BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation (RFQ) No. 0505-18-0096 to Allied Medical Instruments Inc. for the Non-Exclusive Supply and Delivery of Abbott Blood Glucose Test Strips and Glucometers

Date: January 31st, 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. 0505-18-0096

Description:
For the non-exclusive supply and delivery of Abbott Blood Glucose Test Strips and Glucometer to various Purchasing and Materials Management (Stores) locations from the date of award to December 31, 2019, 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).

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:
$232,250 net of all applicable taxes and charges (including 25% for miscellaneous items)
$262,443 including HST and all applicable charges
$236,338 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)
$239,218 net of all applicable taxes and charges (including 25% for miscellaneous items)
$270,316 including HST and all applicable charges
$243,428 net of HST recoveries

Option Year 2 (January 1, 2021 to December 31, 2021)
$246,394 net of all applicable taxes and charges (including 25% for miscellaneous items)
$278,425 including HST and all applicable charges
$250,731 net of HST recoveries

The total potential contract award unidentified in this report including all option years is $717,862 net of all applicable taxes and charges and $811,184 including all applicable taxes and charges. **The total potential cost to the City, including all option years, is $730,496 net of HST recoveries.**

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

FINANCIAL IMPACT

The total potential contract award identified in this report including the option years is $811,184 including all applicable taxes and charges. The total potential cost to the City including the option years is $730,496 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.

Sufficient funding from the date of award to December 31, 2019 is available in the appropriate Divisions' 2019 Recommended Operating Budget and should the option years be exercised, appropriate additional funding will be requested in the 2020-2021 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, 2019	$236,338	
Total: Contract Period	$236,338	$236,338
Total: 2019 Budget Year	$236,338	
January 1, 2020- December 31, 2020	$243,428	
Total: Option Year 1	$243,428	$243,428
Total: 2020 Budget Year	$243,428	
January 1, 2021- December 31, 2021	$250,731	
Total: Option Year 2	$250,731	$250,731
Total: 2021 Budget Year	$250,731	
Grand Total	$730,496	$730,496

CALL SUMMARY

Call Issued: November 9, 2018 **Call Closed:** December 11, 2018
Number of Addenda Issued: One (1)
Number of Bids: one (1)

Table 2: Summary of Bids Received for RFQ# 0505-18-0096 including bid price

Bidder Name	Base Bid Price (including 25% misc. and H.S.T.)
Allied Medical Instruments	$262,443

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