



BID AWARD PANEL CONTRACT AWARD

Award of Doc5042867501 to HME Ltd. for Supply and Delivery of Shower and Commode Chairs for Seniors Services and Long-Term Care

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 contract:

Solicitation Number:
Request for Quotation Doc5042867501

Description:
For the provision of supply and delivery of shower and commode chairs 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 one (1) additional term of two (2) years, at the sole discretion of the City and subject to budget approval(s).

Should the option period be exercised, the Division Head from Seniors Services and Long-Term Care will request the Chief Procurement Officer to process the renewal under the same terms and conditions.

Recommended Supplier:
HME Ltd.

Contract Award Value:
\$1,890,566 net of all applicable taxes and charges (including 5% Miscellaneous)
\$2,136,340 including all applicable taxes and charges
\$1,923,840 net of HST recoveries

Contract is expected to start on August 1, 2025 and end on July 31, 2027.

Optional Term: August 1, 2027 to July 31, 2029

\$1,947,283 net of all applicable taxes and charges (including 5% for Miscellaneous)
\$2,200,430 including all applicable taxes and charges
\$1,981,555 net of HST recoveries

The total potential contract award including the optional period is \$3,837,849 net of all taxes and charges and \$4,336,770 including all applicable taxes and charges. **The total potential cost to the City including the optional periods is \$3,905,395 net HST recoveries.**

The above cost calculations for the Optional Term reflect an estimated three (3) percent increase as per the Consumer Price Index.

FINANCIAL IMPACT

The total contract award identified in this report is \$3,837,849 net of all applicable taxes and charges, \$4,336,770 including all applicable taxes and charges. The cost to the City is \$3,905,395 net of HST recoveries.

Funding of \$400,800 is available in the 2025 Operating Budget for Seniors Services and Long-Term Care. Funding for the rest of the initial term as outlined in Table 1 will be requested through the 2026-2027 Operating Budget process. Should the City exercise the optional term, funding for the optional term as outlined in Table 1 will be requested through the 2027-2029 Operating Budget process for Senior Services and Long-Term Care. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre/Cost Element: D3*061 / 3099		
Term / Option	Period	Totals (Net of HST recoveries)
Initial Term	August 1, 2025 - December 31, 2025	\$400,800
	January 1, 2026 - December 31, 2026	\$961,920
	January 1, 2027 - July 31, 2027	\$561,120
Optional Term	August 1, 2027 - December 31, 2027	\$412,824
	January 1, 2028 - December 31, 2028	\$990,778
	January 1, 2029 - July 31, 2029	\$577,953
Total (Net of HST Recoveries)		\$3,905,395

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: April 1, 2025
Number of Addenda Issued: One (1)
Number of Bids: Three (3)

Solicitation Closed: April 30, 2025

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding HST)
Med + Medical Equipment	\$ 0.00**
Cornerstone Medical	\$349,820.00**
HME Ltd.	\$1,800,539.20*

** Supplier was found non-compliant with the mandatory requirements of the Request for Quotation

*Bid Price does not contain the 5% miscellaneous items

DIVISION CONTACTS

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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

Genevieve Sharkey
Chief Procurement Officer