



PROPOSAL

Item #L-01/26

Supply & Delivery of Transit Clothing

Supply & Delivery of Transit Clothing

TABLE OF CONTENTS

PART A. - INSTRUCTIONS TO BIDDERS	1
1. DEFINITIONS	1
2. ENQUIRIES	1
3. PRICING	1
4. RECEIPT OF PROPOSALS	1
5. SUBMISSION OF PROPOSALS	1
6. POTENTIAL IMPACT OF TARIFFS	2
7. ADDENDA.....	3
8. ALTERNATE BIDS.....	3
9. WITHDRAWAL OF PROPOSALS	3
10. REJECTION OF PROPOSALS	3
11. AWARD AND EXECUTION OF PROPOSALS.....	3
11. TRADE AGREEMENT ACKNOWLEDGEMENT	4
PART B. – SUPPLEMENTAL CONDITIONS.....	5
A) Application.....	5
B) Local License Requirements.....	5
C) Schedule	6
D) Selection Process/Criteria.....	6
E) Submittal Requirements.....	7
F) Cost Adjustment.....	7

Appendix 1 – Specifications

Appendix 2 – Additional Submission Information

Editable Bid Form

The following information is available for download on the City of Brandon website <https://purchasing.brandon.ca>:

1. Brandon Transit Logo
2. Current Clothing

PART A. - INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

Where in the Proposal Documents where the singular or masculine are used, the same shall be construed as meaning the plural or the feminine or the neuter as the context may reasonably require, and where the following terms are used, the intent and meaning shall be, unless the context otherwise requires, as follows:

“Bidder” means any person submitting a Bid Submission for work, which includes but is not limited to vendor, supplier, firm, contractor, architect, consultant, proponent, or tenderer.

“Bid Submission” means an offer from a Bidder in response to a Bid Solicitation.

“City” means the Municipal Corporation of the City of Brandon.

“Contractor” means supplier, vendor, consultant or service provider who provides goods, services or construction to the City of Brandon.

“Contractor Personnel” means all individuals provided by the Contractor to perform services under the contract including employees, representatives, and consultants of the Contractor or subcontractor and any other individual for whom the Contractor is responsible for by law.

“Proposal Documents” means the Invitation to Bid, these Instructions to Bidders, Supplemental Conditions, the Bid Form, Specifications, and all Addenda.

2. ENQUIRIES

Administrative inquiries and requests for clarification of the Bid process shall be made to the Procurement Specialist in writing to purchasing@brandon.ca and must be received not less than five (5) calendar days prior to the date for closing of Bids.

3. PRICING

Prices shall be in Canadian Funds and shall be the total cost to the City of Brandon, including all applicable Federal and Provincial Taxes, duties, license costs, fees, insurance, workers compensation, vacation pay and all other charges, costs and assessments with all items being F.O.B., Civic Services Complex, 900 Richmond Avenue East, Brandon, Manitoba. It is the Bidder's sole responsibility to determine whether or not taxes are applicable.

4. RECEIPT OF PROPOSALS

The Proposal must be received by the method indicated below before 5:00:00 p.m. local Brandon time, **Thursday, October 22, 2026** to be accepted as a bona fide Bid Submission.

Bid Submissions must be received by the City before the stipulated closing time. Late Bid Submissions will not be accepted.

5. SUBMISSION OF PROPOSALS

The Bidder shall submit their Proposal on original or unaltered copies of the Bid Form provided herein. Any information provided by the City on any form must not be altered by the Bidder unless instructed to do so by written Addenda. The Bidder shall initial and date each correction, change, and/or erasure on the Bid Form. The Bid Form shall be clearly signed by the Bidder and shall clearly indicate the address of the Bidder, the Bidder's telephone number, and the date on which the Bid Form was signed by the Bidder.

Bids submitted by a partnership shall be signed and sealed in the name of the partnership by the authorized signing and sealing officers of the company. The name of the company and the names of the company along with titles of the signing officers shall be clearly printed in the spaces provided on the Bid Form.

