BID AWARD PANEL CONTRACT AWARD

Award of Doc4567280605 to FERNO CANADA for the Non-Exclusive Supply and Delivery of Ferno Stretchers and Accessories for Purchasing and Materials Management (Stores)

Date: August 1, 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 Doc4567280605

Description:
For the non-exclusive supply and delivery of Ferno Stretchers and Accessories to various Purchasing and Materials Management (Stores) locations from the date of award to July 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 Division will perform a market analysis to verify the current market conditions as compared to the proposed increase by the Supplier and that Purchasing and Materials Management (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:
FERNO CANADA

Contract Award Value:
$113,793 net of all applicable taxes and charges

$128,586 including HST and all applicable charges.
$115,795 net of HST recoveries

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

Option Year 1 (August 1, 2025 to July 31, 2026)
$117,206 net of all applicable taxes and charges (including 20% for miscellaneous items)
$132,443 including all applicable taxes and charges.
$119,269 net of HST recoveries

Option Year 2 (August 1, 2026 to July 31, 2027)
$120,722 net of all applicable taxes and charges (including 20% for miscellaneous items)
$136,416 including all applicable taxes and charges.
$122,847 net of HST recoveries

Option Year 3 (August 1, 2027 to July 31, 2028)
$124,344 net of all applicable taxes and charges (including 20% for miscellaneous items)
$140,509 including all applicable taxes and charges.
$126,533 net of HST recoveries

Option Year 4 (August 1, 2028 to July 31, 2029)
$128,074net of all applicable taxes and charges (including 20% for miscellaneous items)
$144,724 including all applicable taxes and charges.
$130,329 net of HST recoveries

The total potential contract award including all option years is $604,139 net of all applicable taxes and charges, $682,678 including all applicable taxes and charges. The total potential cost to the City including option years is $614,773 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 $604,139 net of all applicable taxes and charges, $682,678 including all applicable taxes and charges. The total potential combined cost to the City including option years is $614,773 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 for Date of award to December 31, 2024 will be included in the appropriate Divisions' 2024 Operating Budget Submissions and should all the option years be exercised, if required, appropriate additional funding, will be requested in the 2025-2029 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	$48,248	
January 1, 2025 - July 31, 2025	$67,547	
Total: Contract Period	$115,795	$115,795
Total: 2024 Budget Year	$48,248	
August 1, 2025 to December 31, 2025	$49,695	
January 1, 2026 - July 31, 2026	$69,574	
Total: Option Year 1	$119,269	$119,269
Total: 2025 Budget Year	$117,243	
August 1, 2026 to December 31, 2026	$51,186	
January 1, 2027 - July 31, 2027	$71,661	
Total: Option Year 2	$122,847	$122,847
Total: 2026 Budget Year	$120,760	
August 1, 2027 to December 31, 2027	$52,722	
January 1, 2028 - July 31, 2028	$73,811	
Total: Option Year 3	$126,533	$126,533
Total: 2027 Budget Year	$124,383	
August 1, 2028 to December 31, 2028	$54,304	
January 1, 2029 - July 31, 2029	$76,025	
Total: Option Year 4	$130,329	$130,329
Total: 2028 Budget Year	$128,114	
Total: 2029 Budget Year	$76,025	
Grand Total	$614,773	$614,773

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

SOLICITATION SUMMARY

Solicitation Issued: May 27, 2024 **Solicitation Closed:** June 27, 2024
Number of Addenda Issued: One (1)
Number of Bids: One (1)

Table 2: Summary of Bid Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
FERNO CANADA	$94,827.10

*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 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 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