



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 1124-2015

SUPPLY AND DELIVERY OF UNIFORM SHIRTS, PANTS AND SHORTS

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY AND DELIVERY OF UNIFORM SHIRTS, PANTS AND SHORTS

B2. SUBMISSION DEADLINE

- B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, March 29, 2016.
- 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 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 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 Substitutes 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) Business 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 B15.
- 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.

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 B15.1(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.
- B9.1.2 Prices on Form B: Prices shall not include Environmental Handling Charges (EHC) or fees, which shall be extra where applicable.
- 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. DISCLOSURE

B10.1 Various Persons provided information or services with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.

B10.2 The Persons are:

- (a) MWG Apparel Corporation

B11. QUALIFICATION

B11.1 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.
- (d) be a Canadian Vendor, having a place of business in Canada where the bidder conducts activities on a permanent basis and that is clearly identified by name and is accessible during normal working hours.

B11.2 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>

B11.3 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);

B11.4 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.

B11.4.1 The Bidder shall, within twenty (20) Business days of a request by the Contract Administrator, provide a representative sample of goods offered.

B11.5 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.

B12. OPENING OF BIDS AND RELEASE OF INFORMATION

- B12.1 Bids will not be opened publicly.
- B12.2 Following the Submission Deadline, the names of the Bidders and Total 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>
- B12.3 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>
- B12.4 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.

B13. IRREVOCABLE BID

- B13.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.
- B13.2 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.

B14. WITHDRAWAL OF BIDS

- B14.1 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.
- B14.1.1 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.
- B14.1.2 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.
- B14.1.3 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 B14.1.3(b), declare the Bid withdrawn.
- B14.2 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 B13.2 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.

B15. EVALUATION OF BIDS

- B15.1 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 B11 (pass/fail);
- (c) Total Bid Price;
- (d) economic analysis of any approved alternative pursuant to B6.

B15.2 Further to B15.1(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.

B15.3 Further to B15.1(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.

B15.4 Further to B15.1(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.

B15.5 This Contract will be awarded as a whole.

B16. AWARD OF CONTRACT

B16.1 The City will give notice of the award of the Contract or will give notice that no award will be made.

B16.2 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.

B16.2.1 Without limiting the generality of B16.2, 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.

B16.3 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 B15.

B16.3.1 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.

B16.4 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.

B16.5 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 supply and delivery of uniform shirts, pants and shorts for the period from June 1, 2016 until May 1, 2019 with the option of two (2) mutually agreed upon one (1) year extensions.

D3.2 Approximate Quantities shown on Form B Prices are for 3 year duration.

D3.2.1 The City may negotiate the extension option with the Contractor within ninety (90) 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.

D2.1.2 Changes resulting from such negotiations shall become effective on February 1 of the respective year. Changes to the Contract shall not be implemented by the Contractor without written approval by the Contract Administrator.

D3.3 The Work shall be done on an "as required" basis during the term of the Contract.

D3.3.1 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.

D3.3.2 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.

D3.4 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. DEFINITIONS

D4.1 When used in this Bid Opportunity:

- (a) "**representative sample**" means the sample submitted will be exactly what will be provided for the duration of the Contract and must meet specifications.

D5. CONTRACT ADMINISTRATOR

D5.1 The Contract Administrator is:

Diane S. Kowaliuk, SCMP
Stores Supervisor
2546 McPhillips Street
Winnipeg, Manitoba R2P 2T2

Telephone No.: 204-986-5255
Email: dkowaliuk@winnipeg.ca

D6. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

- D6.1 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.
- D6.2 The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.
- D6.3 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.

D7. NOTICES

- D7.1 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

- D7.2 **Bids Submissions must be submitted to the address in B7.5**

SUBMISSIONS

D8. AUTHORITY TO CARRY ON BUSINESS

- D8.1 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

D9. COMMENCEMENT

- D9.1 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.
- D9.2 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 D8;

- (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

D10. DELIVERY

- D10.1 Goods shall be delivered on an "as required" basis during the term of the Contract, f.o.b. destination, freight prepaid, to 2546 McPhillips Street (Stores Receiving Door M1-South Side of Building).
- D10.1.1 Goods shall be delivered within ten (10) Business Day(s) of the placing of an order, unless otherwise allowed by the User at the time of ordering.
- D10.2 Initial start-up delivery shall be forty-five (45) Business days from the date of award.
- D10.3 After the initial start-up delivery stated in D10.2, Goods shall be delivered in accordance with D10.1.1.
- D10.4 Goods shall be delivered between 7:30 a.m. and 3:30 p.m. on Business Days.

