



THE CITY OF WINNIPEG

TENDER

TENDER NO. 67-2020

UNIFORM TANK TOPS, T-SHIRTS, SWEATSHIRTS AND GOLF SHIRTS

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 UNIFORM TANK TOPS, T-SHIRTS, SWEATSHIRTS AND GOLF SHIRTS

B2. SUBMISSION DEADLINE

- B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, March 19, 2020.
- 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 Tender, 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 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Tender 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 Tender 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. 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 Tender 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 Tender, 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.
- B5.3 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>
- B5.4 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.
- B5.5 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.
- B5.6 Notwithstanding B3, enquiries related to an Addendum may be directed to the Contract Administrator indicated in D5.

B6. SUBSTITUTES

- B6.1 The Work is based on the materials, equipment, methods and products specified in the Tender.
- B6.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B6.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least seven (7) 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 B16.
- 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; and
 - (b) Form B: Prices.
- B7.2 Samples are not required with the bid submission, and shall only be required if requested by the Contract Administrator.**
- B7.3 Further to B7.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B6.
- B7.4 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.
- B7.5 The Bid Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B7.6 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 Tender 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
- B7.6.1 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 Tender number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B7.7 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to 204- 949-1178.
- B7.7.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time or guarantee the successful receipt of a faxed Bid Submission.
- B7.8 Bidders are advised not to include any information/literature except as requested in accordance with B7.1.
- B7.9 Bidders are advised that inclusion of terms and conditions inconsistent with the Tender document, including the General Conditions, will be evaluated in accordance with B16.1(a).
- B7.10 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 11 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;
 - (d) if the Bidder is carrying on business under a name other than his/her own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B8.4.1 The name and official capacity of all individuals signing Form A: Bid should be printed below such signatures.
- B8.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid and the Contract, when awarded, shall be both joint and several.

B9. PRICES

- B9.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.
- B9.1.1 Prices on Form B: Prices shall include:
- (a) duty;
 - (b) freight and cartage;
 - (c) Provincial and Federal taxes [except the Goods and Services Tax (GST) and Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable] and all charges governmental or otherwise paid;
 - (d) profit and all compensation which shall be due to the Contractor for the Work and all risks and contingencies connected therewith.
- B9.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.
- B9.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B10. 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) N/A

B11. CONFLICT OF INTEREST AND GOOD FAITH

B11.1 Bidders, by responding to this Tender, declare that no Conflict of Interest currently exists, or is reasonably expected to exist in the future.

B11.2 Conflict of Interest means any situation or circumstance where a Bidder or employee of the Bidder proposed for the Work has:

- (a) other commitments;
- (b) relationships;
- (c) financial interests; or
- (d) involvement in ongoing litigation;

that could or would be seen to:

- (i) exercise an improper influence over the objective, unbiased and impartial exercise of the independent judgment of the City with respect to the evaluation of Bids or award of the Contract; or
- (ii) compromise, impair or be incompatible with the effective performance of a Bidder's obligations under the Contract;
- (e) has contractual or other obligations to the City that could or would be seen to have been compromised or impaired as a result of its participation in the Tender process or the Work; or
- (f) has knowledge of confidential information (other than confidential information disclosed by the City in the normal course of the Tender process) of strategic and/or material relevance to the Tender process or to the Work that is not available to other bidders and that could or would be seen to give that Bidder an unfair competitive advantage.

B11.3 In connection with its Bid, each entity identified in B11.2 shall:

- (a) avoid any perceived, potential or actual Conflict of Interest in relation to the procurement process and the Work;
- (b) upon discovering any perceived, potential or actual Conflict of Interest at any time during the Tender process, promptly disclose a detailed description of the Conflict of Interest to the City in a written statement to the Contract Administrator; and
- (c) provide the City with the proposed means to avoid or mitigate, to the greatest extent practicable, any perceived, potential or actual Conflict of Interest and shall submit any additional information to the City that the City considers necessary to properly assess the perceived, potential or actual Conflict of Interest.

B11.4 Without limiting B11.3, the City may, in its sole discretion, waive any and all perceived, potential or actual Conflicts of Interest. The City's waiver may be based upon such terms and conditions as the City, in its sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately avoided or mitigated, including requiring the Bidder to put into place such policies, procedures, measures and other safeguards as may be required by and be acceptable to the City, in its sole discretion, to avoid or mitigate the impact of such Conflict of Interest.

