TORONTO

BID AWARD PANEL CONTRACT AWARD

Award of Doc4320141834 to Teamworks Manufacturing Inc. for the Non-Exclusive Supply and Delivery of Wash, Wax and Car Wash Soap for Purchasing and Materials Management (Stores)

Date: April 04, 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 contracts:

Solicitation Number:
Request for Quotation, Doc4320141834

Description:
For the non-exclusive supply and delivery of Wash, Wax and Car Wash Soap to various Purchasing and Materials Management (Stores) locations from the date of award to January 31, 2025, with the option to renew the Contract for four (4) additional one (1)-year periods at the sole discretion of the City and subject to budget approval(s).

The Request for Quotation is structured to award a contract to the supplier meeting specifications and providing the lowest total bid price of the Pricing Form.

Prior to the renewal of the contract, Purchasing and Materials Management Division will perform a market analysis to verify the current market conditions as compared to the proposed increase by the supplier and that Stores will monitor supplier performance during the first term of the contract.

Should the option year(s) be exercised, then the Manager of Materials Management and Stores will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:
Teamworks Manufacturing Inc.

Contract Award Value:
$99,216 net of all applicable taxes and charges

$112,114 including HST and all applicable charges.
$100,962 net of HST recoveries

Contract is expected to start on date of award and end on January 31, 2025

Option Year 1 (February 1, 2025 to January 31, 2026)
$102,193 net of all applicable taxes and charges (including 20% for miscellaneous items)
$115,478 including all applicable taxes and charges.
$103,991 net of HST recoveries

Option Year 2 (February 1, 2026 to January 31, 2027)
$105,258 net of all applicable taxes and charges (including 20% for miscellaneous items)
$118,942 including all applicable taxes and charges.
$107,111 net of HST recoveries

Option Year 3 (February 1, 2027 to January 31, 2028)
$108,416 net of all applicable taxes and charges (including 20% for miscellaneous items)
$122,510 including all applicable taxes and charges.
$110,324 net of HST recoveries

Option Year 4 (February 1, 2028 to January 31, 2029)
$111,669 net of all applicable taxes and charges (including 20% for miscellaneous items)
$126,186 including all applicable taxes and charges.
$113,634 net of HST recoveries

The total potential contract award including all option years is $595,230 including all applicable taxes and charges and $526,752 net of all applicable taxes and charges. **The total potential cost to the City including all option years is $536,023 net of HST recoveries.**

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

FINANCIAL IMPACT

The total potential combined contract award identified in this report including option years is $526,752 net of all applicable taxes and charges, $595,230 including all applicable taxes and charges. The total potential combined cost to the City including option years is $536,023 net of HST recoveries.

The materials on this contract will be purchased for PMMD Stores inventory purposes. The material value will be held in inventory holding Balance Sheet accounts (160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085,160171) until City Divisions require the material to support their work programs at which time the material value is charged to the appropriate Divisions’ approved operating budgets.

Funding from the date of award to December 31, 2024 is available in the appropriate Divisions' 2024 Approved Operating Budget and should all the option years be exercised, appropriate additional funding will be requested in their 2025-2029 Operating Budget Submissions. The details are as follows:

Table 1: Financial Impact Summary of Recommended Contract

Period	Cost Centre 160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085,160171	Total (net of HST Recoveries)
Date of Award – December 31, 2024	$92,549	
January 1, 2025 - January 31, 2025	$8,414	
Total: Contract Period	$100,962	$100,962
Total: 2024 Budget Year	$92,549	
February 1, 2025 to December 31, 2025	$95,325	
January 1, 2026 - January 31, 2026	$8,666	
Total: Option Year 1	$103,991	$103,991
Total: 2025 Budget Year	$103,739	
February 1, 2026 to December 31, 2026	$98,185	
January 1, 2027 - January 31, 2027	$8,926	
Total: Option Year 2	$107,111	$107,111
Total: 2026 Budget Year	$106,851	
February 1, 2027 to December 31, 2027	$101,131	
January 1, 2028 - January 31, 2028	$9,194	
Total: Option Year 3	$110,324	$110,324
Total: 2027 Budget Year	$110,056	
February 1, 2028 to December 31, 2028	$104,164	
January 1, 2029 - January 31, 2029	$9,194	
Total: Option Year 4	$113,634	$113,634
Total: 2028 Budget Year	$113,358	
Total: 2029 Budget Year	$9,469	
Grand Total	$536,023	$536,023

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

SOLICITATION SUMMARY

Solicitation Issued: December 7, 2023 **Solicitation Closed:** January 3, 2024
Number of Addenda Issued: Two (2)
Number of Bids: One (1)

Table 2: Summary of Bid Received including bid price.

Supplier Name	Bid Price (excluding H.S.T.)
Teamworks Manufacturing Inc.	$82,680.10

*Bid Price does not contain the 20% miscellaneous items

DIVISION CONTACTS

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COMMENTS

For the recommended contract awards, the following requirements have been met:

a. The firm recommended for award is the lowest Supplier meeting specifications per Part 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
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> 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 opened publicly on 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