



REPORT FOR ACTION

Supply and Delivery of Uniform Clothing Agreement

Date: September 5, 2019

To: The Board of Governors of Exhibition Place

From: Don Boyle, Chief Executive Officer

Wards: All

SUMMARY

This report recommends approving an agreement with Five Star Enterprises of Canada doing business as (dba) Five Star Enterprise ("Five Star") for the non-exclusive supply and deliver of uniform clothing for a one-year term with three (3) additional one-year options to renew. This recommendation follows the competitive Request for Quotation process undertaken by Exhibition Place considering two (2) submissions from companies that have experience supplying these items.

RECOMMENDATIONS

The Chief Executive Officer recommends that:

1. The Board of Governors approve an agreement with Five Star Enterprises of Canada for the non-exclusive supply and delivery of uniform clothing for a one-year term with three (3) additional one-year options to renew on the terms and conditions set out in this report and such other terms and conditions required by the Chief Executive Officer and City Solicitor.

FINANCIAL IMPACT

The funding for supply and delivery of uniform clothing is provided for in the in the 2019 Operating Budget, and will be provided for in the 2020, 2021 and 2022 Operating Budgets as required.

Annually the cost of uniform clothing ordered as required is in the amount of \$55,000.00, exclusive of HST.

DECISION HISTORY

The Exhibition Place 2017 – 2019 Strategic Plan has a Finance Goal to ensure the effective monitoring of costs and revenues and as a Strategy to support this goal we will strengthen controls through a review and updating of our financial systems.

At its meeting of November 2015 the Board approved of an award to Five Star for the supply and delivery of uniform clothing for a one-year period with the option to extend for an additional three one-year periods.

<https://www.explace.on.ca/files/file/58bd93d50bebb/Item-10-Uniform-Clothing-Supplier.pdf>

COMMENTS

The Board supplies uniform clothing for staff in the Facilities, Operations, Parking and Security Departments. The provision of uniform clothing of consistent design is imperative for Exhibition Place staff to be easily recognized by our clients and the public.

The Request for Quotations for the supply and delivery of uniform clothing was issued by Exhibition Place on July 18, 2019 and two (2) quotations were received, from Five Star Enterprises of Canada dba Five Star and Directsave Canada which meet specifications.

The RFQ detailed the Board's specific requirements which included estimated quantities for twenty-four (24) different uniform clothing items in various sizes.

Five Star Enterprise was established in Scarborough, Ontario 1990 as a distributor and importer of uniforms and linen products. The company was incorporated in 1994 as Five Star Enterprises of Canada Ltd. and sells over one million uniforms annually. Their head office and warehouse is located in Markham.

Terms and Conditions:

The substantial terms and conditions of the agreement with Five Star are as follows:

- Term: One year from date of issue, on an as required non-exclusive basis, with the option to extend for three (3) additional separate one-year periods subject to satisfactory performance review and budget availability.
- Pricing: Pricing is to be fixed during the first year of the Agreement in accordance with the terms of the Request for Quotation.
- Assignment: The agreement shall not be assigned by Five Star without written consent of the Board.
- Insurance: Proof of insurance shall be provided in a form and amount satisfactory to the Board and containing provisions including the Board and the City of Toronto as additional insured with a cross liability/severability of interest clause of standard wording.
- Extensions: Increases in pricing for three one-year options will be based on the Consumer Price Index (CPI), all items, Toronto and calculated three months prior to expiry of then current year agreement
- Additional Clauses: The agreement shall include other standard commercial terms respecting termination and other matters in a form satisfactory to the City Solicitor and the Chief Executive Officer.

CONTACT

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SIGNATURE

Don Boyle
Chief Executive Officer

ATTACHMENTS
