



REQUEST FOR STANDING OFFER (RFSO)

Uniforms, Building Services Directorate

Page 1 of 33

Subject:

For further details, please refer to the Statement of Work attached as **Annex A** of this document.

Issue Date:

May 31st 2016

Closing Date and Time:

Tuesday, June 21st 2016 at 10:00 ET

RFSO No:

SEN 007 16-17

SENATE INFORMATION

Delivery address by mail:

Only electronic submissions will be accepted.

Delivery address by email:

- micah.ruest@sen.parl.gc.ca

PLEASE MARK ALL CORRESPONDANCE WITH THE RFSO NUMBER INDICATED ABOVE.

Contact:

Micah Ruest
Contract Officer
Finance and Procurement

Telephone no:

613-947-1932

E-mail:

micah.ruest@sen.parl.gc.ca

OFFEROR SIGNATURE BLOCK

The Offeror offers and agrees to provide the Senate of Canada, upon the terms and conditions set out herein, including attachments to this document, the services listed herein and on any attachment at the price(s) set out therefore.

The Offeror must have the legal capacity to contract. If the Offeror is a sole proprietorship, a partnership or a corporate body, the Offeror must provide, if requested by the Standing Offer Authority, a statement and any requested supporting documentation indicating the laws under which it is registered or incorporated together with the registered or corporate name and place of business. This also applies to Offerors submitting an offer as a joint venture.

Name of Firm:

Name of Representative:

Authorized Signature:

Date:

Position Title:

Email Address:

Telephone Number:

Fax Number:

GST Registration or Business Number:

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PART 1 - GENERAL INFORMATION

1. Introduction

The offer solicitation is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions, clauses and conditions applicable to the offer solicitation;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the offer, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 6A, Standing Offer, and 6B, Resulting Contract Clauses.

The Annex includes the Statement of Work, and the Appendix – Item Pricing List.

2. Summary

Single Standing Offer

The Senate of Canada (Senate) is seeking to establish a Standing Offer for the supply of clothing and uniforms for employees of the Building Services Directorate (including Transport, Installation, Maintenance, Asset Management, and Printing) for a period of 3 years from the date of standing offer award, with the option to renew the standing offer for 2 additional 1-year periods.

3. Debriefings

Offerors may request a debriefing on the results of the offer solicitation process. Offerors should make the request to the Standing Offer Authority within 5 working days of receipt of the results of the offer solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

1. Prelude

- I. The Senate of Canada invites the submission of proposals for the provision of goods or services as described in this document and in accordance with the stated mandatory requirements set forth in this Request for Proposals (RFSO).
- II. "Offeror" means the person or entity (or, in the case of a joint venture, the persons or entities) submitting an offer to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Offeror, or its subcontractors.

2. Signature Requirement

- I. The Chief Executive Officer or a designate that has been authorized to commit the Offeror to contracts must sign the RFSO.
- II. Failure to sign the cover page will result in the disqualification of the proposal.

3. Irrevocable Proposals

- I. Offers will remain open for acceptance for a period of not less than ninety (90) days from the closing date of the RFSO, unless specified otherwise in the offer solicitation.
- II. The Senate of Canada reserves the right to seek an extension of the offer validity period from all responsive Offerors in writing, within a minimum of three (3) days before the end of the offer validity period. If the extension is accepted by all responsive Offerors, the Senate of Canada will continue with the evaluation of the offer. If the extension is not accepted by all responsive Offeror, the Senate of Canada will, at its sole discretion, either continue with the evaluation of the offers of those who have accepted the extension or cancel the solicitation.

4. Cost Related to the Preparation of Proposal

- I. No payment direct or indirect will be made for costs that may be incurred relative to the preparation or submission of a proposal in response to this RFSO.

5. Joint Venture

- I. A joint venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred as a consortium, to offer together on a requirement. Offerors who submit as a joint venture must indicate clearly that it is a joint venture and provide the following information:
 - a) the name of each member of the joint venture;
 - b) the Procurement Business Number of each member of the joint venture;
 - c) the name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable;
 - d) the name of the joint venture, if applicable.
- II. If the information is not clearly provided in the offer, the Offeror must provide the information on request from the Standing Offer Authority.
- III. The offer and any resulting contract must be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. The Standing Offer Authority may, at any time, require each member of the joint venture to confirm that the representative has been appointed with full authority to act as its representative for the purposes of the offer solicitation and any resulting contract. If a contract is awarded to a joint venture, all members

of the joint venture will be jointly and severally or solidarily liable for the performance of any resulting contract.

6. Inquiries and Communications

- I. The contact person for all inquiries and other communications in regard to this RFSO is stated on the cover page of this document. Any communication or inquiries must be directed ONLY to this person. Non-compliance with this condition for that reason alone will result in the disqualification of Offeror's proposal. Answers to all questions shall be posted on the Buy and Sell website.
- II. It is the responsibility of the Offeror to ensure that proposals are clear and complete. The Senate of Canada reserves the right to contact any Offeror during the evaluation of proposals to obtain clarifications.
- III. All enquiries regarding this RFSO must be received by e-mail at: micah.ruest@sen.parl.gc.ca by the Standing Offer Authority noted below, no later than 5 calendar days before the RFSO closing date. Enquiries received after that time may not be answered.
- IV. To ensure the equality of information among Offerors, answers to enquiries which are relevant to the quality of proposals will be forwarded to all invited Offerors simultaneously without revealing the sources of the inquiry.

7. Provision of False or Incorrect Information

- I. The Senate of Canada will reject any proposals found to contain false, incorrect or misleading information. It is the responsibility of the Offeror to ensure that all information provided is accurate, clear and easily understood. Furthermore, the Senate of Canada may refer cases of fraudulent misrepresentation to the Royal Canadian Mounted Police for potential criminal investigation.

