



## **BID AWARD PANEL CONTRACT AWARD**

### **Award of Doc4637168478 to EQUIPMENT MEDICAL RIVE-NORD (EMRN) and ALLIED MEDICAL INSTRUMENTS INC. for the Non-Exclusive Supply and Delivery of Sharps Containers for Purchasing and Materials Management (Stores)**

**Date:** January 16, 2025  
**To:** Bid Award Panel  
**From:** Chief Procurement Officer  
**Wards:** All

#### **RECOMMENDATIONS**

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**The Chief Procurement Officer recommends that the Bid Award Panel grant authority to award the following contracts:**

**Solicitation Number:**  
Request for Quotation Doc4637168478

**Description:**

For the non-exclusive supply and delivery of Sharps Containers to various Purchasing and Materials Management (Stores) locations from the date of award to December 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 RFQ is structured to award contract to the lowest supplier meeting specifications and providing the lowest total bid price per Lot A and B 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 vendor 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:**  
**EQUIPMENT MEDICAL RIVE-NORD (EMRN), (Lot A)**

**Contract Award Value:**

\$199,168 net of all applicable taxes and charges (including 20% for miscellaneous items)  
\$225,060 including HST and all applicable charges.  
\$202,674 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)  
\$205,143 net of all applicable taxes and charges (including 20% for miscellaneous items)  
\$231,812 including all applicable taxes and charges.  
\$208,754 net of HST recoveries

Option Year 2 (January 1, 2027 to December 31, 2027)  
\$211,298 net of all applicable taxes and charges (including 20% for miscellaneous items)  
\$238,766 including all applicable taxes and charges.  
\$215,016 net of HST recoveries

Option Year 3 (January 1, 2028 to December 31, 2028)  
\$217,636 net of all applicable taxes and charges (including 20% for miscellaneous items)  
\$245,929 including all applicable taxes and charges.  
\$221,467 net of HST recoveries

Option Year 4 (January 1, 2029 to December 31, 2029)  
\$224,166 net of all applicable taxes and charges (including 20% for miscellaneous items)  
\$253,307 including all applicable taxes and charges.  
\$228,111 net of HST recoveries

The total potential contract award including all option years is \$1,076,021 net of HST recoveries \$1,194,874 including all applicable taxes and charges and \$1,057,411 net of all applicable taxes and charges.

**Recommended Supplier:**  
**ALLIED MEDICAL INSTRUMENTS INC. (Lot B)**

**Contract Award Value:**  
\$65,801 net of all applicable taxes and charges (including 20% for miscellaneous items)  
\$74,355 including HST and all applicable charges.  
\$66,959 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)  
\$67,775 net of all applicable taxes and charges (including 20% for miscellaneous items)  
\$76,586 including all applicable taxes and charges.  
\$68,968 net of HST recoveries

Option Year 2 (January 1, 2027 to December 31, 2027)  
\$69,808 net of all applicable taxes and charges (including 20% for miscellaneous items)  
\$78,883 including all applicable taxes and charges.  
\$71,037 net of HST recoveries

Option Year 3 (January 1, 2028 to December 31, 2028)  
\$71,902 net of all applicable taxes and charges (including 20% for miscellaneous items)  
\$81,250 including all applicable taxes and charges.  
\$73,168 net of HST recoveries

Option Year 4 (January 1, 2029 to December 31, 2029)  
\$74,059 net of all applicable taxes and charges (including 20% for miscellaneous items)  
\$83,687 including all applicable taxes and charges.  
\$75,363 net of HST recoveries

The total potential contract award including all option years is \$355,494 net of HST recoveries \$394,760 including all applicable taxes and charges and \$349,345 net of all applicable taxes and charges.