D11. ORDERS

- D11.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.
- D11.2 Minimum order quantity shall be 30 shirts and/or pants per purchase order and minimum order quantity for shorts will be 10 per purchase order.

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.

WARRANTY

D14. WARRANTY

D14.1 Warranty is as stated in C11.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS

- E1.1 These Specifications shall apply to the Work.
- E1.1 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B6.
- E1.2 The Contractor shall supply and delivery of uniform shirts, pants and shorts in accordance with the requirements hereinafter specified.

E2. MEN'S AND LADIES UNIFORM PANTS

- E2.1 Materials:
- (a) Shell Fabric: 100% cotton, machine washable and dry-cleanable providing user comfort, durability, uniform appearance, easy care and low maintenance
 - (b) Cloth Type: 8 ounces (oz) per square metre 2 x 1 twill weave in 100% cotton fibre, procured for wrinkle resistance and treated with soil release finish (stain resistant).
 - (c) Fabric construction: 108 x 56, 16 x 12.
 - (d) Colour: Dark Navy – Fade resistant.
- E2.2 Pocketing:
- (a) Black commercially available pocketing.
- E2.3 Buttons:
- (a) 24 ligne, 4 hole, pure melamine plastic buttons.
- E2.4 Velcro (hook and loop):
- (a) Flame resistant, 2" long and ¾" wide.
- E2.5 Thread:
- (a) Tex 50 for seaming and topstitching. Tex 40 for serging, dyed to match shell colour.
- E2.6 Men's size range:
- (a) 28 – 52, two inch (2) increments.
- E2.7 Ladies size range:
- (a) 6 – 24, two inch (2") increments.

E3. CONSTRUCTION OF MEN'S AND LADIES UNIFORM PANTS

- E3.1 Front Pockets:
- (a) The two (2) front pockets will be quarter top style with a minimum opening of 15.2 cm and a minimum depth of 14.5 cm measured from the bottom of the pocket opening.
 - (b) The pockets shall be constructed using pocket facings that shall be stitched to pocket bags, clean finish, stitched to front, worked out and topstitched.
 - (c) Pocket facings shall be made of the shell fabric and shall measure a minimum of 7.6 cm in width.
- E3.2 Back Hip Pockets:

- (a) The two (2) back hip pockets shall have a minimum opening of 14.0 cm and a minimum depth of 14.5 cm measured from the bottom of the pocket opening.
- (b) The hip pockets shall be constructed using the double welt method and the welts shall be finished in such a manner that there is top stitching on both top and bottom for added reinforcement.
- (c) The corners of the hip pocket openings shall have firm triangle bar tacks.
- (d) Both hip pockets shall have a button and tab closure.

E3.3 Cargo Pockets:

- (a) The two (2) cargo pockets shall be 16.5 cm wide and 19.0 cm long with the two bottom mitred corners being 3.0 cm long.
- (b) Pocket shall be reinforced at corners with bar tack.
- (c) Mitred corner flap to be secured approximately 1.0 cm above pocket, set and topstitched down. Flap to have flame resistant Velcro closure on both sides of pocket, to secure pocket flap from curling. Two Velcro Tab closures to be 2" long and ¾" wide sewn horizontally on the pocket and vertically on the flap. Velcro to be sewn at bottom of flap and not on the sides.

E3.4 Waistband:

- (a) The two piece waistband shall be constructed using the "closed method" and shall measure 1.75" waistband and 2" belt loops when finished. This waistband must be adjustable at the back-seat seam, and the seam is to be clean finished and tacked down flat for comfort.
- (b) The waistband shall have a triple strand ultra band roll shirt gripper.
- (c) Waistband closure shall be accomplished with a crush-proof size 8 hook and size 8 eye.
- (d) The hook and eye shall be reinforced with stays made of non-woven fabric that are anchored by the topstitching for the fly facing and curtain. This topstitching must be to the top of the waistband.
- (e) The waistband shall have an inside button, for inside fly tab closure.

