



**BID COMMITTEE REPORT**

Meeting Date: July 4, 2024  
 Contact: Alexander Ralph  
 Contact No.: 604 829 2092

TO: Bid Committee  
 FROM: Chief Procurement Officer

**RECOMMENDATION**

Recommendation to enter into individual contracts with

- 1) Unisync Group Limited
- 2) WM Uniform Group Inc.

in relation to Request for Proposal PS20230555-VFRS-RFP-Supply and Delivery of VFRS Uniforms.

The Chief Procurement Officer recommends that the Bid Committee approve the entry into the following contract, under the authority of the City’s Procurement Policy ADMIN-008 (subject to final negotiations).

Solicitation Number:	Request for Proposal PS20230555-VFRS-RFP	
Description of the Goods or Service:	Dress Uniform (Tunic, Trousers, Shirt) and Dress Cap	Duty Uniform (Shirt and Pants)
Recommended Vendor:	Unisync Group Limited	WM Uniform Group Inc.
Contract Term	The recommended term of the contract is 3 years, with the option to extend for two (2) additional three-year terms.	
Estimated Contract Value	<ul style="list-style-type: none"> <li>• The estimated contract value is \$520,785, plus applicable taxes, for the initial 3-year term.</li> <li>• The estimated contract value is \$1,562,355, plus applicable taxes, over the potential full nine-year term of the contract if all the extension options are executed.</li> </ul>	<ul style="list-style-type: none"> <li>• The estimated contract value is \$347,142, plus applicable taxes, for the initial 3-year term.</li> <li>• The estimated contract value is \$1,041,426, plus applicable taxes, over the potential full nine-year term of the contract if all the extension options are executed.</li> </ul>

**PROCUREMENT SUMMARY**

Date of Issuance of RFP:	December 5, 2023
Notices Sent:	Supply Chain Management sent notices to 20 proponents.
Closing Date:	January 22, 2024
	Associated Fire Safety Group Inc. (“Associated Fire”)
	Joint Force Tactical Ltd. (“Joint Force”)
	Martin & Levesque Inc. (“M&L”)
	Unisync Group Limited (“Unisync”)
	WM Uniform Group Inc. (“WM”)

Evaluation Criteria	Evaluation Weighting
Technical	45%
Financial	45%
Sustainability	10%
Total	100%

**COMMENTS**

The recommended contract meets the following requirements:

- a) The City advertised the procurement in accordance with the City's Procurement Policy (ADMIN-008).
- b) The proposed vendors offer the best value which City staff calculated in accordance with the criteria, factors, and methods stated in the City's solicitation documents.
- c) The City's Financial Planning & Analysis department and the client business unit reviewed and concurred on the procurement budget and the selection of the proposed vendor.
- d) Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee have authority to approve the contract because the total price is greater than \$1,000,000.
- e) If Bid Committee approves this report, the City's Category Manager, Chief Procurement Officer, and General Manager of Vancouver Fire & Rescue Services will have the authority to negotiate, execute, and deliver all legal documents for this procurement on behalf of the City; and,
- f) As the Bid Committee is a pre-contractual award, the terms and conditions of the final agreements may vary as a result of the negotiation with the proposed vendors.

## **DECISION**

Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee approved the contracts with

- 1) Unisync Group Limited for Dress Uniform (Tunic, Trousers, Shirt) and Dress Cap
- 2) WM Uniform Group Inc. for Duty Uniform (Shirts and Pants)

under PS20230555-VFRS-RFP-Supply and Delivery of VFRS Uniforms.