



THE CITY OF WINNIPEG

TENDER

TENDER NO. 256-2020

**SUPPLY AND DELIVERY OF BUS OPERATOR AND SUPERVISOR SHIRTS AND
BLOUSES**

Attention Bidders:

**Bids for this Tender are being accepted by mail, facsimile transmission
or by email (See B7.4). No personal delivery or courier.**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 SUPPLY AND DELIVERY OF BUS OPERATOR AND SUPERVISOR SHIRTS AND BLOUSES

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, June 3, 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 D6.1.

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 D6.

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 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.
- B7.4 **The Bid Submission may be submitted by mail, facsimile transmission, or by email.**
- B7.5 If the Bid Submission is submitted by mail, 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 mailed 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 Tender number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B7.6 If the Bid Submission is submitted by facsimile transmission, it shall be submitted to 204- 949-1178.
- B7.6.1 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.
- B7.7 If the Bid Submission is submitted by email, it shall be submitted to purchasing@winnipeg.ca.
- 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).

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.

B9.1.2 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) The Uniform Experts of North America Inc.: pricing and specifications; and
- (b) Urban Tactical: pricing and specifications.

B11. CONFLICT OF INTEREST AND GOOD FAITH

B11.1 Further to C3.2, 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.
- (d) Bidder must have a Canadian representative that is accessible Monday through Friday between 9:00 a.m. to 2:00 p.m. Winnipeg time.

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://www.winnipeg.ca/matmgt/Templates/files/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, within fourteen (14) Business Days of a request by the Contract Administrator, provide Representative Samples of Goods offered for inspection and approval. **Note that samples are not required unless requested by the Contract Administrator.**

B12.5.1 Representative Samples sizes that **may** be requested include:

- (a) 16 ½ T Shirt Men Operator SS;
- (b) 16 ½ x 36T Shirt Men Operator LS;
- (c) 16 ½ x 35R Blouse Ladies Operator LS;
- (d) 17 ½ T Shirt Men Supervisor SS; and
- (e) 16 ½ x 35R Blouse Ladies Supervisor LS.

- B12.5.2 Representative Samples shall include the manufacturer name and part number which must be visible on each sample provided.
- B12.5.3 The Bidder shall also submit fabric specifications for the samples they are submitting.
- B12.5.4 The quality of the Representative Samples received from the Bidder must meet or exceed the Specifications stated in E2 and shall meet the size dimensions stated in Appendix A.
- B12.6 Failure to supply Representative Samples within the time period stated in B12.5 may result in the bid being determined to be non-responsive.
- B12.7 The Bidder shall be responsible for all freight costs associated with the delivery and return of Representative Samples.
- B12.8 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 until a Contract for the Work has been duly formed and the contract securities have been furnished as herein provided, but any Bid shall be deemed to have lapsed unless accepted within 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 C20, 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; and
 - (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.
- B16.4.1 Further to B16.1(a), in the event that a unit price is not provided on Form B: Prices, the City may determine the unit price by dividing the Amount (extended price) by the approximate quantity, for the purposes of evaluation and payment.
- 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(p), 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 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 Bus Operator and Supervisor Shirts and Blouses for the period from July 1, 2020 until June 30, 2021, with the option of five (5) mutually agreed upon one (1) year extensions.

D3.1.1 The City may negotiate the extension option with the Contractor within 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 July 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 intends to place orders of not less than \$250.

D4. COOPERATIVE PURCHASE

D4.1 The Contractor is advised that this is a cooperative purchase.

D4.2 The Contract Administrator may, from time to time during the term of the Contract, approve other public sector organizations and utilities, including but not limited to municipalities, universities, schools and hospitals, to be participants in the cooperative purchase.

D4.3 The Contract Administrator will notify the Contractor of a potential participant and provide a list of the delivery locations and estimated quantities.

D4.4 If any location of the potential participant is more than ten (10) kilometres beyond the boundaries of the City of Winnipeg, the Contractor shall, within fifteen (15) Calendar Days of the written notice, notify the Contract Administrator of the amount of any additional delivery charge for the location.