- B11.5 Without limiting B11.3, and in addition to all contractual or other rights or rights at law or in equity or legislation that may be available to the City, the City may, in its sole discretion:
- (a) disqualify a Bidder that fails to disclose a perceived, potential or actual Conflict of Interest of the Bidder or any of its employees proposed for the Work;
 - (b) require the removal or replacement of any employees proposed for the Work that has a perceived, actual or potential Conflict of Interest that the City, in its sole discretion, determines cannot be avoided or mitigated;
 - (c) disqualify a Bidder or employees proposed for the Work that fails to comply with any requirements prescribed by the City pursuant to B11.4 to avoid or mitigate a Conflict of Interest; and
 - (d) disqualify a Bidder if the Bidder, or one of its employees proposed for the Work, has a perceived, potential or actual Conflict of Interest that, in the City's sole discretion, cannot be avoided or mitigated, or otherwise resolved.
- B11.6 The final determination of whether a perceived, potential or actual Conflict of Interest exists shall be made by the City, in its sole discretion.

B12. QUALIFICATION

- B12.1 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.
- B12.2 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 <https://winnipeg.ca/finance/findata/matmgt/listing/debar.pdf>
- B12.3 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);
- B12.4 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.
- B12.5 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.

B13. OPENING OF BIDS AND RELEASE OF INFORMATION

- B13.1 Bids will not be opened publicly.

- B13.2 Following the Submission Deadline, the names of the Bidders and their total bid price (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>
- B13.3 After award of Contract, the name(s) of the successful Bidder(s), their address(es) 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>
- B13.4 The Bidder is advised that any information contained in any Bid may be released if required by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law or by City policy or procedures (which may include access by members of City Council).
- B13.4.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Bid Submission identified by the Bidder as such in accordance with and by reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.

B14. IRREVOCABLE BID

- B14.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.
- B14.2 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.

B15. WITHDRAWAL OF BIDS

- B15.1 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.
- B15.1.1 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.
- B15.1.2 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 11 of Form A: Bid, and only such person, has authority to give notice of withdrawal.
- B15.1.3 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 11 of Form A: Bid; and
 - (c) if the notice has been given by any one of the persons specified in B15.1.3(b), declare the Bid withdrawn.
- B15.2 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 B14.2 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.

B16. EVALUATION OF BIDS

- B16.1 Award of the Contract shall be based on the following bid evaluation criteria:

- (a) compliance by the Bidder with the requirements of the Tender, or acceptable deviation therefrom (pass/fail);
- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B12 (pass/fail);
- (c) Total Bid Price;
- (d) economic analysis of any approved alternative pursuant to B6.

B16.2 Further to B16.1(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.

B16.3 Further to B16.1(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 qualified.

B16.4 Further to B16.1(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.

B16.5 This Contract will be awarded as a whole.

B17. AWARD OF CONTRACT

B17.1 The City will give notice of the award of the Contract or will give notice that no award will be made.

B17.2 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 qualified, and the Bids are determined to be responsive.

B17.2.1 Without limiting the generality of B17.2, 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.

B17.3 Where an award of Contract is made by the City, the award shall be made to the qualified Bidder submitting the lowest evaluated responsive Bid, in accordance with B16.

B17.3.1 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.

B17.4 Notwithstanding C4, the City may issue a purchase order to the successful Bidder in lieu of the execution of a Contract.

B17.5 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 2020-01-31) 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 Tender 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 PRACTICE

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 for the period May 1, 2020 until April 30, 2021, with the option of four (4) mutually agreed upon one (1) year extensions.

D3.1.1 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.

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

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

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

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

D3.2.3 The City anticipates placing one (1) main order annually, but may supplement this with additional individual orders of not less than \$100.00 in value. Actual quantity of each style and size will be confirmed at time of order.

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

D4. DEFINITIONS

D4.1 When used in this Tender:

- (a) "**Representative Sample**" means that the sample submitted shall 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:
Dawn Perrelli
Storekeeper 4
Telephone No.: 204- 795-7621
Email Address: dperrelli@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.
- D6.4 A Contractor who violates any provision of D6 may be determined to be in breach of 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.

