



## **BID AWARD PANEL CONTRACT AWARD**

### **Award of Ariba Document Number 3644811133 to Executive Mat Service Ltd. and Canadian Linen and Uniform Service for the Supply of Rental Floor Mat Services for Select City of Toronto Divisions and Locations**

**Date:** February 23, 2022  
**To:** Bid Award Panel  
**From:** Chief Procurement Officer  
**Wards:** All

#### **RECOMMENDATIONS**

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

**Solicitation Number:**

Request for Quotation, Ariba Document Number 3644811133

**Description:**

For the supply of Rental Floor Mat Services for the following Divisions:

1. Corporate Real Estate Management
2. Parks, Forestry and Recreation
3. Solid Waste Management Services
4. Toronto Water
5. Seniors Services and Long Term Care
6. Shelter, Support and Housing Administration
7. Transportation Services
8. Economic Development and Culture
9. Municipal Licensing and Standards
10. Fleet Services

The Request for Quotation is designed to award to one (1) or more Suppliers submitting the lowest compliant bid per Lot in accordance with Request for Quotation Part 5 – Instructions to Pricing Form, Section 3.4. If one (1) supplier submits the lowest compliant bid for all three (3) lots, the City reserves the right to award one (1) of the three (3) lots the Supplier submitting the next lowest bid if the difference between Supplier bids for that Lot is five percent (5%) or less. For Lot 2, the difference between the bids of suppliers Executive Mat Service Ltd and Canadian Linen and Uniform Service is only 0.75%.

The Request for Quotation was structured to have an initial contract term of three (3) years from December 1, 2022 to October 31, 2025, with an option to renew the contracts for two (2) separate, one (1)-year periods.

However, due to change of operational requirements, the contract period is reduced to Twenty-Nine (29) months. It is highly recommended that the Floor Mats supplier transition takes place during the summer month of May, as there is a high risk of slip and fall during winter months and therefore the mats need to remain in place. As well, the supplier transition exercise is complicated considering the large number of City locations (10 Divisions and over 300 locations) included in this Request for Quotation, and best completed during summer. The Recommended Suppliers' total bid prices were adjusted to reflect the quantity requirements for twenty-nine (29) months.

Should the option(s) years be exercised, then the participating client divisions, will request the Chief Procurement Officer to process the renewals under the same terms and conditions outlined in the Request for Quotation.

**Recommended Suppliers:**

Executive Mat Service Ltd. (Lots 1 and 3)

**Contract Award Value:**

\$606,346 net of all applicable taxes and charges (including 25% contingency)

\$685,171 including HST and all applicable charges

**\$617,018 net of HST recoveries**

**Contract is expected to start from date of award and end on October 31, 2025.**

**Option Year 1 (November 1, 2025 to October 31, 2026)**

\$258,429 net of all applicable taxes and charges (including 25% contingency)

\$292,025 including HST and all applicable charges

\$262,977 net of HST recoveries

**Option Year 2 (November 1, 2026 to October 31, 2027)**

\$266,182 net of all applicable taxes and charges (including 25% contingency)

\$300,785 including HST and all applicable charges

\$270,867 net of HST recoveries

**Total Potential Contract Award Value including Option Periods for Executive Mat Service Ltd.:**

\$1,130,957 net of all applicable taxes and charges (including 25% contingency)

\$1,277,981 including HST and all applicable charges

\$1,150,861 net of HST recoveries

**Recommended Suppliers:**

Canadian Linen and Uniform Service (Lot 2)

**Contract Award Value:**

\$333,021 net of all applicable taxes and charges (including 25% contingency)

\$376,314 including HST and all applicable charges  
\$338,883 net of HST recoveries

**Contract is expected to start from date of award and end on October 31, 2025.**

**Option Year 1 (November 1, 2025 to October 31, 2026)**

\$141,936 net of all applicable taxes and charges (including 25% contingency)  
\$160,388 including HST and all applicable charges  
\$144,434 net of HST recoveries

**Option Year 2 (November 1, 2026 to October 31, 2027)**

\$146,194 net of all applicable taxes and charges (including 25% contingency)  
\$165,199 including HST and all applicable charges  
\$148,767 net of HST recoveries

**Total Potential Contract Award Value including Option Periods for Canadian Linen and Uniform Service:**

\$621,151 net of all applicable taxes and charges (including 25% contingency)  
\$701,901 including HST and all applicable charges  
\$632,084 net of HST recoveries

The total potential combined contract awards for all suppliers identified in this report, including all optional years, is \$1,752,108 net of all taxes and \$1,979,882 including all applicable taxes and charges. **The total potential cost to the City, including all optional years, for all contract awards is \$1,782,945 net of HST Recoveries.**

The above cost calculations reflect a three percent (3%) Consumer Price Index adjustment applied each option term after the initial contract period.

