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**TORONTO TRANSIT COMMISSION  
REPORT NO.**

**MEETING DATE:** October 25, 2006

**SUBJECT:** Procurement Authorization For The Supply Of Uniform Shirts

**RECOMMENDATION**

It is recommended that the Commission approve the issuance of a purchase order to R. Nicholls Distributors Incorporated in the amount of \$1,153,147.05 for the supply of uniform shirts for a three year term from January 1, 2007 to December 31, 2009.

**FUNDING**

Sufficient funds for the 2007 expenditures will be included in the 2007 TTC and Wheel-Trans Operating Budgets, and sufficient funds will be provided in future operating budgets as required.

**BACKGROUND**

Under the terms of the Collective Agreement with Local 113, the Commission is required to supply Operators and Collectors with uniform shirts every two years. In addition, the Commission also supplies shirts to uniformed Supervisory personnel.

**DISCUSSION**

Seven (7) companies were invited to submit tenders in addition to the advertisement on the TTC Website on August 18th, 2006, out of which four companies submitted Tenders as summarized on the attached Appendix A.

The Hudson Bay Company submitted the lowest priced Tender, however, they did not submit written confirmation that the shirts were union made. Their submission therefore was considered non-compliant and was not considered any further.

The John Forsyth Shirt Company submitted the second lowest Tender, however, they are unable to meet the required delivery time for the initial order. Their submission therefore was considered non-compliant and was not considered any further.

Unisync Group Limited submitted the third lowest Tender, however, they did not submit a sample shirt or written confirmation that the shirts were union made. Their submission therefore was considered non-compliant and was not considered any further.

R. Nicholls Distributors submitted the highest priced Tender. They submitted all of the submission requirements and did not state any exceptions or qualifications. They are the current supplier and have performed in a satisfactory manner. Their submission is considered acceptable and they are recommended for award of a contract for the supply of uniform shirts for a three year term.

The prices quoted by R. Nicholls Distributors for 2007 are approximately 0.6% less than is currently being paid, with an increase of approximately 3% in each of the second (2008) and third (2009) years of the contract.

### **JUSTIFICATION**

To ensure an uninterrupted supply of uniform shirts for the 2007, 2008 and 2009 issues to uniform employees.

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October 11, 2006  
17-30  
Appendix A

APPENDIX A

**PROCUREMENT AUTHORIZATION FOR THE  
SUPPLY OF UNIFORM SHIRTS**

**TENDER SUMMARY**

<b>TENDERER</b>	<b>TOTAL TENDERED PRICE</b>
Hudson Bay Company	\$816,328.35
The John Forsyth Shirt Company Ltd.	\$937,946.45
Unisync Group Limited	\$1,088,678.91
<b>*R. Nicholls Distributors Inc.</b>	<b>\$1,153,147.05</b>

\* RECOMMENDED FOR AWARD