



BID AWARD PANEL CONTRACT AWARD

Award of Doc4683164573 to Allied Medical Instruments Inc. for the Non-Exclusive Supply and Delivery of Disposable Bag Valve Masks for Purchasing and Materials Management (Stores)

Date: January 9, 2025
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 Doc4683164573

Description:
For the non-exclusive supply and delivery of disposable bag valve masks to various Purchasing and Materials Management (Stores) locations. The term of the Contract is to be for a period of one (1) year from the date of award, with the option to extend the agreement on the same terms and conditions for an additional term of up to four (4) additional separate one (1) year periods at the sole discretion of the City and subject to budget approval.

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:
Allied Medical Instruments Inc.

Contract Award Value:
\$ 153,888 net of all applicable taxes and charges (including 20 percent for miscellaneous items)
\$ 173,893 including HST and all applicable charges.
\$ 156,596 net of HST recoveries

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

Option Year 1 (January 1, 2026 to December 31, 2026)
\$158,505 net of all applicable taxes and charges (including 20 percent for miscellaneous items)
\$179,111 including all applicable taxes and charges.
\$161,295 net of HST recoveries

Option Year 2 (January 1, 2027 to December 31, 2027)
\$163,260 net of all applicable taxes and charges (including 20 percent for miscellaneous items)
\$184,484 including all applicable taxes and charges.
\$166,133 net of HST recoveries

Option Year 3 (January 1, 2028 to December 31, 2028)
\$168,158 net of all applicable taxes and charges (including 20 percent for miscellaneous items)
\$190,019 including all applicable taxes and charges.
\$171,118 net of HST recoveries

Option Year 4 (January 1, 2029 to December 31, 2029)
\$173,203 net of all applicable taxes and charges (including 20 percent for miscellaneous items)
\$195,719 including all applicable taxes and charges.
\$176,251 net of HST recoveries

The total potential contract award including all option years is \$817,014 net of all applicable taxes and charges and \$923,226 including all applicable taxes and charges.
The total potential cost to the City including option years is \$831,393 net of HST recoveries.

The above cost calculations reflect an estimated annual three (3) percent Consumer Price Index adjustment applied annually to the yearly cost after the initial one (1) year period.

FINANCIAL IMPACT

The total potential contract award identified in this report including option years is \$817,014 net of all applicable taxes and charges. The total potential cost to the City is \$831,393 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, 2025 has been included in the appropriate Divisions' 2025 Operating Budgets. Should the City exercise the optional periods, 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, 2025	\$156,596	
Total: Contract Period	\$156,596	\$156,596
Total: 2025 Budget Year	\$156,596	
January 1, 2026 to December 31, 2026	\$161,295	
Total: Option Year 1	\$161,295	\$161,295
Total: 2026 Budget Year	\$161,295	
January 1, 2027 to December 31, 2027	\$166,133	
Total: Option Year 2	\$166,133	\$166,133
Total: 2027 Budget Year	\$166,133	
January 1, 2028 to December 31, 2028	\$171,118	
Total: Option Year 3	\$171,118	\$171,118
Total: 2028 Budget Year	\$171,118	
January 1, 2029 to December 31, 2029	\$176,251	
Total: Option Year 4	\$176,251	\$176,251
Total: 2029 Budget Year	\$176,251	
Total	\$831,393	\$831,393

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

SOLICITATION SUMMARY

Solicitation Issued: August 30, 2024 **Solicitation Closed:** September 26, 2024

Number of Addenda Issued: One (1)

Number of Bids: Six (6)

Table 2: Summary of Bid Received including bid price.

Supplier Name	Bid Price (excluding H.S.T.)
Allied Medical Instruments Inc.	\$128,240.00*

Supplier Name	Bid Price (excluding H.S.T.)
9195-6664 Quebec Inc. o/a EMRN	\$137,580.00
The Stevens Company LTD**	\$183,910.00
Ontario Medical Supply Inc.	\$216,145.00
Trudell Healthcare Solutions Inc.**	\$269,993.00
McArthur Medical Sales Inc.	\$277,610.00

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

** Supplier was 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
 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