



BID AWARD PANEL CONTRACT AWARD

Award of Doc No. 1950322735 to Five Star Enterprise for Non-exclusive Supply and Delivery of Parks, Forestry & Recreation Clothing

Date: February 13, 2020
To: Bid Award Panel
From: Chief Purchasing Officer
Wards: All

RECOMMENDATIONS

The Chief Purchasing Officer recommends that the Bid Award Panel grant authority to award the following contract:

Call Number:
Doc No. 1950322735

Description:
For RFQ 0102-19-0253 the non-exclusive supply and delivery of Parks, Forestry & Recreation Clothing to various Purchasing and Materials Management (Stores) locations from the date of award to January 31, 2021, with the option to renew the Contract for four (4) additional separate one (1) year periods at the sole discretion of the City and subject to budget approval(s).

Prior to the renewal of the contract, PMMD will perform a market analysis to verify the current market conditions as compared to the proposed increase by the vendor and that the Stores Division will monitor vendor performance during the first term of the contract.

Should the option(s) be exercised, then the Manager of Materials Management and Stores will request the Director of Purchasing and Materials Management to process the renewals under the same terms and conditions.

Recommended Bidder:
Five Star Enterprise

Contract Award Value:
\$191,404 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$216,287 including HST and all applicable charges
\$194,773 net of HST recoveries

The contract is expected to start on date of award and end on January 31, 2021

Option Year 1 (February 1, 2021 to January 31, 2022)

\$197,147 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$222,776 including all applicable taxes and charges

\$200,616 net of HST recoveries

Option Year 2 (February 1, 2022 to January 31, 2023)

\$203,061 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$229,459 including all applicable taxes and charges

\$206,635 net of HST recoveries

Option Year 3 (February 1, 2023 to January 31, 2024)

\$209,153 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$236,343 including all applicable taxes and charges

\$212,834 net of HST recoveries

Option Year 4 (February 1, 2024 to January 31, 2025)

\$215,427 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$243,433 including all applicable taxes and charges

\$219,219 net of HST recoveries

The total potential contract award including all option years is

\$1,034,077 net of HST recoveries, \$1,148,297 including all applicable taxes and charges and \$1,016,192 net of all applicable taxes and charges.

The above cost calculations for the Option Years reflect an estimated annual 3% increase as per the Consumer Price Index (CPI).

FINANCIAL IMPACT

The total potential contract award identified in this report is \$1,148,297 including all applicable taxes and charges. The total potential cost to the City is \$1,034,077 net of HST recoveries.

The materials on this contract will be purchased for PMMD Stores inventory purposes. The material value will be held in inventory holding Balance Sheet accounts (160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085, 160171) until City Divisions require the material to support their work programs at which time the material value is charged to the appropriate Divisions' approved operating budgets.

Funding from the date of award to Dec 31, 2020 has been included in the 2020 Staff Recommended Operating Budgets of participating Programs and additional required funding will be included in their 2021 Operating Budget Submissions. Should the option

years be exercised, appropriate additional funding will be requested in their 2021-2025 Operating Budget Submissions. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Period	Cost Centre 160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085,160171	Total (net of HST Recoveries)
Date of Award – December 31, 2020	\$177,066	
January 1, 2021 to January 31, 2021	\$17,707	
Total: Contract Period	\$194,773	\$194,773
Total: 2020 Budget Year	\$177,066	
February 1, 2021 – December 31, 2021	\$183,898	
January 1, 2022 to January 31, 2022	\$16,718	
Total: Option Year 1	\$200,616	\$200,616
Total: 2021 Budget Year	\$201,605	
February 1, 2022 – December 31, 2022	\$189,415	
January 1, 2023 to January 31, 2023	\$17,220	
Total: Option Year 2	\$206,635	\$206,635
Total: 2022 Budget Year	\$206,133	
February 1, 2023 – December 31, 2023	\$195,098	
January 1, 2024 to January 31, 2024	\$17,736	
Total: Option Year3	\$212,834	\$212,834
Total: 2023 Budget Year	\$212,318	
February 1 2024 – December 31, 2024	\$200,951	
January 1, 2025 to January 31, 2025	\$18,268	
Total: Option Year 4	\$219,219	\$219,219
Total: 2024 Budget Year	\$218,687	
Total: 2025 Budget Year	\$18,268	
Grand Total	\$1,034,077	\$1,034,077

