



BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation Ariba Document Number 3078718928 to Uniform Experts North America for the Non-Exclusive Supply and Delivery of Two-Tone Shirts for City Stores.

Date: June 23, 2022
To: Bid Award Panel
From: Acting Chief Procurement Officer
Wards: All

RECOMMENDATIONS

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

Solicitation Number:

Request for Quotation Ariba Document Number 3078718928

Description:

For the non-exclusive supply and delivery of Ariba Document Number 3078718928 for the City of Toronto (Stores) from the date of award to April 30, 2023, 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 Supplier:

UNIFORM EXPERTS NORTH AMERICA INC.

Contract Award Value:

\$895,194 net of all applicable taxes and charges (including 25% for miscellaneous)

\$1,011,570 including HST and all applicable charges

\$910,950 net of HST recoveries

Contract is expected to start on date of award and end on April 30, 2023

Option Year 1 (May 1, 2023 to April 30, 2024)
\$922,050 net of all applicable taxes and charges (including 25% for miscellaneous)
\$1,041,917 including all applicable taxes and charges
\$938,278 net of HST recoveries

Option Year 2 (May 1, 2024 to April 30, 2025)
\$949,712 net of all applicable taxes and charges (including 25% for miscellaneous)
\$1,073,174 including all applicable taxes and charges
\$966,427 net of HST recoveries

Option Year 3 (May 1, 2025 to April 30, 2026)
\$978,203 net of all applicable taxes and charges (including 25% for miscellaneous)
\$1,105,370 including all applicable taxes and charges
\$995,419 net of HST recoveries

Option Year 4 (May 1, 2026 to April 30, 2027)
\$1,007,549 net of all applicable taxes and charges (including 25% for miscellaneous)
\$1,138,531 including all applicable taxes and charges
\$1,025,282 net of HST recoveries

The total potential contract award including all option years is \$5,370,561 including all applicable taxes and charges and \$4,752,709 net of all applicable taxes and charges.
The total potential cost to the City is \$4,836,356 net of HST recoveries

FINANCIAL IMPACT

The total potential contract award identified in this report including the option year is \$5,370,561 including all applicable taxes and charges. The total potential cost to the City including the option years is \$4,836,356 net of HST recoveries.

The materials on this contract will be purchased for Purchasing & Material 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 the date of award to December 31, 2022 is available in the appropriate Divisions' 2022 Approved Operating Budgets, and additional funding will be included in their 2023 Operating Budget Submission. Should all the option years be exercised, appropriate additional funding will be requested in their 2023-2027 Operating Budget Submissions. The details are as follows:

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, 2022	\$607,300	
January 1, 2023 – April 30, 2023	\$303,650	
Total: Contract Period	\$910,950	\$910,950
Total: 2022 Budget Year	\$607,300	
May 1, 2023 to December 31, 2023	\$625,519	
January 1, 2024 – April 30, 2024	\$312,759	
Total: Option Year 1	\$938,278	\$938,278
Total: 2023 Budget Year	\$929,169	
May 1, 2024 to December 31, 2024	\$644,284	
January 1, 2025 – April 30, 2025	\$322,142	
Total: Option Year 2	\$966,427	\$966,427
Total: 2024 Budget Year	\$957,044	
May 1, 2025 to December 31, 2025	\$663,613	
January 1, 2026 – April 30, 2026	\$331,807	
Total: Option Year 3	\$995,419	\$995,419
Total: 2025 Budget Year	\$985,755	
May 1, 2026 to December 31, 2026	\$683,521	
January 1, 2027 – April 30, 2027	\$341,761	
Total: Option Year 4	\$1,025,282	\$1,025,282
Total: 2026 Budget Year	\$1,015,328	
Total: 2027 Budget Year	\$341,761	
Grand Total	\$4,836,356	\$4,836,356

The Chief Financial Officer and Treasurer has reviewed this report and agrees with information included in the Financial Impact section.

SOLICITATION SUMMARY

Solicitation Issued: September 16, 2021

Solicitation Closed: October 28, 2021

Number of Addenda Issued: Three (3)

Number of Bids: Five (5)

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
SHANI INTERNATIONAL CORPORATION *	\$283,935.92
UNIFORM EXPERTS NORTH AMERICA INC	\$716,155.50
FIVE STAR ENTERPRISE *	\$728,270.25
SUPPLY LINE	\$789,538.25
OUTDOOR OUTFITS LTD	\$1,223,484.50

* Supplier 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 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 submitted electronically in 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

Sandra Lisi
Acting Chief Procurement Officer