



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc No. 2685082098 to Particeps Medical Solutions for the Non-Exclusive Supply and Delivery of First Aid Supplies to the City of Toronto's Purchasing and Materials Management Division (Stores)

Date: April 29th, 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. 2685082098

Description:

For the non-exclusive supply and delivery First Aid Supplies to various Purchasing and Materials Management (Stores) locations from the date of award to May 30, 2022, with the option to renew the Contract for additional four (4) years period at the sole discretion of the City and subject to budget approval(s).

Prior to the renewal of the contract, PMMD will perform a market analysis to verify the current market conditions as compared to the proposed increase by the vendor and that the Stores Division will monitor vendor performance during the first term of the contract.

Should the option(s) be exercised, then the Manager of Materials Management and Stores will request the Director of Purchasing and Materials Management to process the renewals under the same terms and conditions.

Recommended Supplier:
Particeps Medical Solutions

Contract Award Value:
\$374,751 net of all applicable taxes and charges (including 25% for miscellaneous items)
\$423,468 including HST and all applicable charges
\$381,346 net of HST recoveries

Contract is expected to start on date of award and end on May 31, 2022

Option Year 1 (Jun 1, 2022 to May 31, 2023)

\$ 385,993 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$436,172 including all applicable taxes and charges

\$392,787 net of HST recoveries

Option Year 2 (Jun 1, 2023 to May 31, 2024)

\$397,573 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$449,257 including all applicable taxes and charges

\$404,570 net of HST recoveries

Option Year 3 (Jun 1, 2024 to May 31, 2025)

\$409,500 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$462,735 including all applicable taxes and charges

\$416,707 net of HST recoveries

Option Year 4 (Jun 1, 2025 to May 31, 2026)

\$421,785 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$476,617 including all applicable taxes and charges

\$429,209 net of HST recoveries

The total potential contract award including all option years is \$2,248,249 including all applicable taxes and charges and \$1,989,602 net of all applicable taxes and charges.

The total potential cost to the City including all options years for all awards is \$2,024,619 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 potential contract award identified in this report is \$2,248,250 including all applicable taxes and charges. The total potential cost to the City is \$2,024,619 net 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 December 31, 2021 is available in the appropriate Divisions' 2021 Operating Budgets and should all the option years be exercised, appropriate additional funding will be requested in their 2022-2026 Operating Budget Submissions. The details are as follows:

Table 1: Financial Impact Summary of Recommended Contract

Period	Holding Account 160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085,160171	Total (net of HST Recoveries)
Date of Award – December 31, 2021	\$222,452	
January 1, 2022 – May 31, 2022	\$158,894	
Total: Contract Period	\$381,346	\$381,346
Total: 2021 Budget Year	\$222,452	
Jun 1, 2022 to December 31, 2022	\$229,126	
January 1, 2023 – May 31, 2023	\$163,661	
Total: Option Year 1	\$392,787	\$392,787
Total: 2022 Budget Year	\$388,020	
Jun 1, 2023 to December 31, 2023	\$235,999	
January 1, 2024 – May 31, 2024	\$168,571	
Total: Option Year 2	\$404,570	\$404,570
Total: 2023 Budget Year	\$399,660	
Jun 1, 2024 to December 31, 2024	\$243,079	
January 1, 2025 – May 31, 2025	\$173,628	
Total: Option Year 3	\$416,707	\$416,707
Total: 2024 Budget Year	\$411,650	
Jun 1, 2025 to December 31, 2025	\$250,372	
January 1, 2026 – May 31, 2026	\$178,837	
Total: Option Year 4	\$429,209	\$429,209
Total: 2025 Budget Year	\$424,000	
Total: 2026 Budget Year	\$178,837	
Grand Total	\$2,024,619	\$2,024,619

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact.

SOLICITATION SUMMARY

Solicitation Issued: November 19, 2020
Number of Addenda Issued: Three (3)
Number of Bids: 4

Solicitation Closed: December 17, 2020

Table 2: Summary of Bids for Ariba Doc No. 2685082098 including bid price

Supplier	Bid Price (excluding H.S.T.)
Particeps Medical Solutions	\$218,854*
No 1. For Safety & Signs Inc	\$252,778
First Aid Plus	\$479,686*
Medical Pharmacies Group Ltd	\$2,131,753
F.A.S.T Rescue Inc.	No Bid**

*Bid Price includes Volume Rebate Discount

** 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