



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3816975592 to Dignity Transportation Inc. for Resident's Transportation Services for Seniors Services and Long-Term Care Division

Date: May 11, 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 3816975592

Description:

For the non-exclusive provision of Bus Services, including buses, drivers, fuel, insurance, and any other related costs that may be incurred to provide transportation services for the City of Toronto's Long-Term Care Homes & Services Division. The term of the Contract is to be for a period of one (1) year, with an option in favour of the City to extend the agreement on the same terms and conditions for up to four (4) additional separate one (1) year periods.

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

Recommended Supplier:

Dignity Transportation Inc.

Contract Award Value:

\$307,200 net of all applicable taxes and charges
\$347,136 including HST and all applicable charges
\$312,607 net of HST recoveries

Contract is expected to start on June 1, 2023 and end on May 31, 2024

Option Year 1: June 1, 2024 to May 31, 2025
 \$316,416 net of all applicable taxes and charges
 \$357,550 including HST and all applicable charges
 \$321,985 net of HST recoveries

Option Year 2: June 1, 2025 to May 31, 2026
 \$325,908 net of all applicable taxes and charges
 \$368,277 including HST and all applicable charges
 \$331,644 net of HST recoveries

Option Year 3: June 1, 2026 to May 31, 2027
 \$335,686 net of all applicable taxes and charges
 \$379,325 including HST and all applicable charges
 \$341,594 net of HST recoveries

Option Year 4: June 1, 2027 to May 31, 2028
 \$345,756 net of all applicable taxes and charges
 \$390,705 including HST and all applicable charges
 \$351,842 net of HST recoveries

The total potential contract award identified in this report including optional periods is \$1,842,992 including all applicable taxes and charges. **The total potential cost to the City including optional periods is \$1,659,672 net of HST recoveries.**

FINANCIAL IMPACT

The total potential contract award identified in this report including optional periods is \$1,842,992 including all applicable taxes and charges. The total potential cost to the City including optional periods is \$1,659,672 net of HST recoveries.

Base funding is available in the 2023 Approved Operating Budget of Seniors Services and Long-Term Care Division and will be included in their 2024 Operating Submissions. Should the optional periods be exercised, additional funding beyond inflationary increase will be requested through their 2025-2028 Operating Budget Submissions.

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

Cost Centre/Cost Element	June 1, 2023 - December 31, 2023	January 1, 2024 - May 31, 2024	Option Year 1 - June 1, 2024 to May 31, 2025	Option Year 2- June 1, 2025 to May 31, 2026	Option Year 3- June 1, 2026 to May 30, 2027	Option Year 4- June 1, 2027 to May 30, 2028
D3*083/4199,4691	\$182,354	\$130,253	\$321,985	\$331,644	\$341,594	\$351,842
Total						\$1,659,672

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

SOLICITATION SUMMARY

Solicitation Issued: March 22, 2023
Number of Addenda Issued: one (1)
Number of Bids: two (2)

Solicitation Closed: April 17, 2023

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding HST)
*Wheelchair Accessible Transit Inc.	\$173,190.00
Dignity Transportation Inc.	\$307,200.00

*The bid from Wheelchair Accessible Transit Inc. is non-compliant due to missing required documents upon submission, and, therefore was not considered further.

DIVISION CONTACTS

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Purchasing Client Services, Purchasing & Materials Management Division, 416-338-
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Daniela Sabatini, Director, Management Services, Seniors Services and Long-Term
Care Division, 416-392-9061, daniela.sabatini@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