BID AWARD PANEL CONTRACT AWARD

Award of Doc4892284211 to HANSLER SMITH LTD. for the Non-Exclusive Supply and Delivery of Particulate Masks and Respirators for Purchasing and Materials Management (Stores)

Date: February 20, 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 Doc4892284211

Description:
For the non-exclusive supply and delivery of Particulate Masks and Respirators 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 supplier meeting specifications and providing the lowest total bid price 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 the Stores Division will monitor vendor 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:
Hansler Smith Ltd.

Contract Award Value:
$344,805 net of all applicable taxes and charges
$389,630 including HST and all applicable charges.
$350,874 net of HST recoveries

Contract is expected to start on date of award and end on February 28, 2026

Option Year 1 (March 1, 2026 to February 28, 2027)
$355,150 net of all applicable taxes and charges (including 20% for miscellaneous items)
$401,319 including all applicable taxes and charges.
$361,400 net of HST recoveries

Option Year 2 (March 1, 2027 to February 29, 2028)
$365,804 net of all applicable taxes and charges (including 20% for miscellaneous items)
$413,359 including all applicable taxes and charges.
$372,242 net of HST recoveries

Option Year 3 (March 1, 2028 to February 28, 2029)
$376,778 net of all applicable taxes and charges (including 20% for miscellaneous items)
$425,759 including all applicable taxes and charges.
$383,409 net of HST recoveries

Option Year 4 (March 1, 2029 to February 28, 2030)
$388,081 net of all applicable taxes and charges (including 20% for miscellaneous items)
$438,532 including all applicable taxes and charges.
$394,912 net of HST recoveries

The total potential contract award including option years is $1,830,619 net of all applicable taxes and charges, $2,068,599 including all applicable taxes and charges. **The total potential combined cost to the City including option years is $1,862,837 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 $1,830,619 net of all applicable taxes and charges, $2,068,599 including all applicable taxes and charges. The total potential combined cost to the City including option years is $1,862,837 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, 2025 has been included in the appropriate Divisions' 2025 Operating Budgets and should all the option years be exercised, appropriate additional funding will be requested in the 2026-2030 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	$292,395	
January 1, 2026 to February 28, 2026	$58,479	
Total: Initial Contract Period	$350,874	$350,874
Total: 2025 Budget Year	$292,395	
March 1, 2026 to December 31, 2026	$301,167	
January 1, 2027 - February 28, 2027	$60,233	
Total: Option Year 1	$361,400	$361,400
Total: 2026 Budget Year	$359,646	
March 1, 2027 to December 31, 2027	$310,202	
January 1, 2028 to February 29, 2028	$62,040	
Total: Option Year 2	$372,242	$372,242
Total: 2027 Budget Year	$370,435	
March 1, 2028 to December 31, 2028	$319,508	
January 1, 2029 to February 28, 2029	$63,901	
Total: Option Year 3	$383,409	$383,409
Total: 2028 Budget Year	$381,548	
March 1, 2029 to December 31, 2029	$329,093	
January 1, 2030 to February 28, 2030	$65,819	
Total: Option Year 4	$394,912	$394,912
Total: 2029 Budget Year	$392,995	
Total: 2030 Budget Year	$65,819	
Grand Total	$1,862,837	$1,862,837

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

SOLICITATION SUMMARY

Solicitation Issued: December 17, 2024 **Solicitation Closed:** January 16, 2025
Number of Addenda Issued: Three (3)
Number of Bids: Seven (7)

Table 2: Summary of Bid Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
HANSLER SMITH LTD	$287,337.81 CAD*
2440446 ONTARIO INC.	$298,363.00 CAD
INTERCITY INDUSTRIAL SUPPLY LIMITED	$300,575.17 CAD
GUILLEVIN INTERNATIONAL CO	$309,960.76 CAD
MANN SUPPLY CANADA INC	$334,458.70 CAD
VALLEN CANADA INC	$358,622.55 CAD
LEVITT SAFETY	$395,480.16 CAD

*Bid Price does not contain the 20% miscellaneous items

DIVISION CONTACTS

Francesco McGrillis, Acting Manager, Purchasing Client Services
Purchasing and Materials Management Division, Tel: 416-392-0205
Email: Francesco.McGrillis@toronto.ca

Craig Mavin Manager, Materials Management & Stores Purchasing & Materials Management Division Telephone: 416-392-6764
E-Mail: craig.mavin@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