## **FINANCIAL IMPACT**

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The total potential combined contract awards for all suppliers identified in this report, including all optional years, is \$1,752,108 net of all taxes and \$1,979,882 including all applicable taxes and charges. **The total potential cost to the City, including all optional years, for all contract awards is \$1,782,945 net of HST Recoveries.**

Funding is available in the 2023 Approved Operating Budgets for all participating divisions and additional funding will be included in their 2024-2025 Operating Budget Submissions. Should the City exercise the option(s) to renew for an additional two (2) separate one (1) option year periods, then additional funding will be included in their 2025-2027 Operating Budget Submissions. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract (net of HST recoveries)

| Division                                    | Cost Centre                                                                   | GL Account info                    | date of award to December 31, 2023 | January 1 to December 31, 2024 | Jan 1 - Dec 31, 2025<br>(Option year 1 from Nov 1) | Jan 1 – Dec 31, 2026<br>(Option year 2 from Nov 1) | Jan 1 – Oct 31, 2027<br>(Option year 2) | Total 5-year |
|---------------------------------------------|-------------------------------------------------------------------------------|------------------------------------|------------------------------------|--------------------------------|----------------------------------------------------|----------------------------------------------------|-----------------------------------------|--------------|
| Corporate Real Estate Management            | FA100-30                                                                      | 4415                               | \$158,916                          | \$272,428                      | \$273,790                                          | \$282,004                                          | \$240,849                               | \$1,227,986  |
| Parks, Forestry and Recreation              | PR-A                                                                          | 4415, 4590                         | \$34,543                           | \$59,217                       | \$59,513                                           | \$61,299                                           | \$52,353                                | \$266,925    |
| Shelter, Support and Housing Administration | F03623, F03523, F03323, F03223, F03072, F01523, F01323, F01223, F01123 F04023 | 4520                               | \$7,659                            | \$13,129                       | \$13,195                                           | \$13,591                                           | \$11,607                                | \$59,181     |
| Economic Development and Culture            | AH0154                                                                        | 4415, 4424                         | \$1,381                            | \$2,367                        | \$2,379                                            | \$2,450                                            | \$2,092                                 | \$10,668     |
| Fleet Services                              | FL100                                                                         | 4424, 4469                         | \$2,336                            | \$4,005                        | \$4,025                                            | \$4,146                                            | \$3,541                                 | \$18,052     |
| Seniors Services and Long Term Care         | D3*041                                                                        | 4469, 4699                         | \$5,675                            | \$9,729                        | \$9,777                                            | \$10,071                                           | \$8,601                                 | \$43,852     |
| Municipal Licensing & Standards             | MS5033, MS5036, MS5032                                                        | 4415                               | \$1,578                            | \$2,705                        | \$2,718                                            | \$2,800                                            | \$2,391                                 | \$12,191     |
| Solid Waste Management Services             | SW0011, SW0550, SW0800 SW0805, SW0810, SW0820 SW0825, SW0830, SW0835          | 4424, 4590                         | \$6,199                            | \$10,628                       | \$10,681                                           | \$11,001                                           | \$9,396                                 | \$47,904     |
| Transportation Services                     | TS6050, TS6020, TS6030, TS6010,                                               | 4469, 4424                         | \$7,118                            | \$12,202                       | \$12,263                                           | \$12,631                                           | \$10,788                                | \$55,002     |
| Toronto Water                               | TW7020, TW4065, TW2030, TW7050 , TW2025, TW4105, TW7035                       | 4469, 4515, 4407, 2999, 4424, 4415 | \$5,329                            | \$9,136                        | \$9,182                                            | \$9,457                                            | \$8,077                                 | \$41,182     |
| <b>Total</b>                                |                                                                               |                                    | \$230,735                          | \$395,545                      | \$397,523                                          | \$409,448                                          | \$349,695                               | \$1,782,945  |

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

## SOLICITATION SUMMARY

**Solicitation Issued:** September 8, 2022

**Solicitation Closed:** October 4, 2022

**Number of Addenda Issued:** Four (4)

**Number of Bids:** Four (4)

Table 2: Summary of Bids Received including bid price:

| Supplier Name                      | Bid Price (excluding H.S.T.)* |              |              |
|------------------------------------|-------------------------------|--------------|--------------|
|                                    | Lot 1                         | Lot 2        | Lot 3        |
| Executive Mat Service Ltd.         | \$112,393.84                  | \$109,416.32 | \$88,327.59  |
| Canadian Linen and Uniform Service | \$116,967.24                  | \$110,241.56 | \$138,425.04 |
| Swan Dust Control Limited          | \$125,799.70                  | \$117,152.10 | No bid       |
| Olympic Dust Control               | \$153,355.15                  | \$142,532.65 | \$100,638.85 |

\* The Bid Price is based on the quantity for the first year.

## DIVISION CONTACTS

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## COMMENTS

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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**

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Geneviève Sharkey  
Chief Procurement Officer