



BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation No. 0223-19-0105 to Mister Chemical Ltd for the Non-Exclusive Supply of Various Custodial Supplies

Date: August 29, 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. 0223-19-0105

Description:

For the non-exclusive supply and delivery of Various Custodial Supplies to various Purchasing and Materials Management (Stores) locations from the date of award to August 31, 2020, with the option to renew the Contract for four (4) additional 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:

Table 1 & Table 2: Mister Chemical Ltd

Contract Award Value:

Table 1 & 2: Mister Chemical Ltd.

\$419,177 net of all applicable taxes and charges (including 25% for misc. items)

\$473,670 including HST and all applicable charges

\$426,554 net of HST recoveries

The contract is expected to start on date of award end on August 31, 2020.

Option Year 1 (September 1, 2020 to August 31, 2021)
\$431,752 net of all applicable taxes and charges (including 25% for misc. items)
\$487,880 including all applicable taxes and charges
\$439,351 net of HST recoveries

Option Year 2 (September 1, 2021 to August 31, 2022)
\$444,705 net of all applicable taxes and charges (including 25% for misc. items)
\$502,516 including all applicable taxes and charges
\$452,532 net of HST recoveries

Option Year 3 (September 1, 2022 to August 31, 2023)
\$458,046 net of all applicable taxes and charges (including 25% for misc. items)
\$517,592 including all applicable taxes and charges
\$466,107 net of HST recoveries

Option Year 4 (September 1, 2023 to August 31, 2024)
\$471,787 net of all applicable taxes and charges (including 25% for misc. items)
\$533,120 including all applicable taxes and charges
\$480,091 net of HST recoveries

The total potential cost to the City including all Option Years is \$2,264,635 net of HST recoveries, \$2,514,778 including all applicable taxes and charges and \$2,225,467 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 total potential contract awards identified in this report including the option year is \$2,514,778 including all applicable taxes and charges. The total potential cost to the City including the option years is \$2,264,635 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 the date of award to December 31, 2019 is available in the appropriate Divisions' 2019 Approved Operating Budgets and additional funds will be requested in their 2020 Operating Budget Submissions. Should all the option years be exercised, if required, appropriate additional funding will be requested in their 2020-2024 budget submissions. The details are as follows:

Table 1: Financial Impact Summary of Recommended Contract: Table 1 and 2 (Mister Chemical Ltd)

Period	Cost Centre 160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085,160171	Total (net of HST Recoveries)
Date of Award – December 31, 2019	\$142,185	
January 1, 2020 – August 31, 2020	\$284,370	
Total: Contract Period	\$426,554	\$426,554
Total: 2019 Budget Year	\$142,185	
September 1, 2020 to December 31, 2020	\$146,450	
January 1, 2021 – August 31, 2021	\$292,901	
Total: Option Year 1	\$439,351	\$439,351
Total: 2020 Budget Year	\$430,820	
September 1, 2021 to December 31, 2021	\$150,844	
January 1, 2022 – August 31, 2022	\$301,688	
Total: Option Year 2	\$452,532	\$452,532
Total: 2021 Budget Year	\$443,745	
September 1, 2022 to December 31, 2022	\$155,369	
January 1, 2023 – August 31, 2023	\$310,738	
Total: Option Year 3	\$466,107	\$466,107
Total: 2022 Budget Year	\$457,057	
September 1, 2023 to December 31, 2023	\$160,030	
January 1, 2024– August 31, 2024	\$320,060	
Total: Option Year 4	\$480,091	\$480,091
Total: 2023 Budget Year	\$470,769	
Total: 2024 Budget Year	\$320,060	
Grand Total		\$2,264,635

CALL SUMMARY

Call Issued: March 4, 2019

Call Closed: April 3, 2019

Number of Addenda Issued: Three (3)

Number of Bids: Four (4)

Table 3: Summary of Bids Received for RFQ No. 0223-19-0105 including bid price

	Bidder Name	Bid Price (including 25% Miscellaneous and H.S.T.)
Table 1	Mister Chemical	\$231,355

	Bidder Name	Bid Price (including 25% Miscellaneous and H.S.T.)
	Swish Maintenance Ltd.	\$278,842
	Sexauer Ltd.	\$314,248
	Guillevin International	\$336,508
Table 2	Mister Chemical Ltd	\$242,315
Table 3	Swish Maintenance Ltd.	\$17,620
	Sexauer Ltd.	\$22,247

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

Table 3 of this RFQ was awarded under delegated authority.

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
 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