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;
 - (ii) evidence of the workers compensation coverage specified in C6.16;
 - (b) the Contractor has attended a meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a meeting.

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 various locations within the City.
- D10.1.1 Goods shall be delivered within thirty (30) Business Days of the placing of an order.
- D10.2 Initial start-up delivery shall be forty (40) 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 The Contractor shall confirm each delivery with the Contract Administrator or his/her designate, at least two (2) Business Days before delivery.
- D10.5 Goods shall be delivered between 8:30 a.m. and 4:30 p.m. on Business Days.
- D10.6 The Contractor shall off-load goods as directed at the delivery location.

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.

D12. RECORDS

- D12.1 The Contractor shall keep detailed records of the goods supplied under the Contract.
- D12.2 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.
- D12.3 The Contractor shall provide the Contract Administrator with a copy of the records for each quarter year within fifteen (15) Calendar Days of a request of the Contract Administrator.

MEASUREMENT AND PAYMENT

D13. INVOICES

- D13.1 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
- D13.2 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.

D13.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D13.4 **Bid Submissions must not be submitted to the above facsimile numbers. Bids must be submitted in accordance with B7.**

D14. PAYMENT

D14.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D14.2 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

WARRANTY

D15. WARRANTY

D15.1 Warranty is as stated in C11.

D16. TABLE A- DELIVERY LOCATIONS

D16.1 Aquatic Uniforms

All Aquatic Uniforms shall be separated by the contractor for delivery to the following specific locations. Further detail will be provided to the Contractor upon the placing of an order. All locations are within the City of Winnipeg.

Pan-Am Pool	25 Poseidon Bay
Elmwood Kildonan Pool	909 Concordia
Margaret Grant Pool	685 Dalhousie Drive
Bonivital Pool	1215 Archibald Street
Cindy Klassen Recreation Complex	999 Sargent Avenue
Seven Oaks Pool	444 Adsum Drive
St. James Centennial Pool	644 Parkdale Street

D16.2 Wading Pool Uniforms and All Other Recreation Services Uniforms

All other Recreation Services Uniforms shall be delivered to:

Recreation Services Division Stores
565 Watt Street

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

E1.1 These Specifications shall apply to the Work.

E1.2 The following are applicable to the work:

<u>Drawing No.</u>	<u>Drawing Name/Title</u>
1	Sizing Tables A-D
2	Logo Manual
3	Logo Front – All Garments EXCEPT Aquatic Head Instructor Guard
4	Logo Front – Aquatic Head Instructor Guard Only
5	Logo Back – Aquatic Instructor
6	Logo Back – Deck Supervisor
7	Logo Back – Instructor Guard
8	Logo Back – Program Leader
9	Logo Back – Recreation Technician Staff

E1.3 Bidders are reminded that requests for approval of substitutes as an approved equal or an approved alternative shall be made in accordance with B6. In every instance where a brand name or design specification is used, the City will also consider approved equals and/or approved alternatives in accordance with B6.

E2. GOODS

E2.1 The Contractor shall supply Uniform Tank Tops, T-shirts, Sweatshirts and Golf Shirts in accordance with the requirements hereinafter specified.

E2.2 Sizing Tables A-D:

- All garments to be in accordance with the sizing range identified in Table A-D as applicable.
- All garments chest size range shall be in accordance with Sizing Chart Table A-D with allowable deviation to be 0.50 inches; and
- All garments length range to be in accordance with Sizing Chart Table A-D with allowable deviation to be 0.50 inches.

E2.3 Item No. 1 - shall be Women's Tank Tops with White Side Panel for the Aquatic Instructor Guard as follows:

- Women's Cooling Performance Singlet;
- Royal blue in colour with a white contrast side panel;
- Neck and armholes to be finished in the same fabric and colour;
- Fabric shall be 50% cotton and 50% polyester pre-shrunk, interlock with moisture wicking, colour resistant, stain release, with material that is not see through;
- Screening on the front of the garment is to be done in white and on the left hand side of the chest area with the City of Winnipeg logo; and
- Screening on the back of the garment is to be done in white, centred between the shoulders and is to read: Instructor Guard.