- D4.5 If any additional delivery charges are identified by the Contractor, the potential participant may accept or decline to participate in the cooperative purchase.
- D4.6 The Contractor shall enter into a contract with each participant under the same terms and conditions as this Contract except:
- (a) supply under the contract shall not commence until the expiry or lawful termination of any other contract(s) binding the participant for the same goods;
 - (b) a participant may specify a duration of Contract shorter than the duration of this Contract;
 - (c) a participant may specify that only some items under this Contract and/or less than its total requirement for an item are to be supplied under its contract; and
 - (d) any additional delivery charge identified and accepted in accordance with clause D4.4 and D4.5 will apply.
- D4.7 Each participant will be responsible for the administration of its contract and the fulfilment of its obligations under its contract. The City shall not incur any liability arising from any such contract.
- D4.8 No participant shall have the right or authority to effect a change in the Contract, or of any other participant in this Contract.

D5. DEFINITIONS

- D5.1 When used in this Tender:
- (a) "LS" means long sleeve length;
 - (b) "R" means regular body length shirt or blouse;
 - (c) "Representative Sample" means that the sample submitted will be exactly what will be provided for the duration of the Contract, and shall meet specifications;
 - (d) "SS" means short sleeve length;
 - (e) "ST T" means stout tall fit and body length; and
 - (f) "T" means tall body length shirt or blouse.

D6. CONTRACT ADMINISTRATOR

- D6.1 The Contract Administrator is:
- Ron Martin SCMP
Inventory Coordinator – Transit Stores
Telephone No.: 204-986-6864
Email Address: ronmartin@winnipeg.ca

D7. NOTICES

- D7.1 Except as provided for in C20.4, all notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the Contractor shall be sent to the address or facsimile number identified by the Contractor in Paragraph 2 of Form A: Bid.
- D7.2 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in, D7.3 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator identified in D6.
- D7.3 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following facsimile number:

The City of Winnipeg
Legal Services Department
Attn: Director of Legal Services
Facsimile No.: 204 947-9155.

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; and
 - (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:

Winnipeg Transit Stores Receiving
421 Osborne Street.
Winnipeg, Mb, R3L 2A2

- D10.1.1 Goods shall be delivered within sixty(60) Business Days of the placing of an order.
- D10.2 Goods shall be delivered between 7:30 a.m. and 2:00 p.m. on Business Days.
- D10.3 The Contractor shall off-load goods as directed at the delivery location.

D11. LIQUIDATED DAMAGES

- D11.1 If the Contractor fails to achieve delivery of the goods within the time specified in D10. Delivery the Contractor shall pay the City seventy-three dollars (\$73.00) per Working Day for each and every Working Day until the goods have been delivered.
- D11.2 The amount specified for liquidated damages in D11.1 is based on a genuine pre-estimate of the City's damages in the event that the Contractor does not achieve delivery by the day fixed herein for same.
- D11.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

D12. COVID-19 SCHEDULE DELAYS

- D12.1 The City acknowledges that the schedule for this Contract may be impacted by the COVID-19 pandemic. Commencement and progress of the Work shall be performed by the Contractor with due consideration to the health and safety of workers and the public and directives from health authorities and various levels of government, and in close consultation with the Contract Administrator.
- D12.2 If the Contractor is delayed in the performance of the Work by reason of the COVID-19 pandemic, the Work schedule may be adjusted by a period of time equal to the time lost due to such delay and costs related to such delay will be determined as identified herein.
- D12.3 A minimum of seven (7) Calendar Days prior to the commencement of Work, the Contractor shall declare whether COVID-19 will affect the start date. If the Contractor declares that COVID-19 will affect the start date, the Contractor shall provide sufficient evidence that the delay is directly related to COVID-19, including but not limited to evidence related to availability of staff, availability of Material or work by others.
- D12.4 For any delay related to COVID-19 and identified after Work has commenced, the Contractor shall within seven (7) Calendar Days of becoming aware of the anticipated delay declare the additional delay and shall provide sufficient evidence as indicated in D12.1 and D12.2. Failure to provide this notice will result in no additional time delays being considered by the City.
- D12.5 The Work schedule, including the durations identified in D10 where applicable, will be adjusted to reflect delays accepted by the Contract Administrator.
- D12.6 Any time or cost implications as a result of COVID-19 and in accordance with the above, as confirmed by the Contract Administrator, shall be documented in accordance with C7.

