



Date: 2023 July 10

Via Email: dbeeston@stitchit.com

**Stitch It Canada's Tailor Inc.**  
**3221 North Service Road, Suite 101**  
**Burlington, Ontario, Canada,**  
**L7N 3G2**

Attention: Dale Beeston - Director of Business Development

**RE: File 21-1517 Alterations and Tailoring for The City of Calgary**

Dear **Ms. Beeston**,

This letter shall serve as Notice of Renewal for the above noted contract.

This contract was awarded for an initial one] (1) year term commencing 2022 February 01, with the option to extend for four (4) additional two (2) year terms if mutually agreeable, not to exceed a maximum of nine (9) years. This contract will now be in its' first (1) renewal term effective **2023 February 01 to 2025 January 31**.

The mutually agreed pricing shall remain firm throughout the renewal term as follows:

<b>Garment Type</b>	<b>Current Price</b>	<b>New Pricing 2023 (CDN\$) Feb 01, 2023 – Jan 31, 2024</b>	<b>New Pricing 2024 (CDN\$) Feb 01, 2024 – Jan 31, 2025</b>	<b>Lead time (Calendar days, from pick-up to delivery (IN STORE))</b>	<b>Lead time (Calendar days, from pick-up to delivery (PICK-UP AND DELIVERY SERVICE))</b>
Hem	\$ 6.50	\$ 6.99	\$ 7.48	7 days	5 days
Alter Seat	\$ 13.00	\$ 13.98	\$ 14.95	7 days	5 days
Take in crotch	\$ 13.00	\$ 13.98	\$ 14.95	7 days	5 days
Lower Crotch	\$ 13.00	\$ 13.98	\$ 14.95	7 days	5 days
Lower Waistband	\$ 40.50	\$ 43.54	\$ 46.58	7 days	5 days
Take Waist In/Out	\$ 15.50	\$ 16.66	\$ 17.83	7 days	5 days
Replace Zipper	\$ 15.50	\$ 16.66	\$ 17.83	7 days	5 days
Sew on Chevron	\$ 3.75	\$ 4.03	\$ 4.31	7 days	5 days
Hem Shirt Length	\$ 15.00	\$ 16.13	\$ 17.25	7 days	5 days
Shorten cuff Sleeve	\$ 15.00	\$ 16.13	\$ 17.25	7 days	5 days
Shorten Plain Sleeve	\$ 11.00	\$ 11.83	\$ 12.65	7 days	5 days
Add darts	\$ 14.00	\$ 15.05	\$ 16.10	7 days	5 days
Repair Seams	\$ 10.00	\$ 10.75	\$ 11.50	7 days	5 days
Tapering Shirt Body	\$ 16.00	\$ 17.20	\$ 18.40	7 days	5 days

Replace Zipper	\$ 16.00	\$ 17.20	\$ 18.40	7 days	5 days
Sew on Badges	\$ 3.75	\$ 4.03	\$ 4.31	7 days	5 days
Outwear Sew on Chevrons	\$ 3.75	\$ 4.03	\$ 4.31	7 days	5 days
Add Calgary Transit Back Flash	\$ 10.00	\$ 10.75	\$ 11.50	7 days	5 days
Sew on badges with fire retardant	\$ 3.75	\$ 4.03	\$ 4.31	7 days	5 days
Replace Zipper	\$ 34.00	\$ 36.55	\$ 39.10	7 days	5 days

**30 or more garments will require a 14 days Lead Time**

**Additional Performance Terms and Conditions:**

- A. The supplier will provide performance metrics at bi-monthly meetings between the City of Calgary and Stitch It to ensure service delivery requirements and standards are being upheld.
- B. Both parties agree to schedule regular bi-monthly meetings to ensure that issues which arise can be addressed in a timely and productive manner.
- C. The supplier will keep the City of Calgary informed on innovative initiatives such as 3D Body Measurement apps that will continue to improve the service delivery to the City.

All invoices must clearly display the purchase order number, and City item ID's listed where applicable. Pricing shall be extended to other City business units. Payment terms are **Net 45**). All other Terms and Conditions remain the same. Any changes, for example item substitution or personnel changes, must be approved in writing by The City.

In accordance with this renewal, copies of the following document(s) are to be returned with this letter:

- (a) A Current Certificate of Insurance, naming The City as an additional insured;
- (b) An updated Worker's Compensation Board (WCB-Alberta) letter of approval in good standing; and
- (c) A valid COR certificate (\* if applicable).

Please have this letter executed by the authorized signatory and return the signed copy of to the Buyer Nick Kumar at [Nick.Kumar@Calgary.Ca](mailto:Nick.Kumar@Calgary.Ca) no later than 2023 July 30.

