



THE CORPORATION OF THE CITY OF NIAGARA FALLS

**REQUEST FOR QUOTATION - SUPPLY  
RFQ7-2019  
UNIFORMS – NIAGARA FALLS TRANSIT  
SPECIFICATIONS**

**A. GENERAL**

1. Prices are to be quoted, F.O.B. delivered, including the cost of delivery and all other charges. Taxes are to be extra.
2. Prices are to be quoted for the twenty-four (24) month period, June 15, 2019 to June 14, 2019. Prices must be firm for the complete twenty-four (24) month period. Bidders must complete all price lines with dollar amounts on the *Appendix A: Form of Quotation*.
3. The quantities stated on the *Appendix A: Form of Quotation* are estimates only and must not be understood as indications of quantities for orders for any clothing
4. Bidders must state manufacturer, style and style or make number on all items quoted in the spaces provided on the *Appendix A: Form of Quotation*.
5. Bidders must supply catalogue(s) of similar products or for other items not covered by this Request for Quotation and a stated discount offered for the catalogue items to the City of Niagara Falls.
6. Orders (if any) that come as a result of this Request for Quotation will be on an "as required" basis only. Bidders must state in the spaces provided on the *Appendix A: Form of Quotation*, the minimum dollar \$ value per shipment (if any) and the minimum order quantity in clothing pieces (if any) for F. O. B. delivery.
7. Clothing memorandums will be received from each applicable Niagara Falls Transit Staff stating their requirements, sizes, etc., and will be turned over to the successful bidder on the award of any order resulting from this Request for Quotation.

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8. The successful bidder must make arrangements to properly size each Niagara Falls Transit personnel. This may take several meetings with staff to accomplish the proper sizing for each staff member. Bidders must include cost for these sizing meetings in the prices stated on the *Appendix A: Form of Quotation*. No additional costs for these sizing meetings will be considered or accepted by the City of Niagara Falls. Niagara Falls Transit staff will sign off on the sizes determined on a Sizing Form during these sizing meetings. Commencement of the sizing opportunities/fittings must start within two (2) weeks of the receipt of the Purchase order from the City of Niagara Falls.
9. Each individual's requirements shall be individually packaged in a box or a securely wrapped parcel with a label affixed showing clearly the size of the article or articles contained in each box or wrapping and the employee's name and department. No other sizes shall be packaged therein. **Bidders must include any charges for this packaging requirement in their quoted prices.** Ideally, the entire uniform will be delivered in a single delivery. In the event any items are back ordered, the supplier will note the back ordered item(s) on the packaged items and also on the packing slip.
10. The successful bidder (supplier) must carry sufficient stock of each item described in these specifications so that deliveries for same can be made at a maximum two day period following an order for these items from the Niagara Falls Transit.
11. Following the obtaining of sizes from each Niagara Falls Transit staff member, the successful bidder will be responsible for supplying accurate sized clothing within eight (8) weeks. Clothing received that is not accurately sized per the signed Sizing Form will be replaced at the sole cost of the successful bidder. Poor performance of the Bidder, including quality issues with uniforms and late delivery may result in the cancellation of the contract and removal of the company from the City's Bidder's list for a minimum of three years.
12. All costs such as set-up, artwork, embroidery, heat sealing etc., must be included in the price lines of the *Appendix A: Form of Quotation*. Costs for supply and affixing Niagara Falls Transit patches, logos, embroidering, if any, must also be included in these prices.
13. **Samples**  
Samples, of each clothing item (heat sealing and/or embroidery not required for samples) are to be submitted to the Corporation together with the price quotation closing **April 16, 2019**. Samples will be returned to each bidder.
14. Some items and quantities may change during the term of the agreement. The Corporation will notify the successful bidder of any changes required for this twenty-four (24) month period.
15. The Corporation of the City of Niagara Falls reserves the right to select any item from any bidder, or to select one bidder for reasons that are in the best interests of and for the best value for the City or to reject all bids received. The City may issue one or more Purchase Orders to one or more bidders as a result of this Request for Quotation. Note: the lowest price may not be the determining factor in selecting the successful bidder or bidders. All

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clothing will be evaluated based upon the samples of clothing supplied with the bidder's Quotation submission.

16. Orders received from the successful bidder or bidders that do not match the quality of the original samples submitted by the bidder will be returned by the Corporation of the City of Niagara Falls at the successful bidder's cost for return shipment. In the event of this occurrence, the award for clothing will be cancelled with this bidder and further action may be taken to compensate the City for such inconvenience and cost to select another bidder.

