



BID AWARD PANEL CONTRACT AWARD

Award of Doc4784736229 to Dayco Distributing Ltd. for the provision of supply, delivery, installation, and warranty of food service equipment for Seniors Services and Long-Term Care

Date: February 20, 2025
To: Bid Award Panel
From: Chief Procurement Officer
Wards: 02 - Etobicoke Centre

RECOMMENDATIONS

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

Solicitation Number:

Request for Quotations Doc4784736229

Description:

For the provision of supply, delivery, installation, and warranty of food service equipment for Seniors Services and Long-term Care, for a period of one (1) year, with an option in favour of the City to extend the agreement on the same terms and conditions for up to one (1) additional one (1) year period. Should the option be exercised, then the Client Division Head will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

Dayco Distributing Ltd.

Contract Award Value:

\$2,245,112 net of all applicable taxes and charges (including 20% for miscellaneous items)

\$2,536,977 including HST and all applicable charges

\$2,284,626 net of HST Recoveries

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

Option Year 1: January 1, 2026 to December 31, 2026

\$2,312,465 net of all applicable taxes and charges (including 20% for miscellaneous items)

\$2,613,086 including HST and all applicable charges

\$2,353,164 net of HST Recoveries

The total potential contract award identified in this report is \$4,557,577 excluding all taxes and charges, and \$5,150,062 including all applicable taxes and charges. **The total potential cost to the City is \$4,637,790 net of HST recoveries.**

The above cost calculations for the Option Year reflect an estimated annual 3% increase as per the Consumer Price Index.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$4,557,577 excluding all taxes and charges, and \$5,150,062 including all applicable taxes and charges. The total potential cost to the City is \$4,637,790 net of HST recoveries.

Funding is available in the 2025-2034 Capital Budget and Plan and the 2025 Operating Budget for Seniors Services and Long-Term Care. Should the City exercise the optional year, additional funding will be included in the 2026 Capital and Operating Budget Submission for Senior Services and Long-Term Care. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

	WBS / Cost Element	Date of Award to December 31, 2025	Option Year 1 January 1, 2026 to December 31, 2026	Total (net of HST recoveries)
Capital	D3*061 C/E 3099	\$1,530,699	\$1,576,620	\$3,107,319
Operating	CHA023-04 C/E 3099	\$753,926	\$776,544	\$1,530,471
Total		\$2,284,626	\$2,353,164	\$4,637,790

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

SOLICITATION SUMMARY

Solicitation Issued: November 21, 2024

Solicitation Closed: January 15, 2025

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.)
Dayco Distributing Ltd.	\$1,870,926.34
Advantage Restaurant Supply	\$1,976,190.72

DIVISION CONTACTS

Clarman Yang, Manager, Purchasing Client Services, Purchasing and Materials Management, (416) 392-1302, Clarman.Yang@toronto.ca

Marina Masic, Manager, Contract Administration and Procurement Support, Seniors Services and Long-Term Care, (416) 392-8910, Marina.Masic@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