D13. ORDERS

- D13.1 The Contractor shall provide a local Winnipeg telephone number or a toll-free telephone number at which orders for delivery may be placed.

D14. RECORDS

- D14.1 The Contractor shall keep detailed records of the goods supplied under the Contract.
- D14.2 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.
- D14.3 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

D15. INVOICES

- D15.1 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

Send Invoices to CityWpgAP-INVOICES@winnipeg.ca
Send Invoice Inquiries to CityWpgAP-INQUIRIES@winnipeg.ca

D15.2 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.

D15.3 The City will bear no responsibility for delays in approval of invoices which are improperly submitted.

D15.4 **Bid Submissions must not be submitted to the above facsimile numbers. Bids must be submitted in accordance with B7.**

D16. PAYMENT

D16.1 Further to C10, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D16.2 Further to C10, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

WARRANTY

D17. WARRANTY

D17.1 Warranty is as stated in C11.

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS

- E1.1 These Specifications shall apply to the Work.
- E1.2 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 and deliver Bus Operator and Supervisor shirts and blouses in accordance with the requirements hereinafter specified.
- E2.2 Sizing of all garments must be in accordance with Appendix A and per applicable garment style.
- E2.2.1 The Contractor must be able to accommodate special sizes upon request.
- E2.3 Item No. 1 – Ladies Blouse Bus Operator – Short Sleeve (SS) shall be as follows:
- (a) Blouses shall be pale blue in colour (Pantone Color #284U)
 - (b) Blouses are to be cut to fit a female shape;
 - (c) Neck band shall be pre-shrunk and finished on the outside with the same material as the shirt. The collar shall be fused and have standard medium to short length points, standard width band, with sewn-in stays using 100% cotton thread;
 - (d) Blouses shall have a straight back yoke. Each blouse shall be fitted to allow ample freedom of movement and shall be full length and not sports style. Tapered style blouses are not acceptable;
 - (e) Buttons shall be melamine and pale blue in colour;
 - (f) Buttons shall be positioned on the side of the blouse according to industry standards for female garments;
 - (g) Front edge of blouse shall be folded to form a 4cm facing. (Front Piece); and
 - (h) Sleeves shall short style with a 1 ¼" false cuff.
- E2.4 Item No. 2 – Ladies Blouse Bus Operator – Long Sleeve (LS) shall be as follows:
- (a) Blouses shall be pale blue in colour (Pantone Color #284U);
 - (b) Blouses are to be cut to fit a female shape;
 - (c) Neck band shall be pre-shrunk and finished on the outside with the same material as the shirt. The collar shall be fused and have standard medium to short length points, standard width band, with sewn-in stays using 100% cotton thread;
 - (d) Blouses shall have a straight back yoke. Each blouse shall be fitted to allow ample freedom of movement and shall be full length and not sports style. Tapered style blouses are not acceptable;
 - (e) Buttons shall be melamine and pale blue in colour;
 - (f) Buttons shall be positioned on the side of the blouse according to industry standards for female garments;
 - (g) Front edge of blouse shall be folded to form a 4cm facing. (Front Piece); and
 - (h) Sleeves shall be long style with a fused cuff and single button closure.
- E2.5 Item No. 3 – Ladies Blouse Supervisor – SS shall be as follows:

