



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 2797513837 to Outdoor Outfits Ltd. for the Non-Exclusive Supply and Delivery of Crewnecks and 1/4 Zip Sweatshirts for Purchasing and Materials Management Division (Stores)

Date: October 21, 2021
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 Quotation, Ariba Document Number 2797513837

Description:

For the non-exclusive supply and delivery of Crewnecks and 1/4 Zip Sweatshirts to various Purchasing and Materials Management (Stores) locations from November 1, 2021 to October 31, 2022, 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 Division will perform a market analysis to verify the current market conditions as compared to the proposed increase by the Supplier and that the Stores Division will monitor Supplier 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 Chief Procurement Officer of Purchasing and Materials Management Division to process the renewals under the same terms and conditions.

Recommended Supplier:

Outdoor Outfits Ltd.

Contract Award Value:

\$118,703 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$134,134 including HST and all applicable charges

\$120,792 net of HST recoveries

Contract is expected to start on November 1, 2021 and end on October 31, 2022.

Option Year 1 (November 1, 2022 to October 31, 2023)

\$122,264 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$138,158 including HST and all applicable charges

\$124,415 net of HST recoveries

Option Year 2 (November 1, 2023 to October 31, 2024)

\$125,931 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$142,303 including HST and all applicable charges

\$128,148 net of HST recoveries

Option Year 3 (November 1, 2024 to October 31, 2025)

\$129,709 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$146,572 including HST and all applicable charges

\$131,992 net of HST recoveries

Option Year 4 (November 1, 2025 to October 31, 2026)

\$133,601 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$150,969 including HST and all applicable charges

\$135,952 net of HST recoveries

The total potential contract award including all option years is \$641,299 net of HST recoveries, \$712,135 including HST and all applicable charges and \$630,208 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 \$712,135 including all applicable taxes and charges. The total potential cost to the City is \$641,299 net of HST recoveries.

The materials on this contract will be purchased for Purchasing and Materials Management Division (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 November 1, 2021 to December 31, 2021 is available in the 2021 Approved Operating Budget for Toronto Fire Services under cost centre FR0019 and additional required funding will be included in their 2022 Operating Budget Submission. Should all the option years be exercised, appropriate additional funding will be requested in their 2022-2026 Operating Budget Submissions. Additional details follow in Table 1:

Table 1: Financial Impact Summary of Recommended Contract

Period	Balance Sheet Account 160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085,160171	Total (net of HST Recoveries)
November 1, 2021 to December 31, 2021	\$20,132	
January 1, 2022 to October 31, 2022	\$100,660	
Total: Contract Period	\$120,792	\$120,792
Total: 2021 Budget Year	\$20,132	
November 1, 2022 to December 31, 2022	\$20,736	
January 1, 2023 to October 31, 2023	\$103,680	
Total: Option Year 1	\$124,415	\$124,415
Total: 2022 Budget Year	\$121,396	
November 1, 2023 to December 31, 2023	\$21,358	
January 1, 2024 to October 31, 2024	\$106,790	
Total: Option Year 2	\$128,148	\$128,148
Total: 2023 Budget Year	\$125,037	
November 1, 2024 to December 31, 2024	\$21,999	
January 1, 2025 to October 31, 2025	\$109,994	
Total: Option Year 3	\$131,992	\$131,992
Total: 2024 Budget Year	\$128,789	
November 1, 2025 to December 31, 2025	\$22,659	
January 1, 2026 to October 31, 2026	\$113,293	
Total: Option Year 4	\$135,952	\$135,952
Total: 2025 Budget Year	\$132,652	
Total: 2026 Budget Year	\$113,293	
Grand Total	\$641,299	\$641,299

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact.

SOLICITATION SUMMARY

Solicitation Issued: February 1, 2021
Number of Addenda Issued: Three (3)
Number of Bids: Thirteen (13)

Solicitation Closed: March 4, 2021

Table 2: Summary of Bids Received for Ariba Document Number 2797513837 including bid price;

Supplier Name	Bid Price (excluding H.S.T.)
Nitsom Promotional Manufacturing Corp.	\$40,200*
Calipso General Trading LLC	\$51,870*
R&P Promotional Media Inc. o/a R&P Prints	\$64,549*
Five Star Enterprise	\$73,150*
The Uniform Experts North America Inc.	\$79,190*
Time Tell Nig. Ltd.	\$86,930**
Outdoor Outfits Ltd.	\$94,962
EMES Marketing Inc. o/a EMI Promotional Products	\$143,665
Unisync Group Limited	\$170,719
Cintas Corporation o/a Design Collective	\$230,148**
The Uniform Group Inc.	\$253,937
Parabellum Prime Corp.	\$446,484
911 Supply and Adventure Gear Inc.	\$520,862

*Suppliers were deemed unsuccessful for not meeting the requirements of the solicitation.

** Suppliers were found non-compliant with mandatory requirements of the solicitation.

DIVISION CONTACTS

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Craig Mavin, Manager, Materials Management and Stores, Purchasing and Materials Management, 416-392-6764, Craig.Mavin@toronto.ca

COMMENTS

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

a. The firm recommended for award is the lowest Supplier meeting specifications or to the highest scoring Supplier based on 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. the Solicitation document was advertised on the City's internet website and bids or proposals were opened publicly; and

e. 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