E2.4 Item No. 2 - shall be Men's Tank Top with White Side Panel for the Aquatic Instructor Guard as follows:

- Men's Cooling Performance Singlet;
- Royal Blue in colour with a white contrast side panel;

- c) Neck and armholes to be finished in the same fabric and colour;
- d) Fabric shall be 50% cotton and 50% polyester pre-shrunk, interlock with moisture wicking colour resistant, stain release, with material that is not see through;
- e) Screening on the front of the garment is to be done in white and on left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in white, centred between the shoulders and is to read: Instructor Guard.

E2.5 Item No. 3 - shall be Unisex T-Shirt for the Aquatic Instructor Guard as follows:

- a) Unisex 50/50 Ultra Blend T-shirt;
- b) Royal Blue in colour;
- c) Neck, sleeves and hems to be finished in the same fabric and colour;
- d) Fabric shall be 50% cotton and 50% polyester pre-shrunk, moisture wicking fabric;
- e) Screening on the front of the garment is to be done in white on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in white, centred between the shoulders and is to read: Instructor Guard.

E2.6 Item No. 4 – shall be Unisex Sweatshirt for the Aquatic Instructor Guard as follows:

- a) Unisex Crew Sweatshirt;
- b) Royal Blue in colour;
- c) Neck, hems and cuffs to be same fabric and colour;
- d) Fabric shall be 8.0 oz. 50% cotton and 50% polyester pre-shrunk fleece;
- e) Screening on the front of the garment is to be done in white on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in white, centred between the shoulders and is to read: Instructor Guard.

E2.7 Item No. 5 – shall be Women’s Golf Shirt for the Aquatic Head Instructor Guard with embroidered logo as follows:

- a) Women’s golf shirt with collar and three button placket;
- b) Royal blue in colour;
- c) Collar, cuffs and hems to be finished in the same colour and fabric;
- d) Fabric shall be 5 oz. 65% polyester, 35 % cotton, low shrinkage, moisture wicking, anti-microbial, soil and wrinkle release; and
- e) Embroidering on the front of the garment is to be done on the left hand side of the chest area with the City of Winnipeg logo and in City of Winnipeg logo colours. Underneath the City of Winnipeg logo also embroidered in white to read: Head Instructor Guard.
- f) No embroidery or screening will be required on the back of the uniform.

E2.8 Item No. 6 – shall be Men’s Golf Shirts for the Aquatic Head Instructor Guard with embroidered logo as follows:

- a) Men’s golf shirt with collar and three button placket;
- b) Royal blue in colour;
- c) Collar, sleeves and hems to be finished in the same colour and fabric;
- d) Fabric shall be 5 oz. 65% polyester, 35% cotton, low shrinkage, moisture wicking, anti-microbial and soil and wrinkle release; and

- e) Embroidering on the front of the garment is to be done on the left hand side of the chest area with the City of Winnipeg logo and in City of Winnipeg logo colours. Underneath the City of Winnipeg logo, also embroidered in white to read: Head Instructor Guard.
- f) No embroidery or screening will be required on the back of the uniform.

E2.9 Item No. 7 – shall be Unisex T-Shirt for the Aquatic Instructor as follows:

- a) Unisex 50/50 Ultra Blend T-Shirt;
- b) Baby blue in colour;
- c) Neck, sleeves and hems to be finished in the same colour and fabric;
- d) Fabric shall be 50% cotton and 50% polyester pre-shrunk, interlock, with moisture wicking;
- e) Screening on the front of the garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in black, centred between the shoulders and is to read: Aquatic Instructor.

E2.10 Item No. 8 – shall be Women's Tank Top for the Aquatic Wading Pool and Locker Room Attendant Staff as follows:

- a) Women's basic tank top;
- b) Teal in colour;
- c) Neck and armholes to be finished in the same colour and fabric;
- d) Neck and armholes to be higher than the men's style tank top;
- e) Fabric shall be 50% cotton and 50% polyester pre-shrunk, interlock with moisture wicking, colour resistant, stain resistant with material that is not see through;
- f) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- g) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:

Recreation Services - (on Line 1), and
Staff - (on Line 2).

E2.11 Item No. 9 – shall be Men's Tanks Top for the Aquatic Wading Pool and Locker Room Attendant Staff as follows:

- a) Men's basic tank top;
- b) Teal in Colour;
- c) Neck and armholes to be finished in the same colour and fabric;
- d) Fabric shall be 50% cotton and 50% polyester pre-shrunk, interlock with moisture wicking, colour resistant, stain resistant with material that is not see through;
- e) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:

Recreation Services - (on Line 1), and
Staff - (on Line 2).