8. Delayed Submissions

Not applicable to this requirement.

9. Price Justification

- I. In the event that the Offeror's proposal is the sole responsive offer received, the Offeror must provide, on the Senate of Canada's request, one or more of the following price justification:
 - a. a current published price list indicating the percentage discount available to the Senate; or
 - b. a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
 - c. a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
 - d. price or rate certifications; or
 - e. any other supporting documentation as requested by the Senate.

10. Conflict of Interest – Unfair Advantage

- I. In order to protect the integrity of the procurement process, Offerors are advised that the Senate of Canada may reject an offer in the following circumstances:
 - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to

other offerors and that would, in the Senate's opinion, give or appear to give the Offeror an unfair advantage.

- II. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by the Senate as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
- III. Where the Senate intends to reject an offer under this section, the Standing Offer Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Standing Offer Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within the Senate's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

11. Funding Approvals

- I. Offerors should note that all contract awards are subject to the Senate of Canada's internal approvals process which includes the requirement of obtaining internal approvals should funding requirements exceed internal budgets for any proposed contract. Despite the fact that the Offeror may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to the Senate of Canada's internal policies. In this case, if approval is not granted, a contract cannot be awarded.

12. Applicable Laws

- I. Any resulting Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.
- II. Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

1. Offer Preparation Instructions

Canada requests that offeror provide their proposals in separate documents as follows:

Section I: Technical Offer (1 soft copy)

Section II: Financial Offer (1 soft copy)

Section III: Certifications (1 soft copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

Section I: Technical Offer

- I. In their technical offer, offerors should demonstrate their understanding of the requirements contained in the offer solicitation and explain how they will meet these requirements. Offerors should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.
- II. The technical offer should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the offer will be evaluated. Simply repeating the statement contained in the offer solicitation is not sufficient. In order to facilitate the evaluation of the offer, Canada requests that offerors address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Offerors may refer to different sections of their offers by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Offer

- I. Offerors must submit their financial offer, as per the elements described in Appendix A – Item Pricing List, in Canadian funds. The total amount of Applicable Taxes must be shown separately.
- II. The Appendix A – Item Pricing List will form the Annex B, Basis of Payment for the resulting Standing Offer.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- I. Offers will be assessed in accordance with the entire requirement of the solicitation including the technical and financial evaluation criteria.
- II. An evaluation team composed of representatives of the Senate of Canada will evaluate the offers.
- III. The following is the proposed format for the Offeror's Technical Proposal. It is mandatory that the information listed in the proposed index be included in the Offeror's Technical Proposal and that it **must** appear on the first page of the offer.

Description	Page no.
<u>Mandatory Requirements:</u>	
M1	
M2	
M3	
M4	

2. Mandatory Criteria

- I. Offerors must ensure full compliance with the mandatory requirements to be considered responsive.
- II. Where indicated, Offerors must provide an explanation that clearly demonstrates full compliance with mandatory requirements. Documentation must be provided in support of claims of compliance to mandatory criteria.
- III. Ensure that the page and paragraph number in the Offerors' Technical Proposal is indicated in the column entitled "Page no." for all information included.
- IV. **Failure to clearly demonstrate full compliance or provide supporting documentation will result in the offer being found non-compliant.**
- V. For offers presented as joint ventures, Offerors must demonstrate that all parties meet the Mandatory Criteria. Where evaluation of years of experience is required, years of experience will be calculated for individually for EACH of the parties of the joint venture, not cumulatively.
- VI. Offerors MUST meet all the mandatory requirements of the RFSO. No further consideration will be given to offerors not meeting all the mandatory criteria.

The mandatory criteria are:

Mandatory Criteria	Met / Not Met
M1. Appendix A – Item Pricing List The Offeror must complete the <u>Mandatory Items</u> table in Appendix A – Item Pricing List, identifying the price and the material composition of their relevant catalogue item (in percentage). The Offeror may also complete the Optional Items table, but will not be disqualified for not being able to provide any or all of the items listed. The composition of each item must comply with the minimum material percentage	

<p>stated for the category, where applicable.</p> <p>The Pricing list must be submitted only as part of the Financial proposal.</p>	
<p>M2. Corporate Experience:</p> <p>The Offeror must demonstrate that they have, at a minimum, five (5) years of experience within the last eight (8) years, in supply and delivery of uniforms. To demonstrate experience, the Offeror must, at a minimum, provide the following information:</p> <ul style="list-style-type: none"> a) A description of the services offered, and work performed. b) A list of clients and dates of supply and delivery of uniforms, demonstrating the required years of experience. 	
<p>M3. Offeror's Representative</p> <p>The Offeror must designate an account manager who will act as the principal point of contact for all matters related to the supply and delivery of goods.</p> <p>The Offerors must, at a minimum, provide the following information:</p> <ul style="list-style-type: none"> a) Account Manager's full name b) Contact Information (including telephone number and e-mail address) 	
<p>M4. References</p> <p>The Offeror must provide a minimum of three (3) client references to which it has provided similar uniform delivery services within the last eight (8) years.</p> <p>Each client reference must include at a minimum:</p> <ul style="list-style-type: none"> -Client Organization -Contact Name -Valid phone number and e-mail address for the contact. -Length of time providing services to the client. <p>NOTE: The Senate may not be used as a reference.</p>	

3. Offeror's Cost Proposal

- I. Pricing must include all requirements as set forth in the RFSO.
- II. **Pricing must be submitted in a separate document clearly labelled "Cost Proposal" along with the Offeror's company name. No financial information may appear in the technical proposal.**
- III. In its Cost Proposal, the Offeror must provide its all-inclusive price as described in Appendix A, Item Pricing List.