E3.5 Darts:

- (a) Men's
 - (i) There shall be two (2) hip darts to shape the pants. They shall be placed at the left and right back extending down from the waistband to the hip pocket.
- (b) Ladies:
 - (i) There shall be four (4) hip darts, two (2) on each side to shape the pants. They shall be placed at the left and right back extending down from the waistband to the hip pocket.

E3.6 Fly Opening:

- (a) Reinforced front fly and crotch seam.
- (b) Fly zipper shall be brass with a locking head.
- (c) The right fly shall be lined with the same fabric as the waistband curtain and pocketing.
- (d) The fly lining shall be sewn to the left fly below the zipper in a neat and durable manner.
- (e) Right fly lining must extend past inseam for extra strength.
- (f) There shall be a firm straight bar tack at the bottom of the fly going through the zipper tape.
- (g) There shall be a buttonhole on the inside right fly.
- (h) A button shall be located on the left fly corresponding with the buttonhole.

- (i) Inside fly tab is to be joined, turned and topstitched with single needle, sewn keyhole button hole, and is to be inserted into right fly while joining the right fly for a clean finish.

E3.7 Crotch Reinforcement on men's pants only:

- (a) Extra crotch reinforcement and seam.
- (b) Four (4) piece triangular crotch gusset reinforcement.

E3.8 Seat:

- (a) Seat-seam to have the edge serged both sides.
- (b) Seat-seam to be joined with two rows of stitching one on top of the other with a Model # 56300F lock-chain stitch with a minimum of a 7.6 cm outlet.

E3.9 Legs:

- (a) Inside seams are serged, joined and busted.

E3.10 Belt loops:

- (a) There shall be a minimum of seven (7) belt loops, 2" in width of double thickness.
- (b) Each loop must have a fusible interlining.
- (c) All loops must be inserted and then "dropped" with the bottom of the belt loop tacked to the pants. The top of all belt loops (except for the centre back loop) shall be inserted in the waistband top curtain seam. The top and the bottom of the centre back loop shall be tacked to the waistband to allow for waistband adjustments.

E3.11 Finishing:

- (a) Bottom of pant leg to be serged, neatly pressed and properly shaped.
- (b) Upon award the Contract Administrator will provide a list of pants and inseams required. Inseam range will be 30" – 36" per size.

E3.12 Stitching:

- (a) All thread tensions are evenly maintained to eliminate tight or loose stitching. All seam allowances are maintained so that there are no raw edges, run offs, twists, pleats, puckers or open seams. All seam ends secured by other seams and/or bartacked no less than 0.6 cm. Stitching line ends overlapped not less than 1.2 cm. Thread breaks overstitched at least 1.2 cm on either end of break. Minimum stitch length is 4.5 stitches per cm.

E3.13 Labelling:

- (a) Permanently labelled with the manufacturer, country of origin, size, fibre content and care instructions.
- (b) Label temporarily sewn to outside of pants to indicate waist size.

E4. MEN'S AND LADIES UNIFORM SHIRTS

E4.1 Materials:

- (a) Shell Fabric: 100% cotton, machine washable and dry-cleanable providing user comfort, durability, uniform appearance, easy care and low maintenance.
- (b) Cloth Type: 5.3 ounces (oz) per square metre 2 x 1 twill weave in 100% cotton fibre, procured for wrinkle resistance and treated with soil release finish (stain resistant).
- (c) Fabric construction: 140 x 72, 30 x 30.
- (d) Colour: Powder Blue.

E4.2 Interlinings:

- (a) Collar, front placket, pocket flaps, epaulettes and cuffs are top fused with 150 grams/sq. metre, 100% cotton, woven interlining.

E4.3 Button:

- (a) 19 ligne, 4 hole, pure melamine plastic buttons, pearlescent.

E4.4 Velcro (hook and loop):

- (a) Flame resistant, 1.3 cm wide.