**B. UNIFORMS- CLOTHING SPECIFICATIONS**

**1. Estimated Quantities**

- a) The quantities stated on the *Appendix A: Form of Quotation* are **estimates** only and must not be understood as indications of quantities for orders for any clothing
- b) It is **estimated** that for full time Niagara Falls Transit Staff, one hundred and ten (110) sets of uniform - clothing will be required consisting of the following items:
- 6 - Shirts (combination of short or long sleeve as needed and light weight and heavy weight) (**Maximum of 3 shirts can be substituted for a polo shirt**)
  - 4 - Pants (1 pair of pants can be substituted for 1 pair of shorts)
  - 1 - Cardigan or Sweater Vest (Unisex)
  - 1 - Windbreaker (Unisex)

**2. Uniform - Clothing Specifications**

- a) Full Uniform Shirts - Colour: Navy Blue or White

Lightweight Shirts:

- 3.2 oz. fabric, 65% polyester/35% cotton, machine wash and dry, top fused collar, two front pockets, lined flaps, pencil slide, button closure.
- Long Sleeve must have adjustable cuffs
- Short Sleeve must have hemmed sleeve

Heavyweight Shirts:

- 4.5 oz. fabric, 65% polyester/35% cotton
- All other features to be same as lightweight shirts above

Polo Shirts: Navy

- 5.6oz. fabric, 50/50 Cotton/Poly jersey-knit tubular sport shirt.
- Taped welt collar and ribbed cuffs
- Two-button continental placket
- Double needle stitched hemmed bottom

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b) Men's Pants - Colour: Black

75% polyester / 25% wool, 256g./m<sup>2</sup> (13 oz), ± 5% mechanical stretch. Stretch waistband construction with silicone shirt grip and double hooks, 7 belt loops, Front quarter pocket styling, 2 hip pockets with button tabs, Pleated double thigh pockets with Scotch lite striping under pocket flap and hidden cell phone pocket and equipment tunnels, Triangular bartack, Extra-strength tandem-needle seat seam, Lintrak crease retention process, Must be made available in 30", 32" and 34".

c) Ladies Casual Pants - Colour: Black

75% polyester / 25% wool, 256g./m<sup>2</sup> (13 oz), ± 5% mechanical stretch. Stretch waistband construction with silicone shirt grip and double hooks, 7 belt loops, Front quarter pocket styling, 2 hip pockets with button tabs, Pleated double thigh pockets with Scotch lite striping under pocket flap and hidden cell phone pocket and equipment tunnels, Triangular bartack, Extra-strength tandem-needle seat seam, Lintrak crease retention process, Low rise and Mid Rise. Must be made available in 30", 32" and 34" inseams.

d) Cardigans - Colour: Navy

100% polyester piltrol fabric, 5 buttons, 2 inset pockets, knitted band at bottom and cuffs of sleeves.

e) Sweater Vests - Colour: Navy

100% polyester piltrol fabric, v-neck styling with knitted band at bottom.

f) Shorts - Colour: Black

75% polyester / 25% wool, 256g./m<sup>2</sup> (13 oz), ± 5% mechanical stretch. Stretch waistband construction with silicone shirt grip and double hooks, 7 belt loops, Front quarter pocket styling, 2 hip pockets with button tabs, Pleated double thigh pockets with Scotch lite striping under pocket flap and hidden cell phone pocket and equipment tunnels, Triangular bartack, Extra-strength tandem-needle seat seam, Lintrak crease retention process finished hem, 12" inseam.

g) Windbreaker - Colour: Navy

100% nylon taslon, fully lined with mesh and taffeta, inside cell phone pocket, zippered front pocket, adjustable velcro cuffs, elastic draw cord hem, zippered inside security pocket and stand up collar.

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h) Embroidering (two logo's)

A) Niagara Falls Transit Logo:

1. Colours of dark blue and green on upper right sleeve of light blue & white shirts
2. Supervisor to be included over the right pocket of the white shirts
3. Light blue colour to be used on dark windbreaker – upper right sleeve.

B) WEGO Transit Logo:

1. Colours of dark blue and orange on upper left sleeve of light blue & white shirts
2. Supervisor to be included on upper left sleeve of white shirts
3. Light blue colour to be used on dark windbreaker – upper left sleeve.