The Bid Submission shall be submitted to the City by the following methods:

Via Online Bidding Platform (E-submission)

One (1) copy of an electronic Bid Submission in .PDF format shall be submitted via the "Submit Online Bid" link for the associated Bid Opportunity on the City of Brandon Purchasing & Tenders website: <https://purchasing.brandon.ca>.

The City utilizes an online bidding platform where electronic Bid Submissions may be submitted until the closing time indicated herein for receipt of Proposals.

The procedure for submitting electronic Bid Submissions can be viewed on the City's Purchasing & Tenders website or by clicking [here](#). Failure to follow the procedure as indicated may result in a Bid Submission not being received. Any failure or delay in the transmission or storage of an electronic Bid Submission is the sole responsibility of the Bidder and not of the City.

The City will ONLY accept electronic Bid Submissions uploaded to the City's online bidding platform. Electronic Bid Submissions sent via e-mail will **not** be accepted. If a Bidder encounters issues uploading an electronic Bid Submission, contact the City's Procurement Services Department at 204-729-2251.

A Bid Submission will only be considered to have been submitted once it has been received by the City in the online bidding platform. The time the Bid Submission is received shall be determined by the City's server time, which is linked to National Institute of Standards & Technology time. Bidders are advised the time the electronic Bid Submission is received is based on when the Bid Submission is received by the City's server.

A confirmation webpage will display advising the Bid Submission was submitted successfully and a confirmation email will be sent. Bidders should not consider their Bid Submission to have been submitted if the confirmation webpage does not display and a confirmation email is not received.

Bid Submissions received via the online bidding platform are held securely and are inaccessible by Procurement Services staff until after the stipulated closing date and time.

Mail, Courier, Hand Delivered, Facsimile or E-mail Submissions Are Not Accepted.

6. POTENTIAL IMPACT OF TARIFFS

Bidders are expected to investigate alternative sources of supply in order to reduce or eliminate cost adjustments after the Closing Date.

Pricing is to be submitted based on the information in effect at the Closing Date.

Schedule and cost adjustments will be permitted only in instances where information was not known at the Closing Date. Bidders will be required to provide tariff number(s) for the item(s) and sufficient evidence that this information was not known at the time the bid was submitted.

Refer to Supplemental Conditions, Section F) Cost Adjustment for information on cost adjustment provisions.

7. ADDENDA

The City shall have the right to amend the Proposal Documents prior to the date set for receipt of Bids. Revisions or clarifications will be issued in the form of Addenda forwarded to all registered recipients of the Documents. Verbal and other interpretations or clarifications will be binding only when confirmed by written Addenda. Bidders shall acknowledge receipt of all Addenda to the Proposal Documents in the space provided on the Bid Form. Failure to acknowledge all Addenda may cause the Proposal to be rejected.

8. ALTERNATE BIDS

Alternate Bid Submissions are accepted. A separate Bid Form and Appendix 1 offering an alternate may be attached to the Bid Submission, but a Bid Submission in the proper form must be offered complete and in no way be made conditional upon the terms contained in the separate Bid Form and Appendix 1. A note "See Alternate Attached" may be added to the Bid Submission.

9. WITHDRAWAL OF PROPOSALS

A Bidder shall be permitted to withdraw their Proposal, without penalty, if such request is received in writing by the Procurement Specialist, prior to the time specified herein for receipt of Bids:

The City of Brandon
410-9th Street
Brandon, MB R7A 6A2

Ph: 204-729-2251
E: purchasing@brandon.ca

The City shall retain the Proposal until after the time specified herein for the receipt of Proposals. The submission will be opened to verify that the name and signature of the person requesting the Proposal be withdrawn is the same as the name and signature of the person who submitted the Proposal. If the information is the same, the Procurement Specialist will declare the Bid withdrawn.

