



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3586141004 to SQM Janitorial Services Inc. for Collection, Removal and Disposal of Garbage, Refuse, Junk, Litter and Debris from various Private and Public Properties for Municipal Licensing and Standards

Date: December 1, 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 3586141004

Description:

For the non-exclusive supply and delivery of all labour, tools, equipment, materials, supplies and all other incidentals necessary for the Collection, Removal and Disposal of Garbage, Refuse, Junk, Litter and Debris from various Private and Public Properties for the City of Toronto's Municipal Licensing and Standards Division. The term of the Contract is from the date of award to November 30, 2023, with the option to extend the contract for two (2) additional separate one (1) year periods at the sole discretion of the City and subject to budget approval.

Should the option periods be exercised, then the Executive Director of Municipal Licensing and Standards will request the Acting Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

SQM Janitorial Services Inc.

Contract Award Value:

\$218,822 net of all applicable taxes and charges (including 10 percent for miscellaneous items)

\$247,269 including HST and all applicable charges

\$222,673 net of HST recoveries

Contract is expected to start upon date of award and end on November 30, 2023.

Option Year 1 (December 1, 2023 to November 30, 2024)

\$225,387 net of all applicable taxes and charges (including 10 percent for miscellaneous items)

\$254,687 including HST and all applicable charges

\$229,354 net of HST recoveries

Option Year 2 (December 1, 2024 to November 30, 2025)

\$232,148 net of all applicable taxes and charges (including 10 percent for miscellaneous items)

\$262,327 including HST and all applicable charges

\$236,234 net of HST recoveries

The total potential contract award including all option years is \$676,357 net of all applicable taxes and charges and \$764,283 including all applicable taxes and charges.

The total potential cost to the City, including all option years is \$688,261 net of HST recoveries.

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

FINANCIAL IMPACT

The total potential contract award identified in this report is \$764,283 including all applicable taxes and charges. The total potential cost to the City is \$688,261 net of HST recoveries.

The supplier's costs for undertaking remedial action are 100 percent cost-recoverable by the City, as they are charged/added to the taxes of the property owner.

Table 1: Financial Impact Summary of Recommended Contract including 10 percent for miscellaneous items:

G/L Acct/Cost Centre	Contract Period: Date of Award to November 30, 2023	Option Year 1: December 1, 2023 to November 30, 2024	Option Year 2: December 1, 2024 to November 30, 2025	Total (net of HST recoveries)
MS1211, MS1214, MS1231, MS1241 G/L: 4440	\$222,673	\$229,354	\$236,234	\$688,261

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

SOLICITATION SUMMARY

Solicitation Issued: August 31, 2022 **Solicitation Closed:** September 21, 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 10 percent for miscellaneous items)
SQM Janitorial Services Inc.	\$198,929.00
Emerald Cleaning Company	\$95,640.00*

*Supplier found to be non-compliant with mandatory requirements

DIVISION CONTACTS

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Elizabeth Glibbery, Director Investigation Services, Municipal Licensing and Standards, 416-392-7633, Elizabeth.Glibbery@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