4. Financial Evaluation

- I. The price of the offer will be evaluated in Canadian dollars, GST or HST excluded, FOB destination, Canadian customs duties and excise taxes included.
- II. For offer evaluation and offeror selection purposes only, the evaluated price of an offer will be determined in accordance with the Pricing Schedule detailed in Appendix A – Item Pricing List.

5. Basis of Selection

Lowest Evaluated Price

To be declared responsive, an offer must:

- (a) Comply with all the requirements of the offer solicitation; and
- (b) Meet all the mandatory criteria;

Offers not meeting (a) and/or (b) will be declared non-responsive.

The lowest evaluated price (LP) of the Mandatory Items in Appendix A – Item Pricing List for the responsive offers will be identified.

Pre-Award Samples and Supporting Documentation

Once the Evaluation is completed:

The Offeror with the lowest evaluated price and that complies with all mandatory criteria will be required to provide the samples below from the list in Appendix A- Item Pricing List to confirm their capability of meeting the technical requirements:

Men's:

- Cargo Pants: 32 waist (Item 14)
- Long Sleeve Shirt: Medium Size (Item 3)
- Polo Shirt: Medium Size (Item 7)

Women's:

- Cargo Pants: size 10 (Item 15)
- Blouse, Long Sleeve: Small Size (Item 4)
- Polo shirts: Small Size (Items 8)

The Offeror must ensure that the required pre-award samples are manufactured in accordance with the technical requirement and are fully representative of the offer submitted. Rejection of the pre-award samples will result in the offer being declared non-responsive, and the next highest-ranking Offeror will be asked to provide samples.

The Offeror must deliver the required pre-award samples at no charge to the Senate and must ensure that they are received within three weeks from date of the Senate's request. Should the samples not be deemed of acceptable quality, they will be returned to the Supplier at the Senate's cost.

The requirement for pre-award samples will not relieve the successful Offeror from submitting subsequent samples, as required by the standing offer terms, or from strictly adhering to the technical requirement of this Request for Standing Offer and any resultant contract.

Samples from the successful Offeror will remain with the Senate and be used for verification and order acceptance. The successful Offeror must invoice the Senate for the samples, using the prices identified in Appendix A, Item Pricing List.

One Standing Offer to be awarded

The responsive offer with the lowest evaluated price will be recommended for award of a Standing Offer after acceptance of the samples.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications (1.1 and 1.2 below) and related documentation to be awarded a standing offer. The Senate of Canada will declare an offer non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications Offerors provide to the Senate of Canada is subject to verification by the Senate during the offer evaluation period (before award of a standing offer) and after award of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify Offerors' compliance with the certifications before award of a contract. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

1. Mandatory Certifications Required With Offer

1.1 Status and Availability of Resources

The Offeror certifies that, should it be awarded a contract as a result of the offer solicitation, every individual proposed in its offer will be available to perform the Work as required by the Senate of Canada's representatives and at the time specified in the offer solicitation or agreed to with the Senate's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to the Senate. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

1.2 Education and Experience

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its offer, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual proposed by the Offeror for the requirement is capable of performing the Work described in the resulting Standing Offer.

PART 6 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

1. Appropriate Law

The Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

2. Offer

- I. The Offeror offers to provide and deliver to the Senate of Canada the services described in the Standing Offer, in accordance with the pricing set out in the Standing Offer if and when the Senate may request such services, in accordance with the conditions listed at subsection 2 below.
- II. The Offeror understands and agrees that:
 - a) a purchase order against the Standing Offer will form a contract only for those services which have been called-up, provided that such purchase order is made in accordance with the provisions of the Standing Offer;
 - a. The Senate will provide the name of the employee(s) for whom the uniforms are intended with any purchase order.
 - b) The Senate's liability is limited to that which arises from purchase orders against the Standing Offer made within the period specified in the Standing Offer;
 - c) the Standing Offer cannot be assigned or transferred in whole or in part;
 - d) the Standing Offer may be set aside by the Senate at any time.

3. Security Requirement

By the date of contract award, the following conditions must be met:

1. The Offeror, in accordance with the Senate's security requirements, will be responsible for a Senate security clearance check which must be conducted on all individuals requiring access to classified or protected information, assets or sensitive work site(s). The Offeror is responsible to ensure that its employees, assigned to this contract, are security cleared otherwise these individuals will be denied access.
2. Prior to contract award, the Offeror must obtain the security form by contacting the Identification and Security Clerk at 613-995-3838 or SenAccreditationIdentification@sen.parl.gc.ca, and submit the by form(s) to:

The Senate of Canada
Corporate Security Directorate
56 Sparks Street, Room 215
Ottawa, Ontario K1A 0A4
Fax number: 613-943-0032
Email: SenAccreditationIdentification@sen.parl.gc.ca

3. In the case of a joint venture Offeror, each member of the joint venture must meet the security requirements listed above.

4. Period of the Standing Offer

The period for making purchase orders and providing services against the Standing Offer (SO) is from date of issuance to three (3) years thereafter, inclusive.

5. Option to Extend the Standing Offer

- I. The Offeror grants to the Senate of Canada the irrevocable option to extend the term of the Standing Offer by up to two (2) additional one (1) year period under the same conditions. The Offeror agrees that, during the extended period of the Standing Offer, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.
- II. The Senate of Canada may exercise this option at any time by sending a written notice to the Offeror at least two (2) calendar days before the expiry date of the Standing Offer. The option may only be exercised by the Standing Offer Authority, and will be evidenced for administrative purposes only, through an amendment.

6. Authorities

6.1 Standing Offer Authority

The Standing Offer Authority is:

Micah Ruest
The Senate of Canada
Contracting Officer
Finance and Procurement Directorate

40 Elgin St. Chambers Bldgs
Ottawa ON, K1A 0A4

Email: micah.ruest@sen.parl.gc.ca
Telephone: (613)-947-1932
Facsimile: (613)-947-1943

6.2 Project Authority

(To be identified upon standing offer issuance)

6.3 Offeror's Representative

(To be identified upon standing offer issuance)

7. Call-up Instrument

The Work will be authorized using a Purchase Order.

