TORONTO

BID AWARD PANEL
CONTRACT AWARD

Award of Ariba Document Number 3609171311 to Cardinal Health Canada Inc. for the Non-Exclusive Supply and Delivery of Disinfectant Sprays and Wipes for Purchasing and Materials Management (Stores)

Date: November 3, 2022
To: Bid Award Panel
From: Acting Chief Procurement Officer
Wards: All

RECOMMENDATIONS

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

Solicitation Number:
Request for Quotation, Ariba Document Number 3609171311

Description:
For the non-exclusive supply and delivery of Disinfectant Sprays and Wipes to various Purchasing and Materials Management (Stores) locations for a period of one (1) year from the date of award, with the option to renew the Contract for four (4) additional one (1)-year periods at the sole discretion of the City and subject to budget approval(s).

The Request for Quotation is structured to award contract to the lowest supplier meeting specifications and providing the lowest total bid price of the Pricing Form.

Should the option year(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.

Prior to the renewal of the contract, Purchasing and Materials Management Division will perform a market analysis to verify the current market conditions. Purchasing and Materials Management Division (Stores) will monitor vendor performance during the first term of the contract.

Recommended Supplier:
Cardinal Health Canada Inc.

Contract Award Value:
$847,198 net of all applicable taxes and charges (including 25% for miscellaneous items)
$957,334 including HST and all applicable charges
$862,109 net of HST recoveries

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

Option Year 1 (November 1, 2023 to October 31, 2024)
$872,614 net of all applicable taxes and charges (including 25% for miscellaneous items)
$986,054 including all applicable taxes and charges
$887,972 net of HST recoveries

Option Year 2 (November 1, 2024 to October 31, 2025)
$898,793 net of all applicable taxes and charges (including 25% for miscellaneous items)
$1,015,636 including all applicable taxes and charges
$914,612 net of HST recoveries

Option Year 3 (November 1, 2025 to October 31, 2026)
$925,757 net of all applicable taxes and charges (including 25% for miscellaneous items)
$1,046,105 including all applicable taxes and charges
$942,050 net of HST recoveries

Option Year 4 (November 1, 2026 to October 31, 2027)
$953,529 net of all applicable taxes and charges (including 25% for miscellaneous items)
$1,077,488 including all applicable taxes and charges
$970,311 net of HST recoveries

The total potential contract award for Cardinal Health Canada Inc. identified in this report including all option years is $5,082,617 including all applicable taxes and charges and $4,497,891 net of all applicable taxes and charges. The total potential cost to the City, including all option terms is $4,577,054 net of HST recoveries.

The above cost calculations reflect a 3% Consumer Price Index adjustment applied annually to each year's cost after the initial one (1) year period.

FINANCIAL IMPACT

The total potential combined contract award identified in this report including option years is $4,497,891 net of all applicable taxes and charges, $5,082,617 including all applicable taxes and charges. The total potential combined cost to the City including option years is $4,577,054 net of HST recoveries.

The materials on this contract will be purchased for Purchasing and 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 for Date of award to December 31, 2022 will be included in the appropriate Divisions' 2022 Operating Budget Submissions and should all the option years be exercised, if required, appropriate additional funding, will be requested in the 2023-2027 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	$143,685	
January 1, 2023 - October 31, 2023	$718,424	
Total: Contract Period	$862,109	$862,109
Total: 2022 Budget Year	$143,685	
November 1, 2023 to December 31, 2023	$147,995	
January 1, 2024 - October 31, 2024	$739,977	
Total: Option Year 1	$887,972	$887,972
Total: 2023 Budget Year	$866,420	
November 1, 2024 to December 31, 2024	$152,435	
January 1, 2025 - October 31, 2025	$762,176	
Total: Option Year 2	$914,612	$914,612
Total: 2024 Budget Year	$892,412	
November 1, 2025 to December 31, 2025	$157,008	
January 1, 2026 - October 31, 2026	$785,042	
Total: Option Year 3	$942,050	$942,050
Total: 2025 Budget Year	$919,185	
November 1, 2026 to December 31, 2026	$161,719	
January 1, 2027 - October 31, 2027	$808,593	
Total: Option Year 4	$970,311	$970,311
Total: 2026 Budget Year	$946,760	
Total: 2027 Budget Year	$808,593	
Grand Total	$4,577,054	$4,577,054

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

SOLICITATION SUMMARY

Solicitation Issued: September 14, 2022 **Solicitation Closed:** October 14, 2022
Number of Addenda Issued: Two (2)
Number of Bids: Six (6)

Table 2: Summary of Bids Received including bid price:

Supplier Name	Bid Price (excluding H.S.T.)
CARDINAL HEALTH CANADA INC	$677,758.70
STEVENS COMPANY LTD	$924,714.10
MISTER CHEMICAL LTD	$998,898.50
APOLLO SOLUTIONS	$1,096,235.50
DRUZERO GROUP INC	$1,177,783.60
THUNDER	$2,284,651.20

DIVISION CONTACTS

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COMMENTS

For the recommended contract awards, the following requirements have been met:

a. The firm recommended for award is the lowest Supplier meeting specifications per Part 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 on 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