



## BID AWARD PANEL CONTRACT AWARD

### **Award of Ariba Document Number 2968970025 to Gunnebo Canada Inc., Lock-Up Services Inc., and Reilly Lock and Security Systems Limited for the Supply of Locksmith Services at Various City of Toronto Facilities**

**Date:** June 16, 2022  
**To:** Bid Award Panel  
**From:** Acting Chief Procurement Officer  
**Wards:** All

#### **RECOMMENDATIONS**

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**The Acting Chief Procurement Officer recommends that the Bid Award Panel grant authority to award the following contract:**

**Solicitation Number:**

Negotiated Request for Proposal, Ariba Document Number 2968970025

**Description:**

For the provision of Locksmith Services at the following Divisions: Corporate Real Estate Management, Senior Services and Long-Term Care, Children Services, Toronto Water and the Toronto Parking Authority to the Successful Suppliers, Gunnebo Canada Inc., Lock-Up Services Inc., and Reilly Lock and Security Systems Limited, for a period of three (3) years from June 24, 2022 to June 23, 2025, with the option to renew the contracts for two (2) additional separate one (1)-year periods.

Should the option(s) be exercised, then the Executive Director, Corporate Real Estate Management, will request the Chief Procurement Officer to process the renewals under the terms and conditions.

**Recommended Suppliers:**

Gunnebo Canada Inc.  
Lock-Up Services Inc.  
Reilly Lock and Security Systems Limited

**Contract Award Value:**

**Gunnebo Canada Inc. (West Zone, for Corporate Real Estate Management, and Senior Services and Long-Term Care)**

\$2,081,072 net of all applicable taxes and charges  
\$2,351,611 including HST and all applicable charges  
**\$2,117,699 net of HST recoveries**

**Contract is expected to start on June 24, 2022 and end on June 23, 2025.**

Option Year 1 (June 24, 2025 to June 23, 2026)  
\$721,621 net of all applicable taxes and charges  
\$815,432 including HST and all applicable charges  
**\$734,322 net of HST recoveries**

Option Year 2 (June 24, 2026 to June 23, 2027)  
\$736,054 net of all applicable taxes and charges  
\$831,741 including HST and all applicable charges  
**\$749,009 net of HST recoveries**

**The total potential contract award for Gunnebo Canada Inc. including all option years is \$3,601,029 net of HST recoveries, \$3,998,784 including all applicable taxes and charges and \$3,538,747 net of all applicable taxes and charges.**

**Lock-Up Services Inc. (Centre Zone, for Corporate Real Estate Management, and Children Services)**

\$2,019,864 net of all applicable taxes and charges  
\$2,282,446 including HST and all applicable charges  
**\$2,055,414 net of HST recoveries**

**Contract is expected to start on June 24, 2022 and end on June 23, 2025.**

Option Year 1 (June 24, 2025 to June 23, 2026)  
\$700,397 net of all applicable taxes and charges  
\$791,449 including HST and all applicable charges  
**\$712,724 net of HST recoveries**

Option Year 2 (June 24, 2026 to June 23, 2027)  
\$714,405 net of all applicable taxes and charges  
\$807,278 including HST and all applicable charges  
**\$726,979 net of HST recoveries**

**The total potential contract award for Lock-Up Services Inc. including all option years is \$3,495,117 net of HST recoveries, \$3,881,173 including all applicable taxes and charges and \$3,434,667 net of all applicable taxes and charges.**

**Reilly Lock and Security Systems Limited (East Zone, for Corporate Real Estate Management, and Toronto Water)**

\$1,729,126 net of all applicable taxes and charges  
\$1,953,912 including all applicable taxes and charges  
**\$1,759,559 net of HST recoveries**

**Contract is expected to start on June 24, 2022 and end on June 23, 2025.**

Option Year 1 (June 24, 2025 to June 23, 2026)  
\$599,582 net of all applicable taxes and charges  
\$677,528 including HST and all applicable charges  
**\$610,135 net of HST recoveries**

Option Year 2 (June 24, 2026 to June 23, 2027)  
\$611,574 net of all applicable taxes and charges  
\$691,079 including HST and all applicable charges  
**\$622,338 net of HST recoveries**

**The total potential contract award for Reilly Lock and Security Systems Limited including all option years is \$2,992,032 net of HST recoveries, \$3,322,519 including all applicable taxes and charges and \$2,940,283 net of all applicable taxes and charges.**

The total potential contract award identified for all contacts including option years is \$11,202,477 including all applicable taxes and charges and \$9,913,697 net of all applicable taxes and charges. **The total potential cost to the City (not including Toronto Parking Authority), including all option years, is \$10,088,178 net of HST recoveries.**

The above cost calculations reflect an annual 2% pricing increase.