CALL SUMMARY

Call Issued: October 2, 2019

Call Closed: November 1, 2019

Number of Addenda Issued: Three (3)

Number of Bids: Six (6)

Table 2: Summary of Bids Received for Doc No. 1950322735 (Part A) including bid price

Bidder Name	Bid Price (including H.S.T. and 25% Miscellaneous)
Talmack Industries Inc.*	\$24,097
Five Star Enterprise	\$28,137
Kloth Studio Inc.*	\$36,770
Supply Line	\$38,630
Billboard Sportswear Mfg. Inc.	\$42,452
Outdoor Outfits Ltd.	\$70,114

* Bidder was found non-compliant with mandatory requirements.

Table 3: Summary of Bids Received for Doc No. 1950322735 (Part B) including bid price

Bidder Name	Bid Price (including H.S.T. and 25% Miscellaneous)
Five Star Enterprise	\$92,590
Billboard Sportswear Mfg. Inc.	\$169,260
Supply Line	\$171,398
Talmack Industries Inc.	\$176,402
Outdoor Outfits Ltd.	\$216,666
Kloth Studio Inc.*	\$238,044

* Bidder was found non-compliant with mandatory requirements.

Table 4: Summary of Bids Received for Doc No. 1950322735 (Part C) including bid price

Bidder Name	Bid Price (including H.S.T. and 25% Miscellaneous)
Five Star Enterprise	\$39,650
Supply Line	\$50,386

Bidder Name	Bid Price (including H.S.T. and 25% Miscellaneous)
Kloth Studio Inc.*	\$79,456
Billboard Sportswear Mfg. Inc.	\$93,515
Outdoor Outfits Ltd.	\$97,198
Talmack Industries Inc.	\$98,322

* Bidder was found non-compliant with mandatory requirements.

Table 5: Summary of Bids Received for Doc No. 1950322735 (Part D) including bid price

Bidder Name	Bid Price (including H.S.T. and 25% Miscellaneous)
Kloth Studio Inc.*	\$47,511
Supply Line *	\$48,135
Talmack Industries Inc.*	\$52,884
Five Star Enterprise	\$55,910
Billboard Sportswear Mfg. Inc.	\$85,160
Outdoor Outfits Ltd.	\$99,327

* Bidder was found non-compliant with mandatory requirements.

DIVISION CONTACTS

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COMMENTS

For the recommended contract award, the following requirements have been met:

a. The firm recommended for award is the lowest bidder meeting specifications or to the highest scoring proponent based on the evaluation criteria included in the call and meeting the requirements of the call;

b. the appropriate Division has reviewed submissions and found the price to be reasonable, within available budget and concurs with the recommendation;

c. the total contract value is less than \$20 million dollars (excluding applicable taxes) and the contract term is:

1. for a contract funded by the operating budget, 5 years or less including any option years; or

2. for a contract funded by the capital budget, within the projected term of the capital funding for the project as set out in the capital budget,

being within the authority of the Bid Award Panel;

d. there are no material written objections to the award;

e. the call document was advertised on the City's internet website and bids or proposals were opened publicly; and

f. the Fair Wage Office confirms the recommended firm understands the Fair Wage Policy and Labour Trades requirements and has agreed to comply fully.

Additional details and information for the above calls are on the file in the Purchasing and Materials Management Division.

SIGNATURE

Michael Pacholok
Chief Purchasing Officer