

9.1.3



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Halifax Regional Council
April 27, 2004

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:

A handwritten signature in black ink, appearing to be "George McLellan", written over a horizontal line.

George McLellan, Chief Administrative Officer

A handwritten signature in black ink, appearing to be "Dan English", written over a horizontal line.

Dan English, Deputy Chief Administrative Officer

DATE: 14 April 2004

SUBJECT: Award - Tender 03-106, Clothing Metro Transit Operations

ORIGIN

The Halifax Regional Municipality issued a tender to supply and deliver clothing for Metro Transit Operations.

RECOMMENDATION

It is recommended that Regional Council authorize the award of Tender 03-106 to supply and deliver clothing for Metro Transit Operations to the lowest bidder meeting specifications, Atlantic Police & Security Supply Ltd., for a Tender Price of \$399,418.79 plus HST for a total of \$425,097.42 from Accounts R635 through to R668 with funding authorized as per the Budget Implications section of this report.

BACKGROUND

The Halifax Regional Municipality issued tenders for the supply and delivery of clothing for approximately 400 employees of Metro Transit including bus operators, supervisors and Ferry Services personnel. The clothing includes all season jackets, pants, long and short sleeve shirts, shorts, wind breaker jackets, golf shirts, socks, ties, ball caps and sweaters. The tender provides for a possible five year contract, based on a one year agreement renewable on a year to year basis subject to an evaluation of the vendors' performance. This contract will allow for personnel to be issued two complete sets of clothing as required by union contract. The last tender for these items was called in February 1999 with the resulting contract expiring in April 2004.

DISCUSSION

Tenders were sent to qualified firms and advertised. The bids were received, evaluated and recommended by Metro Transit- Employee Services. The recommended bid is as follows:

<u>Bidder</u>	<u>Total Price (excl. HST)</u>	<u>Total Price (incl Net HST)</u>
Atlantic Police & Security Supply Ltd.*	\$399,418.79	\$425,097.42

* This bid is based on estimated usage based on past usage by Metro Transit and the five year period of the award.

Two other bids from Uniform Works and J&M Murphy at lower bid amounts were rejected as they did not meet specifications.

The specifications for the clothing provide for quality, design, fit, functionality and warranty. These detailed specifications were developed in order to ensure durability, functionality and professional appearance as uniforms are issued every 24 months and the collective agreement does not contain a replacement clause. Staff is therefore recommending the lowest bidder meeting specifications, Atlantic Police and Security Supply Ltd, be awarded this tender.

BUDGET IMPLICATIONS

Based on a total estimated award of \$ 399,418.79 plus net HST, funds are to be made for the annual requirements of this contract in the 2004/2005 Operating Budgets R635 through to R668 and in successive budget years as required.

The net HST has been included in the award amount. The Federal Government, in the recent speech from the throne, has proposed changes that would provide a GST rebate to Municipalities. This

legislation, once approved, will affect the total cost of this award. Once legislation is in place, and the actual amount determined, the value will be adjusted accordingly.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

There are no alternatives. It would be inappropriate to award the contract to the bidders not meeting these specifications.

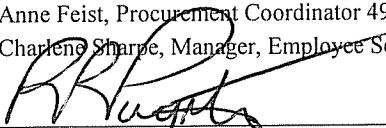
Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

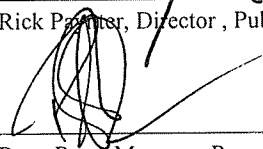
Report Prepared by:

Anne Feist, Procurement Coordinator 490-4200

Charlene Sharpe, Manager, Employee Services, Metro Transit 490-6272

Report Approved by:


Rick Painter, Director, Public Works and Transportation 490-4855


Peter Ross, Manager, Procurement, 490-6499