



**THE CORPORATION OF THE CITY OF WINDSOR  
OFFICE OF THE CITY SOLICITOR**

**ALEX VUCINIC**

**Manager of Purchasing**

**Elaine Castellan**

**Purchasing Supervisor**

**(519) 255-6272**

**TELEPHONE NUMBER**

**ADDENDUM NO. 3  
RECREATION AND CULTURE DEPARTMENT UNIFORMS  
RFP NO. 78-19**

**May 7, 2019**

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This addendum amends and forms part of the Proposal Documents. The Proponent shall insert the addendum behind the cover page of the Proposal Documents.

**The closing date has been extended to ELEVEN-THIRTY FIFTY-NINE (11:30:59) A.M. (E.D.T.), FRIDAY, MAY 10, 2019.**

**QUESTIONS & ANSWERS:**

1. What imprint method does the City require? Example- screen print, embroidery  
**Answer:** Screen print is required on all items except hats. Hats are to be embroidered.
2. Tilly Hat and Baseball Hat- what is the stitch count for the embroidery?  
**Answer:** Please price embroidery for up to 10,000 stitches.
3. With regards to the screening on the back of clothing. Do you have lettering dimensions that we must adhere to?  
**Answer:** The font on the back of the shirt is 4" x 10".
4. With regards to the silk screening, are all locations to be in the same colour as indicated for the logos?  
**Answer:** yes.

**Note:** The logo on the Tilly hat and the baseball cap is to be in the bottom left. Please replace Page 28 with the attached list.

Except for the contents of this addendum, all other terms and conditions of this proposal remain the same.

**END OF ADDENDUM NO. 3**

Yours truly,

**THE CORPORATION OF THE CITY OF WINDSOR**

*Elaine Castellan*

Elaine Castellan  
Purchasing Supervisor

EC/kr

**RECREATION AND CULTURE DEPARTMENT UNIFORMS**

Line	QTY (more or less)	Estimated # to be Ordered	Product	Logo(s)	Material	Color	Logo Color	Screening on Back	Unit Price in CDN	Extended Price
1	614	243	T-shirt	CCW – Left Chest High Five – Left Sleeve In Motion – Right Sleeve	Polyester	Navy	White	STAFF		
		23				Navy (Rec)	White	COORDINATOR		
		40				Yellow (Aquatics)	Black	COORDINATOR		
		228				Sapphire (Camp)	White	STAFF		
		80				Red (Lifeguard)	White	LIFEGUARD		
2	120	40	Tank Top	CCW – Left Chest	Cotton	Yellow (Coordinator)	White	COORDINATOR		
		80				Red (Lifeguard)	White	LIFEGUARD		
3	286	210	Long Sleeve T-Shirt	CCW – Left Chest High Five – Left Sleeve In Motion – Right Sleeve	Polyester	Navy (Rec Staff)	White	STAFF		
		23				Navy (Rec)	White	COORDINATOR		
		40				Yellow (Aquatics)	Black	COORDINATOR		
		13				White (Ojibway)	Navy	STAFF		
4	137	54	Polo - Men's	CCW – Left Chest	Polyester	Navy (Desk/Rec)	White	STAFF		
		83	Polo - Women's	High Five – Left Sleeve In Motion – Right Sleeve	Polyester	Navy (Desk/Rec)	White	STAFF		
5	105	105	Zip-Up Jacket	CCW – Left Chest	Polyester	Black (Desk/Rec)	White	STAFF		
6	187	147	Pullover Hooded Sweatshirt	CCW – Left Chest High Five – Left Sleeve In Motion – Right Sleeve	Polyester Fleece	Navy (Desk/Rec)	White	STAFF		
		40				Red (Lifeguard)		LIFEGUARD		
7	121	121	Scrub Pants	CCW – Left Leg	Cotton/Polyester Blend	Navy (Aquatics)	White	N/A		
8	157	157	Tilly Hat	Embroidered bottom left	TBD	Beige (Aquatics)	Navy	N/A		
9	85	85	Baseball Hat	Embroidered bottom left on the baseball cap	TBD	Navy (Rec Staff)	White	N/A		

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I hereby acknowledge receipt of Addendum No. 3 to the Proposal No. 78-19 (3 pages).

The information contained therein is hereby noted and account of same will be taken in our proposal cost.

This information was received on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Company Name

**\*NOTE: You are required to acknowledge this addendum with your proposal submission.**

**PLEASE FAX BACK TO (519) 255-9891 OR E-MAIL @ [purchasing@citywindsor.ca](mailto:purchasing@citywindsor.ca) SIGNED  
ACKNOWLEDGEMENT SHEET ASAP**

**Attn: Purchasing Department**