



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3999823865 to TRH Services for the Preventative Maintenance including inspection, testing, calibration and on-demand maintenance of various Medical Equipment for Seniors Services & Long Term Care

Date: July 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, Ariba Document Number 3999823865

Description:

For the supply of all labour, equipment, and material for preventative maintenance including inspection, testing, calibration and on-demand maintenance of Medical Equipment, Weighing Scales, Medroom and Vaccine Fridges, and Shower Chair for the City of Toronto Seniors Services and Long Term Care 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 an additional term of up to four (4) additional one (1) year option renewal periods.

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

Recommended Supplier:

TRH Services

Contract Award Value:

\$266,008 net of all applicable taxes and charges (with 20% contingency)

\$300,589 including HST and all applicable charges

\$270,689 net of HST recoveries

Contract is expected to start on date of award and end on July 31, 2024.

Option Year 1: August 1, 2024 to July 31, 2025
\$273,988 net of all applicable taxes and charges
\$309,607 including HST and all applicable charges
\$278,810 net of HST recoveries

Option Year 2: August 1, 2025 to July 31, 2026
\$282,208 net of all applicable taxes and charges
\$318,895 including HST and all applicable charges
\$287,175 net of HST recoveries

Option Year 3: August 1, 2026 to July 31, 2027
\$290,674 net of all applicable taxes and charges
\$328,462 including HST and all applicable charges
\$295,790 net of HST recoveries

Option Year 4: August 1, 2027 to July 31, 2028
\$299,394 net of all applicable taxes and charges
\$338,316 including HST and all applicable charges
\$304,664 net of HST recoveries

The total potential contract award identified in this report including option years is \$1,412,272 net of all applicable taxes and charges, \$1,595,868 including all applicable taxes and charges. **The total potential cost to the City including option years is \$1,437,128 net of HST recoveries.**

FINANCIAL IMPACT

The total potential contract award identified in this report including option years is \$1,412,272 net of all applicable taxes and charges, \$1,595,868 including all applicable taxes and charges. The total potential cost to the City including option years is \$1,437,128 net of HST recoveries.

Funding of \$112,787 is available in 2023 Approved Operating Budget for Seniors Services and Long-Term Care and additional funding of 157,902 will be included in the 2024 Operating Budget Submission for Seniors Services and Long-Term Care. Should the City exercise its option to renew for an additional four (4) separate one (1) year periods, then the appropriate additional funding, if needed, will be requested in the 2024-2028 Operating Budget Submissions for Seniors Services and Long-Term Care. The details are as follows:

Table 1: Financial Impact Summary of Recommended Contract

Seniors Services and Long-Term Care SSLTC Operational Budget: 4403/D3*144	Net of HST Recoveries
Initial Year Period from Date of Award and December 31, 2023	\$112,787

Seniors Services and Long-Term Care SSLTC Operational Budget: 4403/D3*144	Net of HST Recoveries
Initial Year Period from January 1, 2024 to July 31, 2024	\$157,902
Option Year 1: August 1, 2024 to July 31, 2025	\$278,810
Option Year 2: August 1, 2025 to July 31, 2026	\$287,175
Option Year 3: August 1, 2026 to July 31, 2027	\$295,790
Option Year 4: August 1, 2027 to July 31, 2028	\$304,664
Total (net of HST Recoveries)	\$1,437,128

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the information as presented in the Financial Impact Section.

SOLICITATION SUMMARY

Solicitation Issued: June 2, 2023

Solicitation Closed: June 29, 2023

Number of Addenda Issued: none

Number of Bids: 1

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
TRH Services	\$221,673.30

DIVISION CONTACTS

Kelly Lee McGarry, Manager, Community & Social Services & City Manager's Office, Purchasing Client Services, Purchasing & Materials Management, Telephone: 416-338-5574, [Email: KellyLee.McGarry@toronto.ca](mailto:KellyLee.McGarry@toronto.ca)

Daniela Sabatini, Director, Management Services, Seniors Services and Long-Term Care, Tel: 416-392-9061, Email: 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

Genevieve Sharkey
Chief Procurement Officer