



BID AWARD PANEL CONTRACT AWARD

Award of Doc4558834641 to Allied Medical Instruments Inc. for the Non-Exclusive Supply and Delivery of Cervical Collars for Purchasing and Materials Management (Stores)

Date: July 17, 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 Doc4558834641

Description:
For the non-exclusive supply and delivery of Cervical Collars to various Purchasing and Materials Management (Stores) locations from the date of award to July 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:
Allied Medical Instruments Inc.

Contract Award Value:
\$250,200 net of all applicable taxes and charges (including 20% for miscellaneous items)
\$282,726 including HST and all applicable charges.
\$254,604 net of HST recoveries

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

Option Year 1 (August 1, 2026 to July 31, 2027)

\$257,706 net of all applicable taxes and charges (including 20% for miscellaneous items)

\$291,208 including all applicable taxes and charges.

\$262,242 net of HST recoveries

Option Year 2 (August 1, 2027 to July 31, 2028)

\$265,437 net of all applicable taxes and charges (including 20% for miscellaneous items)

\$299,944 including all applicable taxes and charges.

\$270,109 net of HST recoveries

Option Year 3 (August 1, 2028 to July 31, 2029)

\$273,400 net of all applicable taxes and charges (including 20% for miscellaneous items)

\$308,942 including all applicable taxes and charges.

\$278,212 net of HST recoveries

Option Year 4 (August 1, 2029 to July 31, 2030)

\$281,602 net of all applicable taxes and charges (including 20% for miscellaneous items)

\$318,211 including all applicable taxes and charges.

\$286,559 net of HST recoveries

The total potential contract award identified in this report, including all option years, is \$1,328,346 net of all applicable taxes and charges, \$1,501,031 including all applicable taxes and charges. **The total potential cost to the City, including all option years, is \$1,351,725 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 all option years, is \$1,328,346 net of all applicable taxes and charges, \$1,501,031 including all applicable taxes and charges. The total potential cost to the City, including all option years, is \$1,351,725 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 date of award to December 31, 2025 is available in appropriate Divisions' 2025 Operating Budget and additional funding for the balance of the initial contract year 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. The details are as follows:

Table 1: Financial Impact Summary of Recommended Contract

Period	Balance Sheet Account 160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085,160171	Total (net of HST Recoveries)
Date of Award – December 31, 2025	\$106,085	
January 1, 2026 - July 31, 2026	\$148,519	
Total: Contract Period	\$254,604	\$254,604
Total: 2025 Budget Year	\$106,085	
August 1, 2026 to December 31, 2026	\$109,267	
January 1, 2027 - July 31, 2027	\$152,974	
Total: Option Year 1	\$262,242	\$262,242
Total: 2026 Budget Year	\$257,786	
August 1, 2027 to December 31, 2027	\$112,545	
January 1, 2028 - July 31, 2028	\$157,564	
Total: Option Year 2	\$270,109	\$270,109
Total: 2027 Budget Year	\$265,520	
August 1, 2028 to December 31, 2028	\$115,922	
January 1, 2029 - July 31, 2029	\$162,290	
Total: Option Year 3	\$278,212	\$278,212
Total: 2028 Budget Year	\$273,485	
August 1, 2029 to December 31, 2029	\$119,399	
January 1, 2030 - July 31, 2030	\$167,159	
Total: Option Year 4	\$286,559	\$286,559
Total: 2029 Budget Year	\$281,690	
Total: 2030 Budget Year	\$167,159	
Grand Total	\$1,351,725	\$1,351,725

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

SOLICITATION SUMMARY

Solicitation Issued: May 27, 2025

Solicitation Closed: June 26, 2025

Number of Addenda Issued: Zero (0)

Number of Bids: Seven (7)

Table 2: Summary of Bid Received including bid price.

Supplier Name	Bid Price (excluding H.S.T.)
ALLIED MEDICAL INSTRUMENTS INC	\$208,500.00
EQUIPMENT MEDICAL RIVE-NORD (EMRN)	\$229,350.00
PARTICEPS MEDICAL SOLUTIONS LTD	\$295,027.50
STEVENS COMPANY LTD.	\$297,190.50
MEDLINE CANADA CORP O/A MEDICAL MAR	\$298,502.50
DROLLIS SAFETY SUPPLY COMPANY LTD	\$456,558.50
MEDQUEST MEDICAL INC.	\$612,603.50

*Bid Price does not contain the 20% miscellaneous items

DIVISION CONTACTS

Marianne Gonzalez Angulo, Acting Manager, Purchasing Client Services
Purchasing and Materials Management Division, 416-338-3109
Marianne.GonzalezAngulo@toronto.ca

Mario Lontoc, Acting Manager, Materials Management & Stores
Purchasing & Materials Management Division, 416-392-0804
Mario.Lontoc@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