E4.5 Thread:

- (a) For all seams size # 65/2 poly plus, dyed to match shell colour.

E5. CONSTRUCTION OF SHORT SLEEVED UNIFORM SHIRTS

E5.1 Sleeves:

- (a) Clean finish with 2.5 cm hem constructed after sleeve closing seam, and is to be bar tacked at end.
- (b) Sleeve to be joined utilizing French armhole constructions.

E5.2 Cresting:

- (a) Crest sewn on each shoulder.
- (b) 2.0 cm from the shoulder seam.
- (c) Centred to line up with the centre of the epaulette.
- (d) Supplied by the Winnipeg Fire Paramedic Service.

E5.3 Collar:

- (a) Banded dress collar style, hand sewn.
- (b) Collar stand to measure 3.8 cm high in back.
- (c) Collar made of two plies of shell fabric plus one ply of specified interlining.
- (d) Collar stand made of one ply shell fabric, one ply of specified lining fabric plus one ply of the specified interlining.
- (e) Collar top-stitched around the edges.
- (f) Collar points 8.3 cm long.

E5.4 Epaulettes:

- (a) Cut from shell fabric and interlined.
- (b) Sewn into the sleeve hem.
- (c) To measure 5.0 cm at sleeve head tapering to measure 4.2 cm wide at the point.
- (d) Set with the point approximately 1.5 cm from the collar seam.
- (e) Stitched to the shoulders with topstitching of French seam approximately 1.0 cm from the seam.
- (f) Buttonhole at the pointed end of the epaulette with the specified button sewn to the shoulder seam approximately 3.5 cm from the neck seam.
- (g) Epaulettes to be topstitched around all edges.

E5.5 Pockets:

- (a) Two chest pockets with pleated patch pockets and scalloped pocket flaps or mitred with velcro on bottom of pocket flap.

- (b) Patch pocket to measure 14.5 cm wide and 16.0 cm long with mitred corners and a 3.2 cm box pleat stitched closed.
- (c) Pocket flap to measure 15.0 cm wide by 5.8 cm high at sides and 7.2 cm high at the centre.
- (d) Left pocket to have a sewn pencil opening 3.2 cm wide and pencil slot sewn from top to bottom of pocket.
- (e) Flame resistant Velcro 1.3 cm wide by 2.5 cm high sewn to the upper corners of each pocket and flap to secure pocket flap.
- (f) Scalloped/Mitred pocket flap interlined.
- (g) Top flap set approximately 1.8 cm above the top of the pocket and to have one centred unslit buttonhole with a button sewn on top.
- (h) Pencil opening in the left flap 3.2 cm wide.

E5.6 Yoke:

- (a) Two ply back yoke lined on the inside with shell fabric.
- (b) Yoke to measure approximately 10.0 cm at the centre and at the sleeve head.

E5.7 Front:

- (a) Left front to have an applied centre front placket measuring 3.8 cm wide.
- (b) Placket to show two rows of stitching 2.5 cm apart.
- (c) Six buttons and buttonholes down the front.
- (d) One spare button stitched to the right, lower inner facing.

E5.8 Stitching:

- (a) French seam construction for joining sleeve.
- (b) 2-needle felled seam for sleeve and body closing.
- (c) Front placket joining seams and back yoke seams safety stitched.
- (d) Concealed edges and front facings, outer yokes and top of pockets over-edge stitched.
- (e) All other stitching single needle at 4.5 stitches per cm.

E5.9 Buttons & Buttonholes:

- (a) Buttons shall be cross stitched and knotted at the back.
- (b) Buttonholes shall be straight, cut after type.

E5.10 Labelling:

- (a) Permanently labelled with the manufacturer, country of origin, size, fibre content and care instructions.
- (b) Each shirt will have the size clearly marked on inside of yoke/neck back in indelible ink.

E5.11 Pressing & Finishing:

- (a) Loose threads trimmed.
- (b) Shirts pressed completely prior to packaging.

E5.12 Packaging:

- (a) Folded, clipped and individually poly-bagged with a cardboard collar stand and butterfly clip.
- (b) Packed three (3) to six (6) to a box, clearly labelled on one end with style number, quantity, colour and size.

