
Saskatoon Transit – Operator Uniform Apparel – Award of Contract

Recommendation:

That the Standing Policy Committee on Transportation recommend to City Council:

1. That the proposal submitted by Martin & Levesque Inc. for the supply of Transit Operator Uniform apparel, for a total estimated cost over two years of \$177,156 (including GST and PST) be approved; and
2. That Purchasing Services issue the appropriate blanket purchase order contract.

Topic and Purpose

The purpose of this report is to request City Council approval to award a contract to Martin & Levesque Inc. for the provision of Saskatoon Transit Operator Uniform apparel.

Report Highlights

1. A Request for Proposal (RFP) was advertised on July 10, 2018, and two proposals were received.
2. The Administration is recommending the proposal from Martin & Levesque Inc. as it was rated as superior and met the specifications as outlined in the Terms of Reference.

Strategic Goal

This report supports the Strategic Goal of Asset and Financial Sustainability through the procurement of quality items for a competitive price.

Background

Saskatoon Transit provides uniform apparel to its Operators through a uniform issue. The most recent contract expired on October 8, 2018, and a new contract is required.

Report

Saskatoon Transit Operator Apparel

Through the course of their duty, Saskatoon Transit Operators are required to wear uniforms. As part of the negotiated uniform issue, a variety of uniform items are available for purchase with points allocated to each employee.

An RFP was advertised

The purpose of this RFP was to invite interested proponents to prepare and submit competitive proposals for providing Operator Uniform Apparel to Saskatoon Transit.

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A Terms of Reference was developed and an RFP was advertised on July 10, 2018 on SaskTenders. The tender closed on August 10, 2018 and two proposals were received as follows:

- Uniform Experts – Mississauga, (ON)
- Martin & Levesque Inc. – Levis, (QC)

The Evaluation Committee was comprised of three staff members from Saskatoon Transit and one staff member from Business Administration.

The RFP was evaluated upon the following criteria:

Price	45
Useful Life/Quality	25
Lead Time	20
Business References	10
Total	100

Following a systematic evaluation of all proposals, the Administration rated the proposal from Martin & Levesque Inc. as superior and confirmed it met the specifications defined in the Terms of Reference. Martin & Levesque Inc. provide uniform apparel to various municipalities in Canada.

Options to the Recommendation

There are no options as the recommended proponent, Martin & Levesque Inc., was the highest rated vendor for the described RFP.

Financial Implications

The total estimated cost of the clothing tendered over the two year period is \$177,156 (including GST and PST). The first year's funding is included in the 2019 Operating Budget, and the second year will be subject to funding approval.

Year One Pricing	\$ 79,800.00
Year Two Pricing	79,800.00
GST (5%)	7,980.00
PST (6%)	<u>9,576.00</u>
Total Cost	\$177,156.00
GST rebate (5%)	<u>(7,980.00)</u>
Total Net Cost to the City	<u>\$169,176.00</u>

Other Considerations/Implications

There are no public and/or stakeholder involvement, communication, policy, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

There is no follow-up required.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Report Approval

Written by: Hidayat Ullah Accounting Coordinator I, Saskatoon Transit
Reviewed by: James McDonald, Director of Saskatoon Transit
Approved by: Angela Gardiner, Acting General Manager, Transportation & Utilities Department

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