



BID AWARD PANEL CONTRACT AWARD

Award of Doc4544300387 to VCA Toronto Veterinary Emergency Hospital and Veterinary Emergency Hospital of West Toronto for Medical and Emergency Veterinary Services for Municipal Licensing and Standards

Date: October 24, 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 Quotation Doc4544300387

Description:
Non-exclusive delivery of services for Medical and Emergency Veterinary Services for Toronto Animal Services - Municipal Licensing and Standards Division. The term of the Contract is to be for a period of five (5) years from the date of award to October 31, 2029.

Recommended Suppliers:
VCA Toronto Veterinary Emergency Hospital
Veterinary Emergency Hospital of West Toronto

Contract Award Value:

VCA Toronto Veterinary Emergency Hospital
\$1,255,000 net of all applicable taxes and charges
\$1,418,150 including HST and all applicable charges
\$1,277,088 net of HST recoveries

Contract is expected to start on date of award and end on October 31, 2029.

Veterinary Emergency Hospital of West Toronto

\$245,000 net of all applicable taxes and charges

\$276,850 including HST and all applicable charges

\$249,312 net of HST recoveries

Contract is expected to start on date of award and end on October 31, 2029.

The combined total contract award for all five (5) years is \$1,500,000 net of all taxes and charges and \$1,695,000 including all applicable taxes and charges. **The total potential cost to the City is \$1,526,400 net of HST recoveries.**

FINANCIAL IMPACT

The total potential contact award value identified in this report is \$1,500,000 net of all taxes and charges and \$1,695,000 including all applicable taxes and charges. The total potential cost to the City for the full term is \$1,526,400 net of HST recoveries.

Funding in the amount of \$50,880 net of HST recoveries is included in the 2024 Operating Budget for Municipal Licensing and Standards Division. Funding in the amount of \$1,475,520 net of HST recoveries will be included in the 2025 to 2029 Operating Budget Submissions for Municipal Licensing and Standards Division. Funding details are summarized in Table 1.

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

Cost Centres: MS5032, MS5033, MS5036, MS5045, MS5047 Cost Elements: 4087	Net of HST recoveries
Year One: Date of Award to December 31, 2024	\$50,880
Year One: January 1, 2025 to December 31, 2025	\$305,280
Year Two: January 1, 2026 to December 31, 2026	\$305,280
Year Three: January 1, 2027 to December 31, 2027	\$305,280
Year Four: January 1, 2028 to December 31, 2028	\$305,280
Year Five: January 1, 2029 to October 31, 2029	\$254,400
Total net of HST recoveries	\$1,526,400

The Chief Financial Officer and Treasurer has been advised of the award associated with this program to be considered along with other priorities in future budget processes.

SOLICITATION SUMMARY

Solicitation Issued: August 15, 2024 **Solicitation Closed:** September 23, 2024

Number of Addenda Issued: One (1)

Number of Bids: Two (2)

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
VCA Toronto Veterinary Emergency Hospital	\$2,038.87*
Veterinary Emergency Hospital of West Toronto	\$1,962.41*

*Pursuant to the Request for Quotation document the Contract award value is based on historical usage and the established divisional budget.

DIVISION CONTACTS

Marie Reid, Manager, Infrastructure and Development Services, Purchasing Client Services, Purchasing and Materials Management Division, 416-397-5187,
Email: Marie.Reid@toronto.ca

Carleton Grant, Executive Director, Municipal Licensing and Standards Division, 416-392-8445, Carleton.Grant@toronto.ca

COMMENTS

For the recommended contract award, 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