



## Appendix B

### **Staff Report for City Manager Delegated Authority**

**Date:** July 30, 2020

**Report Number:** SRCS.20.24

**Department:** Community Services

**Division:** Fire and Emergency Services

**Subject:** **Non-Competitive Acquisition of Personal Protective Equipment, Structural Firefighting Equipment (Bunker Gear)**

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#### **Purpose:**

Community Services Department / Fire and Emergency Services section is seeking Council approval for award of a non-competitive acquisition for Personal Protective Structural Firefighting Bunker Gear, in accordance with the Procurement By-law No. 113-16.

#### **Recommendation(s):**

- (a) That the contract for the provision of Personal Protective Structural Firefighting Bunker Gear for Fire and Emergency Services as approved annually through the Capital Budget process be awarded non-competitively to Starfield Lion Apparel a total cost of \$500,000 (exclusive of taxes) over a five (5) year term, pursuant to Appendix "B" Part I, Section (g) of Procurement By-law 113-16; and,
- (b) That the Commissioner of Community Services be authorized to execute any necessary documentation to effect the contract.

#### **Contact Person:**

Bryan Burbidge, Deputy Fire Chief

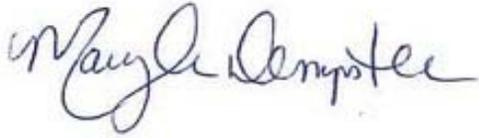
#### **Report Approval:**

##### **Submitted by:**

Bryan Burbidge, Deputy Fire Chief

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### Approved by:



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Mary-Anne Dempster, City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner and City Manager. Details of the reports approval are attached.

### **BACKGROUND:**

In preparation for an expiring contract for the supply and delivery of Personal Protective Bunker Gear, in 2018 the Fire Joint Health and Safety Committee invited Structural Firefighting Bunker Gear suppliers to provide sample sets of gear (Pant/coat) that were produced to the Richmond Hill Fire and Emergency Services and NFPA specifications. Through this process, four (4) suppliers submitted their trial bunker gear, however one (1) supplier was eliminated due to sizing issues. A standard set of wear test guidelines were used simulating work related tasks and leak testing to ensure garments met the advertised quality from the manufacturer. From the wear test evaluations, all three (3) manufacturer's trial sets were worn by team members and further evaluated for three (3) month time period while on duty for service, comfort, and durability. At the end of the 3-month evaluation time period, Starfield Lion bunker gear was selected by the Health and Safety Committee as the gear of choice that provides the greatest protection, greatest comfort, and best serviceability.

In late 2018 approval was granted by the City Manager to enter into a sole source pilot project with Starfield Lion to further evaluate the aftersales service of their bunker gear and to monitor the responsiveness of the supplier for measuring, ordering, delivery time, and repair and maintenance, if any. During the initial pilot project there were minimal sets of bunker gear that were ordered. Staff felt it was paramount to conduct a more fulsome pilot due to the importance of this piece of personal protective equipment, therefore, the term of the test was extended for a further 12 months. The existing term expired June 30, 2020. No issues were found during this further evaluation, therefore staff are submitting this staff report for approval.

### **FINANCIAL/STAFFING/OTHER IMPLICATIONS:**

The necessary funds required for this staff report are approved annually in the capital budget.

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### **RELATIONSHIP TO THE STRATEGIC PLAN:**

Inviting personal protective equipment suppliers for bunker gear evaluations of durability, maintenance, construction and safety prior to entering into contractual obligations demonstrates our commitment to providing exceptional public service to our community and aligns with the following goal of our strategic plan as a “wise management of resources”.

### **CONCLUSION:**

Staff are recommending that the contract for the provision of Personal Protective Structural Firefighting Bunker Gear for Fire and Emergency Services, as approved through the annual Capital Budget process, be awarded non-competitively to Starfield Lion Apparel at a total cost of \$500,000 (exclusive of taxes) over a five (5) year term, pursuant to Appendix “B” Part I, Section (g) of Procurement By-law 113-16.