E2.12 Item No. 10 – shall be Unisex T-Shirt for the Aquatic Wading Pool and Locker Room Attendant Staff as follows:

- a) Unisex 50/50 Ultra Blend T-Shirt;
- b) Teal in Colour;
- c) Neck ,sleeves and hems to be finished in the same fabric and colour;

- d) Fabric shall be 50% cotton and 50% polyester pre-shrunk, interlock with moisture wicking;
- e) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:

Recreation Services - (on Line 1), and
Staff - (on Line 2).

E2.13 Item No. 11 – shall be Unisex Sweatshirt for the Aquatic Wading Pool and Locker Room Attendant Staff as follows:

- a) Unisex Crew Sweatshirt;
- b) Teal in Colour;
- c) Neck and cuffs to be same fabric and colour;
- d) Fabric shall be 8.0 oz. 50% cotton and 50% polyester pre-shrunk fleece;
- e) Neck and armholes to be finished in the same fabric and colour;
- f) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- g) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:

Recreation Services - (on Line 1), and
Staff - (on Line 2).

E2.14 Item No. 12 – shall be Women’s Tank Top with a White Side Panel for the Aquatic Deck Supervisor as follows:

- a) Women’s performance cooling singlet;
- b) Black in colour with a white contrast side panel;
- c) Neck and armholes to be finished in the same fabric and colour;
- d) Neck and armholes shall be higher than the men’s style tank top;
- e) Fabric shall be 50% cotton and 50% polyester pre-shrunk, interlock moisture wicking, colour and stain resistant with material that is not see through;
- f) Screening on the front of garment is to be done in white on the left hand side of the chest area with the City of Winnipeg logo; and
- g) Screening on the back of the garment is to be done in black, centred between the shoulders and is to read: Deck Supervisor.

E2.15 Item No. 13 – shall be Men’s Tank Top with a White Side Panel for the Aquatic Deck Supervisor as follows:

- a) Men’s performance cooling singlet;
- b) Black in colour with a white side contrast side panel;
- c) Neck and armholes to be finished in the same fabric and colour
- d) Fabric shall be 50% cotton and 50% polyester pre-shrunk, interlock moisture wicking, colour and stain resistant with material that is not see through;
- e) Screening on the front of garment is to be done in white on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in white, centred between the shoulders and is to read: Deck Supervisor.

E2.16 Item No. 14 – shall be Unisex T-Shirt for the Aquatic Deck Supervisor as follows:

- a) Unisex 50/50 Ultra Blend T-Shirt;
- b) Black in colour;
- c) Neck sleeves and hems to be finished in the same fabric and colour;
- d) Fabric shall be 50% cotton and 50% polyester pre-shrunk, interlock with moisture wicking;
- e) Screening on the front of garment is to be done in white on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in white, centred between the shoulders and is to read: Deck Supervisor.

E2.17 Item No. 15 – shall be Unisex Sweatshirt for the Aquatic Deck Supervisor as follows:

- a) Unisex Crew Sweatshirt;
- b) Black in colour;
- c) Neck, sleeves and hems to be same fabric and colour;
- d) Fabric shall be 8.0 oz. 50% cotton and 50% polyester pre-shrunk fleece;
- e) Neck and armholes to be finished in the same fabric and colour;
- f) Screening on the front of garment is to be done in white on the left hand side of the chest area with the City of Winnipeg logo; and
- g) Screening on the back of the garment is to be done in white, centred between the shoulders and is to read: Deck Supervisor.

E2.18 Item No. 16 – shall be Women's Tank Top for the Recreation Services Staff as follows:

- a) Women's basic tank top;
- b) Mustard in colour;
- c) Neck and armholes shall be higher than the men's style tank top;
- d) Neck and armholes to be finished in the same fabric and colour;
- e) Fabric shall be 50% cotton and 50% polyester pre-shrunk, interlock with moisture wicking, colour and stain resistant and with material that is not see through;
- f) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- g) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:

Recreation Services - (on Line 1), and
Staff - (on Line 2).

