



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Bethany Yew, Manager of Purchasing

DATE: May 29, 2024

REPORT NO.: CS-2024-019

SUBJECT: Award of Corporate Wide Workwear

RECOMMENDATION:

THAT Report No. CS-2024-019, dated May 29, 2024, regarding the Award of Corporate Wide Workwear, be received;

AND FURTHER THAT Mark's Commercial, a division of Mark's Work Wearhouse Ltd, be awarded a contract for Corporate Wide Workwear through leveraging Ontario Education Collaborative Marketplace (OECM) for the period of six years, from June 18, 2024 to May 3, 2030;

AND FURTHER THAT the Manager of Purchasing be authorized to issue purchase orders for the above, to an upset limit of \$300,000 plus applicable taxes for the period of six years;

AND FURTHER THAT Council authorizes the Mayor and Clerk to execute the necessary contract documents.

KEY POINTS:

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

- The existing Corporate Wide Workwear with Mark's Wearhouse Ltd, leveraged through OECM has expired May 28, 2024.
- OECM has now finalized a new contract with Mark's Wearhouse Ltd and staff are proposing to continue participating in this contract based on their satisfaction with the product quality, pricing and services.

- This Contract is utilized by Corporate Wide staff. The workwear with the Town's logo ensures a consistent and professional appearance for staff when interacting with the public, while also enhancing security through easy identification.
- Purchasing Policy (PLCY-2022-0003), Section 11 allows the Town to join or participate with other government agencies and co-operative buying group.

BACKGROUND AND DISCUSSION:

The Ontario Education Collaborative Marketplace (OECM) is a not-for-profit sourcing partner for Ontario's education sector, broader public sector, and other not-for-profit organizations. OECM facilitates competitive procurement processes to establish high-quality and cost-effective contracts with a diverse range of suppliers. By aggregating the purchasing power of its clients, OECM secures favorable terms and pricing that individual entities, such as the Town, might not achieve independently.

The Town has been leveraging this OECM contract for workwear with Mark's Wearhouse Ltd since 2021 and has found the product quality, pricing and services to be satisfactory. This contract expired on May 28, 2024. OECM has recently re-negotiated the Contract with Mark's Wearhouse Ltd, and the new contract is now available to OECM clients.

The workwear provided to staff across multiple departments, including Community Service and Transportation & Public Works, are essential and align with union agreements. The uniform workwear bearing the Town's logo serves to establish a consistent and professional appearance for the Town staff, especially when interacting with and serving the public. Furthermore, they enhance security and safety by enabling easy identification by member of the public, contributing to a safer and more secure environment for both Town staff and the public.

The spending on workwear Corporate Wide has typically ranged between \$38,000 to \$48,000 annually. For the new contract period of six years, staff are proposing to allocate up to a maximum of \$300,000 plus applicable taxes, which equivalent to \$50,000 per year.

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 who have utilized this contract over the past years have been consulted for this report.

FINANCIAL IMPLICATIONS:

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

The upset limit of \$300,000 plus applicable taxes over six years can be funded through the existing operating budget. Staff will monitor annual spending on uniforms and make necessary adjustments to future budgets if needed.

Reviewed and approved by,

Joseph Vandermeer, Deputy Treasurer & Senior Manager of Accounting and Taxation

Moya Jane Leighton, Director of Finance & Town Treasurer

Jonna Ison, Director of Human Resources and Acting Commissioner of Corporate Services

Chris Mills, Chief Administrative Officer