



BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation No. 0102-18-0238 to Outdoor Outfits Ltd., for the Non-Exclusive Supply and Delivery of Utility Jackets

Date: August 26, 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 Number 0102-18-0238

Description:

For the non-exclusive supply and delivery of Utility Jackets 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 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 Director of Purchasing and Materials Management to process the renewals under the same terms and conditions.

Recommended Bidder:

Outdoor Outfits Ltd

Contract Award Value:

\$146,650 net of all applicable taxes and charges (including 25% for misc items)

\$165,715 including HST and all applicable charges

\$149,231 net of HST recoveries

Contract is expected to start on Date of Award and end on August 31, 2020.

Option Year 1: (September 1, 2020 to August 31, 2021)

\$151,050 net of all applicable taxes and charges (including 25% for misc items)

\$170,686 including all applicable taxes and charges

\$153,708 net of HST recoveries

Option Year 2: (September 1, 2021 to August 31, 2022)
\$155,581 net of all applicable taxes and charges (including 25% for misc items)
\$175,807 including all applicable taxes and charges
\$158,319 net of HST recoveries

Option Year 3: (September 1, 2022 to August 31, 2023)
\$160,248 net of all applicable taxes and charges (including 25% for misc items)
\$181,081 including all applicable taxes and charges
\$163,069 net of HST recoveries

Option Year 4: (September 1, 2023 to August 31, 2024)
\$165,056 net of all applicable taxes and charges (including 25% for misc items)
\$186,513 including all applicable taxes and charges
\$167,961 net of HST recoveries

The total potential contract award including all option years is \$792,288 net of HST recoveries, \$879,802 including all applicable taxes and charges and \$778,585 net of all applicable taxes and charges.

The above cost calculations for the Option Year reflects an estimated annual 3% increase as per the Consumer Price Index (CPI).

FINANCIAL IMPACT

The total potential contract award identified in this report, including all option year is \$792,288 net of HST recoveries, \$879,802 including all applicable taxes and charges, and \$778,585 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 2020-2024 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	\$62,180	
January 1, 2020 – August 31, 2020	\$87,051	
Total: Contract Period	\$149,231	\$149,231
Total: 2019 Budget Year	\$62,180	
September 1, 2020 to December 31, 2020	\$64,045	
January 1, 2021 – August 31, 2021	\$89,663	
Total: Option Year 1	\$153,708	\$153,708
Total: 2020 Budget Year	\$151,096	
September 1, 2021 to December 31, 2021	\$65,966	
January 1, 2022 – August 31, 2022	\$92,353	
Total: Option Year 2	\$158,319	\$158,319
Total: 2021 Budget Year	\$155,629	
September 1, 2022 to December 31, 2022	\$67,945	
January 1, 2023 – August 31, 2023	\$95,123	
Total: Option Year 3	\$163,069	\$163,069
Total: 2022 Budget Year	\$160,298	
September 1, 2023 to December 31, 2023	\$69,984	
January 1, 2024– August 31, 2024	\$97,977	
Total: Option Year 4	\$167,961	\$167,961
Total: 2023 Budget Year	\$165,107	
Total: 2024 Budget Year	\$97,977	
Grand Total	\$792,288	\$792,288

CALL SUMMARY

Call Issued: December 11, 2018
Number of Addenda Issued: Ten (10)
Number of Bids: Three (3)

Call Closed: February 19, 2019

Table 2: Summary of Bids Received for RFQ 0102-18-0238 including bid price

Bidder Name	Bid Price (including 25% Miscellaneous and excluding H.S.T.)
Supply Line (Bid A)	\$143,638*
Outdoor Outfits	\$146,650
Supply Line (Bid B)	\$157,843

* Bidder was found non-compliant with 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 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