



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3800593403 to Burlodge Canada Inc for Delivery and Maintenance of Thermobox K150 for Seniors Services and Long-Term Care Division

Date: April 20, 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 (RFQ), Ariba Document Number 3800593403

Description:

For the non-exclusive supply, delivery and maintenance of Thermobox K150 for Seniors Services and Long-Term Care Division for a period of two (2) years, with the option to renew the contract for three (3) additional one (1) year period.

Should the option(s) be exercised, then the Director of Seniors Services and Long-Term Care will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

Burlodge Canada Inc

Contract Award Value:

\$1,713,219 net of all applicable taxes and charges
\$1,935,937 including HST and all applicable charges
\$1,743,370 net of HST recoveries

Contract is expected to start on Date of Award and end on March 31, 2025.

Option Year 1 (April 1, 2025 to March 31, 2026)
\$882,308 net of all applicable taxes and charges
\$997,008 including HST and all applicable charges

\$897,836 net of HST recoveries

Option Year 2 (April 1, 2026 to March 31, 2027)

\$908,777 net of all applicable taxes and charges

\$1,026,918 including HST and all applicable charges

\$924,771 net of HST recoveries

Option Year 3 (April 1, 2027 to March 31, 2028)

\$936,040 net of all applicable taxes and charges

\$1,057,725 including HST and all applicable charges

\$952,514 net of HST recoveries

The total potential contract award including all option years is \$5,017,588 including all applicable taxes and charges and \$4,440,343 net of all applicable taxes and charges. **The potential cost to the City including all option years is \$4,518,491 net of HST recoveries.**

The above cost calculations reflect a contingency allowance of \$115,747 (10% of bid amount) and a 3% CPI adjustment applied annually to the yearly cost after the initial two (2) year period.

FINANCIAL IMPACT

The total potential contract award including all option years is \$5,017,588 including all applicable taxes and charges and \$4,440,343 net of all applicable taxes and charges. The potential cost to the City including all option years is \$4,518,491 net of HST recoveries.

Funding is available in the 2023 Approved Operating Budget for Seniors Services and Long-Term Care, and additional funding will be included in its 2024-2025 Operating Budget Submissions. Should the optional periods be exercised, appropriate additional funding will be requested in its 2026-2028 Operating Budget Submissions. Funding details are summarized in Table 1 as follows:

Table 1: Financial Impact Summary of Recommended Contract:

Seniors Services and Long-Term Care SSLTC Operational Budget: D3Z990,D3*031/3099,4699,4462 Functional Area: 1610000000	Net of HST Recoveries
Initial Year Period From Date of Award and December 31, 2023	\$653,764
Initial Year Period From January 1, 2024 to March 31, 2024	\$217,921
Initial Year Period From April 1, 2024 to December 31, 2024	\$653,764
Initial Year Period From January 1, 2025 to March 31, 2025	\$217,921
Option Year 1 From April 1, 2025 to March 31, 2026	\$897,836

Seniors Services and Long-Term Care SSLTC Operational Budget: D3Z990,D3*031/3099,4699,4462 Functional Area: 1610000000	Net of HST Recoveries
Option Year 2 From April 1, 2026 to March 31, 2027	\$924,771
Option Year 3 April 1, 2027 to March 31, 2028	\$952,514
Grand Total	\$4,518,491

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

SOLICITATION SUMMARY

Solicitation Issued: February 2, 2023

Solicitation Closed: February 21, 2023

Number of Addenda Issued: Zero (0)

Number of Bids: One (1)

Table 2: Summary of Bids including bid price

Supplier Name	Bid Price (Excluding H.S.T)
Burlodge Canada Inc	\$1,557,471

* Pursuant to the Request for Quotation document the contract award value includes contingency

DIVISION CONTACTS

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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