



BID AWARD PANEL CONTRACT AWARD

Award of Doc4158506855 to MCL - Mister Chemical LTD and for the supply and delivery of Disposable Dining Supplies for the City of Toronto's Purchasing and Materials Management (Stores)

Date: September 12, 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 Doc4158506855

Description:
For the non-exclusive supply and of delivery Disposable Dining Supplies for Purchasing and Materials Management (Stores) on behalf of Transportation Services from the date of award to April 30, 2025, with the option to renew the Contract for four (4) additional separate 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 will perform a market analysis to verify the current market conditions as compared to the proposed increase by the Supplier and that Materials Management and 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:
MCL - Mister Chemical LTD.

Contract Award Value:

\$332,686 net of all applicable taxes and charges (including 20% for miscellaneous items)

\$375,935 including HST and all applicable charges

\$338,541 net of HST recoveries

Contract is expected to start on date of award and end on April 30, 2024.

Option Year 1 (May 1, 2025 to April 30, 2026)

\$342,667 net of all applicable taxes and charges (including 20% for miscellaneous items)

\$387,214 including all applicable taxes and charges

\$348,698 net of HST recoveries

Option Year 2 (May 1, 2026 to April 30, 2027)

\$352,947 net of all applicable taxes and charges (including 20% for miscellaneous items)

\$398,830 including all applicable taxes and charges

\$359,159 net of HST recoveries

Option Year 3 (May 1, 2027 to April 30, 2028)

\$363,535 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$410,795 including all applicable taxes and charges

\$369,933 net of HST recoveries

Option Year 4 (May 1, 2028 to April 30, 2029)

\$374,442 net of all applicable taxes and charges (including 25% for miscellaneous items)

\$423,119 including all applicable taxes and charges

\$381,032 net of HST recoveries

The total potential combined contract award identified in this report including option years is \$1,766,277 net of all applicable taxes and charges, \$1,995,893 including all applicable taxes and charges. **The total potential cost to the City including option years is \$1,797,363 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 the option years is \$1,995,893 including all applicable taxes and charges. The total potential cost to the City including the option years is \$1,797,363 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	\$225,694	
January 1, 2025 – April 30, 2025	\$112,847	
Total: Contract Period	\$338,542	
Total: 2024 Budget Year	\$225,694	\$225,694
May 1, 2025 – December 31, 2025	\$232,465	
January 1, 2026 – April 30, 2026	\$116,233	
Total: Option Year 1	\$348,698	
Total: 2025 Budget Year	\$345,313	\$345,313
May 1, 2026 – December 31, 2026	\$239,439	
January 1, 2027 – April 30, 2027	\$119,720	
Total: Option Year 2	\$359,159	
Total: 2026 Budget Year	\$355,672	\$355,672
May 1, 2027 – December 31, 2027	\$246,622	
January 1, 2028 – April 30, 2028	\$123,311	
Total: Option Year 3	\$369,934	
Total: 2027 Budget Year	\$366,342	\$366,342
May 1, 2028– December 31, 2028	\$254,021	
January 1, 2029 – April 30, 2029	\$127,011	
Total: Option Year 4	\$381,032	
Total: 2028 Budget Year	\$377,332	\$377,322
Total: 2029 Budget Year	\$127,011	\$127,011
Grand Total	\$1,797,363	\$1,797,363

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

SOLICITATION SUMMARY

Solicitation Issued: February 23, 2024 **Solicitation Closed:** April 19, 2024

Number of Addenda Issued: Seven (7)

Number of Bids: One (1)

Table 2: Summary of Bid Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
MCL Mister Chemical Ltd	\$277,238.70

*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 Supplier with the lowest bid meeting specifications or 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