E2.19 Item No. 17 – shall be Men's Tank Top for the Recreation Services Staff as follows:

- a) Men's tank basic top;
- b) Mustard in colour;
- c) Neck and armholes to be same fabric and colour;
- d) Fabric shall be 50% cotton and 50% polyester pre-shrunk, interlock with moisture wicking, colour and stain resistant and with material that is not see through.
- e) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:

Recreation Services - (on Line 1), and
Staff - (on Line 2).

E2.20 Item No. 18 – shall be Unisex T-Shirt for the Recreation Services Staff as follows:

- a) Unisex 50/50 Ultra Blend T-Shirt;
- b) Mustard in colour;
- c) Neck, sleeves and hems to be finished in the same fabric and colour;
- d) Fabric will be 50% cotton and 50% polyester pre-shrunk, interlock with moisture wicking;
- e) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:
Recreation Services - (on Line 1), and
Staff - (on Line 2).

E2.21 Item No. 19 – shall be Unisex Sweatshirt for the Recreation Services Staff as follows:

- a) Unisex Crew Sweatshirt;
- b) Mustard in colour;
- c) Neck, sleeves and hems to be the same fabric and colour;
- d) Fabric will be 50% cotton and 50% polyester pre-shrunk fleece;
- e) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:
Recreation Services - (on Line 1), and
Staff - (on Line 2).

E2.22 Item No. 20 – shall be Women's Tank Top for the Recreation Services Facility Monitor as follows:

- a) Women's basic tank top;
- b) Green in colour;
- c) Neck and armholes to be higher than the men's style tank top;
- d) Neck and armholes to be finished in the same colour and fabric;
- e) Fabric shall be 50% cotton and 50% polyester pre-shrunk, interlock with moisture wicking, colour and stain resistant and with material that is not see through;
- f) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- g) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:
Recreation Services - (on Line 1), and
Staff - (on Line 2).

E2.23 Item No. 21 – shall be Men's Tank Top for the Recreation Services Facility Monitor as follows:

- a) Men's basic tank top;
- b) Green in colour;
- c) Neck and armholes to be finished in the same colour and fabric;
- d) Fabric shall be 50% cotton and 50% polyester pre-shrunk, interlock with moisture wicking, colour and stain resistant and with material that is not see through;
- e) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and

- f) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:

Recreation Services - (on Line 1), and
Staff - (on Line 2).

E2.24 Item No. 22 – shall be Unisex T-Shirt for Recreation Services Facility Monitor as follows:

- a) Unisex 50/50 Ultra Blend T-Shirt;
- b) Green in colour;
- c) Neck, sleeves and hems to be the same fabric and colour;
- d) Fabric shall be 50% cotton and 50% polyester pre-shrunk, interlock with moisture wicking;
- e) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:

Recreation Services - (on Line 1), and
Staff - (on Line 2).

E2.25 Item No. 23 – shall be Unisex Sweatshirt for Recreation Services Facility Monitor as follows:

- a) Unisex Crew Sweatshirt;
- b) Green in colour;
- c) Neck, sleeves and hems to be the same fabric and colour;
- d) Fabric shall be 8.0 oz. 50% cotton and 50% polyester pre-shrunk fleece;
- e) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:

Recreation Services - (on Line 1), and
Staff - (on Line 2).

E2.26 Item No. 24 – shall be Women's Tank Top for Recreation Services Summer Camps Program Leader as follows:

- a) Women's basic tank top;
- b) Purple in colour;
- c) Neck and armholes to be finished in the same fabric and colour;
- d) Neck and armholes to be higher than the men's style tank top;
- e) Fabric shall be 50% cotton and 50% polyester pre-shrunk, interlock with moisture wicking, colour and stain resistant and with material that is not see through;
- f) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- g) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:

Recreation Services - (on Line 1), and
Program Leader - (on Line 2).

E2.27 Item No. 25 – shall be Men's Tank Top for Recreation Services Summer Camps Program Leader as follows:

- a) Men's basic tank top;
- b) Purple in colour;

- c) Neck and armholes to be the same fabric and colour;
- d) Fabric shall be 50% cotton and 50 % polyester pre-shrunk, interlock with moisture wicking; colour and stain resistant and with material that is not see through;
- e) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:

Recreation Services - (on Line 1), and
Program Leader - (on Line 2).

