TORONTO

BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation No. Doc1669593040 for the Non-Exclusive Supply and Delivery of Sharps Containers for the City of Toronto's Purchasing and Materials Management Stores.

Date: July 18, 2019
To: Bid Award Panel
From: Director, Purchasing and Materials Management
Wards: All

RECOMMENDATIONS

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

Call Number:
RFQ No. Doc1669593040

Description:
For the non-exclusive supply and delivery of Sharps Containers to various Purchasing and Materials Management (Stores) locations from the date of award for one (1) year, with the option to review the contract for four (4) additional separate one (1) year periods.

Recommended Bidder:
The Stevens Company Limited

Contract Award Value:
$221,819 net of all applicable taxes and charges, including 25% miscellaneous items
$250,655 including HST and all applicable charges
$225,723 net of HST recoveries

Contract is expected to start on date of award and end on June 30, 2020.

Option Year 1: July 1, 2020 to June 30, 2021
$228,473 net of all applicable taxes and charges, including 25% miscellaneous items
$258,175 including all applicable taxes and charges
$232,494 net of HST recoveries

Option Year 2: July 1, 2021 to June 30, 2022
$235,327 net of all applicable taxes and charges, including 25% miscellaneous items

$265,920 including all applicable taxes and charges
$239,469 net of HST recoveries

Option Year 3: July 1, 2022 to June 30, 2023
$242,387 net of all applicable taxes and charges, including 25% miscellaneous items
$273,898 including all applicable taxes and charges
$246,653 net of HST recoveries

Option Year 4: July 1, 2023 to June 30, 2024
$249,659 net of all applicable taxes and charges, including 25% miscellaneous items
$282,115 including all applicable taxes and charges
$254,053 net of HST recoveries

The total potential Contract Award identified in this report including all option years is $1,177,666 net of all taxes and $1,330,763 including all applicable taxes and charges. **The total potential cost to the City, including all option years, is $1,198,393 net of HST recoveries.**

FINANCIAL IMPACT

The total potential award value of this contract award identified in this report including the option year is $1,330,763 including all applicable taxes and charges. The total potential cost to the City is $1,198,393 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 date of award to December 31, 2019 has been included in the appropriate Divisions' 2019 Approved Operating Budgets and should all the option years be exercised, if required, appropriate additional funding, will be requested in their 2020-2024 Operating Budget Submissions. Additional details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Period	Accounts 160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085,160171	Total (net of HST Recoveries)
Date of Award – December 31, 2019	$112,861	
January 1, 2020 – June 30, 2020	$112,861	
Total: Contract Period	$225,723	$225,723

Total: 2019 Budget Year	$112,861	
July 1, 2020 to December 31, 2020	$116,247	
January 1, 2021 – June 30, 2021	$116,247	
Total: Option Year 1	$232,494	$232,494
Total: 2020 Budget Year	$229,109	
July 1, 2021 to December 31, 2021	$119,735	
January 1, 2022 – June 30, 2022	$119,735	
Total: Option Year 2	$239,469	$239,469
Total: 2021 Budget Year	$235,982	
July 1, 2022 to December 31, 2022	$123,327	
January 1, 2023 – June 30, 2023	$123,327	
Total: Option Year 3	$246,653	$246,653
Total: 2022 Budget Year	$243,061	
July 1, 2023 to December 31, 2024	$127,026	
January 1, 2024– June 30, 2024	$127,026	
Total: Option Year 4	$254,053	$254,053
Total: 2023 Budget Year	$250,353	
Total: 2024 Budget Year	$127,026	
Grand Total	$1,198,393	$1,198,393

CALL SUMMARY

Call Issued: April 10, 2019 **Call Closed:** May 13, 2019
Number of Addenda Issued: 1
Number of Bids: Three (3)

Table 2: Summary of Bids Received for Doc1669593040 including bid price

Bidder Name	Bid Price (including 25% Miscellaneous and H.S.T.)
The Stevens Company Limited	$250,655
Particeps Medical Solutions Ltd	$422,928
Cardinal Health Canada	Non-Compliant*

* Bidder was found non-compliant with mandatory requirements.

DIVISION CONTACTS

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

Craig Mavin Manager, Materials Management & Stores Purchasing & Materials Management Division Telephone: 416-392-6764 E-Mail: cmavin@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 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