TORONTO

BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3444196579 to Outdoor Outfits Ltd. for the Non-Exclusive Supply and Delivery of 3-in-1 Parkas and Bombers for Purchasing Materials Management (Stores)

Date: August 4, 2022
To: Bid Award Panel
From: Acting Chief Procurement Officer
Wards: All

RECOMMENDATIONS

The Acting Chief Procurement Officer recommends that the Bid Award Panel, pursuant to Section 195-8.3.A(2) of the Municipal Code, Chapter 195, Purchasing, exercise the power of a Standing Committee to grant authority to award the following contract:

Solicitation Number:
Doc3444196579

Description:
For the non-exclusive supply and delivery of 3-in-1 Parkas & Bombers to various Purchasing and Materials Management (Stores) locations from the date of award to June 30, 2023, with the option to renew the Contract for four (4) additional separate one (1) year periods at the sole discretion of the City and subject to budget approval(s).

Prior to the renewal of the contract, PMMD will perform a market analysis to verify the current market conditions. Purchasing and Materials Management Division will monitor vendor performance during the duration of the contract.

Should the option(s) be exercised, then the Manager of Materials Management and Stores will request the Chief Purchasing Officer to process the renewals under the same terms and conditions.

Recommended Supplier:
Outdoor Outfits Ltd.

Contract Award Value:
$248,605 net of all applicable taxes and charges (including 25% for miscellaneous)
$280,924 including HST and all applicable charges
$252,980 net of HST recoveries

Contract is expected to start on date of award and end on June 30, 2023.
Option Year 1 (July 1, 2023 to June 30, 2024)
$256,063 net of all applicable taxes and charges (including 25% for miscellaneous)
$289,351 including HST and all applicable charges
$260,570 net of HST recoveries

Option Year 2 (July 1, 2024 to June 30, 2025)
$263,745 net of all applicable taxes and charges (including 25% for miscellaneous)
$298,032 including HST and all applicable charges
$268,387 net of HST recoveries

Option Year 3 (July 1, 2025 to June 30, 2026)
$271, 657 net of all applicable taxes and charges (including 25% for miscellaneous)
$306,973 including HST and all applicable charges
$276,439 net of HST recoveries

Option Year 4 (July 1, 2026 to June 30, 2027)
279,807 net of all applicable taxes and charges (including 25% for miscellaneous)
316,182 including HST and all applicable charges
284,732 net of HST recoveries

The total potential contract award including all option years is $1,319,878 net of all applicable taxes and charges, $1,491,462 including all applicable taxes and charges. **The total potential cost to the City is $1,343,108 net of HST recoveries.**

FINANCIAL IMPACT

The total contract award identified in this report including the option years is $1,319,878 net of all applicable taxes and charges, $1,491,462 including all applicable taxes and charges and $1,343,108 net of HST recoveries.

The materials on this contract will be purchased for Purchasing & Materials Management Division 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 date of award to June 30, 2023 will be included in the appropriate Divisions' 2022/2023 Operating Budgets and should the option years be exercised, if required, appropriate additional funding, will be requested in the 2024-2027 budget submissions. The details are as follows:

Table 1: Financial Impact Summary of Recommended Contract

Period	Cost Centre 160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085,160171	Total (net of HST Recoveries)
Date of Award – December 31, 2022	$126,490	
January 1, 2023– June 30, 2023	$126,490	
Total: Contract Period	$252,980	
Total: 2022 Budget Year	$126,490	$126,490
July 1, 2023 – December 31, 2023	$130,285	
January 1, 2024 – June 30, 2024	$130,285	
Total: Option Year 1	$260,570	
Total: 2023 Budget Year	$256,775	$256,775
July 1, 2024– December 31, 2024	$134,193	
January 1, 2025 – June 30, 2025	$134,193	
Total: Option Year 2	$268,387	
Total: 2024 Budget Year	$264,478	$264,478
July 1, 2025– December 31, 2025	$138,219	
January 1, 2026 – June 30, 2026	$138,219	
Total: Option Year 3	$276,439	
Total: 2025 Budget Year	$272,413	$272,413
July 1, 2026– December 31, 2026	$142,366	
January 1, 2027 – June 30, 2027	$142,366	
Total: Option Year 4	$284,732	
Total: 2026 Budget Year	$280,585	$280,585
Total: 2027 Budget Year	$142,366	$142,366
Grand Total	$1,343,108	$1,343,108

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

SOLICITATION SUMMARY

Solicitation Issued: April 12, 2022 **Solicitation Closed:** May 10, 2022
Number of Addenda Issued: One (1)
Number of Bids: Three (3)

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
Sign for Safety India	$38,400
Outdoor Outfits Ltd.	$198,884
CIMA LTCI Corp.	$467,712

* Supplier was found non-compliant with mandatory requirements.

DIVISION CONTACTS

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Justin Lau, Manager, Corporate Services and Finance & Treasury Services, Purchasing Materials Management Division Telephone: Email: justin.lau@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 submitted electronically in Ariba; 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
Acting Chief Procurement Officer