



## BID COMMITTEE CONTRACT AWARD

### Award of Request for Quotation No. 0233-14-0110 to Mister Chemical Ltd. for the non-exclusive supply and delivery of Vileda Cleaning Supplies and Accessories

<b>Date:</b>	June 30, 2014
<b>To:</b>	Bid Committee
<b>From:</b>	Acting Director, Purchasing and Materials Management

### RECOMMENDATIONS

The Acting Director of Purchasing and Materials Management recommends that the Bid Committee grant authority to award the following contract:

<b>Call No:</b>	RFQ# 0233-14-0110
<b>Description:</b>	<p>For the non-exclusive supply and delivery of Vileda Cleaning Supplies and Accessories to various Purchasing and Materials Management (Stores) locations from Date of Award to June 30, 2015, with the option to renew the Contract for an additional two (2) separate one (1) year periods at the sole discretion of the City and subject to budget approval(s).</p> <p>Prior to the renewal of the contract, PMMD will perform a market analysis to verify the current market conditions as compared to the proposed increase by the vendor and that the Stores Division will monitor vendor performance during the first term of the contract.</p> <p>Should the option(s) be exercised, then the Manager of Materials Management and Stores will request the Acting Director of Purchasing and Materials Management to process the renewals under the same terms and conditions.</p>
<b>Recommended Bidder:</b>	Mister Chemical Ltd.
<b>Contract Award Value:</b>	<p>\$440,951.75 net of all applicable taxes and charges including additional 25% for miscellaneous \$498,275.48 including all applicable taxes and charges <b>\$448,712.50 net of HST recoveries</b></p> <p><b>The contract is expected to start from the date of the award and end on June 30, 2015.</b></p> <p>Option Year 1 (July 1, 2015 to June 30, 2016) \$456,385.06 net of all applicable taxes and charges including additional 25% for miscellaneous</p>

	<p>\$515,715.12 including all applicable taxes and charges \$464,417.44 net of HST recoveries</p> <p>Option Year 2 (July 1, 2016 to June 30, 2017) \$472,358.54 net of all applicable taxes and charges including additional 25% for miscellaneous \$533,765.15 including all applicable taxes and charges \$480,672.05 net of HST recoveries</p> <p>As the escalation rate is above 3%, funding approval will be granted if the following conditions are adhered:</p> <ul style="list-style-type: none"> <li>• A market analysis will be performed by PMMD to verify the current market conditions as compared to the proposed increase by the vendor;</li> <li>• The Division requesting the appropriate budget approval will ensure budget availability;</li> <li>• The Division is to monitor vendor performance during the term of the contract; and</li> <li>• It's at the sole discretion of the City to exercise the option year, not the vendor.</li> </ul> <p><b>The total potential cost to the City including all option years is \$1,393,801.99 net of HST recoveries, \$1,547,755.75 including all applicable taxes and charges and \$1,369,695.35 net of all applicable taxes and charges.</b></p>
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### Financial Impact:

The total potential contract award identified in this report is \$1,547,755.75 including all applicable taxes and charges. The total potential cost to the City is \$1,393,801.99 net of HST recoveries.

The materials on this contract will be purchased for PMMD Stores inventory purposes. The material value will be held in inventory holding Balance Sheet accounts (160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085) until City Divisions require the material to support their work programs at which time the material value is charged to the appropriate Divisions' 2014 Approved Operating Budgets. Funding for January 1, 2015 to June 30, 2015 will be included in the appropriate Divisions' 2015 Operating Budget Submissions.

Should the City choose to exercise its options to renew for an additional two (2) separate one (1) year periods, then appropriate additional funding, if needed, will be included in the 2015-2017 annual Operating Budget Submission(s) of the appropriate Divisions.

Period	Cost Centre 160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085	Total (net of HST Recoveries)
Date of Award to December 31, 2014	\$224,356.25	
January 1, 2015 to June 30, 2015	\$224,356.25	
<i>Total: Contract Period</i>		\$448,712.50
July 1, 2015 to December 31, 2015	\$232,208.72	
January 1, 2016 to June 30, 2016	\$232,208.72	
<i>Total: Option Year 1</i>	\$464,417.44	\$464,417.44
<i>Total: 2015 Budget Year</i>	\$456,564.97	
July 1, 2016 to December 31, 2016	\$240,336.03	
January 1, 2017 to June 30, 2017	\$240,336.02	
<i>Total: Option Year 2</i>	\$480,672.05	\$480,672.05
<i>Total: 2016 Budget Year</i>	\$472,544.75	
<b>Grand Total</b>		<b>\$1,393,801.99</b>

## CALL SUMMARY

<b>Ward No:</b>	All	
<b>Call Dates:</b>	Issued: June 4, 2014      Closed: June 19, 2014	
<b># of Addenda Issued:</b>	2	
<b>Number of Bids: four (4)</b>	Firm Name	Bid Price (Incl. HST & 25% miscellaneous)
	1. Mister Chemical Ltd. 2. Guillevin International Co. 3. Wood Wyant Canada Inc. 4. Corporate Express Canada, Inc. o/a Staples Advantage Canada	\$ 498,275.48 \$ 514,163.67 \$ 553,878.43 \$ 586,673.54
<b>Division Contacts:</b>	Elena Caruso Manager, Goods and Services Purchasing & Materials Management Telephone: (416) 392-7316 E: mail: <a href="mailto:ecaruso@toronto.ca">ecaruso@toronto.ca</a>	Craig Mavin Manager, Materials Management & Stores Purchasing & Materials Management Division Telephone: 416-392-6764 E-Mail: <a href="mailto:cmavin@toronto.ca">cmavin@toronto.ca</a>

## COMMENTS:

For the recommended contract award, the following requirements have been met:

- (a) The firm recommended for award is the lowest bidder meeting specifications or to the highest scoring proponent based on the evaluation criteria included in the call and meeting the requirements of the call;
- (b) The appropriate Division has reviewed submissions and found the price to be reasonable, within available budget and concurs with the recommendation.
- (c) The total contract value is less than \$20 million dollars (excluding applicable taxes) and the contract terms is:
  - i. For a contract funded by the operating budget, 5 years or less including any option years; or
  - ii. For a contract funded by the capital budget, within the projected term of the capital funding for the project as set out in the capital budget,

Being within the authority of the Bid Committee;

- (d) There are no material written objections to the award;
- (e) The call document was advertised on the City's internet website and bids or proposals were opened publicly; and
- (f) The Fair Wage Office confirms the recommended firm understands the Fair Wage Policy and Labour Trades requirements and has agreed to comply fully.

Additional details and information for the above calls are on the file in the Purchasing and Materials Management Division.

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Victor Tryl  
Acting Director, Purchasing and Materials Management Division