



## Exhibition Place

### Item No. 11

December 6, 2012

To: The Board of Governors of Exhibition Place

**ACTION REQUIRED**

From: Dianne Young, Chief Executive Officer

Subject: **Agreement for Various Uniform Clothing**

#### Summary:

This report recommends that the Board enter into agreement with Five Star Enterprise Ltd. from date of award to November 30, 2013, with an option to extend for three additional one-year periods, for the non-exclusive supply and delivery of various uniform clothing to Exhibition Place.

A Request for Quotation (RFQ) process was issued through the City of Toronto, Finance Department, Purchasing and Material Management Division (PMMD) for the non-exclusive supply and delivery of various uniform clothing to Exhibition Place.

#### **Recommendation:**

**It is recommended that the Board approve an agreement with Five Star Enterprise Ltd. for a period commencing upon award to November 30, 2013, with the option to extend for an additional two (2) separate one (1) year periods, on the terms and conditions outlined in this report, and other such terms and conditions satisfactory to the CEO and City Solicitor.**

#### Financial Impact:

The projected annual expenditure for the provision of uniform clothing to the union employees and front line service providers is \$75,700, and is provided for in the 2013 Operating Budget, and will be provided for in the 2014 and 2015 Operating Budgets.

#### Decision History:

The Exhibition Place 2009-2012 Strategic Plan had a Financial *Goal To seek additional revenue opportunities* and as a Strategy to support this Goal *we will foster long-term partnerships and alliances with public and private sector organizations.*

On October 29, 2010, Five Star Enterprise Ltd. was awarded a one year contract with the option to extend for one additional one-year term, wherein the contract amount and the option year term was within the authority of the Chief Executive Officer, commencing upon award to September 30, 2011, for the supply and delivery of various uniform clothing to Exhibition Place. The term of the option year was set to expire on September 30, 2012.

Issue Background:

On November 5, 2012, Exhibition Place through the services of City PMMD issued a Request for Quotation to establish a new agreement commencing from date of award to November 30, 2013.

The RFQ specified the Board's requirements listing twenty-two uniform items and projected quantities by size. Bidders were required to submit firm pricing by size. For comparison purposes, the unit prices quoted were applied to projected annual requirements resulting in Total Lump Sum Pricing. Firm prices were quoted for the first year with maximum percentage increases for each of the two option years.

The RFQ closed on November 20, 2012 with 10 quotations received. The results exclusive of HST were as follows:

Bidder	Date of Award to November 30, 2013	Maximum Percentage Increase Optional Year 1	Maximum Percentage Increase Optional Year 2
<b>Five Star Enterprise</b>	<b>\$43,986.45</b>	<b>5 – 10%</b>	<b>5 – 10%</b>
Avida Healthwear Inc.	\$48,274.90	3%	3%
Billboard Sportswear	\$50,792.35	5%	5%
Canada Uniform Inc.	\$51,129.42	1%	2%
Jastex Promotions	\$52,604.75	10%	10%
Wallace Workwear Inc.	\$53,413.82	5%	15%
Class Act Recognition Products	\$55,274.59	5%	5%
UBA Uniforms Inc.	\$55,568.16	5%	5%
Genumark Promotional Merchandise	\$56,024.65	0%	0%
Unifirst Canada Ltd.	\$64,061.21	2%	3%

The Five Star Enterprise Ltd. quotation is the overall lowest acceptable bid received in compliance with all requirements.

Staff report favourably on the past performance of Five Star Enterprise Ltd. as a supplier to Exhibition Place. The City of Toronto Fair Wage and Labour Trades Office confirms that Five Star Enterprise Ltd. is in compliance with the Fair Wage and Labour Trades requirements for this work

Located in Markham, Ontario Five Star Enterprise Ltd. has for over 25 years been supplying textile products to hospitals and various other health care institutions across Canada. They are a vendor of record with the City of Toronto having contracts for the supply of uniform clothing to both Toronto Fire Services and EMS.

Staff are recommending the approval of an agreement with Five Star Enterprise Ltd. on the following terms and conditions:

- (a) Term: Commencing upon award to November 30, 2013, on an as required non-exclusive basis, with the option to extend for two additional one-year periods subject to satisfactory performance review and budget availability.
- (b) Pricing: Pricing is to be fixed during the term of the Agreement in accordance with the terms of the RFQ.
- (c) Assignment: The agreement shall not be assigned by Five Star Enterprise Ltd. without written consent of the Board.
- (d) Indemnity/Insurance: Five Star Enterprise Ltd. shall provide proof of insurance in a form and amount satisfactory to the Board and containing provisions including the Board and the City of Toronto as additional insured with a cross liability/severability of interest clause of standard wording.
- (e) Union Obligations: Five Star Enterprise Ltd. shall comply with all trade union/association agreements affecting work done on the grounds.
- (f) Other Commercial Terms: The agreement shall include other standard commercial terms respecting termination and other matters in a form satisfactory to the City Solicitor and the CEO.

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Submitted by:

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Dianne Young  
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