

COUNCIL AUTHORITY FOR CONTRACT AWARDS PROPOSAL AWARD

| | |
|--|--|
| Project Award | Proposal Award No. 2023-441 – OEMC – Apparel and Related Products and Services |
| Recommendation | Staff is recommending the award of the cooperative Request for Proposal for Apparel and Related Products and Services to Mark's Commercial, a division of Mark's Work Wearhouse Ltd. in the total estimated amount of \$150,000 (exclusive of HST). |
| Purpose of Report | As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000. |
| Background information | <p>The Ontario Education Collaborative Marketplace (OECM) offers group buying opportunities to municipalities for a variety of goods and services that are utilized in the delivery of public services.</p> <p>OECM conducted a competitive procurement process under RFP #2023-441 in accordance with the Broader Public Sector (BPS) Procurement Directive and applicable trade agreements. The procurement process was guided by a multi-phase evaluation model to ensure best value and supplier capability. The RFP was awarded to Mark's Commercial and commenced on May 6, 2024 and runs through to May 5, 2030. The agreement includes guaranteed percentage discounts.</p> <p>Leveraging OECM's agreement allows the Town to benefit from bulk procurement discounts and streamlined administration. Utilization of Mark's commercial provides continuity and efficiency as they are a current provider to the Town. The Town's term of agreement will be for the period commencing upon award up to May 5, 2030, in the estimated annual amount of \$30,000, for a total 5 year estimated amount of \$150,000.</p> |
| Purchasing Section: Bid Award Information | |
| Date bid issued | January 23, 2024 |
| Advertisements | Ontario Tenders Portal (Jaggaer) |
| Closing Date | February 22, 2024 |
| # of Plan takers | N/A – Public Posting |
| Proposal Submissions received | Proposals were received from the following fourteen (14) companies: |

Schedule C

| Category Suppliers | Category A Workwear | Category B Sportswear | Category C Spirit-wear | Category D Safety Footwear | Category E School Uniforms |
|------------------------------|------------------------|--------------------------|---------------------------|----------------------------------|----------------------------------|
| Entripy Custom Clothing | | ✓ | ✓ | | |
| Incredible Incentives | | | ✓ | | |
| LS Brand Exposure (LSBE) | | ✓ | ✓ | | |
| Marchant's School Sport Ltd. | ✓ | ✓ | ✓ | | |
| Mark's Commercial | ✓ | | | ✓ | |
| McCarthy Uniforms Inc. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Mister Safety Shoes Inc. | | | | ✓ | |
| OneTEAM Sports Group | | ✓ | ✓ | | |
| Outdoor Outfits Ltd. | ✓ | | ✓ | | |
| Pegasus School Images | | ✓ | ✓ | | |
| Schooltee Inc. | | | ✓ | | |
| Shoes for Crews | | | | ✓ | |
| T. Litzen Sports Ltd. | | ✓ | ✓ | | |
| Talbot Marketing | | ✓ | ✓ | | |

Evaluation Criteria

The proposals were evaluated based on a 500-point scale:

1. Technical Response – 300 points (minimum threshold: 150):

- Experience and Qualifications (60 points)
- Supply Chain, Products, Fulfillment (150 points)
- Environmental, Social, Governance (40 points)
- Customer Support & Account Management (20 points)
- Value-added Services (30 points)

2. Commercial Response – 200 points:

- Product pricing and discounts
- Related service rates

An evaluation committee, from the following organizations, was formed to evaluate the proposal submissions:

- CEA FRANCOachat
- Dufferin Peel Catholic District School Board
- Fleming College
- OCAD University
- Trent University

Proponents were awarded based on five (5) categories:

1. Category A: Workwear Products and Services
2. Category B: Sportswear Products and Services
3. Category C: Spirit Wear Products and Services
4. Category D: Safety Footwear
5. Category E: School Uniforms

Mark's Commercial was a successful vendor in Categories A and D.

Financial Planning Section: Budget Impact (Note 1)

| | |
|----------------------|------------------------------|
| Account Number(s) | Various Operating Accounts |
| Account Description | Clothing and Safety Supplies |
| Project Total Budget | N/A |

| | |
|--|------------------|
| Contract Budget (Note 2&3) | \$30,528 |
| Actual (Net of HST Rebate) (Note 2&3) | \$30,528 |
| Variance | \$0 |
| Funding Source | Operating Budget |

Note 1: Financial impact includes any non-refundable portion of HST
Note 2: Contract budget and actual represent planned spending for one year.
Note 3: Contract actuals are an estimate only. Spending relative to the approved budgets will be reviewed with Financial Planning and any variances reported through the variance process.