



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3711927335 to Wilcox Door Service Inc. for the non-exclusive provision of overhead door maintenance services for various Divisions of the City of Toronto

Date: March 9, 2023
To: Bid Award Panel
From: Chief Procurement Officer
Wards: ALL

RECOMMENDATIONS

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

Solicitation Number:

Request for Quotation, Ariba Document Number 3711927335

Description:

For the non-exclusive provision of overhead door maintenance services, including maintenance and repair of overhead doors, electrically operated sliding gates, fire doors, dock levelers, and parking lot arms, and all connected components, 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

The award is for an initial contract period of three (3) years from May 1, 2023 to March 31, 2026, with an option in favour of the City to extend the contract on the same terms and conditions for an additional term of up to two (2) separate one (1)-year periods.

Should the option(s) be exercised, the Divisions will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

Wilcox Door Service Inc.

Contract Award Value:

\$4,667,240 net of all applicable taxes and charges (including 6.17% contingency)

\$5,273,981 including HST and all applicable charges

\$4,749,383 net of HST recoveries

Contract is expected to start on May 1, 2023 and end on March 31, 2026.

Option Year 1 - From April 1, 2026 to March 31, 2027

\$1,602,419 net of all applicable taxes and charges (including 6.17% contingency)

\$1,810,733 including HST and all applicable charges

\$1,630,622 net of HST recoveries

Option Year 2 - From April 1, 2027 to March 31, 2028

\$1,650,492 net of all applicable taxes and charges (including 6.17% contingency)

\$1,865,055 including HST and all applicable charges

\$1,679,540 net of HST recoveries

The above cost calculations include three percent (3%) CPI cost adjustment applied to each term after the initial one (1) year contract period.

The total potential contact award to supplier identified in this report including all option years is \$7,920,150 net of all applicable taxes and charges, and \$8,949,770 including all applicable taxes and charges. **The total potential cost to the City, including all option years is net of \$8,059,545 HST recoveries.**

FINANCIAL IMPACT

The total potential contact award to supplier identified in this report including all option years is \$7,920,150 net of all applicable taxes and charges, and \$8,949,770 including all applicable taxes and charges. The total potential cost to the City, including all option years is net of \$8,059,545 HST recoveries.

Funding is available in the 2023 Approved Operating Budgets for all participating divisions and additional funding will be included in their 2024-2026 Operating Budget Submissions. Funding is also available in the 2023-2032 Approved Capital Budget and Plan for Solid Waste Management Services. 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 2027-2028 Operating Budget Submissions and the 2027-2028 Capital Budget Submissions of Solid Waste Management Services. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract (net of HST recoveries)
Refer to Attachment 1.

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

SOLICITATION SUMMARY

Solicitation Issued: December 7, 2022

Solicitation Closed: January 31, 2023

Number of Addenda Issued: Three (3)

Number of Bids: One (1)

Table 2: Summary of Bids Received including bid price:

Supplier Name	Bid Price (excluding H.S.T.)*		
	Lot 1 (Central Group)	Lot 2 (East Group)	Lot 3 (West Group)
Wilcox Door Service	\$491,225.00	\$452,290.00	\$428,945.00

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

DIVISION CONTACTS

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Scott Helsel, Manager, Facilities Sourcing, Corporate Real Estate Management, Telephone: 647-473-6170, Email: 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

Geneviève Sharkey
Chief Procurement Officer

ATTACHMENTS

Attachment 1: Financial Impact Summary of Recommended Contracts