



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3197512585 to Key Solutions for the provision of Nurse Call Bell, Nurse Call Paging System and Staff Personal Alarm for Seniors Services and Long-Term Care Division

Date: December 2, 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), Ariba Document Number 3197512585

Description:

For the provision of Nurse Call Bell Systems, Nurse Call Paging System and Staff Personal Alarm for Seniors Services and Long-Term Care for a period of one (1) year, with the option to renew the contract for four (4) additional separate one (1) year periods.

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 Director 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:

Key Solutions

Contract Award Value:

\$227,479 net of all applicable taxes and charges
\$257,051 including HST and all applicable charges
\$231,482 net of HST recoveries

Contract is expected to start on January 1, 2022 and end on December 31, 2022.

Option Year 1 (January 1, 2023 to December 31, 2023)
\$234,303 net of all applicable taxes and charges
\$264,763 including HST and all applicable charges
\$238,427 net of HST recoveries

Option Year 2 (January 1, 2024 to December 31, 2024)
\$241,332 net of all applicable taxes and charges
\$272,705 including HST and all applicable charges
\$245,580 net of HST recoveries

Option Year 3 (January 1, 2025 to December 31, 2025)
\$248,572 net of all applicable taxes and charges
\$280,887 including HST and all applicable charges
\$252,947 net of HST recoveries

Option Year 4 (January 1, 2026 to December 31, 2026)
\$256,030 net of all applicable taxes and charges
\$289,313 including HST and all applicable charges
\$260,536 net of HST recoveries

The total potential contract award including all option years is \$1,364,719 including all applicable taxes and charges and \$1,207,716 net of all applicable taxes and charges.
The potential cost to the City is \$1,228,972 net of HST recoveries.

The above cost calculations reflect a 3% CPI adjustment applied annually to the yearly cost after the initial year.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$1,207,716 net of all applicable taxes and charges, and \$1,364,719 including all applicable taxes and charges. The total potential cost to the City is \$1,228,972 net of HST recoveries

Funding has been included in the 2022 Operating Budget Submission for Seniors Services and Long-Term Care Division. Should all the optional periods be exercised, appropriate additional funding will be requested in the 2023-2026 Operating Budget Submissions. Funding details are summarized in Table 1 as follows:

Table 1: Financial Impact Summary of Recommended Contract (Net of HST Recoveries)

Seniors Services and Long-Term Care SSLTC Operational Budget: D3*144,D3Z990 Cost Element: 2810,4403,4699,3099	Net of HST Recoveries
Initial Year Period From January 1, 2022 to December 31, 2022	\$231,482
Option Year 1 From January 1, 2023 to December 31, 2023	\$238,427

Seniors Services and Long-Term Care SSLTC Operational Budget: D3*144,D3Z990 Cost Element: 2810,4403,4699,3099	Net of HST Recoveries
Option Year 2 From January 1, 2024 to December 31, 2024	\$245,580
Option Year 3 From January 1, 2025 to December 31, 2025	\$252,947
Option Year 4 From January 1, 2026 to December 31, 2026	\$260,536
Grand Total From January 1, 2022 to December 31, 2026	\$1,228,972

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

SOLICITATION SUMMARY

Solicitation Issued: October 20, 2021

Solicitation Closed: November 17, 2021

Number of Addenda Issued: 0

Number of Bids: Three (3)

Table 2A: Summary of Bids Received including Total Base Bid Price - Part A

Supplier Name	Evaluated Bid Price (excluding H.S.T)
Key Solutions	\$101,160.00
AATEL Communication Inc	\$234,659.96

Table 3B: Summary of Bids Received including Total Base Bid Price - Part B

Supplier Name	Evaluated Bid Price (excluding H.S.T)
Key Solutions	\$37,500.00

Table 4C: Summary of Bids Received including Total Base Bid Price - Part C

Supplier Name	Evaluated Bid Price (excluding H.S.T)
Key Solutions	\$44,618.80
Chubbs Fire and Security	\$79,660.57

Table 5D: Summary of Bids Received including Total Base Bid Price - Part D

Supplier Name	Evaluated Bid Price (excluding H.S.T)
Key Solutions	\$22,100.00
AATEL Communication Inc	\$78,633.40

Table 6E: Summary of Bids Received including Total Base Bid Price - Part E

Supplier Name	Evaluated Bid Price (excluding H.S.T)
Key Solutions	\$22,100.00
Chubbs Fire and Security	\$36,727.32

DIVISION CONTACTS

Jackson Sychingho, Manager, Community & Social Services & City Manager's Office,
Purchasing Client Services, Purchasing and Materials Management
Telephone: (416) 392-1492; E-mail: Jackson.Sychingho@toronto.ca

Soo Ching Kikuta, Director, Resident Care & Services, Seniors Services and Long-Term
Care, Tel: 416-392-8488, Email: SooChing.Kikuta@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. the Solicitation document was advertised on the City's internet website and bids or proposals were opened publicly; and

e. 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