10. REJECTION OF PROPOSALS

The City reserves the right to reject any or all Proposals, the City in its sole discretion may reject as non-compliant any Proposal which contains omissions, erasures; is ambiguous or unclear as to meaning or intent; is incomplete, illegible, conditional or contains a qualifier; contains any non-requested alterations or additions to the information provided by the City; is obviously unbalanced; or fails to comply sufficiently with the Instructions to Bidders. The City may, in its sole discretion, waive any and all defects, informalities, and accept any Proposal, as compliant, which it considers is in the best interest of the City of Brandon.

11. AWARD AND EXECUTION OF PROPOSALS

The City reserves the right to cancel this Proposal at any time. The Award of the Proposal, if it is to be awarded, shall be made within sixty (60) calendar days of the date on which the Proposals were opened, unless an extension of the said sixty (60) days is mutually agreed upon in writing between one or more Bidders and the City. Should no award be made within the said sixty (60) days or within any mutually agreeable extension thereof, then all Bidders shall be relieved of any obligation to enter into a Contract.

The award of the Proposal will not be binding until the successful Bidder has received written notification of the award of the Proposal from the Procurement Specialist of the City of Brandon. No other act of the City shall constitute an award of the Proposal. The award of the Proposal shall fall under the governing laws of the Province of Manitoba.

The lowest or any Bid will not necessarily be accepted.

11. TRADE AGREEMENT ACKNOWLEDGEMENT

Trade Agreements help create market access for goods and services by reducing barriers. Each trade agreement is comprehensive and outlines a number of provisions. This project is subject to the Canadian Free Trade Agreement (CFTA), and New West Trade Partnership Agreement (NWTPA).

PART B. – SUPPLEMENTAL CONDITIONS

The City of Brandon For Supply & Delivery of Transit Clothing

A) Application

- A.1** The City requires pricing for supply and delivery of transit clothing.
- A.2** Transit Operators are skilled professionals who provide safe, courteous and accessible public transit service within the City of Brandon. Their job is very dynamic and they are exposed to a variety of working conditions.
- A.3** Brandon Transit Operators operate a fixed route transit system as well as a Para-transit system seven (7) days a week. Para-transit service includes maneuvering and securing equipment such as wheelchairs, scooters and other mobility aids for transportation.
- A.4** There are currently thirty-five (35) employees who require uniforms. In addition, any new employees hired are entitled to a full clothing issue upon commencement of employment.
- A.5** A full clothing issue includes five (5) shirts – long or short sleeve, one (1) sweater (pull over) or one (1) fleece (zip up), one (1) ball cap, one (1) winter parka, one (1) spring/fall jacket, and one (1) toque,. Note: not all employees may get a full clothing issue. The Brandon Transit logo and pictures of the current employee's uniforms have been provided for reference.
- A.6** The duration of the contract will be four (4) years from January 01, 2027 – December 31, 2030, where upon it can be renewed for an additional two (2) year term thereafter, on similar conditions at the written request of the City and written acceptance of the successful Bidder. Indicate percentage increase/decrease for the following periods on the Bid Form:
 - A.6.1** Year 2 (January 01, 2028 – December 31, 2028);
 - A.6.2** Year 3 (January 01, 2029 – December 31, 2029);
 - A.6.3** Year 4 (January 01, 2030 – December 31, 2030);
 - A.6.4** Optional Year 5 (January 01, 2031 – December 31, 2031); and
 - A.6.5** Optional Year 6 (January 01, 2032 – December 31, 2032).
- A.7** Pricing must be firm for Year 1 (January 01, 2027 – December 31, 2027).
- A.8** The City does not guarantee any minimum or maximum orders. The City will pay for actual purchases only.
- A.9** Submit a specification sheet and brochure/catalogue or a direct website link for each item bid on.
- A.10** Appendix 1 indicates the minimum specifications and must be filled in and submitted with the Bid Form.
- A.11** The City requires the Successful Bidder to hold pricing for two (2) calendar months upon contract expiry date to allow for conversion, as applicable.

