



BID AWARD PANEL CONTRACT AWARD

Award of Doc4239751278 to Equipment Medical Rive-Nord for the Non-Exclusive Supply and Delivery of V-Vac Equipment for Purchasing and Materials Management (Stores)

Date: June 13, 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 Doc4239751278

Description:
For the non-exclusive supply and delivery of V-Vac Equipment to various Purchasing and Materials Management (Stores) locations from the date of award to May 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 contract to the lowest 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 will perform a market analysis to verify the current market conditions as compared to the proposed increase by the vendor and that the Stores Division will monitor vendor 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:
Equipment Medical Rive-Nord

Contract Award Value:
\$181,937 net of all applicable taxes and charges

\$205,589 including HST and all applicable charges.

\$185,140 net of HST recoveries

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

Option Year 1 (June 1, 2025 to May 31, 2026)

\$187,396 net of all applicable taxes and charges (including 20% for miscellaneous items)

\$211,757 including all applicable taxes and charges.

\$190,694 net of HST recoveries

Option Year 2 (June 1, 2026 to May 31, 2027)

\$193,017 net of all applicable taxes and charges (including 20% for miscellaneous items)

\$218,110 including all applicable taxes and charges.

\$196,415 net of HST recoveries

Option Year 3 (June 1, 2027 to May 31, 2028)

\$198,808 net of all applicable taxes and charges (including 20% for miscellaneous items)

\$224,653 including all applicable taxes and charges.

\$202,307 net of HST recoveries

Option Year 4 (June 1, 2028 to May 31, 2029)

\$204,772 net of all applicable taxes and charges (including 20% for miscellaneous items)

\$231,393 including all applicable taxes and charges.

\$208,376 net of HST recoveries

The total potential combined contract award identified in this report including option years is \$965,931 net of all applicable taxes and charges, \$1,091,502 including all applicable taxes and charges. **The total potential cost to the City including option years is \$982,931 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 \$965,931 net of all applicable taxes and charges, \$1,091,502 including all applicable taxes and charges. The total potential cost to the City including option years is \$982,931 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' Operating Budgets.

Funding from the date of award to December 31, 2024 has been included in the appropriate Divisions' 2024 Operating Budgets, and additional funding for the balance of the initial contract term will be included in their 2025 Operating Budget Submissions. Should all the option years be exercised, appropriate additional funding will be requested in the 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	\$107,998	
January 1, 2025 - May 31, 2025	\$77,141	
Total: Contract Period	\$185,139	\$185,139
Total: 2024 Budget Year	\$107,998	
June 1, 2025 to December 31, 2025	\$111,238	
January 1, 2026 - May 31, 2026	\$79,456	
Total: Option Year 1	\$190,694	\$190,694
Total: 2025 Budget Year	\$188,380	
June 1, 2026 to December 31, 2026	\$114,575	
January 1, 2027 - May 31, 2027	\$81,839	
Total: Option Year 2	\$196,415	\$196,415
Total: 2026 Budget Year	\$194,031	
June 1, 2027 to December 31, 2027	\$118,012	
January 1, 2028 - May 31, 2028	\$84,295	
Total: Option Year 3	\$202,307	\$202,307
Total: 2027 Budget Year	\$199,852	
June 1, 2028 to December 31, 2028	\$121,553	
January 1, 2029 - May 31, 2029	\$86,823	
Total: Option Year 4	\$208,376	\$208,376
Total: 2028 Budget Year	\$205,847	
Total: 2029 Budget Year	\$86,823	
Grand Total	\$982,931	\$982,931

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

SOLICITATION SUMMARY

Solicitation Issued: February 29, 2024 **Solicitation Closed:** March 28, 2024

Number of Addenda Issued: None

Number of Bids: Three (3)

Table 2: Summary of Bid Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
EQUIPMENT MEDICAL RIVE-NORD	\$151,614.55
ALLIED MEDICAL INSTRUMENTS INC	\$165,901.00
PARTICEPS MEDICAL SOLUTIONS LTD	\$211,257.20

*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 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