



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3516996138 to 1032396 Ontario Ltd. o/a KJV Courier Services, for the Non-Exclusive Supply and Delivery of Courier Services for Toronto Paramedic Services, Toronto Fire Services and Toronto Employment & Social Services

Date: November 17, 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 contract:

Solicitation Number:

Request for Quotation, Ariba Document Number 3516996138

Description:

For the non-exclusive supply and delivery of Courier Services for Toronto Paramedic Services, Toronto Fire Services and Toronto Employment & Social Services Divisions, from December 1, 2022 to November 30, 2023, with the option to renew the Contract for up to four (4) separate one (1) year periods at the sole discretion of the City and subject to budget approval.

Should the options be exercised then the Chiefs of Toronto Paramedic Services and Fire Services, and The General Manager of Employment & Social Services will request the Acting Chief Procurement Officer to process the renewal under the same terms and conditions.

Recommended Supplier:

KJV Courier Services

Contract Award Value:

\$243,860 net of all applicable taxes and charges (Including 25percent for miscellaneous items)

\$275,561 including HST and all applicable charges

\$248,152 net of HST recoveries

Contract is expected to start on December 1, 2022, and end on November 30, 2023.

Option Year 1: (December 1, 2023 – November 30, 2024)
\$251,175 net of all applicable taxes and charges (Including 25 percent for miscellaneous items)
\$283,828 including HST and all applicable charges
\$255,596 net of HST recoveries

Option Year 2: (December 1, 2024 – November 30, 2025)
\$258,711 net of all applicable taxes and charges (Including 25 percent for miscellaneous items)
\$292,343 including HST and all applicable charges
\$263,264 net of HST recoveries

Option Year 3: (December 1, 2025 – November 30, 2026)
\$266,472 net of all applicable taxes and charges (Including 25 percent for miscellaneous items)
\$301,113 including HST and all applicable charges
\$271,162 net of HST recoveries

Option Year 4: (December 1, 2026 – November 30, 2027)
\$274,466 net of all applicable taxes and charges (Including 25 percent for miscellaneous items)
\$310,147 including HST and all applicable charges
\$279,297 net of HST recoveries

The total potential contract award including all option years \$1,462,993 including all applicable taxes and charges and \$1,294,684 net of all applicable taxes and charges.
The total potential cost to the City including all option years is \$1,317,470 net of HST recoveries

The above cost calculations for the option periods reflect an estimated three (3) percent Consumer Price Index percent increase applied annually to the annual cost after the initial year.

FINANCIAL IMPACT

The total potential contract award including all option years \$1,462,993 including all applicable taxes and charges and \$1,294,684 net of all applicable taxes and charges. The total potential cost to the City including all option years is \$1,317,470 net of HST recoveries

Funding for the initial year is available in the 2022 Approved Operating Budgets and 2023 Operating Budget Submissions for Toronto Paramedic Services, Toronto Fire Services and Toronto Employment & Social Services Divisions.

Should the City choose to exercise the option(s) to renew for an additional four (4) separate one (1) year periods, then appropriate additional funding will be requested in

the 2023-2027 Operating Budget Submissions for Toronto Paramedic Services, Toronto Fire Services and Toronto Employment & Social Services, as part of the annual budget review process. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract (Net of HST Recoveries), Including 25percent percent for miscellaneous items:

Toronto Paramedic Services

Cost Centre / Element	Initial Year Dec 1 to 31, 2022	Initial Year Jan 1 to Nov. 30, 2023	Option Year One Dec 1, 2023 to Nov 30, 2024	Option Year Two Dec 1, 2024 to Nov 30, 2025	Option Year Three Dec 1, 2025 to Nov 30, 2026	Option Year Four Dec 1, 2026 to Nov 30, 2027	Total
Various / 4815	\$1,100	\$12,105	\$13,602	\$14,010	\$14,430	\$14,863	\$70,110

Toronto Fire Services

Cost Centre / Element	Initial Year Dec 1 to 31, 2022	Initial Year Jan 1 to Nov. 30, 2023	Option Year One Dec 1, 2023 to Nov 30, 2024	Option Year Two Dec 1, 2024 to Nov 30, 2025	Option Year Three Dec 1, 2025 to Nov 30, 2026	Option Year Four Dec 1, 2026 to Nov 30, 2027	Total
FR0012, FR0045, FR0046 /4815	\$1,075	\$11,833	\$13,296	\$13,694	\$14,105	\$14,528	\$68,531

Toronto Employment & Social Services

Cost Centre / Element	Initial Year Dec 1 to 31, 2022	Initial Year Jan 1 to Nov. 30, 2023	Option Year One Dec 1, 2023 to Nov 30, 2024	Option Year Two Dec 1, 2024 to Nov 30, 2025	Option Year Three Dec 1, 2025 to Nov 30, 2026	Option Year Four Dec 1, 2026 to Nov 30, 2027	Total
C01118 / 4815	\$18,503	\$203,535	\$228,699	\$235,560	\$242,627	\$249,905	\$1,178,829

Consolidated Total - TPS, TFS & TESS

Initial Year Dec 1 to 31, 2022	Initial Year Jan 1 to Dec 31, 2023	Option Year One Dec 1, 2023 to Nov 30, 2024	Option Year Two Dec 1, 2024 to Nov 30, 2025	Option Year Three Dec 1, 2025 to Nov 30, 2026	Option Year Four Dec 1, 2026 to Nov 30, 2027	Total
\$20,678	\$227,473	\$255,596	\$263,264	\$271,162	\$279,297	\$1,317,470

The Chief Financial Officer and Treasurer has been provided the financial impacts associated with the programs for review as part of the 2023 budget process.

SOLICITATION SUMMARY

Solicitation Issued: September 2, 2022 **Solicitation Closed:** September 26, 2022

Number of Addenda Issued: One (1)

Number of Bids: Two (2)

Table 2: Summary of Bids Received including Bid Price

Supplier Name	Bid Price (excluding HST and 25 percent for miscellaneous items)
1032396 Ontario Ltd. o/a KJV Courier Services	\$220,449.08
Trailermaster Freight Carriers Ltd	\$366,246.71

DIVISION CONTACTS

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Michael Chan Ah Song, Operational Support, Manager, Financial Planning and Accounting, Toronto Paramedic Services, 416-392-2104, Michael.ChanAhSong@toronto.ca

Marissa Delacruz, Supervisor, Financial Services, Toronto Fire Services Division, 416-338-9419, Marissa.Delacruz@toronto.ca

Carmela Sultana, Business Program & Solutions Specialist, Toronto Employment & Social Services, 416-397-4527, MCarmela.Sultana@toronto.ca

COMMENTS

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

a. The firm recommended for award is the lowest bidder meeting specifications or to the highest scoring proponent based on the evaluation criteria included in the Solicitation I 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