



BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation No. Doc1844537944 for the Non-Exclusive Supply and Delivery of Needles and Syringes for the City of Toronto's Purchasing and Materials Management Stores.

Date: August 22, 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. Doc1844537944

Description:
For the non-exclusive supply and delivery of Needles and Syringes to various Purchasing and Materials Management (Stores) locations from the date of award to July 31, 2020, with the option to renew the Contract for four (4) additional separate one (1) year periods.

Recommended Bidder
The Stevens Company Limited

Contract Award Value:
\$288,551 net of all applicable taxes and charges, including 25% for miscellaneous items
\$326,063 including HST and all applicable charges
\$293,630 net of HST recoveries

Contract is expected to start on date of award and end on July 31, 2020

Option Year 1: August 1, 2020 to July 31, 2021
\$297,208 net of all applicable taxes and charges, including 25% for miscellaneous items
\$335,845 including all applicable taxes and charges
\$302,438 net of HST recoveries

Option Year 2: August 1, 2021 to July 31, 2022

\$306,124 net of all applicable taxes and charges, including 25% for miscellaneous items

\$345,920 including all applicable taxes and charges

\$311,512 net of HST recoveries

Option Year 3: August 1, 2022 to July 31, 2023

\$315,307 net of all applicable taxes and charges, including 25% for miscellaneous items

\$356,297 including all applicable taxes and charges

\$320,857 net of HST recoveries

Option Year 4: August 1, 2023 to July 31, 2024

\$324,767 net of all applicable taxes and charges, including 25% for miscellaneous items

\$366,986 including all applicable taxes and charges

\$330,483 net of HST recoveries

The total potential Contract Award identified in this report including all option years is \$1,531,957 net of all taxes and \$1,731,111 including all applicable taxes and charges.

The total potential cost to the City, including all option years is \$1,558,919 net of HST recoveries.

FINANCIAL IMPACT

The total potential award value of this contract award identified in this report including the option year is \$1,731,111 including all applicable taxes and charges. The total potential cost to the City including the option years is \$1,558,919 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 will be included in the appropriate Divisions' 2019 Operating Budget Submissions. Additional funding will be included in their 2020 Operating Budget Submissions. Should all the option years be exercised, appropriate additional funding will be requested in the 2020-2024 Operating Budget Submissions. Additional details are as follows in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Period	Cost Centre 160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085,160171	Total (including 25% Miscellaneous and net of HST Recoveries)
Date of Award – December 31, 2019	\$122,346	

January 1, 2020 – July 31, 2020	\$171,284	
Total: Contract Period	\$293,630	\$293,630
Total: 2019 Budget Year	\$122,346	
August 1, 2020 to December 31, 2020	\$126,016	
January 1, 2021 – July 31, 2021	\$176,422	
Total: Option Year 1	\$302,438	\$302,438
Total: 2020 Budget Year	\$297,300	
August 1, 2021 to December 31, 2021	\$129,797	
January 1, 2022 – July 31, 2022	\$181,715	
Total: Option Year 2	\$311,512	\$311,512
Total: 2021 Budget Year	\$306,219	
August 1, 2022 to December 31, 2022	\$133,690	
January 1, 2023 – July 31, 2023	\$187,167	
Total: Option Year 3	\$320,857	\$320,857
Total: 2022 Budget Year	\$315,406	
August 1, 2023 to December 31, 2023	\$137,701	
January 1, 2024– July 31, 2024	\$192,782	
Total: Option Year 4	\$330,483	\$330,483
Total: 2023 Budget Year	\$324,868	
Total: 2024 Budget Year	\$192,782	
Grand Total		\$1,558,919

CALL SUMMARY

Call Issued: June 27, 2019

Call Closed: July 29, 2019

Number of Addenda Issued: 4

Number of Bids: Two (2)

Table 2: Summary of Bids Received for RFQ Doc 1844537944 including bid price

Bidder Name	Bid Price (including 25% Miscellaneous and H.S.T.)
Stevens Company	\$326,063
Cardinal Health Canada	\$348,810

Extended prices were corrected for mathematical errors. Purchasing and Materials Management has verified that the mathematical errors were corrected.

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 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