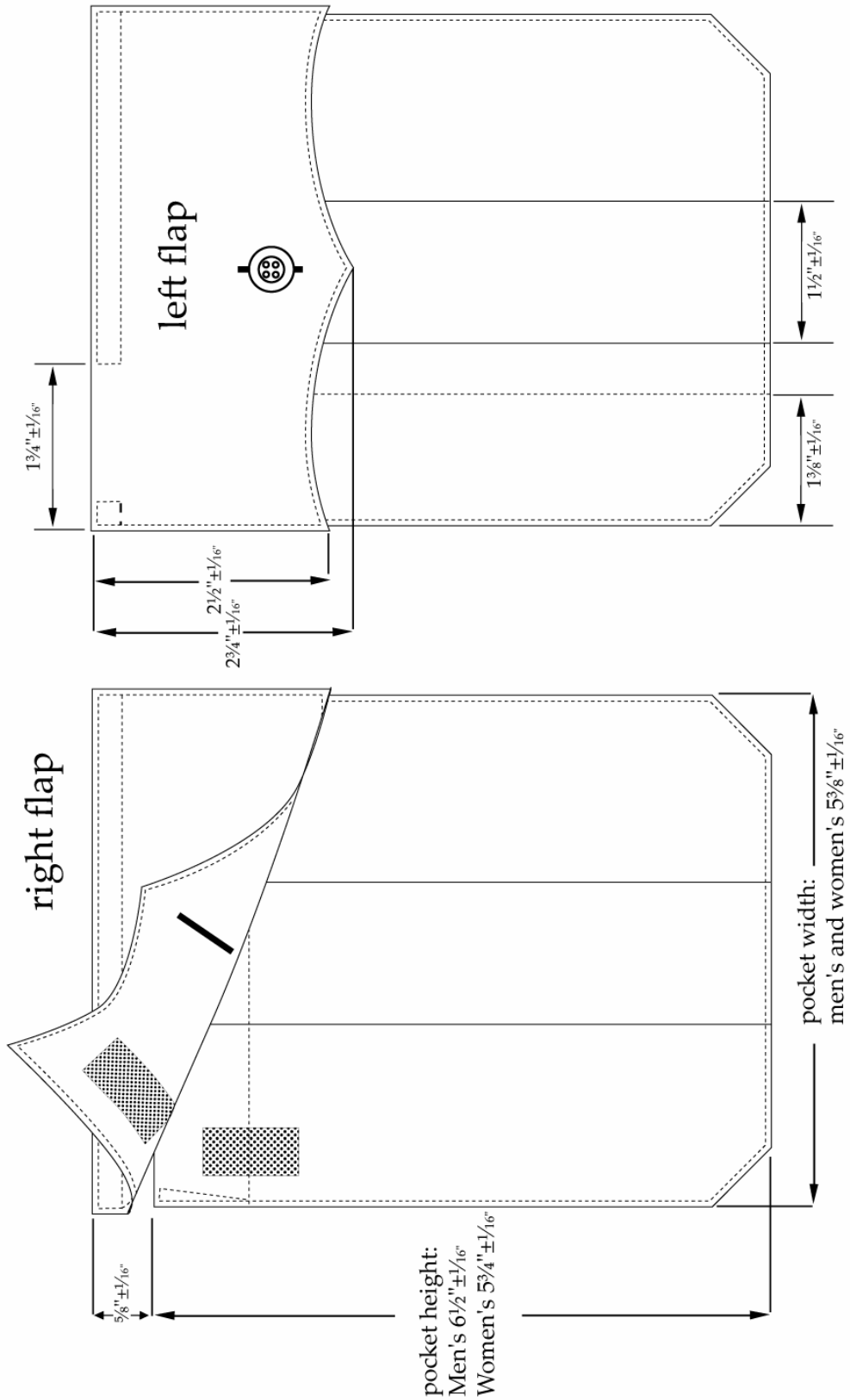
	CAN/CGSB	REQUIREMENT	MIN. ACC.
WEIGHT	No 5.1-M	4.7 oz/yd ²	4.6 oz/yd ²
FIBER CONTENT	No 14.3-M	65% poly.35%cotton	± 2%
YARN COUNT	No 5.2-M	26 x 26	26 x 26
THREADS COUNT (inch)	No 6-M	110 X 62	± 2%
COLOR FASTNESS to perspiration	No 23-M	Change 4 Stain 4	4
COLOR FASTNESS to washing	No 19.1-M test 2	Change 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