8. Withdrawal

In the event that the Offeror wishes to withdraw the Standing Offer after authority to call-up against the Standing Offer has been given, the Offeror must provide no less than thirty (30) days' written notice to the Standing Offer Authority, unless specified otherwise in the Standing Offer. The thirty (30) days' period will start upon receipt of the notification by the Standing Offer Authority and the withdrawal will be effective at the expiry of that period. The Offeror must fulfill any and all purchase orders which are made before the expiry of that period.

9. Joint Venture

If the Offeror is a joint venture, the Offeror agrees that all members of the joint venture are jointly and severally or solidarily liable for the performance of any contract resulting from the Standing Offer. If the membership of a joint venture changes, the Standing Offer will be set aside by the Senate of Canada.

10. Confidentiality

Any information of a character confidential to the affairs of the Senate of Canada, its members or any of its staff, employees or contractors to which the Offeror or any of its employees, staff or sub-contractors become privy as a result of services to be performed under this contract shall be treated as confidential during and after the performance of the services.

11. Miscellaneous Restrictions

- I. Under no circumstances shall the Offeror use any stationery with a Senate of Canada letterhead to conduct business under this agreement.
- II. It is the intention of the parties that the agreement is for the performance of a service or services and that the Offeror is engaged as an independent contractor providing services to the Senate and that the Offeror's Directors, Officers, Employees are not engaged as Senate employees and they are not subject to the terms and conditions of employment or privileges applicable to the employees of the Senate.
- III. No Offeror or their staff can render services or benefit from payments under a contract with the Senate if they are a family member (as defined in the *Senate Administrative Rules*) of the end user or of someone in a similar position who has influence over the scope of work.

12. Subcontracts

- I. The Offeror must obtain the Standing Offer Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the Work.
- II. In any subcontract, the Offeror must, unless the Standing Offer Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Standing Offer Authority, not less favourable to the Senate of Canada than the conditions of the Standing Offer.

- III. Even if the Senate of Canada consents to a subcontract, the Offeror is responsible for performing the Standing Offer and the Senate of Canada is not responsible to any subcontractor. The Offeror is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.

13. Replacement of Specific Individuals

- I. If specific individuals are identified in the Standing Offer to perform the Work, the Offeror must provide the services of those individuals unless the Offeror is unable to do so for reasons beyond its control.
- II. If the Offeror is unable to provide the services of any specific individual identified in the Standing Offer, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Offeror and be acceptable to the Senate of Canada. The Offeror must, as soon as possible, give notice to the Standing Offer Authority of the reason for replacing the individual and provide:
 - a) the name, qualifications and experience of the proposed replacement; and
 - b) proof that the proposed replacement has the required security clearance granted by the Senate of Canada, if applicable.
- III. The Offeror must not, in any event, allow performance of the Work by unauthorized replacement persons. The Standing Offer Authority may order that a replacement stop performing the Work. In such a case, the Offeror must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Standing Offer Authority does not order that a replacement stop performing the Work does not relieve the Offeror from its responsibility to meet the requirements of the Standing Offer.

14. Price Increase Notice

- I. The Offeror must provide the Standing Offer Authority with a thirty (30) day written notice for any price increase, along with justification for the change in price.
- II. Upon receipt of written notification, the Senate of Canada reserves the option to accept the price or to cancel the contract in accordance with the termination clauses in the contract.

15. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call-up against a standing offer (purchase order), and any annexes;
- b) the articles of the Standing Offer;
- c) the articles of the Contract;
- d) Annex A, Statement of Requirement;
- e) Annex B, Basis of Payment; and
- f) the Offeror's offer dated *(To be identified upon standing offer issuance)*.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the offer solicitation.

1. Appropriate Law

This contract shall be governed by and construed in accordance with the laws in force in the province of Ontario.

2. Period of the Contract

The work is to be performed as per the purchase orders issued against the Standing Offer.

3. Interpretation

- I. "The Agreement" means the particular agreement or content of which, in each specific case, these general conditions are made a part.
- II. "The Contract" includes the agreement, these general terms and conditions and any supplementary conditions, specifications, labour conditions, schedules and any other documents referred to in the agreement as constituting the contract.
- III. "Supplementary Conditions" means any other general conditions forming part of the contract.
- IV. "Work" means the whole of the work, services, materials, matters and things required to be done, furnished and performed in order to carry out the contract including all goods to be delivered.
- V. "Contract Price" means the amount expressed in the contract to be payable to the Contractor for the finished work.

4. Assignment

- I. The contract shall not be assigned in whole or in part by the Contractor without the prior written consent of the Senate of Canada and any assignment made without that consent is void and of no effect.
- II. No assignment of the contract shall relieve the Contractor from obligations under the contract or impose any liability upon the Senate of Canada.

5. Time is of the Essence

- I. Time is of the essence in this contract.
- II. Any delay by the Contractor in performing the Contractor's obligations under the contract which is caused by events beyond the Contractor's control must be reported in writing to the Senate of Canada. This notice shall state the cause and circumstances of the delay. Furthermore, when requested to do so, the Contractor shall deliver, in a form satisfactory to the Senate of Canada, a "work around plan" including alternative sources and any other means that the Contractor will utilize to overcome the delay.

- III. Unless the Contractor complies with the notice requirements set forth in the contract, any delays that would constitute an excusable delay shall be deemed not to be an excusable delay.
- IV. Notwithstanding that the Contractor has complied with the notice requirements, the Senate of Canada may exercise any right of termination contained in the contract.

