

**Section I – Items for Board of Directors Action**

**TO:** Chair and Members of the Board of Directors  
Friday, May 26, 2023 Meeting

**FROM:** Anil Wijesooriya, Director, Restoration and Infrastructure

**RE:** **REQUEST FOR QUOTATION FOR STAFF WORK WEAR APPAREL – CONTRACT EXTENSION**  
Contract No. 10035803

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**KEY ISSUE**

Extension of Contract No. 10035803 for Staff Work Wear Apparel from April 8,2023 to April 8, 2024.

**RECOMMENDATION:**

**WHEREAS TORONTO AND REGION CONSERVATION AUTHORITY (TRCA) staff originally established a contract for Staff Work Wear Apparel with The Dufferin Group in the amount of \$84,308, plus applicable taxes, plus 10% contingency for the period of April 8,2021 to April 8, 2022, with an option to extend for an additional two (2), one (1) year contract periods;**

**WHEREAS TRCA extended Contract No. 110035803 with The Dufferin Group for an additional one (1) year period (April 8, 2022 to April 8, 2023) in the amount of \$90,000, plus applicable taxes;**

**WHEREAS TRCA is satisfied with the goods and services provided to date under the current contract;**

**THEREFORE LET IT BE RESOLVED THAT staff be authorized to exercise the contractual right to extend Contract #10035803 for a final additional one (1) year period to April 8, 2024 at a cost not to exceed \$125,000, plus applicable taxes, for a revised total contract value of \$375,000, plus applicable taxes, as the total revised contract amount is now greater than \$250,000, Executive Committee approval is required;**

**AND FURTHER THAT authorized TRCA staff be directed to take whatever action may be required to implement the contract, including the obtaining of necessary approvals and the signing and execution of any documents.**

**BACKGROUND**

As part of TRCA’s Clothing Guidelines and Allocations, TRCA staff are required to wear standard work wear as prescribed by job demands. To ensure consistency and professionalism, TRCA work wear includes embroidery or screen print logos on most clothing items. Currently, clothing items are purchased regularly for about 600

employees, which includes purchases for new hires and the replacement of damaged or worn clothing items.

TRCA issued a Request for Quotation (RFQ) to vendors in March 2021. Quotations were received from four (4) vendors; The Dufferin Group, Mark's Work Warehouse, McCarthy Uniforms and Staples. Based on the quotations received, staff recommended executing a contract with Dufferin Apparel for a one-year term for the quoted amount of \$84,307.75, plus applicable taxes.

In April 2022, TRCA exercised the option to extend the Staff Work Wear Apparel contract for an additional one-year period to April 2023, in the amount of \$90,000, plus applicable taxes, increasing the total contract amount to \$174,308.

## **RATIONALE**

The extension of Contract #10035803 will accommodate staff work wear apparel needs and provide TRCA with the ability to continue to purchasing work wear apparel including but not limited to;

- Cotton Longsleeve and T-Shirts (Mens' and Ladies')
- Performance Athletic Shirts (Mens' and Ladies')
- High Visibility Safety T-Shirts
- Winter Toques, Bucket Hats, Baseball Caps
- Hooded Sweatshirts
- Lightweight Windbreakers
- Duck Work Pants
- High Visibility Rain Pants

TRCA staff recommend extending Contract #10035803 with The Dufferin Group for an additional one (1) year term, ending April 8, 2024 as the value and quality of products has been deemed satisfactory.

### **Relationship to TRCA's 2022-2034 Strategic Plan**

This report supports the following Pillar(s) and Outcome(s) set forth in TRCA's 2023-2034 Strategic Plan:

#### **Pillar 4 Service Excellence:**

4.4 Transparent decision making and accountable results

## **FINANCIAL DETAILS**

The amount expended to May 9, 2023 on staff work wear apparel was approximately \$218,495, plus applicable taxes.

It is estimated that a further one-year extension to April 8, 2024 will require a contract value increase in the amount of \$125,000, plus applicable taxes for a revised total contract value of \$375,000, plus applicable taxes.

This estimated value is based on expenditures incurred under the current contract term and projected future work wear apparel needs.

While TRCA staff make every reasonable effort to accurately forecast expenditure under this contract at the time of award, increases or decreases in new staff hires have and will continue to have an impact on the total value of this contract.

Dufferin Apparel understands both the potential cost and resource implications associated with changes in staff work wear apparel needs. The goods under this contract are provided on an “as required” basis with no minimum orders guaranteed.

Expenses associated with this contract are charged to the respective Divisional/Business Unit account codes.

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**Date: April 28, 2023**