



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3572432445 to Gordon Food Service Canada Ltd. for the Supply and Delivery of Bread, Baked Goods and other related products to various Seniors Services and Long-Term Care and Shelter Support and Housing Administration Locations

Date: June 1, 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 3572432445

Description:

For the supply and delivery of Bread, Baked Goods and other related products to various Seniors Services and Long-Term Care and Shelter Support and Housing Administration Locations. The term of the Contract is to be for a period of two (2) years with an option in favour of the City to extend the agreement on the same terms and conditions for an additional term of up to three (3) 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:

Gordon Food Service Canada Ltd

Contract Award Value:

\$1,564,596 net of all applicable taxes and charges (including 15% miscellaneous)

\$1,767,993 including HST and all applicable charges

\$1,592,133 net of HST recoveries

Contract is expected to start on September 11, 2023 and end on September 10, 2025

Option Year 1: September 11, 2025 to September 10, 2026
 \$805,767 net of all applicable taxes and charges
 \$910,516 including HST and all applicable charges
 \$819,949 net of HST recoveries

Option Year 2: September 11, 2026 to September 10, 2027
 \$829,940 net of all applicable taxes and charges
 \$937,832 including HST and all applicable charges
 \$844,547 net of HST recoveries

Option Year 3: September 11, 2027 to September 10, 2028
 \$854,838 net of all applicable taxes and charges
 \$965,967 including HST and all applicable charges
 \$869,883 net of HST recoveries

The total potential contract award identified in this report including optional periods is \$4,582,308 including all applicable taxes and charges. **The total potential cost to the City including optional periods is \$4,126,510 net of HST recoveries.**

FINANCIAL IMPACT

The total potential contract award identified in this report including optional periods is \$4,582,308 including all applicable taxes and charges. The total potential cost to the City including optional periods is \$4,126,510 net of HST recoveries.

Base funding is available in the 2023 Approved Operating Budgets of Seniors Services and Long-Term Care and Shelter, Support and Housing Administration, and will be included in the 2024-2025 Operating Budget Submissions of the divisions. Should the optional periods be exercised, funding will also be requested through the 2025-2028 Budget Processes.

Table 1: Financial Impact Summary of Recommended Contract

		Initial Term September 11, 2023 to September 10, 2025			Option Year 1-	Option Year 2-	Option Year 3-
Division	Cost Centre/ Cost Element	Sept. 11, 2023- December 31, 2023	January 1, 2024 - December 31, 2024	January 1, 2025- Sept.10, 2025	Sept.11, 2025 to Sept.10, 2026	Sept.11, 2026 to Sept. 10, 2027	Sept.11, 2027 to Sept.10, 2028
Seniors Services and Long Term Care	D3*032 C/E 2741	\$177,037	\$531,112	\$354,075	\$547,045	\$563,457	\$580,360

Shelter Support and Housing Admin.	F01122, F03222, F03322, F03522, F01222, F01322, F03072, F03822, FO3622, F03122, F04022 C/E 2741	\$88,318	\$264,954	\$176,636	\$272,903	\$281,090	\$289,523
Totals		\$265,355	\$796,066	\$530,711	\$819,948	\$844,547	\$869,883
Total		\$4,126,510					

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 1, 2023

Solicitation Closed: March 30, 2023

Number of Addenda Issued: Four (4)

Number of Bids: Three (3)

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
Gordon Food Service Canada Ltd.	\$680,258.90
HouseCook Inc.	\$832,511.10
Sysco Toronto, A Division of Sysco Canada Inc.	\$1,844,172.30

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

Genevieve Sharkey
Chief Procurement Officer