



REPORT FOR ACTION

Contract Award - Request for Proposal (RFP) No. 3806-15-0012 for the supply and delivery of firefighter's Structural Bunker Suits to Innotex Inc.

Date: December 15, 2016
To: Community Development and Recreation Committee
From: Fire Chief and General Manager, Toronto Fire Services
Director, Purchasing and Materials Management
Wards: All

SUMMARY

The purpose of this report is to advise on the results of the Request for Proposal (RFP) No. 3806-15-0012 to supply and deliver firefighter's Structural Bunker Suits and to request authority to enter into an agreement with Innotex Inc. being the highest scoring Proponent meeting all specifications as set out in the RFP, for a period commencing from the date of award to December 31, 2021, with the option to renew the Contract for five (5) additional separate one (1) year periods, at the sole discretion of the Fire Chief and General Manager, Toronto Fire Services and subject to budget approval(s). The total potential contract award including the option years is \$13,313,290 net of all taxes and charges (\$15,044,017, including all taxes and charges). The total potential cost to the City including the option years is \$13,547,603 net of HST Recoveries.

RECOMMENDATIONS

The Fire Chief and General Manager, Toronto Fire Services and the Director, Purchasing and Materials Management recommend that:

1. City Council authorize the Fire Chief and General Manager, Toronto Fire Services, to negotiate and enter into an agreement with Innotex Inc., being the highest overall scoring proponent meeting the requirements of RFP 3806-15-0012 for the supply and delivery of firefighter's Structural Bunker Suits, in the total amount of \$6,673,484 net of HST recoveries for five (5) years from the date of award to December 31, 2021 with the option to renew at the sole discretion of the Fire Chief and General Manager, Toronto Fire Services, and subject to budget approval, for an additional five (5) separate one (1) year periods, for a total potential cost of \$13,547,603, net of HST recoveries in accordance with the terms and conditions as set out in the RFP and any other terms

and conditions satisfactory to the Fire Chief and General Manager, Toronto Fire Services and in a form satisfactory to the City Solicitor.

FINANCIAL IMPACT

The total five (5) year contract award identified in this report is \$6,673,484 net of HST recoveries, with a further potential award of the option years (five additional separate one year periods), being \$6,874,119 net of HST recoveries. The total potential cost to the City, including the option years is \$13,547,603 net of HST recoveries.

Funding for the first year of the contract in the amount of \$330,164 net of HST recoveries, is included in the 2017 Preliminary Operating Budget for Toronto Fire Services (TFS) in GL FR0019 2665. Funding for years 2018 to 2021 will be included in the combined Operating and Capital Budget Submissions as identified in Attachment 1.

TFS' Ten (10) Year Capital, which will be considered as part of the annual Operating and Capital Budget reviews, includes funding in year 2020 of the Capital Plan for \$4,500,000 million net of HST in capital project, "*Personal Protection Equipment Replacement*", (fully funded from the Fire Equipment Reserve XQ1020), with the remaining portion of the contract included in GL FR0019 2665.

Should the City choose to exercise its option(s) to renew for additional five (5) separate one (1) year periods, then appropriate additional funding will be requested and reviewed as part of the 2022-2026 annual Capital and Operating Budget Submissions for Toronto Fire Services.

Additional funding details are provided in Attachment 1.

The Deputy City Manager & Chief Financial Officer has reviewed this report and agrees with the financial impact information.

DECISION HISTORY

The existing contract for the supply and delivery of firefighter's Structural Bunker Suits was adopted by the Bid Committee at its meeting of December 22, 2010 which expired on December 31, 2015. The following is the link to the Bid Committee approval:
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2011.BD4.1>

On June 10, 2015, City Council adopted the recommendation of report, CD4.3, approving the recommendation of the Fire Chief and General Manager, Toronto Fire Services and Director, Purchasing and Materials Management Division to negotiate and enter into an amending agreement to the existing contract to increase the contract value and to extend the expiry date to December 31, 2016. The following is the link to the City Council approval:
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2015.CD4.3>

COMMENTS

Structural Firefighting Personal Protective Equipment (Bunker suits) are an integral part of the Personal Protection Equipment (PPE) used by firefighters and are comprised of a structural firefighting jacket and pant ensemble that provides protection to firefighters during firefighting operations. Bunker Suits are exposed to extreme conditions including extreme heat, smoke, chemical and substance exposure and the many products of combustion. These exposures often result in excessive wear and damage to the Structural Bunker Suit.

Ontario Ministry of Labour regulations and guidelines require that all Bunker suits meet the requirements on National Fire Protection Association (NFPA) 1971 - Standard on Protective Ensembles for Structural Firefighting and Proximity Firefighting. This standard establishes minimum thermal, physical, environmental, and blood borne pathogen protection performance standards for the bunker suit. Each Bunker Suit is constructed, maintained, repaired, tested and retired in accordance with NFPA Standards.

Each firefighter is assigned two individual sets of Bunker Suits; one set is purchased in bulk every five years. Each Bunker Suit is in service for five years as a primary Bunker Suit and once five years from date of manufacture has elapsed, the Bunker Suit is transitioned a further five years as a secondary Bunker Suit. Secondary Bunker Suits are deployed when the primary Bunker Suit is contaminated, damaged or is out of service for cleaning or repairs. In accordance with Ontario Ministry of Labour regulations, once the Bunker Suit reaches ten years of age, it must be retired and replaced.

