SUBJECT: Award of Corporate Tender C12-13-08 Supply, Laundering and Delivery Services of Rental Clothing (Coveralls, etc.) for the City of Hamilton Public Works - Fleet Services and the Hamilton Street Railway (HSR), Maintenance Staff (FCS08075) (City Wide)

RECOMMENDATION:

That the Corporate Tender C12-13-08 for the Supply, Laundering and Delivery Services of Rental Clothing be awarded to Cintas Canada Limited with an estimated annual expenditure of $30,000.00.

EXECUTIVE SUMMARY:

This contract is for the supply, laundering and delivery services of rental clothing which will be utilized by Public Works – Fleet Services and the Hamilton Street Railway.

The initial term of the contract is for a period of three (3) years, with an option to renew for an additional two (2), one (1) year terms, at the sole discretion of the City.

As per Purchasing Policy, Section 4.4, Policy 4 - Approval Authority, item 4(b), approval is required for the award of Corporate Contracts.
SUBJECT: Award of Corporate Tender C12-13-08 Supply, Laundering and Delivery Services of Rental Clothing (Coveralls, etc.) for City of Hamilton Public Works - Fleet Services and the Hamilton Street Railway Company, Maintenance Staff (FSC08075) (City Wide)

BACKGROUND:
The Purchasing Section issued a Request for Tender for the Supply, Laundering and Delivery Services of Rental Clothing on June 16, 2008, and closed on July 10, 2008. Three (3) Bidders picked up the tender documents and two (2) compliant submissions were received.

ANALYSIS/RATIONALE:
The City of Hamilton Public Works - Fleet Services and the Hamilton Street Railway require supply, laundering and distribution of shop uniforms for approximately two-hundred (200) employees, at various locations throughout the City of Hamilton. Shop coats and coveralls are to be customized with each employee’s name and “City of Hamilton Logo”.

The successful Bidder will retrieve stained/soiled garments for laundering, replacing them with clean garments. Requirements for the number of changes, per week, are subject to change pending re-negotiation of the City’s or the HSR’s unionized staff contracts. If contract negotiations result in scheduling a different number of changes per employee/per week, the successful Bidder agrees to accommodate our requirements at the same rate per change.

Submission Results:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Total Estimated Annual Cost</th>
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<tbody>
<tr>
<td>Cintas Canada Limited</td>
<td>$ 30,000.00</td>
</tr>
<tr>
<td>Canadian Linen and Uniform Services Co.</td>
<td>$ 36,000.00</td>
</tr>
</tbody>
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Therefore, the recommendation for award of this contract is to the lowest compliant Bidder.

ALTERNATIVES FOR CONSIDERATION:
The alternative method would be to secure competitive bids for each department, which would result in the duplication of effort by City staff. Also the City would be at risk of not securing the most competitive pricing based on reduced volumes.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:
None.
POLICIES AFFECTING PROPOSAL:

Purchasing Policy, Section 4.4, Policy 4 - Approval Authority: requires Council approval when the Request for Tender is a Corporate Contract.

RELEVANT CONSULTATION:

Public Works – Fleet Services and the Hamilton Street Railway were consulted and provided input with this Request for Tender with respect to specifications and special provisions.

CITY STRATEGIC COMMITMENT:

By evaluating the “Triple Bottom Line”, (community, environment, and economic implications) we can make choices that create value across all three bottom lines, moving us closer to our vision for a sustainable community, and Provincial interests.

Community Well-Being is enhanced. ☐ Yes ☑ No

Environmental Well-Being is enhanced. ☑ Yes ☐ No

Input from the City’s Health and Safety Committee has resulted in different laundering options being available to those employees suffering from a medical condition as a result of laundering chemicals and/or cleaning process used.

Economic Well-Being is enhanced. ☑ Yes ☐ No

The issuance of this corporate contract enhances buying power and ensures that volume discounts are maximized for the City.

Does the option you are recommending create value across all three bottom lines? ☐ Yes ☑ No

Do the options you are recommending make Hamilton a City of choice for high performance public servants? ☐ Yes ☑ No