6. Indemnity Against Claims

Except as otherwise provided in the contract, the Contractor shall indemnify and save harmless the Senate of Canada from and against any and all claims, damages, loss, costs and expenses which they may at any time incur or suffer as a result or arising out of;

- any injury to persons (including injuries resulting in death) or loss of or damage to property of others which may be alleged to be caused by or suffered as a result of the carrying out of work or any part thereof ; and
- any liens, attachments, charges or other encumbrances or claims upon or in respect of any materials, parts, work in progress or finished work delivered to or in respect of which any payments has been made by the Senate of Canada.

7. Right to Inspection

The Senate of Canada reserves the right of access to any records resulting from this contract.

8. Termination of Agreement

- I. The Senate of Canada may immediately terminate this agreement if the Contractor is for any reason unable to provide the work or services required under this agreement. Such termination notice shall be made in writing.
- II. The agreement may be immediately terminated by the Senate of Canada if it is determined that the work or services provided by the Contractor are not satisfactory. Such termination notice shall be made in writing.
- III. The agreement may be terminated by the Senate of Canada upon a thirty (30) days written notice if it is determined that the work or services provided by the Contractor, either in whole or in part, are no longer required.
- IV. Either party may terminate this agreement upon a sixty (60) days written notice.
- V. In the event that this agreement is terminated prematurely, the fee shall be reduced pro rata.

9. Warranties

The Contractor warrants that:

- I. The Contractor is competent to perform the Work required under this Contract and the Contractor has the necessary qualifications, including the knowledge, skill and ability to perform the Work effectively;
- II. The Contractor shall provide under this Contract a quality of service at least equal to that which Contractors generally would expect of a competent Contractor in a like situation;

- III. The Contractor has complete authority to enter into this Contract;
- IV. The Contractor warrants all work and services performed for a period of no less than 12 months from the completion of services.

10. Records to be Kept by the Contractor

- I. The Contractor shall keep proper accounts and records of the costs of work and services, and all expenditures or commitments made by the Contractor including the invoices, receipts and vouchers. These accounts and records shall at reasonable times be open to audit and inspection by the authorized representatives of the Senate of Canada, who may make copies and take extracts therefrom.
- II. The Contractor shall not dispose of the documents referred to herein without the written consent of the Senate of Canada, but shall preserve and keep them available for audit and inspection for such period of time as may be specified elsewhere in the contract or, in the absence of such specification, for a period of two years following the completion of the work or services.

11. Confidentiality

Any information of a character confidential to the affairs of the Senate of Canada, its members or any of its employees, agents or contractors to which the Contractor or any of its employees, or agents or sub-contractors become privy as a result of services to be performed under this contract shall be treated as confidential during and after the performance of the services.

12. Rules and Regulations

In its operation, the Contractor and its employees will comply and abide by all lawful rules and regulations of the Senate of Canada which may be established from time to time, provided that no such rules or regulations shall inhibit the Contractor from exercising its rights and duties hereunder.

13. Miscellaneous Restrictions

Under no circumstances shall the Contractor use any stationery with Senate of Canada letterhead to conduct business under this agreement. The Contractor, its directors, officers, employees and agents shall not represent themselves as an agent of the Senate of Canada.

14. No Implied Obligations

It is the intention of the parties that this agreement is for the provision of work or service. The Contractor is engaged as an independent contractor providing work or services in accordance with this contract, to the Senate of Canada. The Contractor's directors, officers, employees and agents are not engaged as Senate employees and are not subject to the terms and conditions of employment applicable to the employees of the Senate of Canada.

15. Performance

The Contractor shall report the performance under this agreement to the Senate of Canada in whatever format and frequency that the Senate of Canada may require.

16. Amendments to the Agreement

No person other than the Manager of Procurement and Contracting or his designate can amend this agreement in any form. Any changes to the original agreement must be made in writing.

17. Ownership of Intellectual and Other Property Including Copyrights

- I. Documents and information (“work”) produced by the Contactor in the performance of this contract as well as the copyrights in and to the work, shall vest in and remain the property of the Senate of Canada.
- II. Work shall be marked with the following copyright notice: © Senate of Canada (year)

18. Conflict of Interest

- I. The Contractor declares that the Contractor has no pecuniary interest in the business of any third party that would cause a conflict of interest or seem to cause a conflict of interest in carrying out the work. Should such an interest be acquired during the life of the contract, the Contractor shall declare it immediately to the Senate.
- II. It is a term of this contract that no former public office holder who is not in compliance with the Conflict of Interest Act shall derive a direct benefit from this contract.

19. Discrimination and Harassment in the Workplace

- I. The Contractor declares that the Contractor its directors or officers have not suffered any judgments in regard to legislation pertaining to discrimination or harassment in the workplace.
- II. If such judgments are made against the Contractor, its directors or officers during the life of this Contract, the Senate of Canada reserves the right to immediately terminate the Contract. In such cases, the Senate of Canada shall only be liable for payment for services performed. No other costs or fees shall be due or payable by the Senate of Canada.

20. Sales Tax

- I. The Senate of Canada is exempt from Provincial Sales Taxes.
- II. The GST/HST is not included in the contract amount.
- III. The GST/HST tax must be listed as a separate line item on all invoices.

21. Basis of Payment

The Contractor will be paid in accordance with the Basis of Payment in Annex B.