- (a) Blouses shall be white in colour (Pantone Color # 11-0700);
- (b) Blouses are to be cut to fit a female shape;
- (c) The neck band shall be pre-shrunk and finished on the outside with the same material as the shirt. The collar shall be fused and have standard medium to short length points, standard width band, with sewn-in stays using cotton thread;
- (d) Blouses shall have a straight back yoke. Each blouse shall be fitted to allow ample freedom of movement and shall be full length and not sports style. Tapered style blouses are not acceptable;
- (e) Buttons shall be positioned on the side of the blouse according to industry standards for female garments;
- (f) Shoulder epaulettes are to die cut and interlined with 100% carded cotton yarn woven fabric. Shoulder strap is topstitched 1/8" from the edge and has a button hole. To be sewn into sleeve head seam and measure 2" wide, tapering to 1 1/2" at the pointed end. Shoulder strap to be set approximately 1/2" from the neck seam, with the lower edge 3/4" below the shoulder joining seam. It shall be stitched to the shoulder, and fastened to the shoulder with a button;
- (g) Buttons shall be melamine and white in color;
- (h) Short sleeve shall have a 1 1/4" false cuff; and
- (i) Front edge of blouse shall be folded to form a 4cm facing. (Front Piece).

E2.6 Item No. 4 – Ladies Blouse Supervisor – LS shall be as follows:

- (a) Blouses shall be white in colour (Pantone Color # 11-0700);
- (b) Blouses are to be cut to fit a female shape;
- (c) The neck band shall be pre-shrunk and finished on the outside with the same material as the shirt. The collar shall be fused and have standard medium to short length points, standard width band, with sewn-in stays using cotton thread;
- (d) Blouses shall have a straight back yoke. Each blouse shall be fitted to allow ample freedom of movement and shall be full length and not sports style. Tapered style blouses are not acceptable;
- (e) Buttons shall be positioned on the side of the garment according to industry standards for female garments;
- (f) Shoulder epaulettes are to die cut and interlined with 100% carded cotton yarn woven fabric. Shoulder strap is topstitched 1/8" from the edge and has a button hole. To be sewn into sleeve head seam and measure 2" wide, tapering to 1 1/2" at the pointed end. Shoulder strap to be set approximately 1/2" from the neck seam, with the lower edge 3/4" below the shoulder joining seam. It shall be stitched to the shoulder, and fastened to the shoulder with a button;
- (g) Buttons shall be melamine and white in color;
- (h) Sleeves shall be long style with a fused cuff and single button closure; and
- (i) Front edge of blouse shall be folded to form a 4cm facing. (Front Piece).

E2.7 Item No. 5 – Men's Shirt Bus Operator – SS shall be as follows:

- (a) Shirts shall be pale blue in colour (Pantone Color #284U);
- (b) The neck band shall be pre-shrunk and finished on the outside with the same material as the shirt. The collar shall be fused and have standard medium to short length points, standard width band, with sewn-in stays using cotton thread;
- (c) Shirts shall have a straight back yoke. Each shirt shall be fitted to allow ample freedom of movement and shall be full length and not sports style. Tapered style shirts are not acceptable;
- (d) Melamine button color shall be a pale blue;

- (e) Shorts sleeve shall have a 1 ¼" false cuff; and
- (f) Front edge of shirt shall be folded to form a 4cm facing. (Front Piece).

E2.8 Item No. 6 – Men's Shirt Bus Operator – LS shall be as follows:

- (a) Shirts shall be pale blue in colour (Pantone Color #284U);
- (b) The neck band shall be pre-shrunk and finished on the outside with the same material as the shirt. The collar shall be fused and have standard medium to short length points, standard width band, with sewn-in stays using cotton thread;
- (c) Shirts shall have a straight back yoke. Each shirt shall be fitted to allow ample freedom of movement and shall be full length and not sports style. Tapered style shirts are not acceptable;
- (d) Melamine button color shall be a pale blue;
- (e) Long sleeves shall have fused cuff & one button closure; and
- (f) Front edge of shirt shall be folded to form a 4cm facing. (Front Piece).

