



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc No. 2620968412 to Stevans Sales and Marketing Inc. for Supply of Comforters and Bed Spreads for Seniors Services and Long-Term Care Division

Date: January 21, 2021
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.2620968412

Description:
For the non-exclusive supply and delivery of comforters and bed spreads for the City of Toronto's Senior Services and Long Term Care Division for a period of one (1) year with the option to renew the Contract for four (4) additional separate one (1) year periods.

Recommended Supplier:
Stevans Sales and Marketing Inc.

Contract Award Value:
\$462,600 net of all applicable taxes and charges
\$522,738 including HST and all applicable charges
\$470,742 net of HST recoveries

Contract is expected to start on Date of Award and end on January 31, 2022.

Option Year 1 (February 1, 2022 to January 31, 2023)
\$476,478 net of all applicable taxes and charges
\$538,420 including HST and all applicable charges
\$484,864 net of HST recoveries

Option Year 2 (February 1, 2023 to January 31, 2024)
\$490,772 net of all applicable taxes and charges
\$554,573 including HST and all applicable charges
\$499,410 net of HST recoveries

Option Year 3 (February 1, 2024 to January 31, 2025)

\$505,496 net of all applicable taxes and charges

\$571,210 including HST and all applicable charges

\$514,392 net of HST recoveries

Option Year 4 (February 1, 2025 to January 31, 2026)

\$520,660 net of all applicable taxes and charges

\$588,346 including HST and all applicable charges

\$529,824 net of HST recoveries

The total potential contract award identified in this report is \$2,775,287 including all applicable taxes and charges and \$2,456,006 net of all applicable taxes and charges. **The total potential cost to the City including all option years is \$2,499,232 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 \$2,775,287 including all applicable taxes and charges. The total potential cost to the City is \$2,499,232 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	Date of award - Jan 31, 2022	Optional Feb 1, 2022 - Jan 31, 2023	Optional Feb 1, 2023 - Jan 31, 2024	Optional Feb 1, 2024 - Jan 31, 2025	Optional Feb 1, 2025 - Jan 31, 2026
D3Z990 / 3099	\$470,742	\$484,864	\$499,410	\$514,392	\$529,824
Total (Net of HST Recoveries)					\$2,499,232

SOLICITATION SUMMARY

Solicitation Issued: October 1, 2020
Number of Addenda Issued: None
Number of Bids: Five (5)

Solicitation Closed: October 30, 2020

Table 2: Summary of Bids Received for Ariba Doc No. 2620968412 including bid price

Supplier Name	Bid Price (including H.S.T.)
Tricific Enterprises Inc.	\$ 146,575.13*
Winsham Fabrik Canada Ltd.	\$ 289,506.00*
Stevans Sales and Marketing Inc.	\$ 522,738.00
Robert Allen	\$ 722,070.00
Five Star Enterprise	\$ 788,175.00

*Non-Compliant

DIVISION CONTACTS

Elena Caruso, Manager, Goods & Services, Purchasing & Materials Management, 416-392-7316, Elena.Caruso@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