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

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The total potential combined contract awards for the suppliers (Lot A & B) identified in this report including option years is \$1,406,756 net of all applicable taxes and charges, \$1,589,635 including all applicable taxes and charges. The total potential combined cost to the City including option years is \$1,431,515 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, 2025 will be included in the appropriate Divisions' 2025 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<br>160004,<br>160026,<br>160049,<br>160067, | Total<br>(net of HST<br>Recoveries) |
|--------|---------------------------------------------------------|-------------------------------------|
|        |                                                         |                                     |

|                                      |                                                |             |
|--------------------------------------|------------------------------------------------|-------------|
|                                      | 160068,<br>160082,<br>160083,<br>160085,160171 |             |
| January 1, 2025 - December 31, 2025  | \$269,632                                      |             |
| Total: Contract Period               | \$269,632                                      | \$269,632   |
| Total: 2025 Budget Year              | \$269,632                                      |             |
|                                      |                                                |             |
| January 1, 2026 to December 31, 2026 | \$277,721                                      |             |
| Total: Option Year 1                 | \$277,721                                      | \$277,721   |
| Total: 2026 Budget Year              | \$277,721                                      |             |
|                                      |                                                |             |
| January 1, 2027 to December 31, 2027 | \$286,053                                      |             |
| Total: Option Year 2                 | \$286,053                                      | \$286,053   |
| Total: 2027 Budget Year              | \$286,053                                      |             |
|                                      |                                                |             |
| January 1, 2028 to December 31, 2028 | \$294,635                                      |             |
| Total: Option Year 3                 | \$294,635                                      | \$294,635   |
| Total: 2028 Budget Year              | \$294,635                                      |             |
|                                      |                                                |             |
| January 1, 2029 to December 31, 2029 | \$303,474                                      |             |
| Total: Option Year 4                 | \$303,474                                      | \$303,474   |
| Total: 2029 Budget Year              | \$303,474                                      |             |
|                                      |                                                |             |
| Grand Total                          | \$1,431,515                                    | \$1,431,515 |

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

## SOLICITATION SUMMARY

**Solicitation Issued:** August 14, 2024    **Solicitation Closed:** September 16, 2024  
**Number of Addenda Issued:** Two (2)  
**Number of Bids:** Ten (10)

Table 2: Summary of Bid Received including bid price

### For Lot A

| Supplier Name                      | Bid Price* (excluding H.S.T.) |
|------------------------------------|-------------------------------|
| EQUIPMENT MEDICAL RIVE-NORD (EMRN) | \$ 165,973.50                 |
| CARDINAL HEALTH CANADA INC.        | \$ 169,767.50                 |
| MEDICAL PHARMACIES GROUP LTD       | \$ 189,103.60                 |

| Supplier Name                   | Bid Price* (excluding H.S.T.) |
|---------------------------------|-------------------------------|
| ALLIED MEDICAL INSTRUMENTS INC  | \$ 191,148.00                 |
| PARTICEPS MEDICAL SOLUTIONS LTD | \$ 219,460.50                 |
| MSS LTD                         | \$ 279,132.80                 |
| STEVENS COMPANY LTD             | \$ 312,304.30                 |
| BIO NUCLEAR DIAGNOSTICS INC**   | \$ 96,514.50                  |
| SARSTEDT INC**                  | \$ 115,232.50                 |
| MEDLINE CANADA CORP**           | \$ 153,457.00                 |

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

\*\* Supplier was found non-compliant with the mandatory requirements

#### For Lot B

| Supplier Name                      | Bid Price* (excluding H.S.T.) |
|------------------------------------|-------------------------------|
| ALLIED MEDICAL INSTRUMENTS INC     | \$ 54,834.00                  |
| EQUIPMENT MEDICAL RIVE-NORD (EMRN) | \$ 60,762.00                  |
| MEDLINE CANADA CORP                | \$ 63,973.00                  |
| MEDICAL PHARMACIES GROUP LTD       | \$ 70,642.00                  |
| CARDINAL HEALTH CANADA INC.        | \$ 71,383.00                  |
| PARTICEPS MEDICAL SOLUTIONS LTD    | \$ 86,944.00                  |
| STEVENS COMPANY LTD                | \$ 90,155.00                  |
| SARSTEDT INC**                     | \$ 19,760.00                  |

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

\*\* Supplier was found non-compliant with the mandatory requirements

#### DIVISION CONTACTS

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## **COMMENTS**

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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**

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Geneviève Sharkey  
Chief Procurement Officer