

Award of Request of Proposal Doc3580308056 to Safedesign Apparel Ltd. for the supply and delivery of Station Wear (Trousers and Shirts) for Toronto Fire Services Division

Date: March 12, 2024

To: General Government Committee

From: Fire Chief and General Manager, Toronto Fire Services and Chief Procurement Officer

Wards: All

SUMMARY

The purpose of this report is to advise on the results of the Request for Proposal Doc3580308056 for the supply and delivery of Station Wear (Trousers and Shirts) for the City of Toronto's Fire Services Division and to request authority to enter into a contract with Safedesign Apparel Ltd., being the highest scoring Supplier meeting all specifications as set out in the Request for Proposal. The proposed contract is, for a period of one (1) year with the option to renew the Contract for six (6) additional separate one (1) year periods at the sole discretion of the City and subject to budget approval(s). Should the optional year(s) be exercised, the Fire Chief and General Manager will request the Chief Procurement Officer to process the renewals under the same terms and conditions. The total potential duration of this contract is seven (7) years. The total potential contract award including the option years is \$14,410,095 net of all taxes and charges and \$16,283,408, including all taxes and charges. The total potential cost to the City, including the option years is \$14,663,713 net of HST Recoveries.

The proposed contract is for a minimum period of one (1) year, with an option in favour of the City to extend the contract on the same terms and conditions for up to six (6) additional one (1) year periods. Since the proposed contract term, inclusive of any extension of the contract term as exercised by the City, exceeds five (5) years, City Council authority to award the contract is required.

RECOMMENDATIONS

The Fire Chief and General Manager, Toronto Fire Services and Chief Procurement Officer recommend that:

City Council, in accordance with Section 195-8.5.B of the Toronto Municipal Code Chapter 195 (Purchasing By-Law), grant authority to award Request for Proposal Ariba Document Number Doc3580308056 for the supply and delivery of Station Wear (Trousers and Shirts) in the amount of including the option years is \$14,410,095 net of all taxes and charges (\$14,663,713 net of HST Recoveries) being the highest scoring Supplier meeting all specifications as set out in the Request for Proposal , for a period of one (1) year, with the option to renew the Contract for an additional term of up to six (6) additional one (1) year periods, at the sole discretion of the City and subject to budget approval(s).

FINANCIAL IMPACT

The one (1) year contract award identified in this report is \$1,913,708 net of HST recoveries, with a further potential award of the option years (six additional separate one-year periods), being \$12,750,005 net of HST recoveries. The total potential cost to the City, including the option years is \$14,663,713 net of HST recoveries.

Partial funding for the initial year of the contract in the amount of \$1,122,919 net of HST recoveries, is included in the 2024 Approved Operating Budget for Toronto Fire Services. Funding for the remainder of the first year of the contract, in the amount of \$948,946 net of HST recoveries, will be included in the 2025 Operating Budget Submission as identified in Table 1.

Should the City choose to exercise its option(s) to renew for additional six (6) separate one (1) year periods, then appropriate additional funding will be requested and reviewed as part of the 2025-2031 annual Operating Budget Submissions for Toronto Fire Services.

Table 1. Financial Impact Summary

Toronto Fire Services TFS Operating Budget: FR0019, GL 2665 & 2670	Net of HST Recoveries
Initial Year Period from Date of Award to December 31, 2024	\$1,122,919
Initial Year Period from January 1, 2025 to May 31, 2025	\$790,788
Option Year 1: June 1, 2025 to May 31, 2026	\$1,971,119

Option Year 2: June 1, 2026 to May 31, 2027	\$2,030,253
Option Year 3: June 1, 2027 to May 31, 2028	\$2,091,160
Option Year 4: June 1, 2028 to May 31, 2029	\$2,153,895
Option Year 5: June 1, 2029 to May 31, 2030	\$2,218,512
Option Year 6: June 1, 2030 to May 31, 2031	\$2,285,067
Total (net of HST Recoveries)	\$14,663,713

The above option years reflect a 3% per year increase in the Consumer Price Index (CPI) adjustment applied annually to subsequent years cost after the initial one (1) year period.

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

DECISION HISTORY

On July 19, 2022, City Council authorized the Fire Chief and General Manager, Toronto Fire Services to amend Blanket Contract 47024246 issued to Safedesign Apparel Limited, to increase the maximum contract value by an additional amount of \$1,733,832 net of all taxes, \$1,764,347 net of Harmonized Sales Tax recoveries, for a revised total contract value from \$219,098 to \$1,952,930 net of all taxes, \$1,987,301 net of Harmonized Sales Tax recoveries and to extend the contract term until May 31, 2023.
<https://secure.toronto.ca/council/agenda-item.do?item=2022.EC31.25>

On June 7, 2017, the Community Development and Recreation Committee in accordance with Section 71-11.1.C of the City of Toronto Municipal Code Chapter 71 (Financial Control By-Law) granted authority to amend Blanket Contract Number 47020137 with Safedesign Apparel Limited by an additional amount of \$825,664 net of all taxes (\$840,196 net of HST recoveries), for a revised total contract value from \$1,416,996 and to \$2,242,660 net of all taxes (\$2,282,131) net of HST recoveries
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2017.CD21.3>

On August 31, 2016, the Bid Committee adopted the recommendations of report BD99.1, Request for Quotation 0101-16-0084 and granted authority to enter into an contract with Safedesign Apparel Limited for the supply and delivery of station wear for Toronto Fire Services for a total contract value of \$5,928,183 net of all applicable taxes and charges, \$6,032,519 net of HST Recoveries.
<https://secure.toronto.ca/council/agenda-item.do?item=2016.BD99.1>

COMMENTS

Station Wear is protective work apparel used by firefighters. Station Wear is certified by the National Fire Protection Association (NFPA) 1975-2019 - Standard on Emergency Services Work Apparel. NFPA certified station wear fabric provides an added layer of protection, improved quality, and extended durability over standard fabric. NFPA certified trousers, and both long and short sleeve shirts, protect firefighting personnel by establishing specific criteria for thermally stable textiles that will not rapidly deteriorate, melt, shrink, or adhere to the wearer's skin. Toronto Fire Services staff are required to wear station wear as their uniform when on duty as part of their personal protective equipment ensemble.