Request for Proposal (RFP) 3806-15-0012 Procurement Process

The RFP was written with the following in mind:

1. Multi-Year Contract

The RFP process for personal protective equipment worn by firefighters involves a significant investment of time and staff resources. The ten (10) year contract, five (5) years with the option to renew for additional five (5) separate one (1) year periods will result in considerable efficiencies. At the same time, language was included in the RFP to allow for the application of technological changes in the industry and compliance to new releases of NFPA standards. This will ensure firefighters continue to be provided with the latest technology in personal protective equipment.

2. Fairness Monitor:

Knowles Consultancy Services Inc. was retained through a competitive bidding process to act as Fairness Monitor for the RFP. The Fairness Monitor's scope of work included:

- Providing oversight on the procurement process for the purpose of ensuring adherence to high standard, objectivity of evaluation, and transparency;

- Addressing any concerns relating to accountability/fairness (monitoring the level of openness and competitiveness of the procurement process);
- Independent assurance of the integrity of the procurement process with a signed attestation statement;
- Preparing a Final Attestation Report for the City.

3. Procurement Process

RFP 3806-15-002 for the procurement of firefighting Structural Bunker Suits was issued by Purchasing and Materials Management Division (PMMD) on December 2, 2015, and was made available for download on the City's website. The closing date for proposals was January 22, 2016. While the call was available to download, the City issued five addendum, and one additional addendum after the call closed. The RFP allowed for proponents to provide different proposals based on different types of Bunker Suits that they offered.

The City received proposals from the following proponents:

- Innotex Inc. - 6 proposals
- Safedesign Apparel Limited - 2 proposals
- Starfield LION - 3 proposals
- Motion Canada - 1 proposal
- Fire-Dex, LLC - 1 proposal

4. Two Envelope System

The RFP process was conducted as a two envelope system whereby the proponents were required to submit two separate envelopes. Envelope one (1) contained the technical proposal submission and envelope two (2) contained the cost of services.

5. Evaluation Process

The evaluation process included a comprehensive review and analysis by a Selection Committee made up of members from Toronto Fire Services Division, Toronto Professional Firefighter's Association, Human Resources Division, Purchasing and Materials Management Division and an independent Fairness Consultant.

The evaluation criteria included a number of categories that were reviewed, analyzed and scored by the committee. Only proponents that achieved a minimum of 70% in each category proceeded to the Cost of Services envelope being opened and evaluated.

A total of five (5) proponents provided proposals. Of the five (5) proponents, two proponents failed to meet technical threshold and were not considered further. The two proponents were Fire-Dex, LLC and Motion Canada.

The other three (3) proponents (Safedesign Apparel Ltd, Innotex Inc. and Starfield Lion Company) submitted a total of 11 submissions (primary and alternates) for consideration. Out of the 6 submissions from Innotex Inc., two (2) submissions failed to

meet the technical threshold and were not considered further. Each proponent's proposal that passed the technical threshold and had their cost envelope open for each of their proposal(s).

The proposal that achieved the highest Total Score would be ranked first or Preferred Proponent.

The range of scores for the proposals were between 84.25 and 93.96.

6. Final Result

Innotex Inc. successfully satisfied the requirements in RFP 3806-15-0012, and is the highest scoring Proponent meeting all specifications as set out in the RFP. The highest scoring proposal was Innotex Inc.'s proposal #5.

Toronto Fire Services requests authority to enter into an agreement with Innotex Inc., for the period commencing from the date of award to December 31, 2021, with the option to renew the Contract for five (5) additional separate one (1) year periods, at the sole discretion of the Fire Chief General Manager, Toronto Fire Services and subject to budget approval(s).

The total potential contract award including the option years is \$13,313,290, net of all taxes and charges (\$15,044,017, including all taxes and charges). The total potential cost to the City including the option years is \$13,547,603 net of HST Recoveries.

The estimated acquisition of bunker suits in the initial contract term is as follows:

Bunker Suit Acquisition Schedule

Year 1	200
Year 2	200
Year 3	200
Year 4	1000
Year 5	2200
Total	3800

The Fairness Monitor concluded that the procurement process satisfied the principles of openness, fairness, consistency and transparency. The Attestation Report from the Fairness Monitor is included as Attachment 2.

Evaluation results are available to Councillors in an in-camera presentation if requested by members of Council.

The Fair Wage Office has reported that the recommended firm has indicated that it has reviewed and understands the Fair Wage Policy and Labour Trades requirements and has agreed to comply fully.

CONTACT

Elena Caruso
Manager, Purchasing Goods
and Services
Purchasing and Materials
Management Division
Telephone: 416-392-7316
E:mail: ecaruso@toronto.ca

Mirella Greco
Division Chief - Staff Services
Toronto Fire Services Division
Telephone: 416-338-9420
E-mail: mgreco@toronto.ca

SIGNATURE

Mathew Pegg
Fire Chief General Manager (I),
Toronto Fire Services

Michael Pacholok
Manager Director, Purchasing &
Materials Management Division

ATTACHMENTS

Attachment 1: Funding Details
Attachment 2: Fairness Attestation Report