



## **BID AWARD PANEL CONTRACT AWARD**

### **Award of Doc4655238802 to Stitch It Canada's Tailor Inc for the supply and delivery of Dry Cleaning, Laundering, Pressure Services and Alteration of Uniform Clothing for the City of Toronto Paramedic Services**

**Date:** December 12, 2024  
**To:** Bid Award Panel  
**From:** Chief Procurement Officer  
**Wards:** All

#### **RECOMMENDATIONS**

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

**Solicitation Number:**  
Request for Quotation, Doc4655238802

#### **Description**

For the non-exclusive supply and delivery Dry Cleaning, Laundering, Pressure Services and Alteration of Uniform Clothing for a period of one (1) year from the date of Award with the option to renew the Contract for four (4) additional separate one (1) year periods for the City of Toronto Paramedic Services Divisions.

Should the option(s) be exercised, then the Chief, Toronto Paramedic Services will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

**Recommended Supplier:**  
Stitch It Canada's Tailor Inc

**Contract Award Value:**  
\$315,220, net of all applicable taxes and charges  
\$356,199, including HST and all applicable charges  
**\$320,768, net of HST recoveries**

**Contract is expected to start from January 15, 2025 and end on January 14, 2026 for initial term of twelve (12) months.**

Option Year 1: January 15, 2026 to January 14, 2027  
\$324,677, net of all applicable taxes and charges  
\$366,885, including all applicable taxes and charges  
\$330,391 net of HST recoveries

Option Year 2: January 15, 2027 to January 14, 2028  
\$334,417, net of all applicable taxes and charges  
\$377,891, including all applicable taxes and charges  
\$340,303, net of HST recoveries

Option Year 3: January 15, 2028 to January 14, 2029  
\$344,449, net of all applicable taxes and charges  
\$389,228, including all applicable taxes and charges  
\$350,512, net of HST recoveries

Option Year 4: January 15, 2029 to January 14, 2030  
\$354,783, net of all applicable taxes and charges  
\$400,905 including all applicable taxes and charges  
\$361,027, net of HST recoveries

The total potential contract award, including all option years, is \$1,891,107 including all applicable taxes and charges and \$1,673,546, net of all applicable taxes and charges.  
**The total potential cost to the City, including all option years, is \$1,703,000 net of HST recoveries**

The above cost calculations reflect a 20 percent for miscellaneous item and the cost calculation for the option periods reflects an estimated three (3) percent Consumer Price Index applied annually to the annual cost after the initial year.

## **FINANCIAL IMPACT**

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The total potential award value of this contract award identified in this report for all option years is \$1,891,107, including all applicable taxes and charges. The total potential cost to the City is \$1,703,000, net of HST recoveries.

Sufficient funding has been requested with the 2025 Operating Budget Submission for Toronto Paramedic Services.

Should the City choose to exercise its option(s) to renew for the four (4) additional, separate one (1) year periods, then appropriate additional funding, if needed, will be included in the 2026-2030 Operating Budget Submissions for Paramedic Services Division. Funding details are provided in attached Table 1: Financial Impact Table.

Table 1: Financial Impact Summary of Recommended Contract (Net of HST recoveries)

Cost Centre/WBS Cost Element	Initial Term January 15, 2025 to January 14, 2026	Option Year One January 15, 2026 to January 14, 2027	Option Year Two January 14, 2027 to January 14, 2028	Option Year Three January 15, 2028 to January 14, 2029	Option Year Four January 14, 2029 to January 14, 2030	Total
Various Cost Centres C/E 4419	\$320,768 (approximately \$294K in 2025)	\$330,391	\$340,303	\$350,512	\$361,027	\$1,703,000

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

## SOLICITATION SUMMARY

**Solicitation Issued:** September 11, 2024

**Solicitation Closed:** October 24, 2024

**Number of Addenda Issued:** One (1)

**Number of Bids:** One (1)

Table 1: Summary of Bid(s) Received including bid price

Bidder Name	Evaluated Bid Price (excluding H.S.T.)
Stitch It Canada's Tailor Inc	\$ 262,683.00

\*Pursuant to the Request for Quotation document the contract award value includes 20 percent for miscellaneous items

## DIVISION CONTACTS

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Robert Teranishi, Commander, Materials and Equipment Services, Toronto Paramedic Services, 416-397-9376, [robert.teranishi@toronto.ca](mailto:robert.teranishi@toronto.ca)

## COMMENTS

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

a. the firm recommended for award is the Supplier with the lowest bid meeting specifications or 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**

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Genevieve Sharkey  
Chief Procurement Officer