BID AWARD PANEL
CONTRACT AWARD

Award of Doc4529454633 to Mister Chemical Ltd. for the Non-Exclusive Supply and Delivery of Toilet Paper, Paper Towel, other Toiletries and Dispensers for Purchasing and Materials Management (Stores)

Date: November 28, 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 Doc4529454633

Description:
For the non-exclusive supply and delivery of Toilet Paper, Paper Towel, other Toiletries and Dispensers to various Purchasing and Materials Management (Stores) locations from the date of award to November 30, 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).

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:
Mister Chemical Ltd.

Contract Award Value:
$2,562,873 net of all applicable taxes and charges
$2,896,046 including HST and all applicable charges.
$2,607,979 net of HST recoveries

Contract is expected to start on date of award and end on November 30, 2025

Option Year 1 (December 1, 2025 to November 30, 2026)
$2,639,759 net of all applicable taxes and charges (including 20% for miscellaneous items)

$2,982,928 including all applicable taxes and charges.
$2,686,219 net of HST recoveries

Option Year 2 (December 1, 2026 to November 30, 2027)
$2,718,952 net of all applicable taxes and charges (including 20% for miscellaneous items)
$3,072,416 including all applicable taxes and charges.
$2,766,805 net of HST recoveries

Option Year 3 (December 1, 2027 to November 30, 2028)
$2,800,520 net of all applicable taxes and charges (including 20% for miscellaneous items)
$3,164,588 including all applicable taxes and charges.
$2,849,810 net of HST recoveries

Option Year 4 (December 1, 2028 to November 30, 2029)
$2,884,536 net of all applicable taxes and charges (including 20% for miscellaneous items)
$3,259,526 including all applicable taxes and charges.
$2,935,304 net of HST recoveries

The total potential contract award identified in this report including option years is $13,606,640 net of all applicable taxes and charges. **The total potential cost to the City including option years is $13,846,117 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 option years is $13,606,640 net of all applicable taxes and charges. The total potential cost to the City including option years is $13,846,117 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 from the date of award to December 31, 2024 has been included in the appropriate Divisions' 2024 Operating Budget and 2025 Operating Budget Submissions, and should all the option years be exercised appropriate additional funding will be requested in their 2026-2029 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	$217,332	
January 1, 2025 - November 30, 2025	$2,390,648	
Total: Contract Period	$2,607,980	$2,607,980
Total: 2024 Budget Year	$217,332	
December 1, 2025 to December 31, 2025	$223,852	
January 1, 2026 - November 30, 2026	$2,462,367	
Total: Option Year 1	$2,686,219	$2,686,219
Total: 2025 Budget Year	$2,614,499	
December 1, 2026 to December 31, 2026	$230,567	
January 1, 2027 - November 30, 2027	$2,536,238	
Total: Option Year 2	$2,766,805	$2,766,805
Total: 2026 Budget Year	$2,692,934	
December 1, 2027 to December 31, 2027	$237,484	
January 1, 2028 - November 30, 2028	$2,612,325	
Total: Option Year 3	$2,849,809	$2,849,809
Total: 2027 Budget Year	$2,773,722	
December 1, 2028 to December 31, 2028	$244,609	
January 1, 2029 - November 30, 2029	$2,690,695	
Total: Option Year 4	$2,935,304	$2,935,304
Total: 2028 Budget Year	$2,856,934	
Total: 2029 Budget Year	$2,690,695	
Grand Total	$13,846,117	$13,846,117

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

SOLICITATION SUMMARY

Solicitation Issued: April 15, 2024 **Solicitation Closed:** May 23, 2024
Number of Addenda Issued: Eleven (11)
Number of Bids: Eight (8)

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
Mister Chemical Ltd	$2,135,727.40*

Supplier Name	Bid Price (excluding H.S.T.)
Staples Professional Inc	$2,288,258.10
GT French Paper Ltd.	$2,383,484.30
Imperial Dade Canada Inc	$2,600,497.00
Grand & Toy Limited	$4,860,326.20
Planetize Inc.	$5,512,548.30
Champion Products Corp	No pricing received**
Toure Seboury	No pricing received**

* Bid Price does not contain the 20% for miscellaneous items

** Supplier found non-compliant with the mandatory requirements

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
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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 opened publicly on 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