



BID AWARD PANEL CONTRACT AWARD

Award of Doc4230058518 to Sysco Toronto, Division of Sysco Canada Inc. for the Non-Exclusive Supply and Delivery of Coffee, Tea, Juice, and Fruit Drink Concentrates to Seniors Services and Long-Term Care and Shelter, Support And Housing Administration Locations

Date: December 21, 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, Doc4230058518

Description:
For the Non-Exclusive Supply and Delivery of Coffee, Tea, Juice and Fruit Drink Concentrates to 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 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) separate one (1) year period.

Should the option(s) be exercised, then the Client Division Head (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:
Sysco Toronto, A Division of Sysco Canada Inc.

Contract Award Value:
\$1,222,175 net of all applicable taxes and charges
\$1,381,058 including HST and all applicable charges.
\$1,243,686 net of HST recoveries

Contract is expected to start on February 1, 2024, and end on January 31, 2025.

Option Year 1: February 1, 2025, to January 31, 2026
\$1,258,841 excluding taxes and charges
\$1,422,490 including HST and all applicable charges
\$1,280,996 net of HST recoveries

Option Year 2: February 1, 2026, to January 31, 2027
\$1,296,606 excluding taxes and charges
\$1,465,165 including HST and all applicable charges
\$1,319,426 net of HST recoveries

Option Year 3: February 1, 2027, to January 31, 2028
\$1,335,504 excluding taxes and charges
\$1,509,120 including HST and all applicable charges
\$1,359,009 net of HST recoveries

Option Year 4: February 1, 2028, to January 31, 2029
\$1,375,569 including HST and all applicable charges
\$1,554,393 net of HST recoveries
\$1,399,779 excluding taxes and charges

The total potential contract award identified in this report including optional periods is \$7,332,226 including all applicable taxes and charges. **The total potential cost to the City including optional periods is \$6,602,896 net of HST recoveries.**

The above cost calculations reflect a 20 percent miscellaneous fee and a 3 percent Consumer Price Index adjustment applied annually to each year's cost after the initial one (1) year period.

FINANCIAL IMPACT

The total potential contract award identified in this report including optional periods is \$7,332,226 including all applicable taxes and charges. The total potential cost to the City including optional periods is \$6,602,896 net of HST recoveries.

Funding for the 2024 contract period is requested in the 2024 City Staff Prepared Operating Budgets for Seniors Services and Long-Term Care, and Shelter, Support and Housing Administration as detailed in Table 1. Additional funding for the remainder of the Initial Term, January 1, 2025, to January 31, 2025, will be included in the 2025 Operating Budget Submissions for Seniors Services and Long-Term Care, and Shelter, Support and Housing Administration. Should the optional period be exercised, appropriate additional funding will be requested in the 2025-2029 Operating Budget Submissions for Seniors Services and Long-Term Care and Shelter, Support and Housing Administration. Funding details follow in Table 1 below:

Table 1: Financial Impact Summary of Recommended Contract

		Initial Term- From the date of award to January 31, 2025		Option Year 1- February 1, 2025 to January 31, 2026	Option Year 2- February 1, 2026 to January 31, 2027	Option Year 3- February 1, 2027 to January 31, 2028	Option Year 4-February 1, 2028 to January 31, 2029
Division	Cost Centre/ Cost Element	From the date of award to Dec. 31, 2024	January 1, 2025 - January 31, 2025				
Seniors Services and Long-Term Care	D3*032/ 2741	\$1,041,975	\$94,725	\$1,170,801	\$1,205,925	\$1,242,103	\$1,279,366
Shelters Support and Housing Administration	F01122 F01222 F01322 F03222 F03322 F03522 F03622 F03822 F03122 F04022 C/E2741	\$98,070	\$8,915	\$110,195	\$113,501	\$116,906	\$120,413
Total Net of HST Recoveries							\$6,602,896

The Chief Financial Officer and Treasurer has been advised of the financial impacts associated with this contract to be considered along with other priorities in future budget processes.

SOLICITATION SUMMARY

Solicitation Issued: November 6, 2023 **Solicitation Closed:** November 30, 2023
Number of Addenda Issued: Five (5)
Number of Bids: One (1)

Table 2: Summary of Bids Received including bid price:

Supplier Name	Bid Price (excluding H.S.T.)
SYSCO TORONTO, A DIVISION OF SYSCO CANADA INC	\$1,018,479.50

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