



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3187254549 to Outdoor Outfits LTD and Supply Line for the Non- Exclusive Supply and Delivery of Work Shirts, Pants and Shorts to Purchasing and Materials Management (Stores)

Date: September 29, 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 contracts:

Solicitation Number:

Request for Quotation Ariba Document Number 3187254549

Description:

For the non-exclusive supply and delivery of Works Shirts, Pants and Shorts to various Purchasing and Materials Management (Stores) locations from the date of award to September 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, Purchasing & Materials Management Division will perform a market analysis to verify the current market conditions. Purchasing and Materials Management Division will monitor vendor performance during the duration of the contract.

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

**Recommended Supplier for Part A:
Outdoor Outfits LTD**

Contract Award Value:

\$62,234 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$70,324 including HST and all applicable charges
\$63,329 net of HST recoveries

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

Option Year 1 (October 1, 2023 to September 30, 2024)

\$64,101 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$72,434 including all applicable taxes and charges
\$65,229 net of HST recoveries

Option Year 2 (October 1, 2024 to September 30, 2025)

\$66,024 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$74,607 including all applicable taxes and charges
\$67,186 net of HST recoveries

Option Year 3 (October 1, 2025 to September 30, 2026)

\$68,004 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$76,845 including all applicable taxes and charges
\$69,201 net of HST recoveries

Option Year 4 (October 1, 2026 to September 30, 2027)

\$70,045 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$79,150 including all applicable taxes and charges
\$71,277 net of HST recoveries

The total potential contract award including all option years is \$373,360 including all applicable taxes and charges and \$330,407 net of all applicable taxes and charges. **The total potential cost to the City including all option years is \$336,223 net of HST recoveries.**

**Recommended Supplier for Part B:
Supply Line**

Contract Award Value:

\$302,763 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$342,122 including HST and all applicable charges
\$308,091 net of HST recoveries

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

Option Year 1 (October 1, 2023 to September 30, 2024)
\$311,845 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$352,385 including all applicable taxes and charges
\$317,334 net of HST recoveries

Option Year 2 (October 1, 2024 to September 30, 2025)
\$321,201 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$362,957 including all applicable taxes and charges
\$326,854 net of HST recoveries

Option Year 3 (October 1, 2025 to September 30, 2026)
\$330,837 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$373,846 including all applicable taxes and charges
\$336,659 net of HST recoveries

Option Year 4 (October 1, 2026 to September 30, 2027)
\$340,762 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$385,061 including all applicable taxes and charges
\$346,759 net of HST recoveries

The total potential contract award including all option years is \$1,816,370 including all applicable taxes and charges and \$1,607,407 net of all applicable taxes and charges.
The total potential cost to the City including all option years is \$1,635,698 net of HST recoveries

The total potential contract awards identified in this report including the option years is \$2,189,731 including all applicable taxes and charges. **The total potential cost to the City of both contracts including the option years is \$1,971,920 net of HST recoveries.**

FINANCIAL IMPACT

The total potential combined contract award identified in this report including the option years is \$2,189,731 including all applicable taxes and charges. The total potential cost to the City including the option years is \$1,971,920 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 September 30, 2023 is included in the appropriate Divisions' 2022 Approved Operating Budgets and 2023 Operating Budget Submissions. Should the option years be exercised, additional funding will be requested in the 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	\$92,855	
January 1, 2023– September 30, 2023	\$278,565	
Total: Contract Period	\$371,420	
Total: 2022 Budget Year	\$92,855	\$92,855
October 1, 2023 – December 31, 2023	\$95,641	
January 1, 2024 – September 30, 2024	\$286,922	
Total: Option Year 1	\$382,563	
Total: 2023 Budget Year	\$374,206	\$374,206
October 1, 2024 – December 31, 2024	\$98,510	
January 1, 2025 – September 30, 2025	\$295,530	
Total: Option Year 2	\$394,040	
Total: 2024 Budget Year	\$385,432	\$385,432
October 1, 2025 – December 31, 2025	\$101,465	
January 1, 2026 – September 30, 2026	\$304,396	
Total: Option Year 3	\$405,861	
Total: 2025 Budget Year	\$396,995	\$396,995
October 1, 2026 – December 31, 2026	\$104,509	
January 1, 2027 – September 30, 2027	\$313,528	
Total: Option Year 4	\$418,037	
Total: 2026 Budget Year	\$408,905	\$408,905
Total: 2027 Budget Year	\$313,528	\$313,528
Grand Total	\$1,971,920	\$1,971,920

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

SOLICITATION SUMMARY

Solicitation Issued: December 8, 2021

Solicitation Closed: January 14, 2022

Number of Addenda Issued: Zero (0)

Number of Bids: Four (4)

Table 2: Summary of Bids Received including bid price

Supplier	Part A	Part B	Total Bid Price (excluding H.S.T.)
SUPPLY LINE	No Bid	\$242,209.50	\$242,209.50
OUTDOOR OUTFITS LTD	\$49,787.00	\$285,863.00	\$335,650.00
FIVE STAR ENTERPRISE	\$47,950	\$340,300	\$388,250.00
GOLD STAR SHIRTS & APPAREL INC	\$39,576.75*	\$485,438	\$525,014.75

* Gold Star was the lowest bid for Part A but did not meet all specifications for samples.

DIVISION CONTACTS

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Kelly McGarry, Manager, Purchasing Client Services, Purchasing & Materials
Management Division, 416-338-5574, kellylee.mcgarry@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 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