



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc 2315319654 to Outdoor Outfits Limited for Non-exclusive supply and delivery of High Visual Workwear for The City of Toronto's Purchasing and Materials Management (Stores) Division.

Date: October 29th, 2020
To: Bid Award Panel
From: Chief Procurement Officer
Wards: All

RECOMMENDATIONS

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

Solicitation Number:

Request for Quotations (RFQ) Ariba Doc. No. 2315319654

Description:

For the non-exclusive supply and delivery of High Visual Workwear from the date of award to November 30, 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, Purchasing and Materials Management will perform a market analysis to verify the current market conditions as compared to the proposed increase by the vendor and that the Purchasing and Materials Management (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 will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

Outdoor Outfits Limited

Contract Award Value:

For parts A, B and C

\$515,906 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$582,974 including HST and all applicable charges
\$524,986 net of HST recoveries

Contract is expected to start on December 1, 2020 and end on November 30, 2021

Option Year 1 (December 1, 2021 to November 30, 2022)
\$531,383 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$600,463 including all applicable taxes and charges
\$540,736 net of HST recoveries

Option Year 2 (December 1, 2022 to November 30, 2023)
\$547,325 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$618,477 including all applicable taxes and charges
\$556,958 net of HST recoveries

Option Year 3 (December 1, 2023 to November 30, 2024)
\$563,745 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$637,032 including all applicable taxes and charges
\$573,667 net of HST recoveries

Option Year 4 (December 1, 2024 to November 30, 2025)
\$580,657 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$656,142 including all applicable taxes and charges
\$590,877 net of HST recoveries

The total contract award including all option years is 2,787,223 net of HST recoveries, \$3,095,088 including all applicable taxes and charges and \$2,739,016 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 contract award identified in this report is \$3,095,088 including all applicable taxes and charges. The total cost to the City is \$2,787,223 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 Date of award to Dec 31, 2020 has been included in the appropriate Divisions' 2020 Operating Budgets. Additional funding will be included in the appropriate

Divisions' 2021 Operating Budget Submissions. Should the option years be exercised, appropriate additional funding, will be requested in the 2021-2025 Operating Budget Submissions. 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 – Dec 31, 2020	\$43,749	
January 1, 2021 to November 30, 2021	\$481,237	
Total: Contract Period	\$524,986	\$524,986
Total: 2020 Budget Year	\$43,749	
December 1, 2021 to December 31, 2021	\$45,061	
January 1, 2022 to November 30, 2022	\$495,674	
Total: Option Year 1	\$540,736	\$540,736
Total: 2021 Budget Year	\$526,299	
December 1, 2022 to December 31, 2022	\$46,413	
January 1, 2023 to November 30, 2023	\$510,545	
Total: Option Year 2	\$556,958	\$556,958
Total: 2022 Budget Year	\$542,088	
December 1, 2023 to December 31, 2023	\$47,806	
January 1, 2024 to November 30, 2024	\$525,861	
Total: Option Year 3	\$573,667	\$573,667
Total: 2023 Budget Year	\$558,350	
December 1, 2024 to December 31, 2024	\$49,240	
January 1, 2025 to November 30, 2025	\$541,637	
Total: Option Year 3	\$590,877	\$590,877
Total: 2024 Budget Year	\$575,101	
Total: 2025 Budget Year	\$541,637	
Total: Contract Period	\$2,787,223	\$2,787,223

SOLICITATION SUMMARY

Solicitation Issued: April 30th, 2020
Number of Addenda Issued: Three (3)
Number of Bids: Four (4)

Solicitation Closed: June 8th, 2020

Table 2: Summary of Bids Received including bid price

Bidder	Bid Price (including H.S.T.)
Outdoor Outfits Limited	\$466,379.30
Five Start Enterprise	\$664,702.73
Marks Commercial	\$677,790.45
Unisync Group Limited	\$713,713.37

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 Supplier meeting specifications the evaluation criteria included in the Solicitation and meeting the requirements of the solicitation;

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 Solicitation 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 Solicitations are on the file in the Purchasing and Materials Management Division.

SIGNATURE

Michael Pacholok
Chief Procurement Officer