B) Local License Requirements

Any persons conducting business within the City of Brandon from a Brandon residential address must have a valid Business License. This includes agents from companies that are not based in Brandon but where the agent is conducting their business from a Brandon address. Non-compliance will result in rejection of a Bid.

All successful Bidders of construction or service work for the City of Brandon, whether Brandon-based or otherwise, must obtain a City of Brandon License. This is not applicable to suppliers from outside of the City who supply the City of Brandon with goods for the sole use of the City.

Any inquiries on the above should be directed to Municipal Licensing at 204-729-2230.

C) Schedule

The City of Brandon intends to evaluate the Proposals and provide recommendations to Procurement Services within six (6) weeks of Proposals closing.

D) Selection Process/Criteria

The Proposals will first be reviewed for completeness and inclusion of the components specified in the Proposal documents. Proposals will be excluded from further analyses which are clearly non-responsive to the stated requirements.

The City has established the following evaluation criteria for this procurement. These criteria will allow the City to analyze Proposals received on an equal basis and provide the Bidders with the basis on which the City will evaluate all Proposals.

Point Value	Criteria	Description
Phase I		
N/A	Mandatory Specifications	Pass/Fail
30	Adherence to Specifications	Best meeting specifications as per Appendix 1
30	Cost	Total Bid Price and any other applicable fees. Calculation: (Lowest Total Bid Price / Bidders price) x 30
20	Delivery Time	Delivery date in calendar days from receipt of Purchase Order
10	Customer Service	Services available such as but not limited to warranty, alterations and returned goods process.
10	References	Experience providing products, & services similar in size and scope. Past performance with the City of Brandon may also be considered.
100	Total Points	

As part of the evaluation process, shortlisted Bidders will be required to provide samples of each item bid on. The samples must be provided in a timely fashion. If the Bidder cannot arrange for the delivery of samples within a reasonable time, as determined by the City, the City reserves the right to proceed with the evaluation process and rate the Proponent based on the information provided and forgo viewing the samples. Once the evaluation is complete, samples will be returned to all unsuccessful Bidders.

All costs associated with providing samples are the responsibility of the Bidder.

Point Value	Criteria	Description
Phase II		
50	Quality, Durability, Workmanship	Quality, comfort, durability and movement while working

The City reserves the right to award in whole or in part.

The City reserves the right to contact or interview any or all Bidders to clarify their Bid Submission.

The award will go to the Bidder(s) with the highest score during Phase II of the evaluation.

E) Submittal Requirements

Limit the submittal to 8½"x11" pages. Failure to include the following information will render the Bid Submission non-compliant.

Please include the following:

If submitting multiple Bids, all of the items listed below are required for each Bid Submission.

- 1) Editable Bid Form in PDF format;
- 2) Editable Bid Form in Excel format for price validation;.

Note: areas highlighted in green on the Editable Bid form require input. Taxes and total will be automatically calculated for each product. Editable Bid Form must be signed and witnessed to be compliant.

- 3) Appendix 1;
- 4) Appendix 2
- 5) Full brochure/catalogue or a direct website link for each item bid on.

F) Cost Adjustment

- 1) The Contract Price shall be adjusted (increase or decrease) for any change in law or tax imposed under:
 - a. the Excise Act
 - b. the Excise Tax Act
 - c. the Customs Act
 - d. the Customs Tariff Act
 - e. the Retail Sales Tax Actthat occurs **after** the Closing Date that directly affects the goods supplied or the cost of the goods to the Success Bidder.
- 2) The successful Bidder shall substantiate the value by providing the Contract Administrator relevant records to verify the change in price.
- 3) The successful Bidder will be required to provide satisfactory proof that alternative options were investigated in order to reduce or eliminate price changes for tariffs.

APPENDIX 1

SPECIFICATIONS ITEM #L-01/26

Supply & Delivery of Transit Clothing

The following specifications are the minimum specifications acceptable by the City. Actual specifications may exceed these specifications. If they do, note in the "Deviations (If Any)" column. Should the proposed unit have additional features that are not in the specifications, list them at the end of these specifications so the submission can be fairly evaluated.