E2.28 Item No. 26 – shall be Unisex T-Shirt for the Recreation Services Summer Camps Program Leader as follows:

- a) Unisex 50/50 Ultra Blend T-Shirt;
- b) Purple in colour;
- c) Neck, sleeves and hems to finished in the same fabric and colour;
- d) Fabric will be 50% cotton and 50% polyester, pre-shrunk, interlock moisture wicking;
- e) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:

Recreation Services - (on Line 1), and
Program Leader - (on Line 2).

E2.29 Item No. 27 – shall be Unisex Sweatshirt for the Recreation Services Summer Camps Program Leader as follows:

- a) Unisex Crew Sweatshirt;
- b) Purple in colour;
- c) Neck, sleeves and hems to be finished in the same fabric and colour;
- d) Fabric shall be 8.0 oz. 50% cotton and 50% polyester pre-shrunk fleece;
- e) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:

Recreation Services - (on Line 1), and
Program Leader - (on Line 2).

E2.30 Item No. 28 – shall be Unisex Golf Shirt for the Recreation Services Golf Camps Program Leader as follows:

- a) Unisex Golf Shirt with a collar and three button placket;
- b) White in colour;
- c) Collar, sleeves and hems to be in same fabric and colour;
- d) Fabric shall be 5 oz. 65% polyester, 35% cotton, low shrinkage, moisture wicking, anti-microbial , soil and wrinkle release;
- e) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
- f) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:

Recreation Services - (on Line 1), and

Program Leader - (on Line 2).

- E2.31 Item No. 29 – shall be Unisex Sweatshirt for the Recreation Services Golf Camps Program Leader as follows:
- a) Unisex Crew Sweatshirt;
 - b) White in colour;
 - c) Neck, sleeves and hems to be the same fabric and colour;
 - d) Fabric shall be 8.0 oz. 50% cotton and 50% polyester pre-shrunk fleece;
 - e) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
 - f) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:
Recreation Services - (on Line 1), and
Program Leader - (on Line 2).

- E2.32 Item No. 30 – shall be Unisex T-Shirt for Recreation Services Stores as follows:
- a) Unisex 50/50 Ultra Blend T-Shirt;
 - b) Grey in colour;
 - c) Neck, sleeves and hems will be the same fabric and colour;
 - d) Fabric shall be 50% cotton and 50% polyester pre-shrunk, with moisture wicking;
 - e) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
 - f) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:
Recreation Services - (on Line 1), and
Staff - (on Line 2).

- E2.33 Item No. 31 – shall be Unisex Sweatshirt for Recreation Services Stores as follows:
- a) Unisex Crew Sweatshirt
 - b) Grey in colour;
 - c) Neck, sleeves and hems to be same fabric and colour;
 - d) Fabric shall be 8.0 oz. 50% cotton and 50% polyester pre-shrunk fleece;
 - e) Screening on the front of garment is to be done in black on the left hand side of the chest area with the City of Winnipeg logo; and
 - f) Screening on the back of the garment is to be done in black, having two (2) lines and centred between the shoulders. Screening is to read:
Recreation Services - (on Line 1), and
Staff - (on Line 2).

E3. APPROVED PRODUCTS

E3.1 Bidders are reminded that a request for substitute must be in accordance with B6.

E3.2 Subject to E1.3, the following products are approved.

- (a) Items No. 1 and 12
 - (i) Winning Spirit brand – TS 17 Teammate Contrast Singlet Ladies'
- (b) Items No. 2 and 13
 - (i) Winning Spirit brand – TS 19A Teammate Contrast Singlet Men's

- (c) Items No. 3, 7, 10, 14, 18, 22, 26 and 30
 - (i) Gildan brand - Adult Dry Blend 8000
- (d) Items No. 4, 11, 15, 19, 23, 27, 29 and 31
 - (i) Gildan brand – 18000 Adult Heavy Blend Crew Sweatshirt
- (e) Item No. 5
 - (i) Harrinton brand – M280W Women’s 5 oz. Blend Tek Polo
- (f) Item No. 6
 - (i) Harrinton brand – M280 Men’s 5 oz. Blend Tek Polo
- (g) Items No. 8, 9, 16, 17, 20, 21, 24 and 25
 - (i) Gildan brand – 46200