



## **Administrative Report**

### **Office of the Chief, Essex-Windsor EMS**

**To:** Warden McNamara and Members of Essex County Council

**From:** Bruce Krauter  
Chief, Essex-Windsor Emergency Medical Services

**Date:** Wednesday, December 15, 2021

**Subject:** Essex Windsor EMS Uniform and Ancillary Devices Dry Cleaning Contract #EMS 2021-1013

**Report #:** 2021-1215-EMS-R011-BK

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#### **Purpose**

The following report is to provide information and seek authorization for the Warden and Clerk to execute the Essex Windsor EMS Uniform and Ancillary Devices Dry Cleaning contract #EMS 2021-1013.

#### **Background**

Essex Windsor EMS has a variety of uniform items for the Paramedics, fleet and logistics support staff, as well as management staff. The articles of the clothing range from shirts and pants to sweaters, coats, dress uniforms and high visibility vests. In addition, EWEMS has a variety of devices that require cleaning periodically. These items range from belts, bags, moving mats, rags and various other items. These ancillary devices were also included within the RFP.

EWEMS has always offered dry cleaning services for uniform items to reduce or eliminate any chance of cross contamination between work clothes and home clothing. The County of Essex procurement process has transformed over the years and it was decided during the 2022 Budget meetings that the department would benefit from, and become compliant with procurement policy, with the issuance of a uniform and ancillary device dry cleaning RFP. With the assistance of The County of Essex Procurement and Compliance

Supervisor, an EWEMS Uniform and Ancillary Devices Dry Cleaning RFP working group was struck to develop and evaluate a comprehensive contract. Representation on the working group included the County of Essex Procurement and Compliance Supervisor, EWEMS supervisory staff and a Deputy Chief.

All uniform items and ancillary equipment, are included in the contract.

## **Discussion**

The RFP was published on Bids and Tenders and two (2) plans were reviewed while one (1) submission met the criteria when received. The submission received was:

- Blondies Cleaners

The submission was measured on three (3) components:

- Cost per item cleaned
- Pickup and delivery at all EWEMS stations
- Three-year term, with two (2) one (1) year options

The financial evaluation determined that Blondies Cleaners met the expectations of the RFP and the committee. Although the year one amounts are slightly above the estimated budgeted amounts, the amounts of year two and three can be addressed within future budget deliberations. Blondies cleaners has also been providing the requested services over the course of the past two (2) years.

The EWEMS Uniform and Ancillary Device Dry Cleaning contract provides for a fixed priced three (3) year term and an optional fixed price extension for an additional two (2) years for all uniform items, ancillary items, including pickup and delivery service of said items.

## **Financial Implications**

Based on historical usage and projected over the next three years, the contract amount is \$992,260 (plus HST) for the three (3) year term. The contract will allow for a balanced and informed budget decision process for upcoming and future deliberations. The contract also secures pricing over the term and is expected to eliminate any volatile pricing variances, as what has been experienced in other aspects of the service over the past year.

## **Recommendation**

That Essex Windsor EMS Uniform Dry Cleaning Contract #EMS2021-1013 be awarded to Blondie Cleaners for the period from 2022 to 2024, at a base cost of \$992,260.44 (plus HST) and the inclusion of a possible two (2) year extension.

And Further, that Essex County Council authorize the Warden and the Clerk to execute the agreement on behalf of the Corporation of the County of Essex.

Respectfully Submitted

*Bruce Krauter*

Bruce Krauter, Chief, Essex-Windsor Emergency Medical Services

Concurred With,

*Mike Galloway*

Mike Galloway, Chief Administrative Officer