



## BID AWARD PANEL CONTRACT AWARD

### **Award of Doc4291231363 to Sysco Toronto, A Division of Sysco Canada Inc. for Fresh and/or Frozen Bread, Baked Goods and Other Related Products for Seniors Services and Long Term Care and Toronto Shelter and Support Services**

**Date:** April 4, 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 Proposals Doc4291231363

**Description:**  
For the Non-Exclusive Supply and Delivery of Fresh and/or Frozen Bread, Baked Goods and Other Related Products to Various City of Toronto Locations for Seniors Services and Long Term Care and Toronto Shelter and Support Services. The term of the agreement is to be for a period of two (2) years 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 three (3) additional separate one (1) year periods.

Should the option(s) be exercised, then the General Manager of Seniors Services and Long-Term Care and the General Manager of Toronto Shelter and Support Services Divisions 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:**  
\$1,492,601 net of all applicable taxes and charges (including 5% for miscellaneous items)  
\$1,686,640 including HST and all applicable charges  
**\$1,518,871 net of HST recoveries**

**Contract is expected to start on May 11, 2024 and end on May 10, 2026.**

Option Year 1: May 11, 2026 to May 10, 2027

\$768,689 net of all applicable taxes and charges (including 5% for miscellaneous items)

\$868,619 including HST and all applicable charges

\$782,218 net of HST recoveries

Option Year 2: May 11, 2027 to May 10, 2028

\$791,750 net of all applicable taxes and charges (including 5% for miscellaneous items)

\$894,677 including HST and all applicable charges

\$805,684 net of HST recoveries

Option Year 3: May 11, 2028 to May 10, 2029

\$815,502 net of all applicable taxes and charges (including 5% for miscellaneous items)

\$921,517 including HST and all applicable charges

\$829,854 net of HST recoveries

The total potential contract award identified in this report including optional periods is \$3,868,542 net of all applicable taxes and charges, \$4,371,453 including all applicable taxes and charges. **The total potential cost to the City including optional periods is \$3,936,627 net of HST recoveries.**

The above cost calculations for the option years reflect an estimated 3 percent increase in the Consumer Price Index adjustment applied annually to each year's cost after the initial two (2) years period.

## **FINANCIAL IMPACT**

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The total potential contract award identified in this report is \$3,868,542 net of all applicable taxes and charges, and \$4,371,453 including all applicable taxes and charges. The potential cost to the City is \$3,936,627 net of HST recoveries.

Funding is included in the 2024 Approved Operating Budgets for Seniors Services and Long Term Care and Toronto Shelter and Support Services and additional funding will be included in their 2025-2026 Operating Budget Submissions. Should the City exercise the optional periods, then additional funding will be included in the 2026-2029 Operating Budget Submissions for Seniors Services and Long Term Care and Toronto Shelter and Support Services. Additional funding details follow in Table 1.

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

|                                                                                                                                                         | Initial Years                     |                                      |                                 | Option Years                 |                              |                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------|---------------------------------|------------------------------|------------------------------|------------------------------|
| Division /Cost Center/ Element                                                                                                                          | May 11, 2024 to December 31, 2024 | January 1, 2025 to December 31, 2025 | January 1, 2026 to May 10, 2026 | May 11, 2026 to May 10, 2027 | May 11, 2027 to May 10, 2028 | May 11, 2028 to May 10, 2029 |
| Seniors Services and Long-Term Care D3*032, 2741                                                                                                        | \$327,598                         | \$508,822                            | \$181,224                       | \$524,086                    | \$539,809                    | \$556,003                    |
| Toronto Shelter and Support Services F01122-2741, F01222, F01322, F03072, F03222, F03322, F03522, F03622, F03822, F03122, F04022 F01437, F01530, FH5352 | \$161,354                         | \$250,613                            | \$89,260                        | \$258,132                    | \$265,875                    | \$273,851                    |
| Total HST Recoveries                                                                                                                                    | \$488,952                         | \$759,435                            | \$270,484                       | \$782,218                    | \$805,684                    | \$829,854                    |
| Grand Total HST Recoveries                                                                                                                              | \$3,936,627                       |                                      |                                 |                              |                              |                              |

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

## SOLICITATION SUMMARY

**Solicitation Issued:** December 15, 2023

**Solicitation Closed:** January 29, 2024

**Number of Addenda Issued:** Three (3)

**Number of Bids:** Two (2)

Table 2: Summary of Bids Received

|                                                |
|------------------------------------------------|
| Housecook Inc.*                                |
| Sysco Toronto, A Division of Sysco Canada Inc. |

\*Supplier did not meet the minimum technical score of 52.5 points and was not considered further

## **DIVISION CONTACTS**

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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

Darrin Vermeersch, Director, Program Support, Toronto Shelter and Support Services 416-392-8585, darrin.vermeersch@toronto.ca

## **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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Genevieve Sharkey  
Chief Procurement Officer