E2.9 Item No. 7 – Men's Shirt Supervisor – SS shall be as follows:

- (a) Shirts shall be white in colour (Pantone Color # 11-0700);
- (b) The neck band shall be pre-shrunk and finished on the outside with the same material as the shirt. The collar shall be fused and have standard medium to short length points, standard width band, with sewn-in stays using cotton thread;
- (c) Shirts shall have a straight back yoke. Each shirt shall be fitted to allow ample freedom of movement and shall be full length and not sports style. Tapered style shirts are not acceptable;
- (d) Shoulder epaulettes are to die cut and interlined with 100% carded cotton yarn woven fabric. Shoulder strap is topstitched 1/8" from the edge and has a button hole. To be sewn into sleeve head seam and measure 2" wide, tapering to 1 ½" at the pointed end. Shoulder strap to be set approximately ½ "from the neck seam, with the lower edge ¾" below the shoulder joining seam. It shall be stitched to the shoulder, and fasten to the shoulder with a button;
- (e) Buttons shall be melamine and white in color;
- (f) Shorts sleeve shall have a 1 ¼" false cuff; and
- (g) Front edge of shirt shall be folded to form a 4cm facing. (Front Piece).

E2.10 Item No. 8 – Men's Shirt Supervisor LS shall be as follows:

- (a) Shirts shall be white in colour (Pantone Color # 11-0700);
- (b) The neck band shall be pre-shrunk and finished on the outside with the same material as the shirt. The collar shall be fused and have standard medium to short length points, standard width band, with sewn-in stays using cotton thread;
- (c) Shirts shall have a straight back yoke. Each shirt shall be fitted to allow ample freedom of movement and shall be full length and not sports style. Tapered style shirts are not acceptable;
- (d) Shoulder epaulettes are to die cut and interlined with 100% carded cotton yarn woven fabric. Shoulder strap is topstitched 1/8" from the edge and has a button hole. To be sewn into sleeve head seam and measure 2" wide, tapering to 1 ½" at the pointed end. Shoulder strap to be set approximately ½ "from the neck seam, with the lower edge ¾" below the shoulder joining seam. It shall be stitched to the shoulder, and fasten to the shoulder with a button;
- (e) Buttons shall be melamine and white in color;
- (f) Long sleeves shall have fused cuff & one button closure; and
- (g) Front edge of shirt shall be folded to form a 4cm facing. (Front Piece).

E3. FABRIC

- E3.1 Fabric of all garments shall be an easy care and maintenance, crease-resistant, perma-press blend of 65% polyester and 35% cotton, sanforized and sanitized. Fabric shall be:
- (a) Minimum thread count 119 x 76 +/- 5 threads, ASTM D 3775-1985;
 - (b) Yarn counts: Warp- 30TC, Weft – 30TC, +/- 2 counts;
 - (c) Finished weight of 4.5 – 5.0 oz/ yd2. (155-160 g/m2);
 - (d) Finished width: 64-65 inches, ASTM D 3774-89;
 - (e) Fibre composition: Cotton 35%, Polyester 65%, +/- 3%;
 - (f) Tensile strength at min 50Lb.- Warp : 169Lb, Weft: 106Lb, ASTM D1682-75(Grab method-lb);
 - (g) Tearing strength at min 1.9lb/ 900g – Warp: 5 lb/ 2160g, Weft: 3lb/1440g;
 - (h) Wash shrinkage – Warp :-0.8%, Weft: -0.6%, +/- 3%, AATCC 135 IVA-1995,(Wash at 50oC & TumbleDry, x 3 Washes);
 - (i) Pilling- Min grade 4, ASTM D 3512-1982, (After 36,000 revs. / 30 mins.) ;
 - (j) Wash and wear;
 - (k) Soil resistant / liquid resistant finish; and
 - (l) All fabric shall be colour fast to repeated washing, perspiration and crocking.

E4. FINISHING

- E4.1 All garments are to have seven (7) buttons and button holes on the front of the garment, and shall be tightly finished.
- E4.2 All blue operator garments shall have two (2) breast pockets that are 5 ¼” x 5 ½” without pleats or flaps. The left pocket shall have a pencil pocket built into it.
- E4.3 All white supervisor garments shall have two (2) breast pockets that are 5 ¼” x 5 ½” single button flaps, and pleats. The left pocket shall have a pencil pocket built into it.
- E4.4 Garments shall be available in tall and regular sizes

E5. SHOULDER FLASHES

- E5.1 Two (2) shoulder flashes are to be sewn on to each garment by the Contractor. The shoulder flashes are to be installed one (1) per shoulder.
- E5.1.1 Winnipeg Transit will supply the shoulder flashes to the Contractor. Surplus shoulder flashes must be returned upon contract expiration or upon request of the Contract Administrator.