Note: Appendix 1 must be filled in and included with the Bid Form in order to be compliant. You need to mark something in the YES or NO column of the "Meets Spec" thereby indicating if you do or do not meet that specification. If nothing is marked, the City will treat it as a NO meaning that you do not meet the specifications. If you check NO, indicate in the "Deviations (If Any)" column what the deviation is.

**** NO DEVIATIONS** - When the "Deviations (If Any)" column is marked with XXXXXXXXXXXX this means that no deviation will be accepted for the specification.

	DESCRIPTION	MEETS (YES)	SPEC (NO)	DEVIATIONS (IF ANY)
	OXFORD SHIRTS			
1.	Must be available in long and short sleeve options			XXXXXXXXXX
2.	60% cotton/40% polyester blend, 4.4 oz			
3.	Sizes: small to 4XL. Tall sizing options preferred			
4.	Machine washable			XXXXXXXXXX
5.	Wrinkle free/resistant preferred			
6.	Buttons to remain the same color throughout the contract			XXXXXXXXXX
7.	Traditional buttons and straight collar			
8.	Minimum one (1) breast pocket preferred • State number of pockets: _____			
9.	Transit logo embroidered on the front left, above pocket			
10.	Transit logo shall be white in color			XXXXXXXXXX
11.	Shirt color: dark navy			XXXXXXXXXX
	POLO SHIRTS			
12.	Three (3) button pull over polo shirt			
13.	50% cotton/50% polyester blend, must be no-pilling			
14.	Machine washable			XXXXXXXXXX
15.	Wrinkle free/resistant preferred			
16.	Sizes: small to 4XL. Tall sizing options preferred			

	DESCRIPTION	MEETS (YES)	SPEC (NO)	DEVIATIONS (IF ANY)
17.	Minimum (1) breast pocket, left side preferred • State number of pockets: _____			
18.	Transit logo embroidered on the front left, above pocket			
19.	Transit logo shall be white in color			XXXXXXXXXX
20.	Shirt color: dark navy			XXXXXXXXXX
	SWEATERS (PULL OVER)			
21.	Variety of professional looking, quality styles encouraged			
22.	Machine washable			XXXXXXXXXX
23.	Wrinkle free/resistant preferred			
24.	Low pill fiber for traditional V neck sweaters • State fiber: _____			
25.	Sizes: small to 4XL. Tall sizing options preferred			
26.	Transit logo embroidered on the front left			
27.	Transit logo shall be white in color			XXXXXXXXXX
28.	Shirt color: dark navy			XXXXXXXXXX
	FALL/SPRING JACKET			
29.	100% nylon outer shell, fully lined and water resistant with breathable vents			
30.	Machine washable			XXXXXXXXXX
31.	Zippered pockets, inside pockets			
32.	Heavy duty nylon zipper			
33.	Adjustable Velcro cuffs			
34.	Sizes: small to 4XL. Tall sizing options preferred			
35.	Transit logo embroidered on the front left			
36.	Transit logo shall be white in color			XXXXXXXXXX
37.	Jacket color: dark navy			XXXXXXXXXX
	PARKA – 5 IN 1 STYLE, HI-VISIBILITY			
38.	Outershell: 100% polyester, 100% polyurethane coated reflective material			
39.	Interlining: 100% polyester			
40.	Heavy duty nylon zippers on both pieces			
41.	Must meet CSA standards for safety apparel			XXXXXXXXXX
42.	Sizes: Mens and ladies small to 4XL. Tall sizing options preferred			

