



BID AWARD PANEL CONTRACT AWARD

Award of Request for Proposal No. 9108-18-0283 to Guardian Van Lines for Asset Management, Furniture Installation and Large and Small Moves

Date: January 10, 2019
To: Bid Award Panel
From: Chief Purchasing Officer
Wards: All Wards

RECOMMENDATIONS

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

Call Number:
RFP No. 9108-18-0283

Description:
Asset Management and Furniture Installation services and Large and Small Moves, for Corporate Services, Strategic Policy & Planning.

Should the option years be exercised then the General Manager of Facilities Management will request the Chief Purchasing Officer to process the renewals under the same terms and conditions.

Recommended Proponent:
Guardian Van Lines

Contract Award Value:
\$5,400,000 net of all applicable taxes and charges
\$6,102,000 including HST and all applicable charges
\$5,495,040 including HST recoveries

Contract is expected to start on January 1, 2019 and end on Dec 31, 2022.

Option Year 1 (Jan 1, 2023 to December 31, 2023)
\$1,800,000 net of all applicable taxes and charges
\$2,034,000 including HST and all applicable charges
\$1,831,680 net of HST recoveries

Option Year 2 (Jan 1, 2024 to December 31, 2024)

\$1,854,000 net of all applicable taxes and charges

\$2,095,020 including HST and all applicable charges

\$1,886,630 net of HST recoveries

The total potential cost to the City including all option years is \$ 9,213,350 net of HST recoveries. The total potential contract award including all option years is \$10,231,020 including all applicable taxes and charges and \$ 9,054,000 net of all applicable taxes and charges.

The above cost calculations for the option year reflect an estimated 3% increase in the consumer price index (CPI) for the labour cost.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$ 9,054,000 net of all applicable taxes and charges, \$10,231,020 including all applicable taxes and charges. The total potential cost to the City is \$ 9,213,350 net of HST recoveries.

Cost for services associated with RFP # 9108-18-0283 will be funded by City projects on an as-needed basis. The General Manager's staff will confirm with the Executive Director Financial Planning Division that additional funds are in place in the appropriate Division and /or ABCC before proceeding with a project that was not previously budgeted for. The project cost will then be charged to the appropriate operating or capital budget.

CALL SUMMARY

Call Issued: September 27, 2018.

Call Closed: November 2, 2018.

Number of Addenda Issued: Two (2)

Number of Bids: Four (4)

Table 2: Summary of Proposals Received for RFP #9108-18-0283

Proponent Name
Guardian Van Lines
AMJ Campbell
AKM Transport *
Office Move Pro *

* Proponents declared Non-Compliant

DIVISION CONTACTS

Award of RFP #9108-18-0283

Elena Caruso, Manager, Goods and Services, Purchasing and Materials Management
Phone: (416) 392-7316, Elena.Caruso@toronto.ca

Peter Tatsopoulos, Manager, Capital Construction Projects, Strategic Policy & Planning
Phone: 416-397-1153, Peter.Tatsopoulos@toronto.ca

COMMENTS

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

- a. The Vendor recommended for award is 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 unit prices to be reasonable;
- 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 posted as open tender to the public; 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