



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc No. 2802614639 to The Stevens Company for Non-exclusive supply and delivery of Easy Touch Syringe to the City of Toronto's Purchasing and Materials Management Division (Stores)

Date: March 19, 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:
Ariba Doc. No. 2802614639

Description:

For the non-exclusive supply and delivery of Easy Touch Syringe to the City of Toronto's Purchasing and Materials Management Division (Stores) from the date of award to March 31, 2022, with the option to renew the Contract for four (4) 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, then the Manager of Materials Management and Stores will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:
The Stevens Company

Contract Award Value:
\$413,145 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$466,854 including HST and all applicable charges
\$420,416 net of HST recoveries

The contract is expected to start on date of award and end on March 31st, 2022

Option Year 1 (April 1, 2022 to March 31, 2023)
\$425,539 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$480,859 including all applicable taxes and charges
\$433,029 net of HST recoveries

Option Year 2 (April 1, 2023 to March 31, 2024)
\$438,306 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$495,285 including all applicable taxes and charges
\$446,020 net of HST recoveries

Option Year 3 (April 1, 2024 to March 31, 2025)
\$451,455 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$510,144 including all applicable taxes and charges
\$459,400 net of HST recoveries

Option Year 4 (April 1, 2025 to March 31, 2026)
\$464,998 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$525,448 including all applicable taxes and charges
\$473,182 net of HST recoveries

The total potential contract award including all the options years is \$2,478,590 including all applicable taxes and charges and \$2,193,443 net of all applicable taxes and charges. **The total potential cost to the City including all option years for all awards is \$2,232,047 net of HST Recoveries.**

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 \$2,478,590 including all applicable taxes and charges. The cost to the City is \$2,232,047 of HST recoveries.

The materials on this contract will be purchased for PMMD Stores inventory purposes. The material value will be held in inventory holding Balance Sheet accounts (160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085, 160171) until City Divisions require the material to support their work programs at which time the material value is charged to the appropriate Divisions' approved operating budgets.

Funding from the date of award to Dec 31, 2021 has been included in the appropriate Divisions' 2021 Approved Operating Budgets in cost elements 2820, 2821 and 2823 and additional funding will be requested in their 2022 Operating Budget Submissions. Should the option years be exercised, appropriate additional funding will be requested in the 2022-2026 Operating Budget Submissions. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Period	Accounts 160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085,160171	Total (net of HST Recoveries)
Date of Award – Dec 31, 2021	\$315,312	
January 1, 2022 to March 31, 2022	\$105,104	
Total: initial Contract Period	\$420,416	\$420,416
Total: 2021 Budget Year	\$315,312	
April 1, 2022 to December 31, 2022	\$324,772	
January 1, 2023 to March 31, 2023	\$108,257	
Total: Option Year 1	\$433,029	\$433,029
Total: 2022 Budget Year	\$429,876	
April 1, 2023, to December 31, 2023	\$334,514	
January 1, 2024 to March 31, 2024	\$111,505	
Total: Option Year 2	\$446,020	\$446,020
Total: 2023 Budget Year	\$442,772	
April 1, 2024 to December 31, 2024	\$344,550	
January 1, 2025 to March 31, 2025	\$114,850	
Total: Option Year3	\$459,400	\$459,400
Total: 2024 Budget Year	\$456,055	
April 1, 2025 to December 31, 2025	\$354,887	
January 1, 2026 to March 31, 2026	\$118,296	
Total: Option Year4	\$473,182	\$473,182
Total: 2025 Budget Year	\$469,738	
Total: 2026 Budget Year	\$118,296	
Grand Total	\$2,232,047	\$2,232,047

SOLICITATION SUMMARY

Solicitation Issued: January 21, 2021 **Solicitation Closed:** February 23, 2021

Number of Addenda Issued: Seven (7)

Number of Bids: Six (6)

Table 2: Summary of Bids Received for Ariba Doc No. 2802614639 including bid price

Supplier	Bid Price (excluding H.S.T.)
Eastside Capital SDN BHD	\$219,547 **
ANAI Asia North America International	\$308,482**
The Stevens Company	\$330,516
Importation Casabawa Inc	\$578,403
Texas Medical Center LLC	\$688,575
Particeps Medical	No Bid**

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

DIVISION CONTACTS

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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;

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