

BID AWARD PANEL CONTRACT AWARD



Award of Request for Proposal (RFP) No. 3806-19-0059 to Innotex Inc. for the supply and delivery of Structural Firefighting Protective Particulate Blocking Hoods for Toronto Fire Services

Date: June 17th, 2020
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:

Solicitation Number:
Request for Proposal 3806-19-0059

Description:
Non-exclusive supply and delivery of Structural Firefighting Protective Particulate Blocking Hoods for Toronto Fire Services Division from the date of award for a period of one (1) year with the option to renew the Contract for three (3) 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 Toronto Fire Services division will monitor vendor performance during the first term of the contract.

Should the option(s) be exercised, the Toronto Fire Services will request the Chief Purchasing Officer of Purchasing and Materials Management to process the renewals under the same terms and conditions.

Recommended Supplier:
Innotex Inc.

Contract Award Value:

\$643,500 net of all applicable taxes and charges (including 20% miscellaneous items)

\$727,155 including HST and all applicable charges

\$654,826 net of HST recoveries

Contract is expected to start on date of award and end on June 30, 2022 for a two (2) year period.

Option Year 1 (July 1, 2022 to June 30, 2023)

\$52,221, net of applicable taxes and charges (including 20% miscellaneous items)

\$59,010, including HST and all applicable charges

\$53,140, net of HST recoveries

Option Year 2 (July 1, 2023 to June 30, 2024)

\$54,322, net of applicable taxes and charges (including 20% miscellaneous items)

\$61,384, including HST and all applicable charges

\$55,278, net of HST recoveries

Option Year 3 (July 1, 2024 to June 30, 2025)

\$56,485, net of applicable taxes and charges (including 20% miscellaneous items)

\$63,828, including HST and all applicable charges

\$57,479, net of HST recoveries

The total potential cost to the City including all option years is \$820,723 net of HST recoveries, \$911,377 including all taxes and charges and \$806,528 net of all applicable taxes and charges.

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

FINANCIAL IMPACT

The total contract award identified in this report is \$911,377 including all applicable taxes and charges. The cost to the City is \$820,723 net of HST recoveries.

Funding for the 2020 period of the two (2) year contract in the amount of \$654,826, net of HST recoveries, is included in the 2020 Approved Capital Budget for Toronto Fire Services (TFS). Additional funding for the 2021 cash flow requirement will be included in the 2021 Capital Budget Submission for TFS.

Funding for the additional three (3) separate one (1) year periods will be included in the 2022, 2023, 2024, and 2025 Operating Budget Submissions in Cost Centre FR0019, Cost Element 2665 (protective clothing), should the option-year contracts be renewed. Funding Details are as noted below in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Period	Cost Center/Cost Element	Total including 20% miscellaneous items (net of HST Recoveries)
Date of Award to June 30th, 2021	CFR128-01	\$605,218
July 1st, 2021 to June 30th, 2022 (Second Year)	CFR128-01	\$49,608
Total: Contract Period		\$654,826
Total Option Year 1: July 1, 2022 to June 30, 2023	FR0019/GL 2665	\$53,140
Total Option Year 2: July 1, 2023 to June 30, 2024	FR0019/GL 2665	\$55,278
Total Option Year 3: July 1, 2024 to June 30, 2025	FR0019/GL 2665	\$57,479
Grand Total (Net of HST recoveries)		\$820,723

SOLICITATION SUMMARY

Solicitation Issued: May 29, 2019
Number of Addenda Issued: Three (3)
Number of Bids: Five (5)

Solicitation Closed: July 3, 2019

Table 2: Summary of Proposals Received for RFP 3806-19-0059

Canadian Safety Equipment Inc.*
Innotex Inc.
ResQtech Systems Inc.*
Safedesign Apparel Ltd.
Starfield LION**

*** Proponent did not meet the minimum technical threshold of 75% and did not proceed to the next stage.**

**Range of Scores:
83.54-96.23**

DIVISION CONTACTS

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Therese Chen, Division Chief Staff Services, Toronto Fire Services Division, 416-338-9190, Therese.Chen@toronto.ca

COMMENTS

For the recommended contract award, the following requirements have been met:

- a. The firm recommended for award is the highest scoring Supplier based on the evaluation criteria included in the Solicitation and meeting the requirements of the solicitation;
 - 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 Solicitation 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 Solicitations are on the file in the Purchasing and Materials Management Division.

SIGNATURE

Michael Pacholok,
Chief Purchasing Officer