SUBJECT: Award of Tender C12-04-09 Supply and Delivery of Medical and First Aid Supplies to Various City of Hamilton Departments (FCS09033) (City Wide)

RECOMMENDATION:

That the Corporate Tender C12-04-09 Supply and Delivery of Medical and First Aid Supplies to Various City of Hamilton Departments be awarded to the lowest compliant bids as per the following schedule:

- Allied Medical Instruments Inc., to supply Hamilton Emergency Services with an estimated total annual expenditure of $250,000 for Schedules A1 and A2;
- Shoppers Home Health Care (Ontario) Inc., to supply various City departments with an estimated total annual expenditure of $76,000 for Schedule B; and
- Medical Mart Supplies Ltd., to supply Macassa and Wentworth Lodges with an estimated total annual expenditure of $108,500 for Schedule C.

EXECUTIVE SUMMARY:

This Corporate Contract is for the Supply and Delivery of Medical and First Aid Supplies and is for the following client departments:

- Hamilton Emergency Services
- Macassa and Wentworth Lodges
- Various City Departments
The Contract was designed so that the award for each of the afore-mentioned departments was offered to the lowest compliant bid for each schedule of products offered.

There were four (4) schedule of products available to bid and Bidders were welcome to bid on any or all of the 4 (four) schedules.

The initial term of the contract is for a one (1) year term, with an option to renew for four (4) additional one (1) year terms, at the sole discretion of the City.

As per Purchasing Policy, Section 4.4, Policy 4 - Approval Authority, item (b), Council approval is required for the award of Corporate Contracts.

**BACKGROUND:**

The Purchasing Section issued this Request to Tender for the Supply and Delivery of First Aid and Medical Supplies to Various City of Hamilton Departments on January 15, 2009, and closed on February 10, 2009. There were 15 (fifteen) vendors who picked up the Request for Tenders and 5 (five) submissions received.

The Contract was further broken down into 4 (four) schedules for the following client departments: Hamilton Emergency Services (Schedules A1 and A2); Macassa and Wentworth Lodges (Schedule C); and various City Departments (Schedule B). The lowest compliant Bidder is being recommended for the award for each of these schedules.

**Bid Results**

<table>
<thead>
<tr>
<th>Department</th>
<th>Schedule</th>
<th>Bid Results</th>
<th>Estimated First Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medical Services</td>
<td>A1</td>
<td>Allied Medical Instruments</td>
<td>$191,202.67</td>
</tr>
<tr>
<td></td>
<td>A2</td>
<td>Allied Medical Instruments</td>
<td>$62,247.64</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shoppers Home Health Care(Ontario)</td>
<td>$74,947.60</td>
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<tr>
<td>Various City Wide Departments</td>
<td>B</td>
<td>Shoppers Home Health Care (Ontario) Inc.</td>
<td>$76,002.60</td>
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<tr>
<td></td>
<td></td>
<td>Mezentco Inc.</td>
<td>$100,757.27</td>
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<tr>
<td></td>
<td></td>
<td>Allied Medical Instruments</td>
<td>$157,402.95</td>
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<tr>
<td>Macassa and Wentworth Lodges</td>
<td>C</td>
<td>Medical Mart Supplies Ltd.</td>
<td>$108,488.46</td>
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<tr>
<td></td>
<td></td>
<td>Futuremed Health Care Products</td>
<td>$110,974.30</td>
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<tr>
<td></td>
<td></td>
<td>Shoppers Home Health Care (Ontario) Inc.</td>
<td>$126,721.08</td>
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<tr>
<td></td>
<td></td>
<td>Allied Medical Instruments</td>
<td>$225,294.53</td>
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</tbody>
</table>
ANALYSIS/RATIONALE:

The City benefits from discounted volume based pricing when a Corporate Contract is issued versus each individual department securing prices on their own for goods that are similar. Management of the procurement of all of these supplies is vastly simpler when dealing with a few vendors versus many vendors. Another benefit is that products are more uniform across the City.

The following departments will be actively participating in this Request for Tenders: Hamilton Emergency Services, Macassa and Wentworth Lodges and various City Departments.

ALTERNATIVES FOR CONSIDERATION:

The alternative method would be to secure competitive bids for each department, which would result in the duplication of effort, and the City would not realize the cost-savings provided by combining the required supplies for several departments.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Financial

This Corporate Contract is being awarded to the lowest complaint bidder for each schedule.

Staffing

None

Legal

None

POLICIES AFFECTING PROPOSAL:

Purchasing Policy, Section 4.4, Policy 4 - Approval Authority, requires Council approval when the Request for Tender is a Corporate Contract.

RELEVANT CONSULTATION:

Hamilton Emergency Services, Macassa and Wentworth Lodges and various City Departments were consulted and provided input for this Request for Tenders with respect to specifications and special provisions.

CITY STRATEGIC COMMITMENT:

By evaluating the “Triple Bottom Line”, (community, environment, and economic implications) we can make choices that create value across all three bottom lines, moving us closer to our vision for a sustainable community, and Provincial interests.
Community Well-Being is enhanced.  ☑Yes  ☐No

Environmental Well-Being is enhanced.  ☑Yes  ☐No

Economic Well-Being is enhanced.  ☑Yes  ☐No

The issuance of this Corporate Contract enhances buying power and ensures that volume discounts are maximized for the City.

Does the option you are recommending create value across all three bottom lines?

☑Yes  ☐No

Do the options you are recommending make Hamilton a City of choice for high performance public servants?

☐Yes  ☑No