



BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation (RFQ) No. 0609-18-0204 to Colio Estate Wines Inc. for the Non-Exclusive Supply and Delivery of White Wine, Beer and Kegerator System

Date: April 4, 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. 0609-18-0204

Description:

For the non-exclusive supply and delivery of White Wine, Beer and Kegerator System for Seaton House, Annex as and when required, for the period of one year from date of award to April 30, 2020 with the option to renew for four (4) additional separate one (1) year terms at the sole discretion of the City and subject to budget approval(s).

Should the option(s) be exercised, then the General Manager of Shelter, Support & Housing Administration will request the Chief Purchasing Officer to process the renewals under the same terms and conditions.

Recommended Bidder:

Colio Estate Wines Inc.

Contract Award Value:

\$130,204 net of all applicable taxes and charges (including 25% for miscellaneous)
\$147,131 including HST and all applicable charges
\$132,496 net of HST recoveries

The contract is expected to start on date of award and end on April 30, 2020

Option Year 1 (May 1, 2020 to April 30, 2021)
\$134,111 net of all applicable taxes and charges (including 25% for miscellaneous)
\$151,545 including HST and all applicable charges
\$136,471 net of HST recoveries

Option Year 2 (May 1, 2021 to April 30, 2022)
\$138,134 net of all applicable taxes and charges (including 25% for miscellaneous)
\$156,091 including HST and all applicable charges
\$140,565 net of HST recoveries

Option Year 3 (May 1, 2022 to April 30, 2023)
\$142,278 net of all applicable taxes and charges (including 25% for miscellaneous)
\$160,774 including HST and all applicable charges
\$144,782 net of HST recoveries

Option Year 4 (May 1, 2023 to April 30, 2024)
\$146,546 net of all applicable taxes and charges (including 25% for miscellaneous)
\$165,597 including HST and all applicable charges
\$149,125 net of HST recoveries

The total potential cost to the City including all Option Years is \$703,438 net of HST recoveries. The total potential award including all option years is \$781,138 including all applicable taxes and charges and \$691,273 net of all applicable taxes and charges.

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

FINANCIAL IMPACT

The contract award identified in this report including all option years is \$781,138 including all applicable taxes and charges. The cost to the City is \$703,438 net of HST recoveries.

Funding has been included in the 2019 Operating Budget Submission for Shelter, Support and Housing Administration. Additional funding for the remainder of the contract period will be requested in 2020 Operating Budget Submissions. Should the options for the four (4) additional one (1) year periods be exercised, additional funds will be included in the 2020-2024 Shelter, Support and Housing Administration Division's Operating Budget submissions. The details are as follows:

Table 1: Financial Impact Summary of Recommended Contract

Period	Cost Centre F01127
Date of award – December 31, 2019	\$88,991
January 1, 2020 – April 30, 2020	\$44,165
Total: Contract Period	\$132,496
Total: 2019 Budget Year	\$88,331
May 1, 2020 – December 31, 2020	\$90,981
January 1, 2021 – April 30, 2021	\$45,490
Total: Option Year 1	\$136,470
Total: 2020 Budget Year	\$135,146
May 1, 2021 – December 31, 2021	\$93,710
January 1, 2022 – April 30, 2022	\$46,855
Total: Option Year 2	\$140,565
Total: 2021 Budget Year	\$139,200
May 1, 2022 – December 31, 2022	\$96,521
January 1, 2023 – April 31, 2023	\$48,261
Total: Option Year 3	\$144,782
Total: 2022 Budget Year	\$143,376
May 1, 2023 – December 31, 2023	\$99,417
January 1, 2024 – January 31, 2024	\$49,709
Total: Option Year 4	\$149,125
Total: 2023 Budget Year	\$147,678
Total: 2024 Budget Year	\$49,709
Grand Total	\$703,438

CALL SUMMARY

Call Issued: January 7, 2019

Call Closed: February 7, 2019

Number of Addenda Issued: none

Number of Bids: (1)

Table 2: Summary of Bids Received for RFQ No. 0609-18-0204 including bid price

Bidder]	Bid Price (including H.S.T.)
Colio Estate Wines Inc.	\$147,131

DIVISION CONTACTS

Elena Caruso, Manager, Goods and Services, Purchasing & Materials Management
Telephone: 416-392-7316 E-Mail: elena.caruso@toronto.ca

Nadia Simeone, Supervisor, Purchasing, Shelter, Support and Housing Administration,
Telephone: 416-392-1679 E-mail: nadia.simeone@toronto.ca

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