



BID AWARD PANEL CONTRACT AWARD

Award of Doc4230074410 to Resolve Support Services Inc. for Agency Staffing of Food Service Workers and Cooks to Seniors Services and Long-Term Care

Date: March 27, 2024
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 Doc4230074410

Description:
For Agency Staffing of Food Service Workers and Cooks to Seniors Services and Long-Term division. The term of the Contract is to be for a period of two (2) years with an option in favor of the City to extend the agreement on the same terms and conditions for an additional term of up to three (3) separate one (1) year periods.

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

Recommended Supplier:
Resolve Support Services Inc.

Contract Award Value:
\$703,800 net of all applicable taxes and charges
\$795,294 including HST and all applicable charges.
\$716,187 net of HST recoveries

The contract is expected to start on April 1, 2024, and end on March 31, 2026.

Option Year 1: April 1, 2026, to March 31, 2027
\$362,457 net of all applicable taxes and charges
\$409,576 including HST and all applicable charges
\$368,836 net of HST recoveries

Option Year 2: April 1, 2027, to March 31, 2028
 \$373,331 net of all applicable taxes and charges
 \$421,864 including HST and all applicable charges
 \$379,901 net of HST recoveries

Option Year 3: April 1, 2028, to March 31, 2029
 \$384,531 net of all applicable taxes and charges
 \$434,520 including HST and all applicable charges
 \$391,299 net of HST recoveries

The total potential contract award identified in this report including optional periods is \$1,824,118 net of all applicable taxes and charges and \$2,061,254 including all applicable taxes and charges. **The total potential cost to the City including optional periods is \$1,856,223 net of HST recoveries.**

The above cost calculations reflect a three (3) percent Consumer Price Index adjustment applied annually to each year's cost after the initial two (2) year period.

FINANCIAL IMPACT

The total potential contract award identified in this report including optional periods is \$1,824,118 net of all applicable taxes and charges and \$2,061,254 including all applicable taxes and charges. The total potential cost to the City including optional periods \$1,856,223 net of HST recoveries.

Funding for the 2024 contract period is available in the 2024 Approved Operating Budget for Seniors Services and Long-Term Care. Additional funding for the remainder of the initial term will be included in the 2025 and 2026 Operating Budget Submissions for Seniors Services and Long-Term Care. Should the optional period be exercised, appropriate additional funding will be requested in the 2026-2029 Operating Budget Submissions for Seniors Services and Long-Term Care. Funding details follow in Table 1 to follow.

Table 1: Financial Impact Summary of Recommended Contract (Net of HST recoveries)

	Initial Term April 1, 2024 to March 31, 2026			Option Year 1: April 1, 2026, to March 31, 2027	Option Year 2: April 1, 2027, to March 31, 2028	Option Year 3: April 1, 2028, to March 31, 2029	Total Net of HST Recoveries
Cost Centre/ Cost Element	April 1, 2024, to December 31, 2024	January 1, 2025, to December 31, 2025	January 1, 2026, to March 31, 2026				
D3*031 C/E 1015- 1850, 4199	\$268,570	\$358,093	\$89,524	\$368,836	\$379,901	\$391,299	\$1,856,223

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: November 30, 2023,

Solicitation Closed: January 26, 2024

Number of Addenda Issued: Three (3)

Number of Bids: Ten (10)

Table 2: Summary of Bids Received:

Company Name	Bid Amount (Excluding HST) *
Oversight Healthcare agency *	\$231,000.00
Your Talent Consultancy *	\$252,000.00
Interlinx Employment Solutions Inc *	\$264,600.00
CareOnDemand Home Healthcare and Staffing Services *	\$288,000.00
Resolve Support Services Inc.	\$306,000.00
Staff Shop Inc.	\$348,000.00
Alpha Resources Ltd.	\$350,000.00
Caring Hands 4U Staffing Services Inc.	\$376,000.00
BookJane Inc.	\$395,400.00
Stellar Culinary Personnel Ltd.	\$400,000.00

* Supplier was found non-compliant with the mandatory requirements.

** Pursuant to the Request for Quotation document the Contract Award Value includes a fifteen (15) percent for Miscellaneous Items

DIVISION CONTACTS

Clarman Yang, Manager, Purchasing Client Services, Purchasing and Materials Management, 416-392-1302, Clarman.Yang@toronto.ca

Daniela Sabatini, Director, Management Services, Seniors Services and Long-Term Care, 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