## **FINANCIAL IMPACT**

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The total potential contract award identified in this report is \$11,202,477 including all applicable taxes and charges. The total potential cost to the City (not including Toronto Parking Authority), including all option years, is \$10,088,178 net of HST recoveries.

The above cost calculations reflect a 2% increase applied in contract years 2 and 3 and option years 1 and 2 (years 4 and 5).

Funding is available in the 2022 Approved Operating Budgets for Corporate Real Estate Management, Senior Services and Long-Term Care, Children Services, and Toronto Water. Additional funding will be included in the 2023-2025 Operating Budget Submissions for Corporate Real Estate Management, Senior Services and Long-Term Care, Children Services, and Toronto Water. Should the optional periods be exercised, additional funding will be included in the 2025-2027 Operating Budget Submissions for Corporate Real Estate Management, Senior Services and Long-Term Care, Children Services and Toronto Water. Funding details are summarized in Table 1 as follows:

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

Division	WBS Account/ Cost Centre	GL Account	June 24, 2022 to December 31, 2022	January 1, 2023 to December 31, 2024	January 1, 2024 to December 31, 2025	January 1, 2025 to June 23, 2025	Option Year 1 June 24, 2025 to June 23, 2026	Option Year 2 June 24, 2026 to June 23, 2027	Total
Corporate Real Estate Management	FA100-30.S	4463	\$847,152	\$1,711,247	\$1,745,472	\$881,377	\$1,798,009	\$1,833,969	<b>\$8,817,226</b>
Senior Services and Long-Term Care	D3*061, 16100000 000	4463	\$40,704	\$82,222	\$83,867	\$42,348	\$86,391	\$88,119	<b>\$423,651</b>
Children's Services	EXXXX, E0552M	4463, 4407	\$25,440	\$51,389	\$52,417	\$26,468	\$53,994	\$55,074	<b>\$264,782</b>
Toronto Water	TW Various	2120, 4424	\$55,968	\$113,055	\$115,316	\$58,229	\$118,787	\$121,163	<b>\$582,519</b>
<b>Total</b>			<b>\$969,264</b>	<b>\$1,957,913</b>	<b>\$1,997,072</b>	<b>\$1,008,422</b>	<b>\$2,057,181</b>	<b>\$2,098,325</b>	<b>\$10,088,178</b>

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

## SOLICITATION SUMMARY

**Solicitation Issued:** November 15, 2021

**Solicitation Closed:** December 15, 2021

**Number of Addenda Issued:** Two (2)

**Number of Bids:** Six (6)

Table 2: Summary of Bids Received for Ariba Document Number 2968970025

Supplier Name
Gunnebo Canada Inc.*
Lock-Up Services Inc.*
Reilly Lock and Security Systems Limited*
Clavis Corporation o/a ABC Security Access Systems
Ryckman and McPake Ltd. o/a Custom Door and Lock Service**
Action Locksmiths Inc.**

Stage 2A Score Range (minimum threshold 35/50): 13.75 - 46.15

Stage 2B Score Range (minimum threshold 13/20): 16.66 - 19.41

Stage 3 Score Range (out of 30): 16.38 - 30

\*Gunnebo Canada Inc., Lock-Up Services Inc., and Reilly Lock and Security Systems Limited are the recommended suppliers being the highest scoring suppliers and for offering the lowest total costs among the shortlisted suppliers.

\*\*Ryckman and McPake Ltd. o/a Custom Door and Lock Service, and Action Locksmiths Inc. did not meet the minimum threshold in Stage 2A and therefore, did not progress further in the evaluation process.

## **DIVISION CONTACTS**

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Scott Helsel, Manager, Facilities Sourcing, Corporate Real Estate Management, 647-473-6170, [Scott.Helsel@toronto.ca](mailto:Scott.Helsel@toronto.ca)

Justin Lau, Manager, Corporate Services and Finance and Treasury, Purchasing Client Services, Purchasing and Materials Management, 416-392-7316, [Justin.Lau@toronto.ca](mailto:Justin.Lau@toronto.ca)

## **COMMENTS**

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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 the 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**

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Sandra Lisi  
Acting Chief Procurement Officer