E6. CONSTRUCTION OF LONG SLEEVED UNIFORM SHIRTS

E6.1 Sleeves:

- (a) Sleeve ends to have plackets finishing 3.2 cm wide on the top placket and 1.3 cm wide under placket and have a single pleat where attached to cuffs.
- (b) One button and buttonhole centred on placket.
- (c) Cuffs to finish 5.7 cm wide, constructed of two plies of shell fabric plus one ply of interlining and topstitched 0.6 cm on the edges.
- (d) Cuff to be 2-button adjustable with buttons set side by side 1.9 cm apart on centre.
- (e) Sleeve joining seam to be French seam construction.

E6.2 Cresting:

- (a) Crest sewn on each shoulder.
- (b) 2.0 cm from the shoulder seam.
- (c) Centred to line up with the centre of the epaulette.
- (d) Supplied by the Winnipeg Fire Paramedic Service.

E6.3 Collar:

- (a) Banded dress collar style, hand sewn.
- (b) Collar stand to measure 3.8 cm high on back.
- (c) Collar made of two plies of shell fabric plus one ply of the specified interlining.
- (d) Collar stand made of one ply of shell fabric, one ply of specified lining fabric plus one ply of the specified interlining.
- (e) Collar top-stitched around the edges.
- (f) Collar points 8.3 cm long.

E6.4 Epaulettes:

- (a) Cut from shell fabric and interlined.
- (b) Sewn into the sleeve hem.
- (c) To measure 5.0 cm at sleeve head tapering to measure 4.2 cm wide at the point.
- (d) Set with the point approximately 1.5 cm from the collar seam.
- (e) Stitched to the shoulders with topstitching of French seam approximately 1.0 cm from seam.
- (f) Buttonhole at the pointed end of the epaulette with the specified button sewn to the shoulder seam approximately 3.5 cm from neck seam.
- (g) Epaulettes to be topstitched around all edges.

E6.5 Pockets:

- (a) Two chest pockets with pleated patch pockets and scalloped pocket flaps or mitred with velcro on bottom of pocket flap.
- (b) Patch pocket to measure 14.5 cm wide and 16 cm long with mitred corners and a 3.2 cm box pleat stitched closed.
- (c) Pocket flap to measure 15.0 cm wide by 5.8 cm high at sides and 7.2 cm high at the centre.
- (d) Left pocket to have a sewn pencil opening 3.2 cm wide.
- (e) Flame resistant velcro 1.3 cm wide by 2.5 cm high sewn to the upper corners of each pocket and flap to secure pocket flap.

- (f) Scalloped or mitred pocket flap interlined.
- (g) Top flap set approximately 1.8 cm above the top of the pocket and to have one centred unslit buttonhole with a button sewn on top.
- (h) Pencil opening in the left flap 3.2 cm wide and pencil slot sewn from the top to the bottom of pocket.

E6.6 Yoke:

- (a) Two ply back yoke lined on the inside with shell fabric.
- (b) Yoke to measure approximately 10 cm at the centre and at the sleeve head.

E6.7 Front:

- (a) Left front to have an applied centre front placket measuring 3.8 cm wide.
- (b) Placket to show two rows of stitching 2.5 cm apart.
- (c) Six buttons and buttonholes down the front.
- (d) One spare button stitched to the right, lower inner facing

E6.8 Stitching:

- (a) French seam construction for joining sleeve.
- (b) 2-needle felled seam for sleeve and body closing.
- (c) Front placket joining seams and back yoke seams safety stitched.
- (d) Concealed edges and front facings, outer yokes and top of pockets over-edge stitched.
- (e) All other stitching single needle of 4.5 stitches per cm.

E6.9 Buttons & Buttonholes:

- (a) Buttons shall be cross stitched and knotted at the back.
- (b) Buttonholes shall be straight, cut after type.

E6.10 Labelling:

- (a) Permanently labelled with the manufacturers, country of origin, size, fibre content and care instructions.
- (b) Each shirt will have the size clearly marked on inside of yoke/neck back in indelible ink.

E6.11 Pressing & Finishing

- (a) Loose threads trimmed.
- (b) Shirts pressed completely prior to packaging.

