



## BID AWARD PANEL CONTRACT AWARD

### **Award of Doc4086871633 to Waterloo Mattresses Ltd. for the supply, delivery, installation and removal of Mattresses, Box Springs, Frames, Boards and Beds for Toronto Fire**

**Date:** March 7, 2024  
**To:** Bid Award Panel  
**From:** Chief Procurement Officer  
**Wards:** All

#### **RECOMMENDATIONS**

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**The Chief Procurement Officer recommends that the Bid Award Panel grant authority to award the following contract:**

**Solicitation Number:**  
Request for Quotation, Doc4086871633

**Description:**  
For the non-exclusive supply, delivery, and installation of Mattresses, Box Springs, Heavy Duty Bed Frames, Stow-Away Beds and Posture Boards including the removal and disposal of replaced items at City of Toronto Fire Stations, for a period of one (1) year from the date of award, 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 separate one (1) year periods.

Should the option(s) be exercised, then the Fire Chief and General Manager will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

**Recommended Supplier:**  
Waterloo Mattresses Ltd.

**Contract Award Value:**  
\$169,028 net of all applicable taxes and charges (including 10% for Miscellaneous Items)  
\$191,001 including HST and all applicable charges  
**\$172,002 net of HST recoveries**

**The contract is expected to start on April 12, 2024, and end on April 11, 2025.**

Option Year 1: April 12, 2025, to April 11, 2026

\$174,098 net of all applicable taxes and charges (including 10% for Miscellaneous Items)  
 \$196,731 including all applicable taxes and charges  
 \$177,163 net of HST recoveries

Option Year 2: April 12, 2026, to April 11, 2027  
 \$179,321 net of all applicable taxes and charges (including 10% for Miscellaneous Items)  
 \$202,633 including all applicable taxes and charges  
 \$182,477 net of HST recoveries

Option Year 3: April 12, 2027, to April 11, 2028  
 \$184,701 net of all applicable taxes and charges (including 10% for Miscellaneous Items)  
 \$208,712 including all applicable taxes and charges  
 \$187,952 net of HST recoveries

Option Year 4: April 12, 2028, April 11, 2029  
 \$190,242 net of all applicable taxes and charges (including 10% for Miscellaneous Items)  
 \$214,973 including all applicable taxes and charges  
 \$193,590 net of HST recoveries

The total potential contract award identified in this report, including all options years is \$897,390 net of all taxes and \$1,014,052 including all applicable taxes and charges. **The total potential cost to the City, including all option years, is \$913,184 net of HST recoveries.**

The above cost calculations reflect an estimated 3% in Consumer Price Index adjustment applied annually to the yearly cost after the initial year.

## FINANCIAL IMPACT

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The total potential contract award identified in this report is \$1,014,052 including all applicable taxes and charges. The total potential cost to the City is \$913,184 net of HST recoveries.

Funding is available in the 2024 Approved Operating Budget and Outlook Year for Toronto Fire Services. Should the City choose to exercise its option to renew for the additional four (4) separate one (1) year periods, then appropriate additional funding, if needed, will be included in the 2025 – 2029 Operating Budget Submissions for Fire Services Division. Funding details are provided in Table 1 below.

Table 1: Financial Impact Summary Recommended Contracts (net of HST recoveries)

<b>Cost Centre: FR0017 Cost Element: C/Es 2700 &amp; 4424</b>	<b>Net of HST Recoveries</b>
Initial Term –Year 1: April 12, 2024 to December 31, 2024	\$124,619
Initial Term –Year 1: January 1, 2025 to April 11, 2025	\$ 47,384

<b>Cost Centre: FR0017 Cost Element: C/Es 2700 &amp; 4424</b>	<b>Net of HST Recoveries</b>
Option Year 1: April 12, 2025 to April 11, 2026	\$177,163
Option Year 2: April 12, 2026 to April 11, 2027	\$182,477
Option Year 3: April 12, 2027 to April 11, 2028	\$187,952
Option Year 4: April 12, 2028 to April 11, 2029	\$193,590
<b>Grand Total</b>	<b>\$913,184</b>

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

## **SOLICITATION SUMMARY**

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**Solicitation Issued:** December 18, 2023 **Solicitation Closed:** January 22, 2024  
**Number of Addenda Issued:** None  
**Number of Bids:** One (1)

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding H.S.T)
Waterloo Mattresses Ltd.	\$153,661

## **DIVISION CONTACTS**

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## **COMMENTS**

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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**

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Geneviève Sharkey  
Chief Procurement Officer