

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2019-024

Date: August 13, 2019
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: Request for Proposal 2019-44-OP Supply and Delivery of
Maintenance and Safety Clothing

Author and Title: Marielle van Engelen, Buyer
Todd Bryant, Manager of Fleet and Transit Services

Recommendation(s):

That Report PUR2019-024, **Request for Proposal 2019-44-OP Supply and Delivery of Maintenance and Safety Clothing**, be received;

That the highest scoring proponent, Cintas Canada Ltd. of Lindsay, Ontario, be selected for the award for Request for Proposal 2019-44-OP Supply and Delivery of Maintenance and Safety Clothing for a three (3)year term;

That the option to renew the contract for an additional two (2) – one (1) year terms be awarded pending satisfactory performance, mutual agreement and annual Council budget approvals. Pricing is firm for the first year of the contract, and subsequent years, including renewals, will have a unit price increase based on the annual percentage change in the Consumer Price Index, Ontario, Clothing and Footwear, up to a maximum of 3% (three percent); and

That subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the contract.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

The current contract for maintenance clothing has expired. The following are the departments and divisions that are participating in this proposal:

Department	Divisions
Public Works	Roads
	Fleet Services
	Transit Services
	Solid Waste
	Water & Wastewater
Community Services	Building and Property
	Parks and Open Spaces
Health and Human Services	Kawartha Lakes Haliburton Housing Corporation

Request for Proposal 2019-44-OP Supply and Delivery of Maintenance and Safety Clothing was released for advertising in accordance with the purchasing policy.

The proposal closed on June 27, 2019 and was opened in public by Pat Dunn, Councilor and Marielle van Engelen, Buyer. Proposals were received from the following:

Name of Company
Cintas Canada Ltd. Lindsay , Ontario
Performa Creative Advertising eSolutions Caledon, Ontario
157356 Ontario Mark's Work Wearhouse Lindsay, Ontario
McCarthy Uniforms Toronto, Ontario

The Evaluation Committee carefully evaluated and scored each Proposal by consensus based on the criteria described with the Request for Proposal.

References were checked and found to be favorable.

Rationale:

Standardization is a key component of Make It Better, the City's continuous improvement program. By standardizing high visibility wear we are ensuring compliance with health and safety legislation along with ensuring consistency in the quality and types of clothing in all departments. Having one corporate supplier will reduce the time taken to source quotes by each department and will provide financial savings due to the quantities required

Staff recommends that the highest scoring proponent, Cintas Canada Ltd. of Lindsay, Ontario, be selected for the award of Request for Proposal 2019-44-OP Supply and Delivery of Maintenance and Safety Clothing for a three (3) year term.

That the option to renew the contract for an additional two (2) – one (1) year terms be awarded, pending satisfactory performance, mutual agreement and annual Council budget approvals. Pricing is firm for the first year of the contract, and subsequent years, including renewals, will have a unit price increase based on the annual percentage change in the Consumer Price Index, Ontario, Clothing and Footwear, up to a maximum of 3% (three percent).

Other Alternatives Considered:

No other alternative is being considered as a competitive procurement process was conducted and the highest scoring proponent is being recommended.

Financial/Operation Impacts:

Funds for Proposal 2019-32-OP have been allocated in the 2019 operating budget for all the divisions participating in the proposal. In addition all participating divisions will allocate funds in all future operating budgets.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

While this report does not directly address our strategic plan, it does address strategic enablers of Municipal Service Excellence and addresses the City's values of collaboration, safety, excellence and continuous improvement.

Consultations:

Strategy and Performance Specialist

Department Head E-Mail: jstover@kawathalakes.ca

Department Head: Jennifer Stover, Director of Corporate Services

Department File: 2019-44-OP