



BID AWARD PANEL CONTRACT AWARD

Award of Doc No. 2020584183 to Equipment Medical Rive-Nord (EMRN) for the non-exclusive supply and delivery of Cervical Collars for The City of Toronto's Purchasing and Materials Management (Stores) Division

Date: December 19, 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:

Doc Number 2020584183

Description:

For RFQ 0510-19-0274 the non-exclusive supply and delivery of Cervical Collars to various Purchasing and Materials Management (Stores) locations from the date of award to January 31, 2021, 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).

Prior to the renewal of the contract, PMMD will perform a market analysis to verify the current market conditions as compared to the proposed increase by the vendor and that the Stores Division will monitor vendor performance during the first term of the contract.

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:

Equipment Medical Rive-Nord (EMRN)

Contract Award Value:

\$155,663 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$175,990 including HST and all applicable charges
\$158,402 net of HST recoveries

Contract is expected to start on February 1st, 2020, and end on January 31, 2021.

Option Year 1: (February 1st, 2021 to January 31st, 2022)
\$160,332 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$181,176 including HST and all applicable charges
\$163,154 net of HST recoveries

Option Year 2: (February 1st, 2022 to January 31st, 2023)
\$165,142 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$186,611 including HST and all applicable charges
\$168,049 net of HST recoveries

Option Year 3: (February 1st, 2023 to January 31st, 2024)
\$170,097 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$192,209 including HST and all applicable charges
\$173,090 net of HST recoveries

Option Year 4: (February 1st, 2024 to January 31st, 2025)
\$175,200 net of all applicable taxes and charges
\$197,976 including HST and all applicable charges
\$178,283 net of HST recoveries

The total potential contract award including all option years is \$840,979 net of HST recoveries, \$933,962 including all applicable taxes and charges and \$826,433 net of all applicable taxes and charges.

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

FINANCIAL IMPACT

The total contract award identified in this report is \$933,870 including all applicable taxes and charges. The cost to the City is \$840,979 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 Dec 31, 2020 will be included in the appropriate Divisions' 2020 Operating Budget Submissions and should the option years be

exercised, appropriate additional funding, will be requested in their 2021-2025 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 including 25% for miscellaneous items (net of HST Recoveries)
Date of Award – Dec 31, 2020	\$145,202	
January 1, 2021 to January 31, 2021	\$13,200	
Total: Contract Period	\$158,402	\$158,402
Total: 2020 Budget Year	\$145,202	
February 1 2021 – Dec 31, 2021	\$149,558	
January 1, 2022 to January 31, 2022	\$13,596	
Total: Option Year 1	\$163,154	\$163,154
Total: 2021 Budget Year	\$162,758	
February 1 2022 – Dec 31, 2022	\$154,045	
January 1, 2023 to January 31, 2023	\$14,004	
Total: Option Year 2	\$168,049	\$168,049
Total: 2022 Budget Year	\$167,641	
February 1 2023 – Dec 31, 2023	\$158,666	
January 1, 2024 to January 31, 2024	\$14,424	
Total: Option Year3	\$173,090	\$173,090
Total: 2023 Budget Year	\$172,670	
February 1 2024 – Dec 31, 2024	\$163,426	
January 1, 2025 to January 31, 2025	\$14,857	
Total: Option Year 4	\$178,283	\$178,283
Total: 2024 Budget Year	\$177,850	
Total: 2025 Budget Year	\$14,857	
Grand Total	\$840,979	\$840,979

CALL SUMMARY

Call Issued: October 16th, 2019
Number of Addenda Issued: None
Number of Bids: 3

Call Closed: November 12th, 2019

Table 2: Summary of Bids Received (net of all taxes and charges)

Equipment Medical Rive-Nord (EMRN)	\$124,530.00
Medical Mart Supplies	\$190, 803.55
Carestream Medical	\$245,280.00

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 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