The provision of uniform Station Wear is a contractual obligation under the Collective Agreement between the Toronto Professional Fire Fighters' Association, Local 3888 and the City of Toronto.

Request for Proposal Ariba Number Doc3580308056 Procurement Process

The Request for Proposal was written with the following in mind:

1. Multi-Year Contract:

The Request for Proposal process for personal protective equipment worn by firefighters involves a significant investment of time and staff resources. The seven (7) year contract, for a period of one (1) year, with the option to renew the Contract for an additional term of up to six (6) additional one (1) year periods will result in considerable efficiencies.

2. Fairness Monitor:

Robinson Global Management Inc. was retained through a competitive bidding process to act as Fairness Monitor for the Request for Proposal. The Fairness Monitor's scope of work included:

- Providing oversight on the procurement process for the purpose of ensuring adherence to high standard, objectivity of evaluation, and transparency.
- Addressing any concerns relating to accountability/fairness (monitoring the level of openness and competitiveness of the procurement process);
- Independent assurance of the integrity of the procurement process with a signed attestation statement.
- Preparing a Final Attestation Report for the City.

3. Procurement Process:

Request for Proposal Doc3580308056 for the procurement of Station Wear (Trousers and Shirts) was issued by Purchasing and Materials Management Division on July 20, 2022. There were eight (8) addenda issued. The Request for Proposal closed on September 12, 2022.

The City received proposals from the following Suppliers:

1. Safedesign Apparel Ltd.
2. Outdoor Outfits Ltd.*
3. Five Star Enterprise*

*Supplier did not meet the minimum technical threshold

4. Evaluation Process:

The evaluation process included a comprehensive review and analysis by a Selection Committee made up of members from Toronto Fire Services, Toronto Professional Firefighter's Association, People & Equity, Purchasing and Materials Management and an independent fairness consultant.

The evaluation criteria included a number of categories that were reviewed, analyzed, and scored by the committee. Only suppliers that passed Stage 1 and achieved a minimum of 70% in each stage of Stage 2 proceeded to the cost of services being evaluated. The Stages of the evaluation are identified below:

Stage 1: Mandatory Submission Requirement

Proposals were reviewed by the Purchasing and Materials Management Division to assess compliance with the mandatory requirements. All three (3) proposals met the mandatory requirements. This stage was completed on September 21, 2022.

Stage 2: Rated Evaluations

This stage consisted of:

- Stage 2A – Rated Evaluation (Technical Proposal). This stage was completed on October 14, 2022.
- Stage 2B – Sample Evaluation and Station Wear Warranty. This stage commenced on November 7, 2022 and was completed on August 14, 2023. This stage included deviations and rectifications.
- Stage 2C - Ergonomic/Fit Evaluation. This stage commenced November 23, 2023 on and was completed on December 21, 2023.

The Selection Committee evaluated all three (3) technical proposals. Each technical proposal required a minimum score of 70 % (56 out of 80) for a supplier to move to Stage 3 - Cost of Services evaluation.

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At the end of the technical evaluation for Stage 2, the selection committee determined that one (1) proposal met the minimum technical score of 70 % (56 out of 80) and advanced to the Cost-of-Service evaluation.

The overall technical score for the sole qualifying Supplier was 78.6 out of a possible 80.

Stage 3: Cost Evaluation

This selection committee completed the cost evaluation for the sole supplier that met the minimum technical threshold. The cost submission was thoroughly reviewed, and the calculation of the total annual cost was validated by the Purchasing and Materials Management Division. The technical score and the cost-of-service score was then added together with the total representing the final score for the supplier. Following the analysis of the sole proposal, the committee members determined the final scores and determined that Safedesign Apparel Ltd. was the highest scoring supplier. This stage commenced on December 22, 2023, and was completed on January 18, 2024.

5. Final Result:

Safedesign Apparel Ltd. successfully satisfied the requirements in Request for Proposal Doc3580308056 and is the highest scoring supplier meeting all specifications as set out in the Request for Proposal.

Toronto Fire Services requests authority to enter into a contract with Safedesign Apparel Ltd., for a period of one (1) year, with the option to renew the contract for an additional term of up to six (6) additional one (1) year periods, at the sole discretion of the City and subject to budget approval(s).

The total potential contract award including the option years is \$14,410,095 net of all taxes and charges, which equates to \$16,283,408, including all taxes and charges. The total potential cost to the City, including the option years, is \$14,663,713 net of HST recoveries.

The fairness monitor concluded that the procurement process satisfied the principles of openness, fairness, consistency, and transparency. The attestation report from the fairness monitor, is included as Attachment 1.

The Fair Wage Office has reported that the recommended supplier has indicated that it has reviewed and understands the Fair Wage Policy and Labour Trades requirements and has agreed to comply fully.

CONTACT

Therese Chen, Division Chief, Fire Services, 416-338-9190,
Therese.Chen@toronto.ca

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Marie Reid, Manager, Purchasing Client Services, Purchasing & Materials Management
Division, 416-397-4809;
Marie.Reid@toronto.ca

SIGNATURE

Mathew Pegg
Fire Chief and General Manager

Geneviève Sharkey
Chief Procurement Officer

ATTACHMENTS

Attachment 1: Fairness Attestation Report