If you have any questions, contact Buyer directly or call 403-268-4562.

Regards,

8/2/2023

DocuSigned by:  
AED5A51FC1A7478...  
8/2/2023  
Todd Daniels  
Leader, Procurement

CC:  
Salim Punjani  
Calgary Transit - Coordinator, Field Operations  
Spring Gardens Transit Technology Building  
920 – 32 Avenue N.E., Calgary, Alberta, Canada, Mail  
Code# 3035, T2E 6T9  
Mobile#:403-819-5855  
Work#: 403-537-7725  
e-mail: [salim.punjani@calgary.ca](mailto:salim.punjani@calgary.ca)

Deb Bergeson  
Calgary Fire Department - Acting Deputy Chief  
4144 – 11 Street S.E., Flr 03, Calgary, Alberta, Canada, Mail  
Code# 49, T2G 3H2  
Mobile#: 403-312-5233  
Work#: 403-287-4219  
e-mail: [dbergeson@calgary.ca](mailto:dbergeson@calgary.ca)

*Provide the current single point of contact for your company:*

Name: Dale Beeston  
Phone: 99,999,999.00  
Email: [dbeeston@stitchit.com](mailto:dbeeston@stitchit.com)

Agreed to this \_\_\_ day of \_\_\_\_\_, 20\_\_

**Legal Company Name:**  
Stitch It Canada's Tailor Inc

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Per: DocuSigned by:  
Dale Beeston  
57123FF0672E4DE...  
Authorized Signatory.

Dale Beeston

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Print name.

Director of Business Development

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Title.

P.O. BOX 2100, Postal Station M, Calgary AB, CANADA T2P 2M5 - [www.calgary.ca](http://www.calgary.ca) (403) 268-5540 - FAX 268-5523

**Certificate Of Completion**

Envelope Id: F540E446265A46FC8A24AD210A62B253	Status: Completed
Subject: 21-1517 - Renewal Letter - V3.1 - Stitch It (July 10 2023) Final.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Nick Kumar
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	800 Macleod Trail S.E.
	Calgary, AB T2G 2M3
	Nick.Kumar@calgary.ca
	IP Address: 34.71.29.60

**Record Tracking**

Status: Original	Holder: Nick Kumar	Location: DocuSign
7/31/2023 12:23:48 PM	Nick.Kumar@calgary.ca	

**Signer Events**

Dale Beeston  
 dbeeston@stitchit.com  
 Director of Business Development  
 Stitch It Canada's Tailor Inc  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 57123FF0672E4DE...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 72.38.240.130

**Timestamp**

Sent: 7/31/2023 12:26:23 PM  
 Viewed: 8/2/2023 12:17:33 PM  
 Signed: 8/2/2023 12:30:09 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 8/2/2023 12:17:33 PM  
 ID: d2a54a17-a823-4e77-a876-92e5f42b23f9

Daniels, Todd  
 Todd.Daniels@calgary.ca  
 Leader, Procurement  
 The City of Calgary  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 AED5A51FC1A7478...  
 Signature Adoption: Drawn on Device  
 Using IP Address: 50.66.86.4

Sent: 8/2/2023 12:30:11 PM  
 Viewed: 8/2/2023 5:44:58 PM  
 Signed: 8/2/2023 5:45:15 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

**Certified Delivery Events**

**Status**

**Timestamp**

**Carbon Copy Events**

**Status**

**Timestamp**

Tonks, Shaun  
 Shaun.Tonks@calgary.ca  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 8/2/2023 5:45:17 PM  
 Viewed: 8/3/2023 7:13:42 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Bergeson, Debora Debora.Bergeson@calgary.ca Security Level: Email, Account Authentication (None)	COPIED	Sent: 8/2/2023 5:45:18 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/31/2023 12:26:23 PM
Certified Delivered	Security Checked	8/2/2023 5:44:58 PM
Signing Complete	Security Checked	8/2/2023 5:45:15 PM
Completed	Security Checked	8/2/2023 5:45:18 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, The City of Calgary (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact The City of Calgary:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [donna.sevigny@calgary.ca](mailto:donna.sevigny@calgary.ca)

### **To advise The City of Calgary of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [donna.sevigny@calgary.ca](mailto:donna.sevigny@calgary.ca) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from The City of Calgary**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [donna.sevigny@calgary.ca](mailto:donna.sevigny@calgary.ca) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with The City of Calgary**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to donna.sevigny@calgary.ca and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify The City of Calgary as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by The City of Calgary during the course of your relationship with The City of Calgary.