



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3551038978 to Shutter Professionals Inc. for the Supply, Installation, and Repair of Window Shades and Blinds for Various City of Toronto Divisions

Date: November 24, 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 3551038978

Description:

For the Supply, Installation and Repair of Window Shades and Blinds for various City of Toronto Divisions a period for one (1) year from January 1, 2023 to December 31, 2023, with the option to renew the contract for four (4) additional separate one (1) year periods.

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

Toronto Police Service participated in this competition and will be seeking authority to award contract to Shutter Professionals Inc. from their Board and will manage the subsequent contract independently from the City.

Recommended Suppliers:

Shutter Professionals Inc.

Contract Award Value:

\$801,721 net of all applicable taxes and charges
\$905,945 including HST and all applicable charges
\$815,831 net of HST recoveries

The Contract is expected to start on January 1, 2023 and end on December 31, 2023.

Option Year 1 (January 1, 2024 to December 31, 2024)
 \$825,773 net of all applicable taxes and charges
 \$933,123 including HST and all applicable charges
 \$840,306 net of HST recoveries

Option Year 2 (January 1, 2025 to December 31, 2025)
 \$850,546 net of all applicable taxes and charges
 \$961,117 including HST and all applicable charges
 \$865,516 net of HST recoveries

Option Year 3 (January 1, 2026 to December 31, 2026)
 \$876,062 net of all applicable taxes and charges
 \$989,951 including HST and all applicable charges
 \$891,481 net of HST recoveries

Option Year 4 (January 1, 2027 to December 31, 2027)
 \$902,344 net of all applicable taxes and charges
 \$1,019,649 including HST and all applicable charges
 \$918,226 net of HST recoveries

The total potential cost to the City including all option years is \$4,331,360 net of HST recoveries, \$4,809,785 including HST and all applicable charges and \$4,256,447 net of all applicable taxes and charges.

The above cost calculations for the Option Years reflect an estimated annual 3% increase as per the Consumer Price Index.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$4,809,785 including all applicable taxes and charges. The total potential cost to the City is \$4,331,360 net of HST recoveries.

Funding is available in the 2023 Staff Recommended Operating Budgets for all participating Divisions. Should the optional periods be exercised, additional funding will be included in their 2024-2027 Operating Budget Submissions for all participating Divisions. Additional funding details follow in Table 1.

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

Division	Cost Centres	GL Account	January 1, 2023 to December 31, 2023	Option Year 1 January 1, 2024 to December 31, 2024	Option Year 2 January 1, 2025 to December 31, 2025	Option Year 3 January 1, 2026 to December 31, 2026	Option Year 4 January 1, 2027 to December 31, 2027	Total
Corporate Real Estate Management	FA100-30.S	4424 and 4471	\$305,280	\$314,438	\$323,872	\$333,588	\$343,595	\$1,620,773

Seniors Services and Long-Term Care	D3*061	4444	\$384,822	\$396,366	\$408,257	\$420,505	\$433,120	\$2,043,071
Shelter, Support and Housing Administration	F03623 F01123 F03123 F03223 F01223 F03072 F01323 F03423 F03323 F03523 F01523 F01423	4471	\$74,139	\$76,363	\$78,654	\$81,013	\$83,444	\$393,612
Solid Waste Management Services	SW0800 SW0805 SW0810 SW0820 SW0825 SW0830 SW0835	3310 and 3099	\$28,702	\$29,563	\$30,450	\$31,363	\$32,304	\$152,383
Toronto Paramedic Services	B55100, B55300	4407	\$22,889	\$23,576	\$24,283	\$25,012	\$25,762	\$121,521
Total			\$815,831	\$840,306	\$865,516	\$891,481	\$918,226	\$4,331,360

Contract values have been updated to align with participating divisions' available budget. The bids received were significantly higher than budget available. There was insufficient budget to award full value of the Solicitation, a reduction in quantity was required by Corporate Real Estate Management Division, and Seniors Services and Long-Term Care Division.

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: June 29, 2022 **Solicitation Closed:** August 17, 2022
Number of Addenda Issued: Six (6)
Number of Bids: Two (2)

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding HST)*
TDC Renovation Inc.	\$5,380,105**
Shutter Professionals Inc.	\$5,856,916

* The Evaluated Bid Price includes pricing for Toronto Police Service, but the latter's award is not included in this Bid Award Panel process or the contract award value.

** Supplier was found non-compliant with mandatory requirements.

DIVISION CONTACTS

Clarman Yang, Acting Manager, Purchasing Client Services, Purchasing and Materials Management, 416-392-1302, Clarman.Yang@toronto.ca

Scott Helsel, Manager, Facilities Sourcing, Corporate Real Estate Management, 647-473-6170, Scott.Helsel@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