BID AWARD PANEL
CONTRACT AWARD

Award of Request for Quotation No. 0505-18-0016 to Medical Mart Supplies Ltd. for the Non-Exclusive Supply and Delivery of Vinyl Exam Gloves

Date: December 20, 2018
To: Bid Award Panel
From: Chief Purchasing Officer
Wards: All

RECOMMENDATIONS

The Chief Purchasing Officer recommends that the Bid Award Panel grant authority to award the following contract:

Call Number:
RFQ No. 0505-18-0016

Description:
For the non-exclusive supply and delivery of Vinyl Exam Gloves to various Purchasing and Materials Management (Stores) locations from the Date of Award to November 30, 2019, with the option to renew the Contract for four (4) additional separate one (1) year periods at the sole discretion of the City and subject to budget approval(s).

Should the option(s) be exercised, then the Manager of Materials Management and Stores will request the Chief Purchasing Officer to process the renewals under the same terms and conditions.

Recommended Bidder:
Medical Mart Supplies Ltd.

Contract Award Value:
$315,032 net of all applicable taxes and charges (including 25% for miscellaneous items)
$355,986 including HST and all applicable charges
$320,577 net of HST recoveries

Contract is expected to start on Date of Award and end on November 30, 2019

Option Year 1 (December 1, 2019 to November 30, 2020)
$324,483 net of all applicable taxes and charges (including 25% for miscellaneous items)
$366,666 including HST and all applicable charges
$330,194 net of HST recoveries

Option Year 2 (December 1, 2020 to November 30, 2021)
$334,217 net of all applicable taxes and charges (including 25% for miscellaneous items)
$377,665 including HST and all applicable charges
$340,099 net of HST recoveries

Option Year 3 (December 1, 2021 to November 30, 2022)
$344,244 net of all applicable taxes and charges (including 25% for miscellaneous items)
$388,996 including HST and all applicable charges
$350,303 net of HST recoveries

Option Year 4 (December 1, 2022 to November 30, 2023)
$354,571 net of all applicable taxes and charges (including 25% for miscellaneous items)
$400,665 including HST and all applicable charges
$360,811 net of HST recoveries

The total potential contract award identified in this report including all option years is $1,672,547 net of all applicable taxes and charges, and $1,889,978 including all applicable taxes and charges. **The total potential cost to the City, including all option years, is $1,701,984 net of HST recoveries.**

The above cost calculations for the Option Years reflect an estimated 3% increase in the Consumer Price Index.

FINANCIAL IMPACT

The total potential contract award identified in this report including the option years is $1,889,978 including all applicable taxes and charges. The total potential cost to the City including the option years is $1,701,984 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, 160085,160171) until City Divisions require the material to support their work programs at which time the material value is charged to the appropriate Divisions' approved operating budgets.

Funding from the date of award to November 30, 2019 is available in the appropriate Divisions' 2018 Approved Operating Budgets and 2019 Operating Budget Submissions and should the option years be exercised, appropriate additional funding, will be requested in the 2019-2023 Operating Budget submissions. The details are as follows:

Table 1: Financial Impact Summary of Recommended Contract

Period	Accounts 160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085,160171	Total (net of HST Recoveries)
Date of Award – December 31, 2018	$26,715	
January 1, 2019- November 30, 2019	$293,862	

Total: Contract Period	$320,577	$320,577
Total: 2018 Budget Year	$26,715	
December 1, 2019- December 31, 2019	$27,516	
January 1, 2020- November 30, 2020	$302,678	
Total: Option Year 1	$330,194	$330,194
Total: 2019 Budget Year	$321,378	
December 1, 2020- December 31, 2020	$28,342	
January 1, 2021- November 30, 2021	$311,757	
Total: Option Year 2	$340,099	$340,099
Total: 2020 Budget Year	$331,019	
December 1, 2021- December 31, 2021	$29,192	
January 1, 2022- November 30, 2022	$321,111	
Total: Option Year 3	$350,303	$350,303
Total: 2021 Budget Year	$340,949	
December 1, 2022- December 31, 2022	$30,068	
January 1, 2023- November 30, 2023	$330,743	
Total: Option Year 4	$360,811	$360,811
Total: 2022 Budget Year	$351,179	
Total: 2023 Budget Year	$330,743	
Grand Total	$1,701,984	$1,701,984

CALL SUMMARY

Call Issued: April 5, 2018 **Call Closed:** May 10, 2018
Number of Addenda Issued: Four (4)
Number of Bids: Twenty-two (22)

Table 2: Summary of Bids Received for RFQ# 0505-18-0016 including bid price

Bidder Name	Evaluated Bid Price (including 25% misc. and H.S.T.)
GS Medical Packaging Inc.*	$338,113
Medical Mart Supplies Ltd.	$355,986
McCordick Glove & Safety**	$375,349
priMED Medical Products Inc.	$406,629
Bio Nuclear Diagnostics Inc.	$411,097
W. Ralston (Canada) Inc. (Option B)**	$417,055

Bidder Name	Evaluated Bid Price (including 25% misc. and H.S.T.)
The Stevens Company Limited	$446,844
W. Ralston (Canada) Inc. (Option A)**	$446,844
Cardinal Health Canada Inc.	$449,378
Ontario Medical Supply Inc. (OMS) (Bid #2)	$455,781
E & J Supply Inc.	$472,166
Steelhead Safety	$482,592
InOut Cash and Carry Inc (Option 1)	$485,571
Mister Chemical Ltd.	$487,954
AMG Medical Inc.	$488,104
Canadawide Scientific Ltd**	$491,529
Direct Marketing P.G. (DMPG)	$501,210
Ontario Medical Supply Inc. (OMS) (Bid #1)	$506,424
InOut Cash and Carry Inc (Option 2)	$513,872
Swish Maintenance Limited	$549,619
Particeps Medical Solutions Ltd	$600,262
Safety Supplies & Signs Inc**	$610,432
W. Ralston (Canada) Inc.**	$757,229

*Bidder was found non-compliant with mandatory requirements.
**Bid price was corrected for mathematical errors.

DIVISION CONTACTS

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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 term is:

> 1. for a contract funded by the operating budget, 5 years or less including any option years; or
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> 2. 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 Award Panel;

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.

SIGNATURE

Michael Pacholok
Chief Purchasing Officer