



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc No. 1922575531 to Westport Manufacturing Co. Ltd. for the Drapes and Privacy Curtains for Seniors Services and Long-Term Care

Date: December 23, 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. 1922575531

Description:
For the non-exclusive supply, delivery, installation, warranty of drapes and privacy curtains for the City of Toronto's Long Term Care Homes and Services Division for a period of one (1) year with the option to renew the Contract for four (4) additional separate one (1) year periods.

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

Recommended Supplier:
Westport Manufacturing Co. Ltd.

Contract Award Value:
\$2,673,545 net of all applicable taxes and charges
\$3,021,106 including HST and all applicable charges
\$2,720,599 net of HST recoveries

Contract is expected to start on January 1, 2021 and end on December 31, 2021.

Option Year 1 (January 1, 2022 to December 31, 2022)
\$2,753,751 net of all applicable taxes and charges
\$3,111,739 including HST and all applicable charges
\$2,802,217 net of HST recoveries

Option Year 2 (January 1, 2023 to December 31, 2023)

\$2,836,364 net of all applicable taxes and charges
 \$3,205,091 including HST and all applicable charges
 \$2,886,284 net of HST recoveries

Option Year 3 (January 1, 2024 to December 31, 2024)

\$2,921,455 net of all applicable taxes and charges
 \$3,301,244 including HST and all applicable charges
 \$2,972,872 net of HST recoveries

Option Year 4 (January 1, 2025 to December 31, 2025)

\$3,009,098 net of all applicable taxes and charges
 \$3,400,281 including HST and all applicable charges
 \$3,062,058 net of HST recoveries

The total potential contract award identified in this report is \$16,039,460 including all applicable taxes and charges and \$14,194,212 net of all applicable taxes and charges. **The total potential cost to the City including all option years is \$14,444,030 net of HST recoveries**

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

FINANCIAL IMPACT

The total potential contract award identified in this report is \$16,039,460 including all applicable taxes and charges. The total potential cost to the City is \$14,444,030 net of HST recoveries.

Sufficient funding has been included in the 2021 Operating Budget Submission for Seniors Services and Long-Term Care Division.

Should the City choose to exercise its option to renew for an additional four (4) 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.

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre/ Cost Element	Jan 1, 2021 - Dec 31, 2021	Optional Jan 1, 2022 - Dec 31, 2022	Optional Jan 1, 2023 - Dec 31, 2023	Optional Jan 1, 2024 - Dec 31, 2024	Optional Jan 1, 2025 - Dec 31, 2025
D3Z990 / 3099	\$2,720,599	\$2,802,217	\$2,886,284	\$2,972,872	\$3,062,058

Cost Centre/ Cost Element	Jan 1, 2021 - Dec 31, 2021	Optional Jan 1, 2022 - Dec 31, 2022	Optional Jan 1, 2023 - Dec 31, 2023	Optional Jan 1, 2024 - Dec 31, 2024	Optional Jan 1, 2025 - Dec 31, 2025
Total					\$14,444,030

SOLICITATION SUMMARY

Solicitation Issued: December 4, 2019

Solicitation Closed: January 24, 2020

Number of Addenda Issued: Five (5)

Number of Bids: Two (2)

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price* (including H.S.T.)
Stevens Sales and Marketing Inc.**	\$ 1,577,242.70
Westport Manufacturing	\$ 3,021,105.53

*Adjusted Bid prices based on quantities reduced by 40% due to Divisional operational and budget requirements.

**Non-Compliant

DIVISION CONTACTS

Sabrina Dipietro, Acting Manager, Goods & 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 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