

**MEETING DATE:** December 9, 2002

**SUBJECT:** Procurement Authorization - Supply Of Laundering Services For Maintenance Work Clothing

### **RECOMMENDATION**

It is recommended that the Commission approve the issuance of a purchase order to Canadian Linen and Uniform Service for Laundering Services for Maintenance Work Clothing in the upset limit of \$300,000 for the period January 6, 2003 to March 31, 2006.

### **FUNDING**

Sufficient funds have been included in the 2003 TTC Operating Budget and will be included in future Operating Budgets as required.

### **BACKGROUND**

The Commission currently has a System Contract with G&K Services Canada Inc. for Laundering Services for Maintenance Work Clothing for a three-year period. This contract is due to expire on January 3, 2003. The Commission is committed to provide this laundering service under the terms of the current Collective Agreements with Local 113, Lodge 235 and Local 2.

### **DISCUSSION**

A Request for Proposal (RFP) was issued to six companies in addition to a public advertisement on the Commission's web site on October 18, 2002. A total of four responses were received out of which one company indicated that they were unable to quote.

Proponents were required to submit a weekly flat rate price for laundering the Commission's maintenance work clothing that would remain firm for the duration of the contract, based on an estimated 2000 individual garments per week.

As well, proponents were requested to submit pricing for the supply and installation of new key and lock assemblies for lockers of eligible employees expected to transfer to different work locations during the term of the contract.

Proponents were also required to submit a unit price per garment for the initial set up cost associated with affixing company identification labels to existing garments and submit a unit price for relabelling employee's garments for new location information.

Canadian Linen submitted the lowest total evaluated proposal price and did not state any exceptions or qualifications. As they have not previously performed this work for the Commission, staff performed reference checks and determined that Canadian Linen's performance on similar size and type contracts has been satisfactory. Canadian Linen is the current contractor for the Commission's Supply and Laundering of Massage, Shop, and Roller Towels System Contract and their performance has been satisfactory. They are considered commercially and technically acceptable and are recommended for award.

G&K Services Canada Inc. submitted the second lowest total evaluated proposal price and did not state any exceptions or qualifications. G&K Services' proposal is considered commercially and technically acceptable.

The weekly flat rate pricing submitted by Canadian Linen is approximately 68% lower than the current weekly flat rate pricing from the current contractor. The recommended \$300,000 upset limit amount for Canadian Linen includes an allowance of approximately 6% for variation in usage over the 39-month term of the contract.

## **JUSTIFICATION**

The Commission is required to provide Laundering Service for Maintenance Work Clothing. The issuance of a new contract to Canadian Linen will ensure uninterrupted service for the next 39 months.

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November 22, 2002

9-118-30

Attachment – Appendix 'A'

## **APPENDIX 'A'**

### **SUPPLY OF LAUNDERING SERVICES FOR MAINTENANCE WORK CLOTHING**

#### **PROPOSAL SUMMARY**

**PROPONENTS**

**TOTAL PROPOSAL PRICE**

CANADIAN LINEN AND UNIFORM SERVICE	\$281,939.65 *
G&K SERVICES CANADA INC.	\$803,665.77
CINTAS CANADA	\$989,027.75
FASTER LINEN SERVICE	Unable to Quote

**\* Recommended for Award**