



BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation No. 0222-18-0316 to Allied Medical Instruments Inc. for the Non-Exclusive Supply and Delivery of V-Vac Equipment

Date: December 11, 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. 0222-18-0316

Description:

For the non-exclusive supply and delivery of V-Vac Equipment to various Purchasing and Materials Management (Stores) locations from the date of award to October 31, 2019, with the option to renew the Contract for additional four (4) additional separate one (1) year periods at the sole discretion of the City and subject to budget approval(s).

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.

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:
Allied Medical Instruments Inc.

Contract Award Value:
139,593 net of all applicable taxes and charges (including 25% for miscellaneous items)
157,741 including HST and all applicable charges
142,050 net of HST recoveries

Contract is expected to start on date of award and end on October 31, 2019

Option Year 1 (November 1, 2019 to October 31, 2020)
143,781 net of all applicable taxes and charges (including 25% for miscellaneous items)
162,473 including HST and all applicable charges
146,312 net of HST recoveries

Option Year 2 (November 1, 2020 to October 31, 2021)
148,095 net of all applicable taxes and charges (including 25% for miscellaneous items)
167,347 including HST and all applicable charges
150,701 net of HST recoveries

Option Year 3 (November 1, 2021 to October 31, 2022)
152,537 net of all applicable taxes and charges (including 25% for miscellaneous items)
172,367 including HST and all applicable charges
155,222 net of HST recoveries

Option Year 4 (November 1, 2022 to October 31, 2023)
157,114 net of all applicable taxes and charges (including 25% for miscellaneous items)
177,538 including HST and all applicable charges
159,879 net of HST recoveries

The total potential contract award including all option years is 754,164 net of HST recoveries, 837,466 including all applicable taxes and charges and 741,120 net of all applicable taxes and charges.

FINANCIAL IMPACT

The total potential contract award identified in this report including the option years is 837,466 including all applicable taxes and charges. The total potential cost to the City including the option years is 754,164 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 October 31, 2019 will be included in the appropriate Divisions' 2019 Operating Budget Submissions and sufficient funding is available in their 2018 Approved Operating Budgets for any 2018 funding requirements. Should the option years be exercised, if required, 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	Cost Centre 160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085, 160171	Total (net of HST Recoveries)
Date of Award – December 31, 2018	23,675	
January 1, 2019- October 31, 2019	118,375	
Total: Contract Period	142,050	142,050

Total: 2018 Budget Year	23,675	
November 1, 2019- December 31, 2019	24,385	
January 1, 2020- October 31, 2020	121,926	
Total: Option Year 1	146,312	146,312
Total: 2019 Budget Year	142,760	
November 1, 2020- December 31, 2020	25,117	
January 1, 2021- October 31, 2021	125,584	
Total: Option Year 2	150,701	150,701
Total: 2020 Budget Year	147,043	
November 1, 2021- December 31, 2021	25,870	
January 1, 2022- October 31, 2022	129,352	
Total: Option Year 3	155,222	155,222
Total: 2021 Budget Year	151,455	
November 1, 2022- December 31, 2022	26,647	
January 1, 2023- October 31, 2023	133,233	
Total: Option Year 4	159,879	159,879
Total: 2022 Budget Year	155,998	
Total: 2023 Budget Year	133,233	
Grand Total	754,164	754,164

CALL SUMMARY

Call Issued: October 16, 2018

Call Closed: November 14, 2018

Number of Addenda Issued: None

Number of Bids: Six (6)

Table 2: Summary of Bids Received for RFQ# 0222-18-0316 including bid price

Bidder Name	Base Bid Price (including 25% misc. and H.S.T.)
ALLIED MEDICAL INSTRUMENTS INC.	157,741
EMRN	170,985
PARTICEPS MEDICAL	192,789
CARDINAL HEALTH CANADA INC	215,388
STEVENS*	237,403
ZENCO CANADA INC.	333,604

* Extended prices were corrected for mathematical errors. Purchasing and Materials Management has verified that the mathematical errors were corrected.

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
 - 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