

Section I – Items for Board of Directors Action

TO: Chair and Members of the Board of Directors
Friday, May 24, 2024 Meeting

FROM: Anil Wijesooriya, Director, Restoration and Infrastructure

RE: **REQUEST FOR PROPOSAL: SUPPLY & DELIVERY OF STAFF WORK WEAR**
RFP No. 100041036

KEY ISSUE

Award of Request for Proposal (RFP) No.100041036 for the supply and delivery of work wear for Toronto and Region Conservation Authority (TRCA) staff.

RECOMMENDATION:

WHEREAS TRCA is engaged in a variety of programs/projects that require staff to be dressed in standard TRCA work wear while working in the field and to present themselves to the public and co-workers in a professional manner of dress at all times, appropriate to the work conditions;

AND WHEREAS TRCA solicited proposals through a publicly advertised process and evaluated the proposals based on standardized criteria;

THEREFORE LET IT BE RESOLVED THAT RFP 100041036 be awarded to FM Embroidery at a total cost not to exceed \$268,523.91 plus applicable taxes for an initial duration of three (3) years, with the option to extend the agreement for two (2) more periods, each lasting one (1) year, to be expended as authorized by TRCA staff;

THAT TRCA staff be authorized to authorized to approve additional expenditures to a maximum of \$53,704.782 (20% of total cost) plus applicable taxes, in excess of the contract cost as a contingency allowance if deemed necessary;

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

Given the variety of environments and the public-facing nature of TRCA's work, high-quality work wear is an important resource for the organization. It ensures the safety and professionalism of our staff as they interact with the community and the natural elements.

Based on TRCA's experience with work wear, product quality and durability, safety and comfort, sustainability, size, and fit range, are all important considerations. Additionally,

Item 8.4

delivery to our offices and the ability to add custom logos are also important. Finally, managing backorders and handling exchanges or returns efficiently is another important consideration. The contract arrangement will be subject to annual review in order to confirm that the vendor is providing an adequate level of service and to update any applicable insurance, policies and/or procedures.

RATIONALE

RFP documentation was posted on the public procurement website www.biddingo.com on March 20, 2024 and closed on April 12, 2024. Three (3) addendums were issued to respond to questions received. A total of twenty (20) firms downloaded the documents and eight (8) proposals were received from the following vendors:

- 2282952 Ontario Ltd.
- 1000690310 Ontario Limited
- DNB Media Group Inc.
- FM Embroidery
- Mark's Commercial, a division of Mark's Work Wearhouse Ltd.
- McCarthy Uniforms Inc.
- Uniform Works Ltd.
- eSupply Canada Ltd

An Evaluation Committee, comprised of staff from Restoration and Infrastructure and Conservation Parks and Lands, reviewed the proposals. The criteria used to evaluate and select the recommended Bidder included the following. The criteria used to evaluate and select the recommended Bidder included the following:

Rated Criteria	Weight
<u>Organizational Experience</u> Up to 20 points will be allocated for both experience relevant to TRCA's mandate, jurisdiction and objectives as well as overall experience in providing products and services in a timely, professional manner.	20
<u>Availability of Items</u> Up to 20 points will be allocated to Proponents that can quote on all listed items. The proponent that bids on all items will receive a score of 20.	20
<u>Rates</u> Unit pricing will be scored in comparison to those provided by the other Proponent's. The lowest unit price for items (total item cost from year 2024 - 2027) will receive a score of 10 points, the second lowest unit price a score of 9 points, the third lowest unit price a score of 8 points and so on. The total points received for all items that a Proponent bids on will then be converted to a weighted score of 60.	60
TOTAL	100
References	Pass/Fail

Item 8.4

FM Embroidery met all the requirements in the RFP and received the highest score from the Evaluation Committee. Therefore, staff recommends that RFP 100041036 be awarded to FM Embroidery at a total cost not to exceed \$268,523.91 plus applicable taxes, plus 20% contingency, plus applicable taxes. The term of the contract will be for an initial duration of three (3) years, with the option to extend the agreement for two (2) more periods, each lasting one (1) year, to be extended as authorized by TRCA staff. Bidder's scores and staff analysis of the evaluation results can be provided in an in-camera presentation, upon request.

Relationship to TRCA's 2023-2034 Strategic Plan

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

Pillar 4 Service Excellence:

4.2 Provide and manage an efficient and adaptable organization

FINANCIAL DETAILS

The contract value is within 10% of the TRCA staff estimate, which was based on past trends and expenditures.

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 may have an impact on the total value of this contract.

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.

Report prepared by: Dianna Amaral, Administrative Coordinator, Restoration and Infrastructure

Email: Dianna.Amaral@trca.ca

For Information contact: Dianna Amaral, (437) 228-6826; Anil Wijesooriya, (416)930-8199

Email: Dianna.amaral@trca.ca; anil.wijesooriya@trca.ca

Date: April 24, 2024