



REQUEST FOR A DECISION

City Council – November 28, 2022

To: Her Worship Mayor Kate Rogers and Members of City Council
From: Charlene Sharpe, Manager, Transit and Parking Services
Date: November 28, 2022
Title: Acquisition of Transit Uniforms

ISSUE:

Staff are seeking City Council approval and authorization to award and execute the agreement, relative to Request for Proposal P22-16, for the supply and delivery of uniforms and clothing for Fredericton Transit employees.

RECOMMENDATION(S):

A. Recommendation:

It is recommended that the following resolution be forwarded to City Council for consideration: BE IT RESOLVED THAT the Council of the City of Fredericton hereby authorizes and approves the award of Request for Proposal P22-16 For the Supply and Delivery of Uniforms and Clothing to Martin & Levesque Inc. with respect to the provision of uniforms and clothing for Fredericton Transit; and BE IT FURTHER RESOLVED THAT the Council of the City of Fredericton hereby approves and authorizes the agreement between the City of Fredericton and Martin & Levesque Inc. (the "Agreement") with respect to the provision of uniforms, clothing and footwear for a three (3) year term commencing December 1, 2022 and expiring on November 30, 2025 with two additional one (1) year Renewal Term options at the sole discretion and option of the City of Fredericton; AND THAT the Mayor and City Clerk be authorized to execute the Agreement on behalf of the local government and such further legal documents as may be required to facilitate the Agreement and this resolution.

B. Other options:

1. City Council may choose not to authorize and approve the award of Request for Proposal P22-16, For the Supply and Delivery of Uniforms and Clothing.
2. City Council may choose to provide other direction to staff.

SITUATION, BACKGROUND & DISCUSSION:

SITUATION:

- a. Current Direction. Council authorization is required for the acquisition of transit uniforms in accordance with Policy COR-POL-023 *Public Procedure Management*.
- b. Alignment. This aligns with Council Statement of Interest Fiscal Stewardship - ensure fiscal responsibility is at the core of all decisions and Sustaining Our People – foster an engaged workforce that supports employee wellness, growth, and opportunity.
- c. Link to CAO goal or inflight. There are no CAO goals or inflight initiative in which this applies.

- d. Why The current contract for uniforms for Fredericton Transit has expired.

BACKGROUND

Fredericton Transit is responsible for providing a uniform for employees as per the collective agreement. The City issued an RFP for uniforms for several different departments and divisions. Fredericton Transit evaluated the bidders based on the uniform requirements for the division.

Currently, Fredericton Transit issues uniforms annually which includes pants, shorts, short sleeve shirts, long sleeve shirts, jackets, and hats. Over the years, optional items have been added that employees requested and could be selected using their annual clothing allowance. Due to the expiration of the contract of the previous supplier, Transit participated in the RFP in order to purchase new uniform items for employees. The Transit Clothing Committee worked with Purchasing in order to select the successful bidder to supply uniforms.

DISCUSSION

The Transit Committee has selected a vendor to provide a uniform based on the following criteria:

- Comfort – the uniform pants and shorts required a design and fabric that allowed employees to sit comfortably for 8 or more hours a day. All products were required to have fabrics that were comfortable during all seasons.
 - Colour – a standard dark navy was selected for all products so that the products presented in a professional manner.
 - Price – the vendor selected presented the most reasonable pricing for the products.
- **FINANCIAL:** there is no financial impact as all employees are provided a budgeted clothing allowance to purchase items made available through the contract. This budgeted allowance allows items to be purchased through the existing funding level allocated in the budget.
 - **LEGAL:** Staff of the Purchasing and Payables worked with the supplier and Legal Division to prepare the proposed agreement between the City of Fredericton and Martin & Levesque Inc. which contains standard contractual provisions which are acceptable for this matter. Select provisions to note: the agreement has a term of three years commencing December 1, 2022 and expiring November 30, 2025, with the option to renewal for two additional one year terms upon the same terms and conditions; the first and second renewal terms would commence on December 1, 2026 and December 1, 2027 respectively; the City has the right to expand or reduce the services or goods; the City also has the ability to suspend and/or terminate for cause, and also, at its sole discretion (at no cost), may terminate the agreement without cause at any time prior to the end of the term. A copy of the draft agreement is attached for your review, consideration, and approval.
 - **PURCHASING:** Procurement Policy and Procedures were followed to obtain competitive submissions in accordance with the Negotiated RFP format. Submissions for this opportunity closed on July 18, 2022 and six compliant submissions were received. Samples were obtained and rated by each user group as part of the evaluation process.
 - **COMMUNICATIONS:** The Department/Division has determined that there is no communication considerations associated with this matter. Neither Corporate nor Strategic Communications was consulted with respect to this administrative report. No public communications is required, although representatives of the Fredericton Police Force and City should be prepared to answer questions about the agreement if required.

• **CLIMATE LENS:**

Does this proposal move the City of Fredericton closer to its greenhouse gas (GHG) emissions reduction targets of 50% reduction by 2030 and net-zero by 2050 in line with the City's Corporate Energy & Emissions Plan and/or Community Energy Emission Plan?

- Moves us towards GHG reduction targets
- No change in GHG emissions
- Moves us away from GHG targets but there are trade-offs with other Council or Municipal Plan priorities (*identify which priorities*)

Does this proposal improve the City of Fredericton's resilience to the impacts of climate change in line with our Climate Change Adaptation Plan?

- Moves us towards climate resilience
- No change in resilience
- Moves us away from climate resilience but there are trade-offs with other Council or Municipal Plan priorities (*identify which priorities*)

SPOKESPERSON: Charlene Sharpe, Manager, Transit and Parking Services

Prepared by: *Charlene Sharpe, Manager, Transit and Parking Services*

Approved by: *Dylan Gamble, Director, Engineering and Operations*

/Attachments: (1) Copy of the Agreement between the City of Fredericton and Martin & Leveque Inc.