Men's shirt

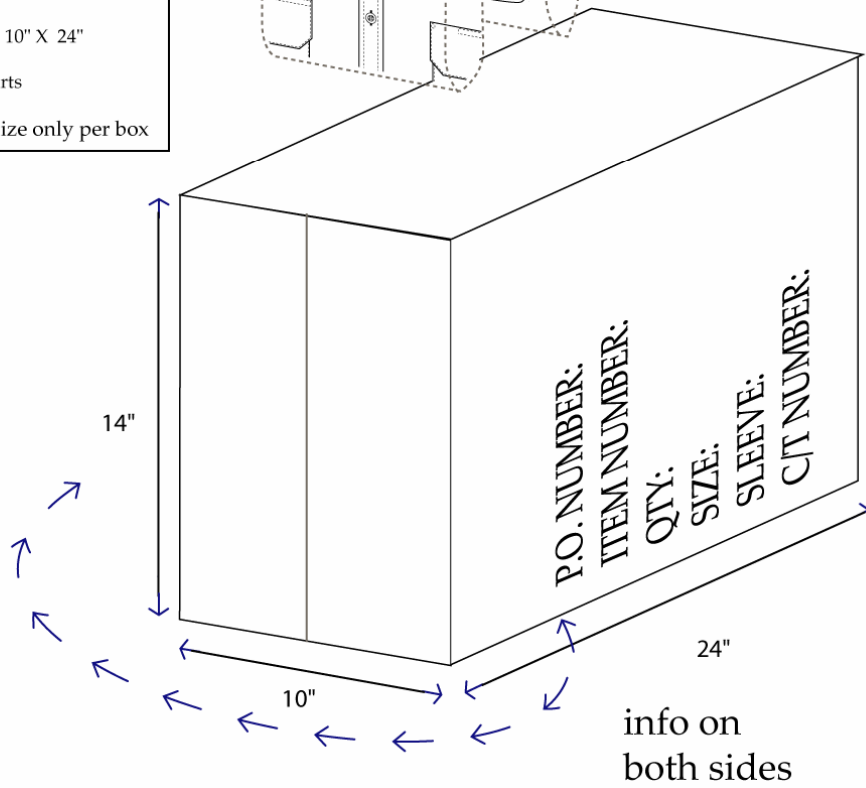
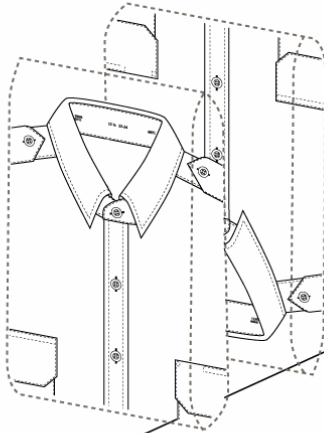


Women's shirt





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	



**MODEL : FEMALE PATTERN
 WINNIPEG**

DATE: OCTOBER 4, 2005

SHIRT NECK	TOLERANCE	12	12 ½	13	13 ½	14	14 ½	15	15 ½	16	16 ½		
SHIRT SIZE													
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.

**MODEL : MALE PATTERN
 WINNIPEG**

DATE: OCTOBER 4, 2005

SHIRT NECK	TOLERANCE	15	15 ½	16	16 ½	17	17 ½	18	18 ½	19	19 ½	20	20 ½
SHIRT SIZE													
NECK CIRCUMFERENCE	+/-1/8	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	+/- 1/2	45	47	49	51	53	55	57	59	61	63	65	67
WAIST CIRCUMFERENCE	+/- 1/2	43	45	47	49	51	53	55	57	59	61	63	65
HIP CIRCUMFERENCE	+/- 1/2	44	46	48	50	52	54	56	58	60	62	64	66
BACK LENGTH "REG"	+/- 1/4	33	33	33 1/2	33 1/2	34	34	34	34	N/A	N/A	N/A	N/A
BACK LENGTH "TALL"	+/- 1/5	35	35	35 1/2	35 1/2	36	36	36	36	36	36	36	36
ARMHOLE CIRC.	+/- 1/2	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	+/- 1/4												
ACROSS BACK WIDTH	+/- 1/4	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	+/- 3/8	COMBINED SLEEVE LENGTH SUCH AS 31- 32 33 - 34 35 - 36 37 - 38											
L.S. LENGTH ONLY	+/- 3/8												
FINISH CUFF LENGTH	+/- 1/8	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.	+/- 1/8	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	+/- 1/8				2 1/2	(ALL SIZES)							
FACING OPENING	+/- 1/4				5	(ALL SIZES)							
S.S. LENGTH	+/- 3/8												
S.S. LENGTH ONLY	+/- 3/8				9 1/2	(ALL SIZES)							
S.S. CIRCUMFERENCE	+/- 3/8	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	+/- 1/8				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.

E13. DELIVERY

E13.1 Goods shall be delivered on an "as required" basis during the term of the Contract, f.o.b. destination, freight prepaid, to:

Winnipeg Police Service
472 Notre Dame Avenue
Winnipeg, Manitoba
R3B 1R5

E13.1.1 Goods shall be delivered within seventy (70) Calendar Days of the placing of an order, except where otherwise agreed at the time of ordering.

E13.2 Goods shall be delivered between 8:30 a.m. and 4:30 p.m. on Business Days.

E13.3 The Contractor shall off-load goods as directed at the delivery location.