TORONTO

BID AWARD PANEL CONTRACT AWARD

Award of Doc4831370207 to Unisync Group Limited for the Non-Exclusive Supply and Delivery of Security Accessories for Purchasing and Materials Management (Stores)

Date: March 6, 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 Doc4831370207

Description:
For the non-exclusive supply and delivery of Security Accessories to various Purchasing and Materials Management (Stores) locations from the date of award to January 31, 2026, 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:
Unisync Group Limited

Contract Award Value:
$323,643 net of all applicable taxes and charges (including 20% for miscellaneous items)
$365,716 including HST and all applicable charges
$329,339 net of HST recoveries

Contract is expected to start on date of award and end on January 31, 2026

Option Year 1 (February 1, 2026 to January 31, 2027)

$333,352 net of all applicable taxes and charges (including 20% for miscellaneous items)
$376,688 including all applicable taxes and charges
$339,219 net of HST recoveries

Option Year 2 (February 1, 2027 to January 31, 2028)
$343,353 net of all applicable taxes and charges (including 20% for miscellaneous items)
$387,988 including all applicable taxes and charges.
$349,396 net of HST recoveries

Option Year 3 (February 1, 2028 to January 31, 2029)
$353,653 net of all applicable taxes and charges (including 20% for miscellaneous items)
$399,628 including all applicable taxes and charges
$359,877 net of HST recoveries

Option Year 4 (February 1, 2029 to January 31, 2030)
$364,263 net of all applicable taxes and charges (including 20% for miscellaneous items)
$411,617 including all applicable taxes and charges
$370,674 net of HST recoveries

The total potential contract award to Unisync Group Limited, including option years, is $1,718,263 net of all applicable taxes and charges, $1,941,637 including all applicable taxes and charges. **The total potential cost to the City, including option years, is $1,748,504 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 $1,718,263 net of all applicable taxes and charges, $1,941,637 including all applicable taxes and charges. The total potential cost to the City, including option years, is $1,748,504 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, and additional funding for the balance of the initial contract term will be included in their 2026 Operating Budget Submissions. Should all the option years be exercised, appropriate additional funding will be requested in the 2026-2030 Operating Budget Submissions. Additional funding details follow in Table 1.

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	$301,894	
January 1, 2026 - January 31, 2026	$27,445	
Total: Contract Period	$329,339	$329,339
Total: 2025 Budget Year	$301,894	
February 1, 2026 to December 31, 2026	$310,951	
January 1, 2027 - January 31, 2027	$28,268	
Total: Option Year 1	$339,219	$339,219
Total: 2026 Budget Year	$338,396	
February 1, 2027 to December 31, 2027	$320,279	
January 1, 2028 - January 31, 2028	$29,116	
Total: Option Year 2	$349,396	$349,396
Total: 2027 Budget Year	$348,547	
February 1, 2028 to December 31, 2028	$329,888	
January 1, 2029 - January 31, 2029	$29,990	
Total: Option Year 3	$359,877	$359,877
Total: 2028 Budget Year	$359,004	
February 1, 2029 to December 31, 2029	$339,784	
January 1, 2030 - January 31, 2030	$30,889	
Total: Option Year 4	$370,674	$370,674
Total: 2029 Budget Year	$369,774	
Total: 2030 Budget Year	$30,889	
Grand Total	$1,748,504	$1,748,504

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

SOLICITATION SUMMARY

Solicitation Issued: November 27, 2024 **Solicitation Closed:** January 27, 2025
Number of Addenda Issued: Five (5)

Number of Bids: Two (2)

Table 2: Summary of Bid Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
Insight Safety and Sports Inc.	$165,130.75
Unisync Group Limited	$269,702.25**

*Supplier was found non-compliant with the mandatory requirements
**Bid Price does not contain the 20% for miscellaneous items

DIVISION CONTACTS

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Craig Mavin Manager, Materials Management & Stores, Purchasing and Materials Management Division, 416-392-6764, craig.mavin@toronto.ca

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 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