



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc No. 2509964355 to BFS Technologies Inc. o/a Taff-guard Filtration for Supply and Delivery of New Drive Belts and Filters for HVAC Equipment for Seniors Services and Long-Term Care Division

Date: November 26, 2020
To: Bid Award Panel
From: Chief Procurement Officer
Wards: All

RECOMMENDATIONS

The Chief Procurement Officer recommends that the Bid Award Panel grant authority to award the following contract:

Solicitation Number:
Request for Quotation (RFQ) No. 2509964355

Description:
For the non-exclusive supply and delivery of New Drive Belts and Filters for HVAC Equipment, as and when required, for ten (10) Homes of the City of Toronto, Senior Services and Long-Term Care Division from the date of award to November 30, 2022, 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).

Should the option(s) be exercised, the General Manager, Seniors Services and Long-Term Care Division will request the Chief Procurement Officer of Purchasing and Materials Management Division to process the renewals under the same terms and conditions.

Recommended Supplier:
BFS Technologies Inc. o/a Taff-guard Filtration

Contract Award Value:
\$509,043 net of all applicable taxes and charges
\$575,219 including HST and all applicable charges
\$518,003 net of HST recoveries

Contract is expected to start on Date of Award and end on November 30, 2022.

Option Year 1 (December 1, 2022 to November 30, 2023)
\$262,157 net of all applicable taxes and charges
\$296,238 including HST and all applicable charges
\$266,771 net of HST recoveries

Option Year 2 (December 1, 2023 to November 30, 2024)
\$270,022 net of all applicable taxes and charges
\$305,125 including HST and all applicable charges
\$274,774 net of HST recoveries

Option Year 3 (December 1, 2024 to November 30, 2025)
\$278,123 net of all applicable taxes and charges
\$314,279 including HST and all applicable charges
\$283,018 net of HST recoveries

The total potential cost to the City including all option years is \$1,342,566 net of HST recoveries, \$1,490,861 including all applicable taxes and charges and \$1,319,346 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 \$1,490,861 including all applicable taxes and charges. The total potential cost to the City is \$1,342,566 net of HST recoveries.

Funding from the date of award to December 31, 2020 is available in the 2020 Approved Operating Budget for Seniors Services and Long-Term Care Division. Additional required funding will be included in the 2021 and 2022 Operating Budget Submissions for Seniors Services and Long-Term Care Division.

Should the City choose to exercise its option to renew for an additional three (3) separate one (1)-year periods, then appropriate additional funding, if needed, will be included in the 2022-2025 annual Operating Budget Submissions for Seniors Services and Long-Term Care Division. Funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Period	Cost Centre / Cost Element D3*061 / 2530, 4411	Total (net of HST Recoveries)
Date of Award to December 31, 2020	\$21,583	
January 1, 2021 to December 31, 2021	\$259,001	
January 1, 2022 to November 30, 2022	\$237,418	
Total: Initial Contract Period	\$518,003	\$518,003
Total: 2020 Budget Year	\$21,583	

Period	Cost Centre / Cost Element D3*061 / 2530, 4411	Total (net of HST Recoveries)
Total: 2021 Budget Year	\$259,001	
December 1, 2022 to December 31, 2022	\$22,231	
January 1, 2023 to November 30, 2023	\$244,540	
Total: Option Year 1	\$266,771	\$266,771
Total: 2022 Budget Year	\$259,649	
December 1, 2023 to December 31, 2023	\$22,898	
January 1, 2024 to November 30, 2024	\$251,877	
Total: Option Year 2	\$274,774	\$274,774
Total: 2023 Budget Year	\$267,438	
December 1, 2024 to December 31, 2024	\$23,585	
January 1, 2025 to November 30, 2025	\$259,433	
Total: Option Year 3	\$283,018	\$283,018
Total: 2024 Budget Year	\$275,462	
Total: 2025 Budget Year	\$259,433	
Grand Total	\$1,342,566	\$1,342,566

SOLICITATION SUMMARY

Solicitation Issued: August 7, 2020 **Solicitation Closed:** September 15, 2020

Number of Addenda Issued: Five (5)

Number of Bids: Five (5)

Table 2: Summary of Bids Received for Ariba Doc No. 2509964355 including bid price

Supplier Name	Bid Price* (including H.S.T.)
BFS Technologies Inc. o/a Taff-guard Filtration	\$575,219
Dafco Filtration Group Corporation	\$576,415
Camfil Canada Inc.	\$707,031
Southern Engineers	\$1,292,144**
Canadian Bearings Ltd.	\$1,340,994

* Bid prices based on quantities reduced by 40%. Due to COVID-19 pandemic, the RFQ was issued for higher quality HVAC filters and at a larger quantity to facilitate increased

frequency of filter replacement to enhance health and safety measures at the long-term care homes. The bids received were significantly higher than budget available. There was insufficient budget to award the full value of the RFQ, a reduction in quantity was required.

** Supplier was found non-compliant with mandatory requirements.

DIVISION CONTACTS

Sabrina Dipietro, Acting Manager, Goods and Services, Purchasing & Materials Management, 416-397-4809, Sabrina.Dipietro@toronto.ca

Cornel Baptista, Acting Manager, Environmental Services, Seniors Service & Long-Term Care, 416-397-9956, Cornel.Baptista@toronto.ca

COMMENTS

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

a. The firm recommended for award is the lowest Supplier meeting specifications 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;

e. there are no material written objections to the award;

f. the Solicitation document was advertised on the City's internet website and bids or proposals were opened publicly; and

g. 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 Procurement Officer