E6. LABELLING AND CARE

- E6.1 All garments shall have affixed to it, a permanent label with the manufacturer, size, fibre content and laundering instructions.
- E6.2 All components of the garments must be machine washable.

E7. PACKAGING AND PRESENTATION

- E7.1 Pressing:
- (a) Garments shall be pressed in accordance with commercially accepted standards.

E7.2 Inspection:

- (a) The Contractor shall provide the Contract Administrator or designate access to his facilities for the purpose of inspecting the work in progress at any time.

E7.3 Marking:

- (a) Each garment shall bear tags clearly identifying the Contractor; and
- (b) Each garment shall bear markings clearly identifying gender, neck size, sleeve length and body length (regular or tall body).

E7.4 Packaging:

- (a) Garments shall be packaged WITHOUT PINS in individual cellophane/plastic or equivalent and packaged in cardboard boxes:
 - (i) Each box shall contain three (3) shirts of the same gender, neck size, sleeve length and body length (regular or tall); and
 - (ii) Each box shall be clearly marked on the outside with the gender, neck size, sleeve length and body length (regular or tall).

E8. CITY SAMPLES

- E8.1 City samples of goods to be supplied are available for viewing. Contact the Contract Administrator named in D6 to arrange an appointment.

E9. APPROVED PRODUCTS

- E9.1 Subject to E1.2, the following products are approved:

- (a) Urban Tactical- Opus WS715, WS725, WS716, WS726, US512, US522, US513, US523 series shirts/ blouses.
- (b) The Uniform Experts North America Inc.- 800S/FS, 800L/FL, 820ES/FS, 820EL/FL. series shirts/ blouses.

E10. APPENDIX A

MENS SHORT SLEEVE SHIRT MEASUREMENTS

MALES SERIES 800 & TACTL/TACTS 2013 CHART MEASUREMENTS (IMPORT)																
NECK SIZE	13	13.5	14	14.5	15	15.5	16	16.5	17	17.5	18	18.5	19	19.5	20	20.5
NECK OPENING	13.5	14	14.5	15	15.5	16	16.5	17	17.5	18	18.5	19	19.5	20	20.5	21
CHEST WIDTH	37	39	41	43	45	47	49	51	53	55	57	59	61	63	65	67
WAIST WIDTH	35	37	39	41	43	45	47	49	51	53	55	57	59	61	63	65
HIPS WIDTH	36	38	40	42	44	46	48	50	52	54	56	58	60	62	64	66
YOKE WIDTH	15.5	16	16 1/2	17	17 1/2	18	18 1/2	19	19 1/2	20	20 1/2	21	21 1/2	22	22 1/2	23
SHORT SLEEVES LENGTH	9.75	9 3/4	9 3/4	9 3/4	9 3/4	9 3/4	9 7/8	10	10 1/8	10 1/4	10 3/8	10 1/2	10 5/8	10 3/4	10 3/4	10 3/4
SHORT SLEEVE CUFF OPENING	12	12 1/2	13	13 1/2	14	14 1/2	15	15 1/2	16	16 1/2	17	17 1/2	18	18 1/2	19	19 1/2
BACK LENGTH (SHORTS/ REGS)	32.5	32 1/2	32 1/2	32 1/2	32 1/2	32 1/2	34	34	34	34	34	34	35	35	35	35
BACK LENGTH (TALL)	34.5	34.5	34.5	34.5	34.5	34.5	36	36	36	36	36	36	37	37	37	37
BACK LENGHT(XTALL)	36.5	36.5	36.5	36.5	36.5	36.5	38	38	38	38	38	38	39	39	39	39