22. Method of Payment

- I. The Senate will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided below;
 - b. all such documents have been verified by the Senate;
 - c. the Work delivered has been accepted by Senate.
- II. The itemized invoice certified by the Contractor shall be forwarded to:
- The Senate of Canada
Finance and Procurement Directorate
Parliament Buildings
Ottawa, Ontario
K1A 0A4
- Or by e-mail at: finpro@sen.parl.gc.ca
- III. Payment by the Senate of Canada to the Contractor for work or services, shall be made:
- In the case of a progress payment other than the final payment, within thirty (30) days following the date on which a claim for progress payment is received according to the terms of the contract;
 - In the case of a final payment, within thirty (30) days following the date of receipt of a final claim for payment, or within thirty (30) days following the date on which the work is completed, whichever date is the later;
 - If the Senate of Canada has any objections to the form of the claim for payment or its contents, written notification of the nature of such objections shall be forwarded to the Contractor within fifteen (15) days of its receipt.
- IV. Direct Deposit: the Senate of Canada can deposit directly all payments into the individuals/corporation's account. Please send an e-mail to request a direct deposit form at: finpro@sen.parl.gc.ca.

23. Interest on Overdue Accounts

- I. In this section, an amount is "due and payable" when it is due and payable by the Senate of Canada to the Contractor according to the terms and conditions of the contract.
- II. For the purpose of this section, an amount is overdue when it is unpaid on the first day following the day upon which it is due and payable.
- III. In this section, "date of payment" means the day prior to the date of the negotiable instrument drawn by the Receiver General for Canada and given in payment of an amount payable.
- IV. In this section, "Bank Rate" means the discount rate of interest set by the Bank of Canada.
- V. The Bank rate shall be the average Bank of Canada discount rate for the previous month, plus 3 per cent.
- VI. The Senate of Canada shall be liable to pay simple interest at the Bank rate on any amount which is overdue from the day such amount became overdue until the day prior to the date of payment, inclusive. However, interest shall not be payable nor paid unless the amount has been outstanding (unpaid) for more than fifteen (15) days following the due date. Interest shall only be paid when the Senate of Canada is responsible for the delay in paying the

Contractor. In the event that the Senate of Canada is not responsible for the delay in paying the Contractor, no interest shall be paid.

- VII. The Senate of Canada shall not be liable to pay the Contractor any interest on unpaid interest.

24. Advertisement

The Contractor shall not, without prior written consent from the Senate, advertise or publicize any work performed for the Senate of Canada. Breach of this clause is considered to be a breach of confidentiality and will result in the removal of the Contractor from Senate source files.

25. Entire Agreement

This contract constitutes the entire agreement between the parties with respect to the subject matter of the contract and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the contract.

26. Health and Safety

The Contractors, retained through the Finance Directorate, must meet the Senate occupational health and safety standards and will be advised of such duties and responsibilities while working in the Senate workplace. The Contractor will be responsible for taking corrective action as warranted in cases of breach of those duties and responsibilities, as advised by the Director of Finance, Senate of Canada, or the Contracting Officer. Copies of the Senate Policy on Occupational Health and Safety and the Guidelines promoting a scent free work environment are available upon request.

ANNEX A

STATEMENT OF WORK

Background

The Building Services section supports Senators and the Senate Administration by providing customer service to parliamentarians, their staff and visitors to the Parliamentary Precinct.

Requirement

In order to meet its operational needs, the Senate requires the services of a single contractor (or joint venture) to provide work clothing and uniforms for the staff members of the following Building Services Employee groups, which currently employ approximately 40 male and 25 female employees:

- Transportation Services

Much of the work is performed while driving a motor vehicle, including a bus, van or truck. There is exposure to all weather conditions, particularly when loading and unloading the contents of the vehicle.

- Installation Services

The role requires constant standing, bending, lifting of furniture, materials, equipment, and similar activities; work involves climbing and working from ladders, and on occasion scaffolds and aerial platforms. The work also involves continuous exposure to extremes of weather.

- Maintenance Services

Work includes walking to all of the Senate buildings on a regular basis. The role also involves daily work such as moving large numbers of boxes, operating heavy maintenance equipment, floor scrubbers, and similar activities. Employees often work with chemical products.

- Printing Services

The work requires long periods of standing to operate printing equipment. Employees often work with chemical products in the printing processes.

- Asset Management

The nature of the work includes: climbing stools and ladders, bending to move items in and out of storage, stocking shelves, and loading and unloading trucks. The work also requires the incumbent to operate self-propelled material handling equipment such as forklifts.

Type of Clothing

The contractor is to supply clothing, as described in Appendix A – Item Pricing List. Clothing must be durable, able to withstand repetitive manual labour and heavy equipment work.

Fabric make-up

The garments must have a fabric make up as stated in Appendix A – Item Pricing List or equivalent – Basis of Payment.

All materials and components must be:

- a) New and not previously used;
- b) Free from imperfections, wrinkles, tears, holes, or other blemishes, which may adversely affect the appearance, operation or wearability of the garment; and
- c) Of consistent colour from dye lot to dye lot with no visible colour differences.

Manufacturer's Identification / Brand

No manufacturer's or brand identification or advertising labels or tabs on, or visible on the exterior of any clothing garment.

Clothing Labelling

Each article must have a durable care label attached to the inside of the garment which displays, at a minimum, information pertaining to cleaning instructions and size of garment.

Sizes

The contractor must be able to provide all adult sizes, men and women, of each mandatory garment described in Appendix A – Item Pricing List. Adult sizes of clothing are defined as XS through to XL.

The contractor will also have the right of first refusal to provide each optional garment described in Appendix A – Item Pricing List on an as-and-when-needed basis. If the contractor is unable to provide the optional garments, the Senate retains the right to acquire these items from another supplier.

The optional garments include:

- Sizes 2XL to 4XL for Men's and Women's shirts, blouses, polo shirts, and sweaters;
- 44" waist sizes and greater for Men's pants and shorts, including "Big and Tall";
- Sizes 16 and greater for Women's pants and shorts, including "Plus sizes".
- Additional clothing and accessories.

Samples

Contractor's samples provided pre-contract award will be used for verification and acceptance of ordered clothing and garments.

