



County Council

Meeting Date: June 8, 2021
Submitted by: Neal Roberts, Chief, Middlesex-London Paramedic Service
SUBJECT: REQUEST FOR PROPOSAL - UNIFORMS

BACKGROUND:

A request for proposal was issued on March 15, 2021 on the County bids and tenders website open to all vendors. Interested proponents were invited to bid on supplying uniforms to Middlesex-London Paramedic Service.

Middlesex-London Paramedic Service received 6 bids in response to this Request for Proposal. Bids were submitted by the following proponents: Logistik Unicorp, Martin & Levesque Inc., Pro Action Apparel, Talbot Uniforms, Unisync Group and Charlton Uniforms. One bid submission was deemed to be non-compliant with the submission instructions contained in the Request for Proposal and was subsequently disqualified from the review process.

The term of this agreement is to begin upon award and shall continue until December 31, 2025. Middlesex-London Paramedic Service will have the option to renew the agreement for (4) four additional one-year periods based on the same terms and conditions, subject to satisfactory performance to the date of renewal and applicable price considerations.

ANALYSIS:

On April 6th, the Request for Proposal closed and Middlesex-London Paramedic Service began the evaluation process. As outlined in the Request for Proposal, Middlesex-London Paramedic Service formed an Evaluation Team to review the compliant bids.

The Evaluation Team consisted of front-line paramedics, management team representatives from the Operations, Professional Standards and Logistics divisions of Middlesex-London Paramedic Service as well as the General Manager of Finance and Community Services for the County of Middlesex.

The technical evaluation criteria were weighted as follows:

<i>Technical Proposal Evaluation Criteria</i>	<i>Weighting Factor</i>
Quality of Product, based on samples submitted	40%
Demonstrated ability to provide services/product	15%
Demonstrated ability to deliver product within time frame	10%
TOTAL	65%

The financial evaluation criteria were weights as follows:

<i>Cost Proposal Evaluation Criteria</i>	<i>Weighting Factor</i>
Cost Effectiveness	35%

The Evaluation Team scored the bids, based on the criteria listed above and outlined in the Request for Proposal. The proponent with the highest score, based on the weighted factors, reflect the greatest overall combined financial and technical benefit to Middlesex-London Paramedic Service.

Based on the total points awarded through the technical and financial evaluations, Talbot Uniforms obtained the overall highest score.

The bid summary is as follows:

<u>Name</u>	<u>Bid Score</u>
Talbot Uniforms	5191.33
Unisync Group	5147.19
Logistik Unicorp	5030.24
Martin and Levesque Inc.	3975.81
Pro Action Apparel	1065.65
Charlton Uniforms	non-compliant

FINANCIAL IMPLICATIONS:

During the budgeting process Middlesex-London Paramedic Service allocates funds for uniforms. The bid by Talbot Uniforms is consistent with current allocations.

ALIGNMENT WITH STRATEGIC FOCUS:

This purchase supports the ongoing commitment of Middlesex-London Paramedic Service to provide service excellence for the citizens of Middlesex County and the City

of London by ensuring that service uniforms meet the emerging needs and expectations of paramedics and staff. This includes, uniforms that are cost effective, meet current health and safety requirements and ensure that industry standards are met and maintained.

Strategic Focus	Goals	Objectives
Promoting Service Excellence	Innovate and transform municipal service delivery	Anticipate and align municipal service delivery to emerging needs and expectations

RECOMMENDATION:

That the bid submitted by Talbot Uniforms be accepted by County Council; that the Chief be authorized to enter into an agreement with Talbot Uniforms authorizing them to supply Middlesex-London Paramedic Service with all required uniforms for the term of the agreement.