E6.12 Packaging:

- (a) Folded, clipped and individually poly bagged with a cardboard collar stand and butterfly clip.
- (b) Packed three (3) and six (6) to a box, clearly labelled on one end with style number, quantity, colour and size.

E7. MEN'S AND LADIES UNIFORM SHORTS

E7.1 Materials:

- (a) Shell fabric: 100% cotton, machine washable and dry-cleanable providing user comfort, durability, uniform appearance, easy care and low maintenance.
- (b) Cloth Type: 8 ounces (oz) per square metre 2. X 1 twill weave in 100% cotton fibre, precured for wrinkle resistance and treated with soil release finish (stain resistant).

- (c) Fabric construction: 108 x 56, 16 x 12
- (d) Colour: Dark Navy – Fade Resistant

E7.2 Pocketing:

- (a) Black commercially available pocketing

E7.3 Buttons:

- (a) 24 ligne, 4 hole, pure melamine plastic buttons.

E7.4 Velcro (hook and loop):

- (a) Flame resistant, 2" long x 3/4" wide.

E7.5 Thread:

- (a) Tex 50 for seaming and topstitching. Tex 40 for serging, dyed to match shell colour.

E7.6 Men's size range:

- (a) 28-52, two inch (2") increments.

E7.7 Ladies size range:

- (a) 6-24, two inch (2") increments.

E8. CONSTRUCTION OF MEN'S AND LADIES UNIFORM SHORTS

E8.1 Front Pockets:

- (a) The two (2) front pockets will be quarter top style with a minimum opening of 15.2 cm and a minimum depth of 14.5 cm measured from the bottom of the pocket opening.
- (b) The pockets shall be constructed using pocket facings that shall be stitched to pocket bags, clean finish, stitched to front, worked out and topstitched.
- (c) Pocket facings shall be made of the shell fabric and shall measure a minimum of 7.6 cm in width.

E8.2 Back Hip Pockets:

- (a) The two (2) back hip pockets shall have a minimum opening of 14.0 cm and a minimum depth of 14.5 cm measured from the bottom of the pocket opening.
- (b) The hip pockets shall be constructed using the double welt method and the welts shall be finished in such a manner that there is top stitching on both top and bottom for added reinforcement.
- (c) The corners of the hip pocket openings shall have firm triangle bar tacks.
- (d) The left hip pocket shall have a button and tab closure.

E8.3 Cargo Pockets:

- (a) The two (2) cargo pockets shall be 16.5 cm wide and 19.0 cm long with the two bottom mitred corners being 3.0 cm long.
- (b) Pocket shall be reinforced at corners with bar tack.
- (c) Mitred corner pocket flap to be secured approximately 1.0 cm above pocket, set and topstitched down. Flap to have flame resistant velcro closure on both sides of pocket, to secure pocket flap from curling. Two velcro tab closures to be 2" long and 3/4" wide sewn horizontally on the pocket and vertically on the flap. Velcro to be sewn at bottom of flap and not on the sides.

E8.4 Waistband:

- (a) The two piece waistband shall be constructed using the “closed method” and shall measure 1.75” waistband and 2” belt loops when finished. This waistband must be adjustable at the back-seat seam, and the seam is to be clean finished and tacked down flat for comfort.
- (b) The waistband shall have a triple strand ultra- band roll shirt gripper.
- (c) Waistband closure shall be accomplished with a crush-proof size 8 hook and size 8 eye.
- (d) The hook and eye shall be reinforced with stays made of non-woven fabric that are anchored by the topstitching for the fly facing and curtain. This topstitching must be to the top of the waistband.
- (e) The waistband shall have an inside button, for inside fly tab closure.

E8.5 Darts:

- (a) Men’s: There shall be two (2) hip darts to shape the pants. They shall be placed at the left and right back extending down from the waistband to the hip pocket.
- (b) Ladies: There shall be four (4) hip darts, two (2) on each side to shape the pants. They shall be placed at the left and right back extending down from the waistband to the hip pocket.

