



BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation (RFQ) No. 0104-18-0037 to Supply Line for the non-exclusive supply and delivery of Rainwear

Date: January 10, 2019
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. 0104-18-0037

Description:

For the non-exclusive supply and delivery of Rainwear for the City of Toronto's Purchasing and Materials Management (Stores) locations for a period of one (1) year from date of award with the option to renew the Contract for four (4) additional one (1) year periods.

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.

The contract award value includes a 25% miscellaneous line item addition as permitted by the terms and conditions of the RFQ, on top of the recommended Bidder's bid value listed in the call summary, Table 2.

Recommended Bidder(s):
Supply Line

Contract Award Value:

\$239,790 net of all applicable taxes and charges (Inc. 25% misc.)
\$270,962 including HST and all applicable charges
\$244,010 net of HST recoveries

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

Option Year 1: January 1, 2020 to December 31, 2020
\$246,983 net of all applicable taxes and charges (Inc. 25% misc.)
\$279,091 including all applicable taxes and charges
\$251,330 net of HST recoveries

Option Year 2: January 1, 2021 to December 31, 2021
\$254,393 net of all applicable taxes and charges (Inc. 25% misc.)
\$287,464 including all applicable taxes and charges
\$258,870 net of HST recoveries

Option Year 3: January 1, 2022 to December 31, 2022
\$262,025 net of all applicable taxes and charges (Inc. 25% misc.)
\$296,088 including all applicable taxes and charges
\$266,636 net of HST recoveries

Option Year 4: January 1, 2023 to December 31, 2023
\$269,885 net of all applicable taxes and charges (Inc. 25% misc.)
\$304,970 including all applicable taxes and charges
\$274,635 net of HST recoveries

The total potential contract award including all option years is \$1,295,482 net of HST recoveries, \$1,438,576 including all applicable taxes and charges and \$1,273,076 net of all applicable taxes and charges.

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

The contract award value for each term includes a 25% miscellaneous line item addition to the bid price as permitted under the terms and conditions of the RFQ.

FINANCIAL IMPACT

The total potential contract award identified in this report, including all option years is \$1,295,482 net of HST recoveries, \$1,438,576 including all applicable taxes and charges and \$1,273,076 net of all applicable taxes and charges.

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 for date of award to December 31, 2019 will be included in the appropriate Divisions 2019 Operating Budget Submissions and should all the option years be exercised, if required, appropriate additional funding, will be requested in the 2019-2023 budget submissions. Funding details are provided in Table 1 to follow:

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, 2019	\$244,010	
Total: Contract Period	\$244,010	\$244,010
Total: 2019 Budget Year	\$244,010	
January 1, 2020 – December 31, 2020	\$251,330	
Total: Option Year 1	\$251,330	\$251,330
Total: 2020 Budget Year	\$251,330	
January 1, 2021 – December 31, 2021	\$258,870	
Total: Option Year 2	\$258,870	\$258,870
Total: 2021 Budget Year	\$258,870	
January 1, 2022 – December 31, 2022	\$266,636	
Total: Option Year 3	\$266,636	\$266,636
Total: 2022 Budget Year	\$266,636	
January 1, 2023 – December 31, 2023	\$274,635	
Total: Option Year 4	\$274,635	\$274,635
Total: 2023 Budget Year	\$274,635	
Grand Total	\$1,295,482	\$1,295,482

CALL SUMMARY

Call Issued: April 24, 2018

Call Closed: June 4, 2018

Number of Addenda Issued: Four (4)

Number of Bids: Three (3)

Table 2: Summary of Bids Received for RFQ No. 0104-18-0037

Bidder Name	Evaluated Bid Price (including H.S.T.)
Supply Line	\$214,059.86* (1.25%, net 25 days)
Zenco Canada Service Inc.	\$252,681.61* (1%, net 15 days)
Outdoor Outfits	\$421,174.73

* Evaluated Bid Price includes an early payment discount offered by the Bidder.

NOTE: Bid prices in Table 1 do not reflect a 25% miscellaneous line item in the Evaluated Bid Price.

DIVISION CONTACTS

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Craig Mavin Manager, Materials Management & Stores Purchasing & Materials
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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