	DESCRIPTION	MEETS (YES)	SPEC (NO)	DEVIATIONS (IF ANY)
43.	Detachable hood on outershell			
44.	Pockets: outershell and inner jacket			
45.	Inner pockets and side zippers on outershell preferred			
46.	Adjustable cuffs			
47.	All pieces embroidered with Transit logo on the front left and reflective label on bottom of back outershell			
48.	Transit logo shall be black in color			XXXXXXXXXX
49.	Color: current issue is yellow State available colors:			
	BALL CAP			
50.	Two (2) style choices preferred. Form fitting, sloped front and traditional higher fit			
51.	Adjustable, material adjustment not plastic (not fitted)			
52.	Machine washable			XXXXXXXXXX
53.	Embroidered with Transit logo centered on the front of the cap			
54.	Transit logo shall be white in color			XXXXXXXXXX
55.	Cap color: dark navy			XXXXXXXXXX
	TOQUES			
56.	100% acrylic, low pill fiber			
57.	Machine washable			XXXXXXXXXX
58.	Embroidered with Transit logo centered on the front of the toque			
59.	Transit logo shall be white in color			XXXXXXXXXX
60.	Toque color: dark navy			XXXXXXXXXX
	FLEECE JACKET (ZIP UP)			
61.	Fleece material			
62.	Machine washable			XXXXXXXXXX
63.	Pockets			
64.	Heavy duty nylon zipper			
65.	Sizes: small to 4XL. Tall options preferred			
66.	Embroidered with Transit logo on the front left			
67.	Transit logo shall be white in color			XXXXXXXXXX
68.	Jacket color: dark navy			XXXXXXXXXX

	DESCRIPTION	MEETS (YES)	SPEC (NO)	DEVIATIONS (IF ANY)
	ADDITIONAL INFORMATION			
69.	ORDERS: Typically, three (3) orders will be placed throughout the calendar year			
70.	Style and colors are to be guaranteed for four (4) years			XXXXXXXXXX
71.	No minimum order restrictions accepted			XXXXXXXXXX
72.	As required, clothing items may be ordered in colors other than navy. This will be clearly identified on the purchase order.			XXXXXXXXXX
73.	Include details regarding the type of service offered for alterations with the Bid Submission on Appendix 2 - Additional Submission Information.			XXXXXXXXXX
74.	Indicate warranty/guarantee on Appendix 2 - Additional Submission Information for regular wear and tear on the garments.			XXXXXXXXXX
75.	Indicate details on Appendix 2 - Additional Submission Information regarding policy for return of goods			XXXXXXXXXX
76.	Indicate delivery time on Bid Form			XXXXXXXXXX
77.	If clothing styles change during the contract period, the successful Bidder shall supply to the City samples of the new styles.			XXXXXXXXXX
78.	Successful Bidder must supply sizing set. All costs associated with supplying the sizing set is the responsibility of the successful Bidder.			XXXXXXXXXX
79.	UNFAIR LABOUR PRACTICES – the Bidder declares that in bidding for the work and in entering into this contract, they and their 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. The Contractor shall forfeit all claims under the Contract as well as refund to the City any monies paid to them, beyond their actual proven expenses for work done, if this declaration is shown to be false The City of Brandon requests disclosure of the sources (by company and country) of the raw materials used in the apparel and a description of the manufacturing environment (labour unions, minimum wages, etc.) The Bidder shall upon request supply a statement of confirmation that the labour standards of Canada have been adhered to in their processes irrespective of special status granted to a company, worksite, or geographical area that permits the organization to compromise applicable standards			XXXXXXXXXX

	DESCRIPTION	MEETS (YES)	SPEC (NO)	DEVIATIONS (IF ANY)
	REFERENCES			
1.	Contact information for two (2) references whom you've provided the same or similar products & services to: 1. Company: _____ Contact Name: _____ Contact #: _____ Email: _____ Products/Services provided: _____ _____ _____ _____ _____ _____ 2. Company: _____ Contact Name: _____ Contact #: _____ Email: _____ Products/Services provided: _____ _____ _____ _____ _____ _____			

APPENDIX 2

Additional Submission Information

Additional Fees:

Alterations:

Return goods policy:

Warranty/Guarantee: