



## REPORT FOR ACTION CONTRACT AWARD

### **Contract Award - Request for Proposal RFPTPAU-2019 for the Supply and Delivery of Uniforms and Work Apparel for Toronto Parking Authority**

Date: November 28, 2019  
To: Board of Directors, Toronto Parking Authority  
From: Acting President, Toronto Parking Authority  
Wards: All

#### **RECOMMENDATIONS**

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The Acting President, Toronto Parking Authority recommends that:

1. The Board of Directors of Toronto Parking Authority grant authority to award the contract for the supply and delivery of uniforms and work apparel as, and when required, for Toronto Parking Authority staff, to Outdoor Outfits Limited, providing the highest ranking proponent score and the lowest bid price, for a term of three years, plus three optional one-year extensions at the sole option of the President, Toronto Parking Authority, in the estimated amount (three years) of \$305,217.90 (based on purchases made in previous years) plus \$30,521.79 (10 percent of the contract value over the three-year period) as a contingency allowance, being the sum total amount of \$335,739.69, subject to annual inflation adjustments as applicable based on the Consumer Price Index in accordance with the contract provisions and net of all taxes and charges.

#### **FINANCIAL IMPACT**

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The estimated potential total amount to award the contract for supply and delivery of uniforms and work apparel over the three (3) year term from 2020 to 2022 is \$305,217.90, plus \$30,521.90 for contingency being the sum total amount of \$335,739.69, subject to annual inflation adjustment as applicable based on the Consumer Price Index (CPI) in accordance with the contract provisions and net of taxes and charges.

**Table 1: Financial Impact Summary of Recommended Three-Year Contract plus Three Optional One-Year Contracts**

Company	Year 1 Price (2020)	Year 2 Price (2021)	Year 3 Price (2022)	Extended 1 Year Price (2023)	Extended 1 Year Price (2024)	Extended 1 Year Price (2025)
Outdoor Outfits Limited	\$150,430.40	\$76,250	\$78,537.50	\$80,893.63	\$83,320.44	\$85,820.05

Table 1 shows the annual contract value for the three-year contract with three optional one-year extensions.

Pricing for the first year is based on the estimate of quantities provided by TPA for the purposes of evaluating the proposals. Pricing for years 2 through 6 is based on spend for replenishment of items from previous years plus applicable price increases.

The annual Operating Budget contains amounts required for the supply and delivery of uniforms and work apparel. The purchases will be on an as-and when-required basis, for the unit amounts per apparel item stipulated in the Vendor's proposal submission for the first year, subject to an annual adjustment each year thereafter not exceeding the CPI rate increase. The base per-garment unit rates submitted by the Vendor are itemized in Attachment 1, Unit Price Bid by Item - Recommended Vendor. Due to the addition of two new articles to the uniform line up (bomber jacket and fleece sweater), TPA has anticipated a higher spend in year 1 to fulfill orders for those items. Sufficient funds for these uniforms are included in the 2020-2022 TPA Proposed Operating Budget.

## CALL SUMMARY

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**Call Number:** Request for Proposal RFPTPAU- 2019 Supply and Delivery of Uniforms and Work Apparel for Toronto Parking Authority

**Call Issued:** August 6, 2019

**Call Closed:** September 25, 2019, 3 p.m., Toronto time

**Number of Addenda Issued:** Two (2)

**Number of Bids:** Two (2)

### Description:

The non-exclusive supply and delivery of uniforms and work apparel as and when required for Toronto Parking Authority staff, term of three (3) years, plus three (3) optional one (1) year extensions at the sole option of Toronto Parking Authority. Should the option(s) be exercised, the Director of Attended Parking and Customer Service will request the Vice President of Operations to process the renewals under the same terms and conditions.

The current contract for TPA staff uniforms expires on December 20, 2019. As a result, TPA developed the business requirements and prepared the procurement documents to go to market. This RFP was publicly posted on MERX on August 6, 2019 and the process was open to all interested proponents. One subsequent Addendum was issued and the call closed on September 25, 2019. Although twenty-one (21) companies viewed the RFP, only two (2) proposal submissions were received from the following firms:

Martin & Levesque Inc.  
Outdoor Outfits Ltd.

The evaluation of submissions followed a three-stage process (please see Attachment 2 - Evaluation Criteria Table for details):

Stage 1 - The Evaluation Committee assessed if the submission met all the mandatory requirements. If the submission failed any of the mandatory requirements, the submission did not process to Stage 2.

Stage 2 - The Evaluation Committee assessed the submissions for the technical eligibility requirements and rated each submission. Each criteria was rated on a scale of 0 to 10, with 0 being the lowest and 10 being the highest.

Stage 3 - The Evaluation Committee assessed the submissions for the cost of services. The Proponents fee will carry a maximum of 30 points. Each Proponent's price will be evaluated based on the following formula:

$$\frac{\text{Lowest Price}}{\text{Proponent's Price}} \times 30 = \text{Proponent's score for price}$$

Award is based on the most qualified Bidder providing the greatest overall benefit to the Toronto Parking Authority while meeting the requirements of the Proposal Document.

Upon detailed evaluation, both Bidders were deemed to be compliant with all parameters of the call.

**Table 2:** Summary of Bids Received for RFPTPAU-2019 including bid price and score.

Bidder Name	Year 1 Price (2020)	Proponent Points
Outdoor Outfits Ltd.	\$150,430.40	82
Martin & Levesque Inc.	\$171,084.30	75.9

Following the comprehensive evaluation, it is recommended that Outdoor Outfits Limited be awarded a contract for the supply and delivery of uniforms for TPA staff as stipulated in the RFP.

## COMMENTS

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Toronto Parking Authority has an on-going requirement for the supply and delivery of uniforms and work apparel to TPA staff to ensure they are safe while doing their job. TPA currently retains these services through a third-party provider, Outdoor Outfits Ltd. The current contract expires on December 20, 2019 and therefore a Request for Proposal (RFP) was issued by staff on August 6, 2019.

The open call was posted on the MERX Canadian Public Tender network and closed September 25, 2019. Proponents were invited to submit proposals for providing all products, services, materials, labour and equipment necessary for the non-exclusive supply and delivery of the various specified uniform and work apparel items in accordance with the comprehensive specifications and terms of reference contained in the RFP.

For the purposes of estimating quantities and evaluating proposal submissions, quantities for each garment were averaged over a period of 3 years. Prices submitted are inclusive of all applicable costs except HST, subject to annual CPI adjustments for subsequent years.

Two proposals were received and both were considered compliant. They were then scored following a rigorous analysis of each written proposal and pricing structure.

After the review and scoring of the RFP responses, the results show that Outdoor Outfits Ltd. has the best score and the lowest total cost to operate. Staff recommend that their bid be accepted and TPA enter into a three-year agreement with Outdoor Outfits Ltd. for the supply and delivery of uniforms and work apparel for Toronto Parking Authority staff.

Outdoor Outfits Ltd. has been manufacturing uniforms since 1945 and has been family-owned since its inception. Their 74 years of experience goes into the design, construction and tailoring of each garment to guarantee optimum fit, comfort and appearance. Each garment is individually processed through a rigorous quality control ISO 9001 system. Their head office/plant have been operating in their current location since 1972 where they occupy 30,000 square feet, located at 372 Richmond Street West in Toronto. They also supply uniforms to the Royal Canadian Mounted Police, Ontario Provincial Police, Toronto Police Services and Toronto Fire Services.

## **CONTACT**

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## **SIGNATURE**

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Robin Oliphant, Acting President  
Toronto Parking Authority

## **ATTACHMENTS**

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Attachment 1 - Unit Price Bid by Item - Recommended Vendor  
Attachment 2 - Evaluation Criteria Table

## ATTACHMENT 1 - UNIT PRICE BID BY ITEM - RECOMMENDED VENDOR

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DESCRIPTION	UNIT PRICE (2020)
SAFETY PARKA INSULATED TWO TONE	\$175.00
SAFETY RAIN JACKET TWO TONE	\$165.00
SAFETY OVERAL BIB INSULATED COVERALL	\$145.00
SAFETY POLO TWO TONE (MEN'S LONG SLEEVE)	\$79.70
SAFETY POLO TWO TONE (MEN'S SHORT SLEEVE)	\$73.70
SAFETY POLO TWO TONE (WOMEN'S LONG SLEEVE)	\$79.70
SAFETY POLO TWO TONE (WOMEN'S SHORT SLEEVE)	\$73.70
MEN'S WORK SHIRT (LONG SLEEVE)	\$84.70
MEN'S WORK SHIRT (SHORT SLEEVE)	\$84.70
SWEATER (UNLINED)	\$89.70
SWEATER (LINED)	\$89.70
CASUAL NON-PLEATED PANT (MEN'S)	\$59.70
CASUAL NON-PLEATED PANT (WOMEN'S)	\$59.70
CARGO PANT (MEN'S)	\$69.70
CARGO PANT (WOMEN'S)	\$69.70
MEN'S WORK PANT	\$64.70
CASUAL NON-PLEATED SHORTS (MEN'S)	\$56.70
CASUAL NON-PLEATED SHORTS (WOMEN'S)	\$56.70
CARGO SHORTS (MEN'S)	\$66.70
CARGO SHORTS (WOMEN'S)	\$66.70
WEATHER REPELLENT ALL SEASON OVER-PANT	\$96.70
BASEBALL CAP	\$15.65
TOQUE	\$15.65
100% COTTON WHITE DRESS SHIRT (LONG SLEEVE)	\$50.70
100% COTTON WHITE DRESS SHIRT (SHORT SLEEVE)	\$48.70