TORONTO

BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3444210172 to Five Star Enterprise for the Non-Exclusive Supply and Delivery of Golf Shirts for Purchasing and Materials Management - Stores

Date: December 15, 2022
To: Bid Award Panel
From: Acting Chief Procurement Officer
Wards: All

RECOMMENDATIONS

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

Solicitation Number:
Ariba Document Number 3444210172

Description:
For the non-exclusive supply and delivery of Golf Shirts to various Purchasing and Materials Management (Stores) locations from the date of award to October 31, 2023, with the option to renew the Contract for four (4) additional separate one (1) option year periods at the sole discretion of the City and subject to budget approval(s).

Prior to the renewal of the contract, Purchasing & Material 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 Chief Purchasing Officer to process the renewals under the same terms and conditions.

Recommended Supplier:
Five Star Enterprise

Contract Award Value:
$132,458 net of all applicable taxes and charges
$149,677 including HST and all applicable charges
$134,789 net of HST recoveries

Contract is expected to start on the date of award and end on October 31, 2023.

Option Year 1 (November 1, 2023 to October 31, 2024)
$136,432 net of all applicable taxes and charges (including 25% for miscellaneous items)
$154,168 including all applicable taxes and charges
$138,833 net of HST recoveries

Option Year 2 (November 1, 2024 to October 31, 2025)
$140,524 net of all applicable taxes and charges (including 25% for miscellaneous items)
$158,793 including all applicable taxes and charges
$142,998 net of HST recoveries

Option Year 3 (November 1, 2025 to October 31, 2026)
$144,740 net of all applicable taxes and charges (including 25% for miscellaneous items)
$163,556 including all applicable taxes and charges
$147,288 net of HST recoveries

Option Year 4 (November 1, 2026 to October 31, 2027)
$149,082 net of all applicable taxes and charges (including 25% for miscellaneous items)
$168,463 including all applicable taxes and charges
$151,706 net of HST recoveries

The total potential contract award including all option years is $794,657 including all applicable taxes and charges and $703,237 net of all applicable taxes and charges. **The total potential cost to the City including all option years is $715,613 net of HST recoveries.**

FINANCIAL IMPACT

The total potential contract award identified in this report including the option years is $749,657 including all applicable taxes and charges. The total potential cost to the City including the option years is $715,613 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 is available in the 2022 Approved Operating Budgets of participating Programs and additional funding has been included in their 2023 Operating Budget Submissions. Should the optional 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	$22,465	
January 1, 2023– October 31, 2023	$112,324	
Total: Contract Period	$134,789	
Total: 2022 Budget Year	$22,465	$22,465
November 1, 2023 – December 31, 2023	$23,139	
January 1, 2024 – October 31, 2024	$115,694	
Total: Option Year 1	$138,833	
Total: 2023 Budget Year	$135,463	$135,463
November 1, 2024– December 31, 2024	$23,833	
January 1, 2025 – October 31, 2025	$119,165	
Total: Option Year 2	$142,998	
Total: 2024 Budget Year	$139,527	$139,527
November 1, 2025– December 31, 2025	$24,548	
January 1, 2026 – October 31, 2026	$122,740	
Total: Option Year 3	$147,288	
Total: 2025 Budget Year	$143,713	$143,713
November 1, 2026– December 31, 2026	$25,284	
January 1, 2027 – October 31, 2027	$126,422	
Total: Option Year 4	$151,706	
Total: 2026 Budget Year	$148,024	$148,024
Total: 2027 Budget Year	$126,422	$126,422
Grand Total	$715,613	$715,613

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

SOLICITATION SUMMARY

Solicitation Issued: April 22, 2022 **Solicitation Closed:** May 27, 2022
Number of Addenda Issued: Two (2)
Number of Bids: Ten (10)

Table 2: Summary of Bids Received including bid price:

Supplier Name	Bid Price (excluding H.S.T.)
HOGSMEADE	$61,817.15*
FIVE STAR ENTERPRISE	$105,966.25
SAVAGE PROMOS	$128,484.25
UNIFORM EXPERTS	$155,388.75
NITSOM	$178,717.50
KY 345	$300,890.00
OUTDOOR OUTFITS LTD	$365,347.50
LUNAR	$419,412.50
SUPPLY LINE	$464,574.50
ERIC BEASLEY	$865,056,813.50

* Supplier was found non-compliant with sample specification requirements.

DIVISION CONTACTS

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

Clarman Yang, Acting Manager, Purchasing Client Services, 416-392-1302, Clarman.Yang@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 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