Measurement of employees

The contractor is required to complete up to 5 site visits across both Senate locations within the National Capital region (Parliamentary Precinct, Ottawa and 45 Sacré-Coeur Blvd., Gatineau) to measure and record measurements of staff, for which clothing is being purchased. It is the contractor's responsibility to ensure measurements are taken in a non-invasive manner, and measurements accurately recorded. The measurements are required to ensure proper fit upon delivery of garments, and to ensure that no further alterations are required after delivery.

It is anticipated that multiple visits will be required for the initial taking of measurements upon award of the standing offer in order to cover all the working shifts. Additional measurements may be required for new employees or other staff turnover at the Senate's expense.

Measurements, for each individual employee, are to be formally recorded on a standard form, provided by the Contractor. A copy of this form must be provided to the Project Authority.

The Contractor's employee(s) taking measurements must be fully qualified and sufficiently skilled to take measurements for final adjustments to garments.

Inspection and Quality Assurance

The Senate may inspect the delivered items upon delivery as part of its quality assurance process to ensure the articles of clothing and services conform to the specified requirements. For the purpose of inspection, a portion of the clothing may be compared to the accepted product samples presented prior to contract award. If found to be inferior or not in accordance with the samples, all articles will be replaced at the cost of the contractor. The entire delivery may also be rejected if it is found that articles previously rejected due to non-repairable defects are redelivered for inspection.

The contractor will be promptly notified when any articles are not accepted and such articles will be returned at the contractor's risk and expense.

Packaging

The lot of garments for each employee must be packaged individually and clearly labeled for each shipment.

All individual shipping containers (box/carton or hangers/bags) must be clearly marked on the outside with the Senate employee name, identification of contents, number of containers, number of articles and Purchase Order reference number. Unmarked containers received will be returned for re-packaging at the contractor's sole expense.

The Supplier must include a packing slip, attached to the outside of the shipping container with the Purchase Order number and the contents of the shipment.

Substitute Products

The supplier must provide the Senate's Project Authority with thirty (30) days written notice for any proposed changes to products described in the Contract. This notification must include the description of the proposed substitute product or a sample of such for testing by the Senate. In such cases the Project Authority may accept the substitute product or in cases of rejection, the Senate may request that the selected supplier provide alternative items for testing.

The Senate may request samples to validate the quality or other properties of the proposed substitute products.

Delivery

The contractor must make all deliveries to 465 Industrial Avenue, Ottawa, ON K1G 0Z1 during business hours (7:00 am to 3:00 pm local time) Monday through Friday. The Senate will not accept any deliveries made outside this timeframe.

Deliveries will be made FOB Destination. The contractor will be solely responsible for the condition of the garments until the unloading of garments at the delivery location.

Delivery shall occur no later than six (6) weeks after the orders are placed.

Communications

The Contractor must designate a representative who will serve as the principal point of contact and handle all communications and inquiries regarding the requirements of the Contract.

APPENDIX A

ITEM PRICING LIST

Note: Unless a colour is specified for the item, the Offeror should use the Colour column to identify any restrictions that they may have in terms of available colours, but will not be disqualified if they fail to do so. The final colours will be determined together between the Senate and the winning Offeror upon award of the standing offer.

MANDATORY ITEMS

Item Number	Description	Colour	Size	Offeror's Composition (%cotton, %polyester)	Unit Price
1	Men's Shirt/Blouse Short Sleeves, either with or without Pocket Minimum 60% Polyester		Sizes S-M- LG-XL		
2	Women's Shirt/Blouse Short Sleeves, either with or without Pocket Minimum 60% Polyester		Sizes S-M- LG-XL		
3	Men's Shirt/Blouse Long Sleeves, either with or without Pocket Minimum 60% Polyester		Sizes S-M- LG-XL		
4	Women's Shirt/Blouse Long Sleeves, either with or without Pocket Minimum 60% Polyester		Sizes S-M- LG-XL		
5	Painter's Shirt Short Sleeves, either with or without Pocket Minimum 60% Cotton	White	Sizes S-M- LG-XL		
6	Painter's Shirt Long Sleeves, either with or without Pocket Minimum 60% Cotton	White	Sizes S-M- LG-XL		
7	Men's buttoned short sleeve Polo Shirt, Stain Resistant, either with or without Pocket Minimum 60% Polyester		Sizes S-M- LG-XL		
8	Women's buttoned short sleeve Polo Shirt Stain Resistant, either with or without Pocket Minimum 60% Polyester		Sizes S-M- LG-XL		
9	Painter's white buttoned Polo Shirt Stain Resistant, either with or without Pocket Short sleeves Minimum 60% Polyester	White	Sizes S-M- LG-XL		
10	Men's Sleeveless Sweater (Wool or Cotton)		Sizes		

	Minimum 50% Cotton or 50% Wool		S-M-LG-XL		
11	Women's Sleeveless Sweater (Wool or Cotton) Minimum 50% Cotton or 50% Wool		Sizes S-M-LG-XL		
12	Men's V-Neck Sweater, long sleeves (Wool or Cotton) Minimum 50% Cotton or 50% Wool		Sizes S-M-LG-XL		
13	Women's V-Neck Sweater, long sleeves (Wool or Cotton) Minimum 50% Cotton or 50% Wool		Sizes S-M-LG-XL		
14	Men's Cargo Pants, Flex Waist, Stain Resistant Minimum 60% Polyester		Up to 44" waist		
15	Women's Cargo Pants, Flex Waist, Stain Resistant Minimum 60% Polyester		Sizes up to 14		
16	Men's Flat Front Work Pants, Front and Back Pockets, Stain Resistant Minimum 60% Polyester		Up to 44" waist		
17	Women's Flex Waist Work Pants, Front and Back Pockets, Stain Resistant Minimum 60% Polyester		Sizes up to 14		
18	Painter's Pants, either with or without Pocket Minimum 60% Cotton	White	Up to 44" waist		
19	Men's Bermuda Shorts, Front and Back Pockets, Stain Resistant Minimum 60% Polyester		Up to 44" waist		
20	Women's Bermuda Shorts, Front and Back Pockets, Stain Resistant Minimum 60% Polyester		Sizes up to 14		
21	Men's 3 in 1 coat, Zip-Out Fleece, Water Resistant, Insulated, Removable Hood (All-Season Coat). Parka or Bomber Style		Sizes S-M-LG-XL		
22	Women's 3 in 1 coat, Zip-Out Fleece, Water Resistant, Insulated, Removable Hood (All-Season Coat) Parka or Bomber Style		Sizes S-M-LG-XL		
Total Price (Sum of all above rows)					\$.....