MENS LONG SLEEVE SHIRT MEASUREMENTS

MALES SERIES 800 & TACTL/TACTS 2013 CHART MEASUREMENTS (IMPORT)																
NECK SIZE	13	13.5	14	14.5	15	15.5	16	16.5	17	17.5	18	18.5	19	19.5	20	20.5
NECK OPENING	13.5	14	14.5	15	15.5	16	16.5	17	17.5	18	18.5	19	19.5	20	20.5	21
CHEST WIDTH	37	39	41	43	45	47	49	51	53	55	57	59	61	63	65	67
WAIST WIDTH	35	37	39	41	43	45	47	49	51	53	55	57	59	61	63	65
HIPS WIDTH	36	38	40	42	44	46	48	50	52	54	56	58	60	62	64	66
YOKE WIDTH	15.5	16	16 1/2	17	17 1/2	18	18 1/2	19	19 1/2	20	20 1/2	21	21 1/2	22	22 1/2	23
LONG SLEEVE LENGTH (CB)							31 or 33 or 35 or 37									
BACK LENGTH (SHORTS/ REGS)	32.5	32 1/2	32 1/2	32 1/2	32 1/2	32 1/2	34	34	34	34	34	34	35	35	35	35
BACK LENGTH (TALL)	34.5	34.5	34.5	34.5	34.5	34.5	36	36	36	36	36	36	37	37	37	37
BACK LENGHT(XTALL)	36.5	36.5	36.5	36.5	36.5	36.5	38	38	38	38	38	38	39	39	39	39

WOMEN'S SHORT SLEEVE BLOUSE MEASUREMENTS

Continentale chart for ladies																		
NECK SIZE	12	12 1/2	13	13 1/2	14	14 1/2	15	15 1/2	16	16 1/2	17	17 1/2	18	18 1/2	19	19 1/2	20	TALL
Neck (on garment)	12.5	13	13.5	14	14.5	15	15.5	16	16.5	17	17.5	18	18.5	19	19.5	20	20.5	
Chest	36	37	38	40	42	44	46	48	50	52	54	56	58	60	62	64	66	
Waist	34	35	36	38	40	42	44	46	48	50	52	54	56	58	60	62	64	
Hip	38	39	40	42	44	46	48	50	52	54	56	58	60	62	64	66	68	
Back Length	27.5	27.5	28	28	28.5	28.5	29	29	29.5	29.5	30	30	30.5	30.5	31	31	31.5	add 2"
Short sleeve Length	9.25	9.25	9.25	9.25	9.25	9.25	9.25	9.75	9.75	9.75	9.75	9.75	9.75	9.75	9.75	9.75	9.75	
Short sleeve opening	13	13.25	13.5	13.75	14.25	14.75	15.25	15.75	16.25	16.75	17.25	17.75	18.25	18.75	19.25	19.75	20.25	

WOMEN'S LONG SLEEVE BLOUSE MEASUREMENTS

Continentale chart for ladies																		
NECK SIZE	12	12 1/2	13	13 1/2	14	14 1/2	15	15 1/2	16	16 1/2	17	17 1/2	18	18 1/2	19	19 1/2	20	TALL
Neck (on garment)	12.5	13	13.5	14	14.5	15	15.5	16	16.5	17	17.5	18	18.5	19	19.5	20	20.5	
Chest	36	37	38	40	42	44	46	48	50	52	54	56	58	60	62	64	66	
Waist	34	35	36	38	40	42	44	46	48	50	52	54	56	58	60	62	64	
Hip	38	39	40	42	44	46	48	50	52	54	56	58	60	62	64	66	68	
Back Length	27.5	27.5	28	28	28.5	28.5	29	29	29.5	29.5	30	30	30.5	30.5	31	31	31.5	add 2"
Short sleeve Length	9.25	9.25	9.25	9.25	9.25	9.25	9.25	9.75	9.75	9.75	9.75	9.75	9.75	9.75	9.75	9.75	9.75	
Short sleeve opening	13	13.25	13.5	13.75	14.25	14.75	15.25	15.75	16.25	16.75	17.25	17.75	18.25	18.75	19.25	19.75	20.25	