



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc No. 2563383494 to Entrust The Care for the non- exclusive supply of all labour and materials required to provide Residential Unit Preparation Services for Toronto Public Health

Date: December 17, 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), Ariba Doc No. 2563383494

Description:

For the non-exclusive supply of all labour and materials required to provide Residential Unit Preparation Services for Extremely Vulnerable Clients and deliver and install bed frames, mattresses and box springs for various rental properties within the City as and when required for Toronto Public Health, for a period of two (2) years from January 1, 2021 to December 31, 2022, with an option in favour of the City to extend the Contract on the same terms and conditions for an additional term of up to three (3) separate one (1) year periods.

Should the option(s) be exercised, the Medical Officer of Health will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

Entrust The Care

Contract Award Value:

\$446,726 net of all applicable taxes and charges
\$504,800 including HST and all applicable charges
\$454,588 net of HST recoveries

The contract is expected to start on January 1, 2021 and end on December 31, 2022.

Option Year 1 - January 1, 2023 to December 31, 2023

\$230,064 net of all applicable taxes and charges

\$259,972 including HST and all applicable charges

\$234,113 net of HST recoveries

Option Year 2 - January 1, 2024 to December 31, 2024

\$236,966 net of all applicable taxes and charges

\$267,771 including HST and all applicable charges

\$241,136 net of HST recoveries

Option Year 3 - January 1, 2025 to December 31, 2025

\$244,075 net of all applicable taxes and charges

\$275,805 including HST and all applicable charges

\$248,370 net of HST recoveries

The total potential contract award identified in this report is \$1,308,348 including all applicable taxes and charges and \$1,157,830 net of all applicable taxes and charges.

The total potential cost to the City including all option periods is \$1,178,208 net of HST recoveries

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

FINANCIAL IMPACT

The total potential contract award identified in this report is \$1,308,348 including all applicable taxes and charges. The total potential cost to the City is \$1,178,208 net of HST recoveries.

Funding has been included in the 2021 Operating Budget Submission for Toronto Public Health. Additional funding for the balance of the contract period will be included in the 2022 Operating Budget Submission for Toronto Public Health.

Should the City choose to exercise its option to renew for an additional three (3) separate one (1) year periods, then appropriate funding, if needed, will be included in 2023-2025 annual Operating Budget Submissions for Public Health. Additional funding details are provided in Table 1 to follow.

Table1.Financial Impact Summary of Recommended Contract

G/L Account / Cost Centre	Initial Term		Option Year 1	Option Year 2	Option Year 3	Total (net of HST Recoveries)
	Date of Award to December 31, 2021	January 1, 2022 to December 31, 2022	January 1, 2023 to December 31, 2023	January 1, 2024 to December 31, 2024	January 1, 2025 to December 31, 2025	
4424,4775,4811 PH5133, PH5112	\$227,294	\$227,294	\$234,113	\$241,136	\$248,370	\$1,178,208

SOLICITATION SUMMARY

Solicitation Issued: October 7, 2020
Number of Addenda Issued: Three (3)
Number of Bids: Three (3)

Solicitation Closed: November 9, 2020

Table 1: Summary of Bids Received for RFQ, Ariba Doc No. 2563383494, including bid price

Supplier Name	Bid Price (including H.S.T.)
SQM Janitorial Services *	\$502,649
Entrust The Care	\$504,800
Service Master Restore*	\$954,262

* Supplier was found non-compliant with mandatory requirements.

DIVISION CONTACTS

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Tracy Leach, Manager, Healthy Environment, Toronto Public Health, 416 338 8035, Tracy.Leach@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 or to 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 Procurement Officer