E8.6 Fly opening:

- (a) Reinforced front fly and crotch seam.
- (b) Fly zipper shall be brass with a locking head.
- (c) The right fly shall be lined with the same fabric as the waistband curtain and pocketing.
- (d) The fly lining shall be sewn to the left fly below the zipper in a neat and durable manner.
- (e) Right fly lining must extend past inseam for extra strength.
- (f) There shall be affirm straight bar tack at the bottom of the fly going through the zipper tape.
- (g) There shall be a buttonhole on the inside right fly.
- (h) A button shall be located on the left fly corresponding with the buttonhole.
- (i) Inside fly tab is to be joined, turned and topstitched with single needle, sewn keyhole button hole, and is to be inserted into right fly while joining the right fly for a clean finish.

E8.7 Crotch Reinforcement on men’s pants only:

- (a) Extra crotch reinforcement and seam.
- (b) Four (4) piece triangular crotch gusset reinforcement.

E8.8 Seat:

- (a) Seat-seam to have the edge serged both sides.
- (b) Seat-seam to be joined with two rows of stitching one on top of the other with a Model # 56300F lock-chain stitch with a minimum of 7.6 cm outlet.

E8.9 Legs:

- (a) Inside seams are serged, joined and busted.
- (b) Leg width 13” at bottom of shorts (for size 36” waist) this will adjust accordingly to size variance.

E8.10 Belt loops:

- (a) There shall be a minimum of seven (7) belt loops, 1.6 cm in width of double thickness.
- (b) Each loop must have a fusible interlining.

- (c) All loops must be inserted and then “dropped” with the bottom of the belt loop tacked to the pants. The top of all belt loops (except for the centre back loop) shall be inserted in the waistband top curtain seam. The top and the bottom of the centre back loop shall be tacked to the waistband to allow for waistband adjustments.

E8.11 Finishing:

- (a) Bottom of pant leg to be hemmed clean finish 2.5 cm, neatly pressed and properly shaped.
- (b) Pant inseams 10” (for size 36” waist) inseam will fluctuate according to size.

E8.12 Stitching:

- (a) All thread tensions are evenly maintained to eliminate tight or loose stitching. All seam allowances are maintained so that there are no raw edges, run offs, twists, pleats, puckers or open seams. All seam ends secured by other seams and/or bartacked no less than 0.6 cm. Stitching line ends overlapped not less than 1.2 cm. Thread breaks overstitched at least 1.2 cm on either end of break. Minimum stitch length is 4.5 stitches per cm.

E8.13 Labelling:

- (a) Permanently labelled with the manufacturer, country of origin, size, fibre content and care instructions.
- (b) Label temporarily sewn to outside of pants to indicate waist size.

E9. APPROVED PRODUCTS

E9.1 The following products are approved;

- (a) MWG Apparel – Uniform Pants Men Style # I69T01
- (b) MWG Apparel – Uniform Pants Ladies Style # I99T00
- (c) MWG Apparel – Uniform Shirt Short Sleeve Men Style I79P25
- (d) MWG Apparel – Uniform Shirt Short Sleeve Ladies Style # I42S01
- (e) MWG Apparel – Uniform Shirt Long Sleeve Men Style I76N09
- (f) MWG Apparel – Uniform Shirt Long Sleeve Ladies Style # I47S01
- (g) MWG Apparel – Uniform Shorts Men Style #I69K03
- (h) MWG Apparel – Uniform Shorts Ladies Style # I99R01

E10. APPENDIX A

E10.1 The following Appendices are applicable

- (a) Page 1 of 8 – Ladies Long Sleeve Shirt Measurement Chart 2016
- (b) Page 2 of 8 – Ladies Pants Measurement Chart 2016
- (c) Page 3 of 8 – Ladies Short Sleeve Shirt Measurement Chart 2016
- (d) Page 4 of 8 – Ladies Shorts Measurement Chart 2016
- (e) Page 5 of 8 – Men Long Sleeve Shirt Measurement Chart 2016
- (f) Page 6 of 8 – Men Pants measurement Chart 2016
- (g) Page 7 of 8 – Men Short Sleeve Shirt Measurement Chart 2016
- (h) Page 8 of 8 – Men Shorts Measurement Chart 2016