



Report to: General Committee

Meeting Date: June 17, 2019

SUBJECT: Award of Request for Proposal 012-R-19 Supply and Delivery of Workplace Uniforms for Staff & Markham Branded Products

PREPARED BY: Darius Chung, Senior Buyer, Ext. 2025

RECOMMENDATION:

- 1) That the report entitled “Award of Request for Proposal 012-R-19 Supply and Delivery of Workplace Uniforms for Staff & Markham Branded Products” be received; and,
- 2) That the contract for Supply and Delivery of Workplace Uniforms for Staff & Markham Branded Products be awarded to the highest ranked / lowest priced bidder, The Planet Group Inc; and,
- 3) That the term of the contract be for three (3) years with an option to renew for an additional two (2) years in the total award amount of \$809,880 (inclusive of HST);
 - 2019 - \$80,988 (July 1 - December 31)*
 - 2020 - \$161,976*
 - 2021 - \$161,976*
 - 2022 - \$161,976*
 - 2023 - \$161,976**
 - 2024 - \$80,988 (January 1 – June 30) **
 - Total: \$809,880

*For the three (3) year contract term (July 1, 2019 – June 30, 2022), costs will be at the same itemized pricing.

**The two (2) optional renewal years (July 1, 2022 – June 30, 2024), costs will be adjusted based on the Consumer Price Index for All Items Toronto for the twelve (12) month period ending December in the applicable year. 2020 - 2024 is subject to Council approval.
- 4) That the contract be funded from various City Department’s Operating and Capital Budget’s as identified within the Financial Consideration Section of this report, any future years 2020 – 2024 will be subject to Council approval of the annual budget; and,
- 5) That the Director, Legislative Services & Communications, and Senior Manager of Procurement & Accounts Payable be authorized to exercise the option to renew the contract in year 4 and 5 subject to performance and Council approval of the annual budget; and further,
- 6) That staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:

Not Applicable

PURPOSE:

The purpose of this report is to obtain approval to award the contract for Supply and Delivery of Workplace Uniforms for Staff & Markham-Branded Products for a term of three (3) years with an option to renew for an additional two (2) years.

BACKGROUND:**Workplace Uniforms**

Workplace uniforms are utilized by various departments (identified within the Financial Considerations section) as a visual identifier when interacting with the public as part of day-to-day performance of duties. They ensure that all staff members are clearly identifiable as Markham employees while in our facilities, or out in the community.

Workplace uniforms perform a safety function for both our employees and residents. Children that participate in programs are able to easily identify staff for assistance and in addition, parents can identify whom to approach if in need of help or information.

Uniforms also ensure a common image for Markham staff as part of customer service transactions. Standardized uniforms ensure Staff have a professional appearance and promote resident confidence and trust. City volunteers supporting City events also wear Markham uniforms.

It is critical that customers and residents are able to clearly recognize a staff member both in day-to-day operations and in the event of an emergency situation. In the case of Recreation Staff, regulation 565 of the Ontario Pools Regulation requires identification of lifeguards. All staff responsible for the care and supervision of children should also be identifiable for the safety of those participating. Additionally, the current CUPE collective agreement requires the Employer to provide some types of workplace apparel for selected outside workers.

Workplace uniforms for staff include: short-sleeve shirts, long-sleeve shirts, winter coats, spring jackets, summer caps and winter toques. The applicable department Director oversees all staff requests through an established internal review procedure and tracking process to approve all orders and ensure proper frequency of replacement.

Currently, workplace uniforms for Staff & Markham-branded products are funded through multiple accounts across all departments. Markham Fire & Emergency Services Department and By-law Enforcement Officer Uniforms are covered under separate contracts, and are excluded from this RFP.

OPTIONS/DISCUSSION:**BID INFORMATION:**

Bids closed on	March 29, 2019
Number picking up bid document	5
Number responding to bid	4

PROPOSAL EVALUATION:

The evaluation team was comprised of Staff from Corporate Communications & Community Engagement and Recreation Services departments with Purchasing Staff acting as the facilitator. The evaluation was based on pre-established evaluation criteria as detailed in the Request for Proposal: 35 points for project delivery and performance measures, 15 points for bidder's experience in similar/related projects, 15 points for experience of the account manager, 5 points for website design and online ordering system, and 30 points for price, totaling 100 points with resulting score as follows:

Bidders	Total	Overall Ranking
	Score	
	(100 points)	
The Planet Group Inc.	90	1

FINANCIAL CONSIDERATIONS:

The contract award for supply and delivery of workplace branded apparel for Staff & Markham branded products totals \$809,880 (inclusive of HST) over a five year term (three (3) year term with an option to review for an additional two (2) one (1) year terms).

2019 - \$80,988 (July 1 - December 31)*
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In comparison to the 2018 contract and based on the top 50 products procured, this contract represents an average of 26% reduction for the same products. Staff will monitor the 2019 expenditures and make any required adjustment for the 2020 budget.

FINANCIAL CONSIDERATION AND TEMPLATE:

Subcategory	Department	Account	Budget Allocated
Branded Workplace Apparel (Uniforms)	Recreation	500-998-4260	\$65,000.00
	Building Standards	600-998-4260	\$9,500.00
	Waterworks	760-998-4260	\$9,000.00
	Engineering	640-998-4260	\$5,500.00
	Operations	700-998-4260	\$5,150.00
	Museum	520-521-4260	\$3,100.00
	Asset Management & Sustainability	270-998-4260	\$1,156.00
	By-laws (Not including officers)	310-323-4260	\$1,050.00
	Planning and Urban Design	620-998-4260	\$500.00
SUB-TOTAL:			\$99,956.00
Markham-Branded Products**	Environmental Services - Waste (Public Education)	770-998-4238	\$15,000.00
	Environmental Services - Markham Environment Sustainability Fund - Zero Waste Program	770-101-4299-19450	\$10,000.00
	Environmental Services - FOG Program	760-101-5399-19247	\$10,000.00
	Economic Development	610-998-5808	\$10,000.00
	Human Resources	200-998-3303	\$10,000.00
	Markham Cycling Event	640-101-5699-19030	\$6,000.00
	Varley Art Gallery	540-542-4210	\$460.00
	Flato Markham Theatre	530-534-5661	\$360.00
	United Way Annual Fundraising - Event	795-796-5685	\$200.00
SUB-TOTAL:			\$62,020.00
TOTAL:			\$161,976.00

*These dollar amounts are included in a larger budget number under each account.

** Markham-Branded Products include but are not limited to: recycled tire pencils, pens, expandable drinking bottles, flash drives, button pins, lanyards, and tumblers.

- Environmental Services use branded products to publicly promote programs such as zero waste and the fat, oil, grease (FOG) program.
- Economic Development use the promotional materials to market City of Markham through various City corporate partners, businesses and international business development missions.
- Human Resources use branded products through the City's employee recognition program that helps support a culture that appreciates and recognizes the efforts and contributions of staff. This program is called Recognizing Incredible Staff Endeavors (RISE).
- By-law uses branded products to identify field staff excluding officers.

HUMAN RESOURCES CONSIDERATIONS:

Not Applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not Applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

Recreation; Economic Development; Engineering; Sustainability; Waste Management; Waterworks; Operations; Planning; Finance; Corporate Communications & Community Engagement; Building Standards.

RECOMMENDED BY:

Kimberley Kitteringham
Director, Legislative Services & Communication

Trinela Cane
Commissioner, Corporate Services

ATTACHMENTS:

Not Applicable