



BID AWARD PANEL CONTRACT AWARD

Award of Doc4269401146 to EXP Services Inc. for Engineering Consultants Services for Seniors Services and Long-Term Care

Date: April 11, 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 Proposal, Doc4269401146

Description:
For Engineering Consultants Services to Seniors Services and Long-Term Care.

The term of the Contract is to be for a period of one (1) year 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 four (4) separate one (1) year periods.

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

Recommended Supplier:
EXP Services Inc.

Contract Award Value:
\$1,081,500 net of all applicable taxes and charges (including 5% for Miscellaneous Items)
\$1,222,095 including HST and all applicable charges.
\$1,100,534 net of HST recoveries

The contract is expected to start on May 1, 2024, to April 30, 2025

Option Year 1: May 1, 2025, to April 30, 2026

\$1,113,945 net of all applicable taxes and charges (including 5% for Miscellaneous Items)

\$1,258,758 including HST and all applicable charges

\$1,133,550 net of HST recoveries

Option Year 2: May 1, 2026, to April 30, 2027

\$1,147,363 net of all applicable taxes and charges (including 5% for Miscellaneous Items)

\$1,296,521 including HST and all applicable charges

\$1,167,557 net of HST recoveries

Option Year 3: May 1, 2027, to April 30, 2028

\$1,181,784 net of all applicable taxes and charges (including 5% for Miscellaneous Items)

\$1,335,416 including HST and all applicable charges

\$1,202,584 net of HST recoveries

Option Year 4: May 1, 2028, to April 30, 2029

\$1,217,238 net of all applicable taxes and charges (including 5% for Miscellaneous Items)

\$1,375,479 including HST and all applicable charges

\$1,238,661 net of HST recoveries

The total potential contract award identified in this report including optional periods is \$5,741,830 net of all applicable taxes and charges, \$6,488,268 including all applicable taxes and charges. **The total potential cost to the City including optional periods is \$5,842,887 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 contract award identified in this report including optional periods is \$5,741,830 net of all applicable taxes and charges, \$6,488,268 including all applicable taxes and charges. The total potential cost to the City including optional periods is \$5,842,887 net of HST recoveries.

Funding for the 2024 contract period is included in the 2024 Approved Capital Budget for Seniors Services and Long-Term Care as detailed in Table 1. Additional funding for the remainder of the Initial Term of January 1, 2025, to April 31, 2025, will be included in the 2025 Capital Budget Submissions for Seniors Services and Long-Term Care. Should the optional period be exercised, appropriate additional funding will be requested in the respective Capital Budget Submissions for Seniors Services and Long-Term Care for each year from 2025 to 2029. Funding details follow in Table 1 below:

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre/Cost Element	Contracts Terms	Total (net of HST Recoveries)
CHA023-03, CHA023-04 , CHA024-04/ 4407	Initial Year: May 1, 2024 to December 31, 2024	\$733,690
	Initial Year: January 1, 2025, to April 30, 2025	\$366,844
	Option Year 1: May 1, 2025, to April 30, 2026	\$1,133,550
	Option Year 2: May 1, 2026, to April 30, 2027	\$1,167,557
	Option Year 3: May 1, 2027, to April 30, 2028	\$1,202,584
	Option Year 4: May 1, 2028, to April 30, 2029	\$1,238,661
Total (net of HST Recoveries)		\$5,842,887

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

SOLICITATION SUMMARY

Solicitation Issued: November 14, 2023

Solicitation Closed: December 15, 2023

Number of Addenda Issued: Five (5)

Number of Bids: Nine (9)

Table 2: Summary of Proposals Received:

Supplier Name
EME Engineering Inc.
Engineering Link Incorporated
EXP Services Inc.
Green PI Inc.
Moon-Matz Ltd.
Mo Raquib Farooqui Hedge Fund Bankers Law Corporation*
Read Jones Christoffersen Ltd.
Stephenson Engineering Limited, a company of Salas O'Brien
Tabcon Consulting**

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

** Supplier did not meet the minimum score of 52.50 and was not considered further.

Ranges of Scores: 67.96 to 98

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

The Request for Proposal was conducted in two (2) categories, Category 1 for an Architectural Consultant and Category 2 for an Engineering Consultant. Category 1 was cancelled in accordance with Chapter 195.9, due to the cost of responses exceeding the funding approval for the proposed contract.

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