BID AWARD PANEL CONTRACT AWARD

Award of Doc4925861999 to Acart Equipment Ltd. for Supply, Delivery, and Warranty of Service Carts, Hampers and Linen Carts for Seniors Services and Long-Term Care

Date: May 8, 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 contract:

Solicitation Number:
Request for Quotation Doc4925861999

Description:
Supply, Delivery, and Warranty of Service Carts, Hampers and Linen Carts for Various Senior Services and Long-Term Care Homes for a period of two (2) years, with an option in favour of the City to extend the agreement on the same terms and conditions for an additional term of up to three (3) separate one (1) year periods.

Recommended Supplier:
Acart Equipment Ltd. (Category 1: Utility & Service Carts and Category 5: Welded Aluminum Extrusion Frame Linen Carts)

Contract Award Value:
$465,636 net of all applicable taxes and charges (including 20% miscellaneous items)
$526,169 including all applicable taxes and charges
$473,831 net of HST recoveries

Contract is expected to start on June 1, 2025 and end on May 31, 2027.

Option Year 1: June 1, 2027 to May 31, 2028
$239,803 net of all applicable taxes and charges (including 20% miscellaneous items)
$270,977 including HST and all applicable charges
$244,023 net of HST recoveries

Option Year 2: June 1, 2028 to May 31, 2029 (including 20% miscellaneous items)

$246,997 net of all applicable taxes and charges
$279,106 including HST and all applicable charges
$251,344 net of HST recoveries

Option Year 3: June 1, 2029 to May 31, 2030
$254,407 net of all applicable taxes and charges (including 20% miscellaneous items)
$287,480 including HST and all applicable charges
$258,884 net of HST recoveries

The total potential combined contract award identified in this report including option years is $1,206,842 net of all applicable taxes and charges, $1,363,732 including all applicable taxes and charges. **The total potential cost to the City including option years is $1,228,083 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 two (2) year period.

MIP Inc. to receive a contract award for Category 2 (Hampers) and Category 6 (Welded Steel-Aluminum Structure Customizable Linen Carts) being the lowest Supplier meeting specifications in the total amount of $363,169 net of all applicable taxes and charges ($369,561 net of HST recoveries) including all option years, all in accordance with the Purchasing By-Law 195-8.1, Toronto Municipal Code Chapter 195-Section 8, Authority to Award.

Five Star Enterprises of Canda Ltd. to receive a contract award for Category 3 (Fabric Closure PVC Linen Carts) being the lowest Supplier meeting specifications in the total amount of $104,222 net of all applicable taxes and charges ($106,056 net of HST recoveries) including all option years, all in accordance with the Purchasing By-Law 195-8.1, Toronto Municipal Code Chapter 195-Section 8, Authority to Award.

Stevens Company Ltd. to receive a contract award for Category 4 (Steel Base PVC Shutter Linen Carts) being the lowest Supplier meeting specifications in the total amount of $396,348 net of all applicable taxes and charges ($403,324 net of HST recoveries) including all option years, all in accordance with the Purchasing By-Law 195-8.1, Toronto Municipal Code Chapter 195-Section 8, Authority to Award.

FINANCIAL IMPACT

The total contract award identified in this report is $1,206,842 net of all applicable taxes and charges, $1,363,732 including all applicable taxes and charges. The cost to the City is $1,228,083 net of HST recoveries.

Funding of $165,123 is available in 2025 Operating Budget for Seniors Services and Long-Term Care and additional funding for the initial term will be included in its 2026 and 2027 Operating Budget Submissions. Should the option years be exercised, additional funding will be included in its 2027-2030 Operating Budget Submissions. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre/Cost Element: D3*144, D3*051, D3Z990 / C/E 3099		
Term / Option	Period	Totals (Net of HST recoveries)
Initial Term:	Jun 1, 2025 - Dec 31, 2025	$165,123
	Jan 1, 2026 - Dec 31, 2026	$218,369
	Jan 1, 2027 - May 31, 2027	$90,339
Option Year 1	Jun 1, 2027 - Dec 31, 2027	$157,729
	Jan 1, 2028 - May 31, 2028	$86,294
Option Year 2	Jun 1, 2028 - Dec 31, 2028	$162,461
	Jan 1, 2029 - May 31, 2029	$88,883
Option Year 3	Jun 1, 2029 - Dec 31, 2029	$167,335
	Jan 1, 2030 - May 31, 2030	$91,549
Total:		**$ 1,228,083**

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: January 21, 2025 **Solicitation Closed:** February 24, 2025
Number of Addenda Issued: One (1)
Number of Bids: Five (5)

Table 2: Summary of Bids Received including bid price (Category 1: Utility & Service Carts)

Supplier Name	Bid Price (excluding HST)
Acart Equipment Ltd.	$ 145,611.82
Stevens Company Ltd.*	$ 487,807.92

* Supplier was found non-compliant with mandatory technical requirements.

Table 3: Summary of Bids Received including bid price (Category 5: Welded Aluminum Extrusion Frame Linen Carts)

Supplier Name	Bid Price (excluding HST)
Stevens Company Ltd.*	$ 150,636.45
Acart Equipment Ltd.	$ 242,418.40
MIP Inc.	$ 372,782.50

* Supplier was found non-compliant with mandatory technical requirements.

DIVISION CONTACTS

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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
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> 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

Genevieve Sharkey
Chief Procurement Officer