



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3177503723 to Steel Art Signs Corp. for Fabrication and Installation of Signage for Seniors Services and Long-Term Care Division

Date: January 6, 2022
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, Ariba Document Number. 3177503723

Description:

For Fabrication and Installation of Signage for Seniors 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.

Should the option(s) be exercised, then the Director of Seniors Services and Long-Term Care will request the Chief Procurement Officer of Purchasing and Materials Management to process the renewals under the same terms and conditions.

Recommended Supplier:

Steel Art Signs Corp.

Contract Award Value:

\$663,547 net of all applicable taxes and charges
\$749,809 including HST and all applicable charges
\$675,226 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)

\$683,454 net of all applicable taxes and charges
\$772,303 including HST and all applicable charges
\$695,483 net of HST recoveries

Option Year 2 (January 1, 2024 to December 31, 2024)
\$703,957 net of all applicable taxes and charges
\$795,303 including HST and all applicable charges
\$716,347 net of HST recoveries

Option Year 3 (January 1, 2025 to December 31, 2025)
\$725,076 net of all applicable taxes and charges
\$819,336 including HST and all applicable charges
\$737,838 net of HST recoveries

Option Year 4 (January 1, 2026 to December 31, 2026)
\$746,829 net of all applicable taxes and charges
\$843,916 including HST and all applicable charges
\$759,973 net of HST recoveries

The total potential contract award including all option years is **\$3,584,866 net of HST recoveries**, \$3,980,836 including all applicable taxes and charges and \$3,584,866 net of all applicable taxes and charges.

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 \$3,522,863 net of all applicable taxes and charges, and \$3,980,836 including all applicable taxes and charges. The total potential cost to the City is \$3,584,866 net of HST recoveries

Funding has been included in the 2022 Staff Recommended Operating Budget 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

Seniors Services and Long-Term Care SSLTC Operational Budget: D3Z990 Cost Element: 3099	Net of HST Recoveries
Initial Year Period From January 1, 2022 to December 31, 2022	\$675,226
Option Year 1 From January 1, 2023 to December 31, 2023	\$695,482
Option Year 2 From January 1, 2024 to December 31, 2024	\$716,347
Option Year 3 From January 1, 2025 to December 31, 2025	\$737,838
Option Year 4 From January 1, 2026 to December 31, 2026	\$759,973
Grand Total From January 1, 2022 to December 31, 2026	\$3,584,866

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

SOLICITATION SUMMARY

Solicitation Issued: October 12th, 2021

Solicitation Closed: November 1st, 2021

Number of Addenda Issued: Zero (0)

Number of Bids: Three (3)

Table 2: Summary of Bids Received for including bid price

Supplier Name	Bid Price (excluding H.S.T)
Steel Art Signs Corp.	\$663,547
Almon Equipment Ltd.	\$1,953,773
Wm. Whiteley Limited	\$2,318,649

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 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

Sandra Lisi for

Michael Pacholok
Chief Procurement Officer