



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc No. 2848987896 to Trilinks Communications Inc. for the maintenance and service of equipment related to Radio Communication Towers for the City of Toronto Fire Services.

Date: August 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:
Request for Quotation (RFQ) No. 2848987896

Description:
For the non-exclusive supply, delivery, installation, warranty, maintenance and service for equipment related to Radio Communication Towers, on and when required, for the City of Toronto's Fire Services for a period of one (1) year from the date of award to August 31, 2022, with the option to renew the Contract for four (4) additional separate one (1) year periods.

Should the option(s) be exercised, then the Fire Chief General Manager, Toronto Fire Services will request the Chief Procurement Officer to process the renewals under the same terms and conditions

Recommended Supplier:
Trilinks Communications Inc.

Contract Award Value:
\$ 551,412 net of all applicable taxes and charges (including 20% contingency)
\$ 623,096 including HST and all applicable charges
\$ 561,118 net of HST recoveries

The contract is expected to start on September 1, 2021 and end on August 31, 2022

Option Year 1 (September 1, 2022 to August 31, 2023)
\$567,955 net of all applicable taxes and charges (including 20% contingency)
\$641,789 including all applicable taxes and charges
\$577,951 net of HST recoveries

Option Year 2 (September 1, 2023 to August 31, 2024)
\$584,993 net of all applicable taxes and charges (including 20% contingency)
\$661,043 including all applicable taxes and charges
\$595,289 net of HST recoveries

Option Year 3 (September 1, 2024 to August 31, 2025)
\$602,543 net of all applicable taxes and charges (including 20% contingency)
\$680,874 including all applicable taxes and charges
\$613,148 net of HST recoveries

Option Year 4 (September 1, 2025 to August 31, 2026)
\$620,619 net of all applicable taxes and charges (including 20% contingency)
\$701,300 including all applicable taxes and charges
\$631,542 net of HST recoveries

The total potential contract award identified in this report including the option years is \$3,308,101 including all applicable taxes and charges and \$2,927,523 net of all applicable taxes and charges. **The total potential cost to the City including the option years is \$2,979,048 net of HST recoveries.**

The above cost calculations includes a 20% contingency cost for unforeseen factors and a 3% CPI adjustment applied annually to the yearly cost after the initial one (1) year period.

FINANCIAL IMPACT

The total potential contract award identified in this report, including all option years is \$3,308,101 including all applicable taxes and charges. The total potential cost to the City, including the option years is \$2,979,048 net of HST recoveries.

Funding in the amount of \$187,039 net of HST recoveries is included in the Approved 2021 Operating Budget for Toronto Fire Services (TFS). Additional funding will be included in the 2022 Staff Recommended Operating Budget for TFS for Council consideration.

Should the City choose to exercise the option years for an additional four (4) separate one (1) year periods, then appropriate additional funding will be referred to the City's annual budget process and will be included as part of the 2022-2026 Operating Budget Submissions for TFS for Council consideration. The cash flow funding requirements for this service is summarized in Table 1, as noted below:

Table 1: Financial Impact Summary, net of HST Recoveries

Cost Centre / Cost Element	Initial Year	Initial Year	Option Year One	Option Year Two	Option Year Three	Option Year Four
	September 1, 2021 to December 31, 2021	January 1, 2022 to August 31, 2022	September 1, 2022 to August 31, 2023	September 1, 2023 to August 31, 2024	September 1, 2024 to August 31, 2025	September 1, 2025 to August 31, 2026
C/C FR0025 / C/E 2120	\$187,039	\$374,079	\$577,951	\$595,289	\$613,148	\$631,542
Total Contract Term (net of HST Recoveries)						\$2,979,048

The Chief Financial Officer and Treasurer has reviewed this report and agrees with information included in the Financial Impact section.

SOLICITATION SUMMARY

Solicitation Issued: May 6, 2021
Number of Addenda Issued: Two (2)
Number of Bids: 3

Solicitation Closed: June 14, 2021

Table 2: Summary of Bids Received for RFQ Ariba Doc No. 2848987896 including bid price

Supplier Name	Evaluated Bid Price (including H.S.T.), excluding miscellaneous amount.
MES Engineering (non-compliant) *	\$289,936
Trilinks Communications Inc.	\$623,096
Top Rig Communications Inc.	\$2,637,951

* 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 bidder meeting specifications or to the highest scoring proponent 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