OPTIONAL ITEMS

Note: The Offeror may present its price and composition for the items below, but will not be disqualified if it is unable to supply any or all of the Optional Items.

Item Number	Description	Colour	Size	Offeror's Composition (%cotton, %polyester)	Unit Price
1a	Men's Shirt/Blouse Short Sleeves, either with or without Pocket Minimum 60% Polyester		Sizes 2X – 4XL		
2a	Women's Shirt/Blouse Short Sleeves, either with or without Pocket Minimum 60% Polyester		Sizes 2X – 4XL		
3a	Men's Shirt/Blouse Long Sleeves, either with or without Pocket Minimum 60% Polyester		Sizes 2X – 4XL		
4a	Women's Shirt/Blouse Long Sleeves, either with or without Pocket Minimum 60% Polyester		Sizes 2X – 4XL		
5a	Painter's Shirt Short Sleeves, either with or without Pocket Minimum 60% Cotton	White	Sizes 2X – 4XL		
6a	Painter's Shirt Long Sleeves, either with or without Pocket Minimum 60% Cotton	White	Sizes 2X – 4XL		
7a	Men's buttoned short sleeve Polo Shirt, Stain Resistant, either with or without Pocket Minimum 60% Polyester		Sizes 2X – 4XL		
8a	Women's buttoned short sleeve Polo Shirt Stain Resistant, either with or without Pocket Minimum 60% Polyester		Sizes 2X – 4XL		
9a	Painter's white buttoned Polo Shirt Stain Resistant, either with or without Pocket Short sleeves Minimum 60% Polyester	White	Sizes 2X – 4XL		
10a	Men's Sleeveless Sweater (Wool or Cotton) Minimum 50% Cotton or 50% Wool		Sizes 2X – 4XL		
11a	Women's Sleeveless Sweater (Wool or Cotton)		Sizes 2X –		

	Minimum 50% Cotton or 50% Wool		4XL		
12a	Men's V-Neck Sweater, long sleeves (Wool or Cotton) Minimum 50% Cotton or 50% Wool		Sizes 2X – 4XL		
13a	Women's V-Neck Sweater, long sleeves (Wool or Cotton) Minimum 50% Cotton or 50% Wool		Sizes 2X – 4XL		
14a	Men's Cargo Pants, Flex Waist, Stain Resistant Minimum 60% Polyester		Greater than 44" waist		
15a	Women's Cargo Pants, Flex Waist, Stain Resistant Minimum 60% Polyester		Sizes 16 and above		
16a	Men's Flat Front Work Pants, Front and Back Pockets, Stain Resistant Minimum 60% Polyester		Greater than 44" waist		
17a	Women's Flex Waist Work Pants, Front and Back Pockets, Stain Resistant Minimum 60% Polyester		Sizes 16 and above		
18a	Painter's Pants, either with or without Pocket Minimum 60% Cotton	White	Greater than 44" waist		
19a	Men's Bermuda Shorts, Front and Back Pockets, Stain Resistant Minimum 60% Polyester		Greater than 44" waist		
20a	Women's Bermuda Shorts, Front and Back Pockets, Stain Resistant Minimum 60% Polyester		Sizes 16 and above		
21a	Men's 3 in 1 coat, Zip-Out Fleece, Water Resistant, Insulated, Removable Hood (All-Season Coat). Parka or Bomber Style		Sizes 2XL- 4XL		
22a	Women's 3 in 1 coat, Zip-Out Fleece, Water Resistant, Insulated, Removable Hood (All-Season Coat) Parka or Bomber Style		Sizes 2XL- 4XL		
23a	Men's Raincoat, waterproof coated polyester				
24a	Women's Raincoat, waterproof coated polyester				
25a	Men's Winter Coat, water resistant, insulated lining				

	Parka or Bomber Style				
26a	Women's Winter Coat, water resistant, insulated lining				
	Parka or Bomber Style				
27a	Men's Summer Coat, waterproof, windbreaker				
28a	Women's Summer Coat, waterproof, windbreaker				
29a	Men's Belt, Leather.	Black			
	Minimum 100% leather.				
30a	Women's Belt, Leather.	Black			
	Minimum 100% leather.				
31a	Men's Work Gloves, Thinsulate insulated.	Black			
32a	Women's Work Gloves, Thinsulate insulated.	Black			
33a	Men's Dress Gloves, lined.	Black			
	Minimum 100% leather outer layer				
34a	Women's Dress Gloves, lined.	Black			
	Minimum 100% leather outer layer				
35a	Apron with front pocket				
	Minimum 60% polyester				
36a	Men's Dress Tie	Black			
	Minimum 100% silk				
37a	Women's Dress Tie	Black			
	Minimum 100% silk				
38a	Umbrella, Cane Style.				
39a	Winter Socks (Cotton or Wool)				
	Minimum 50% Cotton or 50% Wool				
40a	Summer Socks (Cotton or Wool)				
	Minimum 50% Cotton or 50% Wool				
41a	Winter hat, toque style	Black			
	Minimum 65% polyester				
42a	Summer hat, adjustable ball cap.				
	Minimum 65% polyester.				