

Purchase Order



THE CITY OF CALGARY

Date	2025/10/20	PO Number	0000970823A
Buyer	Liu, Xinyu	Business Unit	CTYPO
Phone	403/268-4340	Change Order	
Fax	403/268-5523	Contract	
Email	Xinyu.Liu@calgary.ca		

Supplier: 1000039716
 STITCH IT CANADA'S TAILOR INC
 101 3221 NORTH SERVICE RD
 BURLINGTON ON L7N 3G2
 Canada

Ship To:
 THE CITY OF CALGARY
 FINANCE & SUPPLY - Finance Support FSMS
 Municipal Building 8th Floor B10
 Deliver to Loading Dock: 825 - 3 St SE
 CALGARY AB T2G 5E6
 Canada

Bill To:
 Email invoices to: APIInvoices@calgary.ca
 (the invoice must be the first document in the submission)
 Or mail to:
 THE CITY OF CALGARY
 ACCOUNTS PAYABLE
 PO Box 2100, Station M
 Location #8041A
 Calgary AB T2P2M5
 Canada

Email inquiries regarding payment of invoices to: aphelp@calgary.ca
 Or call: Corporate Accounts Payable: Tel: 403-268-2750, Fax: 403-268-2308

Payment Terms	Ship Via	Freight Terms	Currency
NET 28 DAYS	Supplier's Preference	DAP-Delivered at Place	CAD

Line-Sch	GST Y/N	City Item ID	Item/Description	Quantity UOM	PO Unit Price	Extended Amt	Due Date
1 - 1	Y		Alterations Services for 2026 standing PO	1.00 LS	7,500.00	7,500.00	2025/10/20

2026 Standing PO for STITCH IT under Contract #: 21-1517 - Alterations and Tailoring

Supply all labor, Alterations Services as necessary for Stitch IT as requested by Fleet & Inventory for 2026 under RFP 21-1517
 This order is for The City of Calgary requirements for the period 2026 January 1 to 2026 December 30

Vendor Contact: dbeeston@stitchit.com

Fleet Contact: Kit Chu

Email: Kit.Chu@calgary.ca

Alternative Fleet Contact: Robert Tell

Team Leader, TRNG & Compliance Fleet and Inventory

Email: Robert.Tell@calgary.ca

All invoices and other documents associated with this order must quote this purchase order number and must be addressed to:

The City of Calgary

PO Box 2100, Station M

Calgary, AB T2P 2M5

Email all invoices to: apinvoices@calgary.ca

The Total Po amount of this order is an estimated expenditure and not a commitment. Dollars paid will be only for the actual goods and/or services purchased within the noted contract period.

Performance will be evaluated throughout the contract period under RFD 21-1517

Supplier acceptance of this standing purchase order is based on The City of Calgary Finance & Supply having the right to cancel this order by giving thirty (30) days written notice.

The above prices are Goods and Services Tax applicable. Please invoice with Goods and Services Tax listed as a separate total amount. The City of Calgary GST registration number is 119457869. If the above product is to be shipped from a foreign country the vendor will be responsible for all custom related charges.

When invoicing against this Purchase Order, please ensure you include the "A" at the end of the Purchase Order number to prevent delays in payment.

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If the deliverables mentioned on this Purchase Order (PO) are covered by a contract with The City, this PO is subject to the conditions in such contract. If the PO relates to goods, materials, products, or services that are not under a separate contract; the terms and conditions governing this PO are posted on The City's website at www.calgary.ca. Enter Supply Management Terms & Conditions in the search field. Alternatively, contact the Buyer listed above.

Sub Total	7,500.00
Total GST (5%)	375.00
Total PO Amount	7,875.00

Terms or conditions proposed by a supplier or included in price or work proposal, or invoice will not be effective to amend a contract with The City of Calgary and will not be binding upon The City unless those terms or conditions are expressly agreed to by the Director of Supply Management.