



TOWN OF
HALTON HILLS
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REPORT

TO: Mayor Bonnette and Members of Council

FROM: Susan Harries, Purchasing Analyst

DATE: December 13, 2021

REPORT NO.: CORPSERV-2021-0046

SUBJECT: Award of Second Stage Selection Process for Master Agreement
OECM-2019-335 for Apparel and Related Products & Services

RECOMMENDATION:

That Report No. CORPSERV-2021-0046 dated December 13, 2021 regarding award of proposal P-086-21, for the Second Stage Selection Process for Master Agreement OECM-2019-335 for Apparel and Related Products & Services be received;

AND FURTHER THAT the contract for Second Stage Selection Process for Master Agreement OECM-2019-335 for Apparel and Related Products & Services be awarded to Mark's Commercial, a division of Mark's Work Wearhouse Ltd of #110, 205 Quarry Park Blvd SE, Calgary, AB T2C 3E7 for the period January 1, 2022 to May 28, 2022, with one (1) additional period of up to two (2) years to renew;

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a purchase order to Mark's Commercial, a division of Mark's Work Wearhouse Ltd of #110, 205 Quarry Park Blvd SE, Calgary, AB T2C 3E7 in the estimated award of \$20,000 (excluding HST) for the initial five month term and an estimated contract renewal amount of \$50,000 (excluding HST) for subsequent renewals if exercised;

AND FURTHER THAT Council authorizes the Mayor and Clerk to execute the necessary documents to enter into a Ontario Education Collaborative Marketplace (OECM) Customer-Supplier Agreement (CSA).

KEY POINTS:

The following are key points for consideration with respect to this report:

- The existing industrial and corporate clothing contract expires December 31, 2021.

- Staff have investigated competitive options for procuring industrial and corporate clothing and found the preferred option was to participate in the Ontario Education Collaborative Marketplace (OECM) agreement.
- This agreement is for staff clothing.

BACKGROUND AND DISCUSSION:

The Town of Halton Hills participates in the Halton Co-operative Purchasing Group (HCPG), Corporate and Industrial Apparel contract. The HCPG is comprised of the four Halton municipalities (Burlington, Halton Hills, Milton and Oakville), Halton Region, Halton Regional Police, Conservation Halton, Burlington Hydro Inc., Oakville Hydro Inc., Halton Children's Aid Society, Sheridan College, the two School Boards and Burlington Public Library. The current HCPG contract expired August 31, 2021 and was extended until December 31, 2021, with Mark's Commercial.

The three participating agencies (City of Burlington, Town of Milton and Town of Halton Hills) decided to go out to the market separately given each agencies unique requirements.

Staff investigated competitive options for procuring Corporate and Industrial Apparel and found the preferred option to be with the Ontario Education Collaborative Marketplace (OECM). Of those preferred suppliers approved through the OECM-2019-335 Agreement for Apparel and Related Products & Services (Category A), a second stage process was run by Town staff. A Request for Proposal (RFP) was issued on September 10, 2021 to the four (4) approved OECM vendors. The RFP closed on September 30, 2021 and three (3) submissions were received as follows:

- Cintas Corporation, Calgary Alberta
- Mark's Commercial, a division of Mark's Work Wearhouse Ltd, Calgary Alberta
- McCarthy Uniforms Inc., Toronto Ontario

Submissions were evaluated by a staff team from Public Works and Facilities. Four (4) main criteria were evaluated: service level delivery, range of products and services, price, and quality of product samples provided. Mark's Commercial, a division of Mark's Work Wearhouse Ltd, was found to be the highest ranked, lowest cost supplier for the delivery of work wear and corporate work apparel.

STRATEGIC PLAN ALIGNMENT:

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

Staff from Public Works and Facilities worked with Purchasing staff to issue, evaluate and recommend award of this agreement.

FINANCIAL IMPLICATIONS:

This report will be funded through an existing approved budget source.

Reviewed and approved by,

Simone Gourlay, Senior Manager of Purchasing and Risk Management

Laura Lancaster, Acting Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer