



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3208350798 to Guillevin International Co. for the Supply and Delivery of Absorbing Material for Materials Management and Stores

Date: February 3, 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 3208350798

Description:

For the non-exclusive supply and delivery of Absorbing Material to various Purchasing and Materials Management and Stores locations from the date of award to January 31, 2023, 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).

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:

Guillevin International Co.

Contract Award Value:

\$210,677 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$238,065 including HST and all applicable charges

\$214,385 net of HST recoveries

Contract is expected to start on date of award and end on January 31, 2023

Option Year 1 (February 1, 2023 to January 31, 2024)

\$216,997 net of all applicable taxes and charges

\$245,207 including all applicable taxes and charges
\$220,816 net of HST recoveries

Option Year 2 (February 1, 2024 to January 31, 2025)
\$223,507 net of all applicable taxes and charges
\$252,563 including all applicable taxes and charges
\$227,441 net of HST recoveries

Option Year 3 (February 1, 2025 to January 31, 2026)
\$230,212 net of all applicable taxes and charges
\$260,140 including all applicable taxes and charges
\$234,264 net of HST recoveries

Option Year 4 (February 1, 2026 to January 31, 2027)
\$237,119 net of all applicable taxes and charges
\$267,944 including all applicable taxes and charges
\$241,292 net of HST recoveries

The total potential contract including all option years is \$1,263,919 including all applicable taxes and charges. **The total potential cost to the City including the option years is \$1,138,198 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 including all option years is \$1,263,919 including all applicable taxes and charges. The total potential cost to the City including the option years is \$1,138,198 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, 2022 has been included in the appropriate Divisions' 2022 Staff Recommended Operating Budgets and additional funding will be requested in their 2023 Operating Budget Submissions. Should all the option years be exercised, appropriate additional funding will be requested in the 2023-2027 Operating Budget Submissions. Additional details are as follows:

Table 1: Financial Impact Summary of Recommended Contract

Period	Balance Sheet Account 160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085, 160171	Total (net of HST Recoveries)
Date of Award – December 31, 2022	\$196,519.39	
January 1, 2023– January 31, 2023	\$17,865.40	
Total: Contract Period	\$214,384.79	\$214,384.79
Total: 2022 Budget Year	\$196,519.39	
February 1, 2023– December 31, 2023	\$202,414.97	
January 1, 2024– January 31, 2024	\$18,401.36	
Total: Option Year 1	\$220,816.33	\$220,816.33
Total: 2023 Budget Year	\$220,280.37	
February 1, 2024– December 31, 2024	\$208,487.42	
January 1, 2025– January 31, 2025	\$18,953.40	
Total: Option Year 2	\$227,440.82	\$227,440.82
Total: 2024 Budget Year	\$226,888.78	
February 1, 2025– December 31, 2025	\$214,742.04	
January 1, 2026– January 31, 2026	\$19,522.00	
Total: Option Year 3	\$234,264.05	\$234,264.05
Total: 2025 Budget Year	\$233,695.44	
February 1, 2026– December 31, 2026	\$221,184.30	
January 1, 2027– January 31, 2027	\$20,107.66	
Total: Option Year 4	\$241,291.97	\$241,291.97
Total: 2026 Budget Year	\$240,706.31	
Total: 2027 Budget Year	\$20,107.66	
Grand Total	\$1,138,197.96	\$1,138,197.96

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

SOLICITATION SUMMARY

Solicitation Issued: December 16, 2021

Solicitation Closed: January 17, 2022

Number of Addenda Issued: One (1)

Number of Bids: Two (2)

Table 2: Summary of Bids Received for RFQ including bid price

Supplier Name	Evaluated Bid Price (excluding H.S.T.)
GUILLEVIN INTERNATIONAL CO	\$168,541.50
OVERFIX ENVIRONMENTAL PRODUCTS LTD.	\$11,302,407.80

* Pursuant to the request for quotation document the contract award value includes 25% miscellaneous items division contacts

Sabrina Dipietro, Manager, Purchasing Client Services, Purchasing & Materials
Management Division Telephone: 416-397-4809 - E-Mail: Sabrina.Dipietro@toronto.ca

Craig Mavin, Manager, Materials Management & Stores Purchasing & Materials
Management Division Telephone: 416-392-6764 - E-Mail: Craig.Mavin@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 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. 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 solicitation are on the file in the Purchasing and Materials Management Division.

SIGNATURE

Michael Pacholok,
Chief Procurement Officer