



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3201082946 to Outdoor Outfits Ltd. and Five Star Enterprise for the for the Non-Exclusive Supply and Delivery of Insulated Work Wear for Purchasing and Materials Management (Stores)

Date: May 5, 2022
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 contracts:

Solicitation Number:

Request for Quotation, Ariba Document Number 3201082946

Description:

For the non-exclusive supply and delivery of Insulated Work Wear to various Purchasing and Materials Management Division locations from June 1, 2022 to May 31, 2023, with the option to renew the Contract for four (4) additional one (1)-year periods at the sole discretion of the City and subject to budget approval(s).

The Request for Quotation is structured to award contracts to the suppliers meeting specifications, and providing the lowest total bid price per Parts A to C of the Pricing Form.

Prior to the renewal of the contract, Purchasing and Materials Management Division will perform a market analysis to verify the current market conditions and Materials Management and Stores will monitor supplier performance during the first term of the contract.

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

Recommended Supplier:

Outdoor Outfits Ltd. (Part A)

Contract Award Value:

\$102,534 net of all applicable taxes and charges

\$115,863 including HST and all applicable charges

\$104,338 net of HST recoveries

Contract is expected to start on June 1, 2022 and end on May 31, 2023

Option Year 1 (June 1, 2023 to May 31, 2024)

\$105,610 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$119,339 including all applicable taxes and charges

\$107,468 net of HST recoveries

Option Year 2 (June 1, 2024 to May 31, 2025)

\$108,778 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$122,919 including all applicable taxes and charges

\$110,692 net of HST recoveries

Option Year 3 (June 1, 2025 to May 31, 2026)

\$112,041 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$126,607 including all applicable taxes and charges

\$114,013 net of HST recoveries

Option Year 4 (June 1, 2026 to May 31, 2027)

\$115,402 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$130,405 including all applicable taxes and charges

\$117,434 net of HST recoveries

The total potential contract award including all option years, \$615,130 including all applicable taxes and charges and \$544,363 net of all applicable taxes and charges. **The total potential cost to the City including all option years is \$553,944 net of HST recoveries.**

Recommended Supplier:

Five Star Enterprise (Parts B and C)

Contract Award Value:

\$338,463 net of all applicable taxes and charges

\$382,463 including HST and all applicable charges

\$344,420 net of HST recoveries

Contract is expected to start on June 1, 2022 and end on May 31, 2023

Option Year 1 (June 1, 2023 to May 31, 2024)

\$348,617 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$393,937 including all applicable taxes and charges
\$354,753 net of HST recoveries

Option Year 2 (June 1, 2024 to May 31, 2025)
\$359,075 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$405,755 including all applicable taxes and charges
\$365,395 net of HST recoveries

Option Year 3 (June 1, 2025 to May 31, 2026)
\$369,848 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$417,928 including all applicable taxes and charges
\$376,357 net of HST recoveries

Option Year 4 (June 1, 2026 to May 31, 2027)
\$380,943 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$430,466 including all applicable taxes and charges
\$387,648 net of HST recoveries

The total potential contract award including all option years is, \$2,030,547 including all applicable taxes and charges and \$1,796,944 net of all applicable taxes and charges. **The total potential cost to the City including all option years \$1,828,570 net of HST recoveries.**

The total potential combined contract awards for all suppliers (Part A, B and C) identified in this report including option years is \$2,341,306 net of all applicable taxes and charges, \$2,645,676 including all applicable taxes and charges. **The total potential combined cost to the City including option years is \$2,382,513 net of HST recoveries.**

The above cost calculations reflect a 3% Consumer Price Index adjustment applied annually to each year's cost after the initial one (1) year period.

FINANCIAL IMPACT

The total potential combined contract awards for all suppliers (Part A, B and C) identified in this report including option years is \$2,341,306 net of all applicable taxes and charges, \$2,645,676 including all applicable taxes and charges. The total potential combined cost to the City including option years is \$2,382,513 net of HST recoveries.

The materials on this contract will be purchased for 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 June 1, 2022 to December 31, 2022 is available in the appropriate Divisions' 2022 Operating Budgets and should all the option years be exercised, appropriate additional funding will be requested in the 2023-2027 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)
June 1, 2022 – December 31, 2022	\$261,775	
January 1, 2023 - May 31, 2023	\$186,982	
Total: Contract Period	\$448,757	\$448,757
Total: 2022 Budget Year	\$261,775	
June 1, 2023 to December 31, 2023	\$269,628	
January 1, 2024 - May 31, 2024	\$192,592	
Total: Option Year 1	\$462,220	\$462,220
Total: 2023 Budget Year	\$456,610	
June 1, 2024 to December 31, 2024	\$277,717	
January 1, 2025 - May 31, 2025	\$198,370	
Total: Option Year 2	\$476,087	\$476,087
Total: 2024 Budget Year	\$470,309	
June 1, 2025 to December 31, 2025	\$286,049	
January 1, 2026 - May 31, 2026	\$204,320	
Total: Option Year 3	\$490,369	\$490,369
Total: 2025 Budget Year	\$484,418	
June 1, 2026 to December 31, 2026	\$294,630	
January 1, 2027 - May 31, 2027	\$210,450	
Total: Option Year 4	\$505,080	\$505,080
Total: 2026 Budget Year	\$498,951	
Total: 2027 Budget Year	\$210,450	
Grand Total	\$2,382,513	\$2,382,513

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

SOLICITATION SUMMARY

Solicitation Issued: November 18, 2021

Solicitation Closed: December 20,

2021

Number of Addenda Issued: Four (4)

Number of Bids: Four (4)

Table 2: Summary of Bids Received including bid price:

Supplier Name	Bid Price (excluding HST)*		
	Part A	Part B	Part C
FIVE STAR ENTERPRISE	\$69,785.00**	\$52,370.00	\$218,400.00
CANADIAN LINEN & UNIFORM SERVICE	\$80,634.10**	\$59,742.40**	\$413,513.80**
OUTDOOR OUTFITS LTD	\$82,026.50	\$89,307.00	\$271,789.00
SUPPLY LINE	n/a	n/a	\$293,760.70**

*Bid Price does not contain the 25% miscellaneous items

**Bidder was declared non-compliant for this Part.

DIVISION CONTACTS

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COMMENTS

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

- The firm recommended for award is the lowest Supplier meeting specifications per Part or to the highest scoring Supplier based on the evaluation criteria included in the Solicitation and meeting the requirements of the solicitation;
- the appropriate Division has reviewed submissions and found the price to be reasonable, within available budget and concurs with the recommendation;
- 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 on Ariba; 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