



**STAFF REPORT  
ACTION REQUIRED**

**Contract Awards – November 19, 2010 - Composite Report**

<b>Date:</b>	November 17, 2010
<b>To:</b>	Bid Committee
<b>From:</b>	Director, Purchasing and Materials Management
<b>Reference</b>	Various Calls

**SUMMARY**

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The purpose of this report is to advise on the results of the competitive procurement calls issued by the Purchasing and Materials Management Division and to recommend contract awards as outlined in this report.

**RECOMMENDATIONS**

The Director of Purchasing and Materials Management recommends that the Bid Committee grant authority to award the following contracts in accordance with the Contract Details set out in the appendices of this report:

1	Call Document	Request for Proposal 3405-10-3192
	Description	For the non-exclusive supply and delivery of a Digital Asset Management System (DAMS) for the City of Toronto, City Clerks Division for the period from December 1, 2010 to November 30, 2011
	Recommended Proponent	North Plains Systems Corp.

## **COMMENTS**

### **(1) REQUIREMENTS**

For each of the recommended contract awards, the following requirements have been met:

- (a) The firm recommended for award is the lowest bidder meeting specifications or to the highest scoring proponent based on the evaluation criteria included in the call and meeting the requirements of the call;
- (b) the Deputy City Manager and Chief Financial Officer agrees with the Financial Impact information;
- (c) the appropriate Division has reviewed submissions and found the price to be reasonable, within available budget and concurs with the recommendation;
- (d) the call document was advertised on the City's internet website and bids or proposals were opened publicly; 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 calls are on the file in the Purchasing and Materials Management Division.

### **SIGNATURE – CHIEF PURCHASING OFFICIAL**

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Lou Pagano, P. Eng.  
Director  
Purchasing and Materials Management Division

### **(2) APPENDICES – Contract Details**

(2) CONTRACT DETAILS  
APPENDIX # 1

Date: November 10, 2010

Call No:

Request for Proposal 3405-10-3192

Description:

For the non-exclusive supply and delivery of a Digital Asset Management System (DAMS) for the City of Toronto, City Clerks Division for the period from December 1, 2010 to November 30, 2011 with the option to renew the contract for four (4) additional, separate one (1) year periods for off-warranty support and maintenance at the sole discretion of the City and subject to budget approval. Should the options to renew be exercised, then the Executive Director, Corporate Information Management Services will request the Chief Purchasing Official to process the necessary contract renewals under the same terms and conditions.

Call Dates:

Issued October 5, 2010, Closed October 21, 2010

Ward No:

All

Recommended Proponent:

North Plains Systems Corp.

Contract Award Values:

**From December 1, 2010 to November 30, 2011**

\$518,270.00 net of all applicable taxes and charges

\$585,645.10 inclusive of HST and charges

**\$527,391.55 net of HST Recoveries**

Option Year 1: December 1, 2011 to November 30, 2012

\$150,000.00 net of all applicable taxes and charges

\$169,500.00 inclusive of HST and charges

\$152,640.00 net of HST recoveries

Option Year 2: December 1, 2012 to November 30, 2013

\$150,000.00 net of all applicable taxes and charges

\$169,500.00 inclusive of HST and charges

\$152,640.00 net of HST recoveries

Option Year 3: December 1, 2013 to November 30, 2014

\$150,000.00 net of all applicable taxes and charges

\$169,500.00 inclusive of HST and charges

\$152,640.00 net of HST recoveries

Option Year 4: December 1, 2014 to November 30, 2015

\$150,000.00 net of all applicable taxes and charges

\$169,500.00 inclusive of HST and charges

\$152,640.00.00 net of HST recoveries

APPENDIX # 1

The total potential contract award including all optional years identified in this report is \$1,118,270.00 net of all applicable taxes and charges. The total potential contract award including option years is \$1,263,645.10 inclusive of HST and all charges. **The potential cost to the City including all option years is \$1,137,951.55 net of HST recoveries.**

Number of Proposals:

Three (3) formal proposals, one (1) non-compliant proposal

Financial Impact:

The total potential contract award identified in this report including option years is \$1,263,645.10 including HST and charges. The total potential cost to the City including all option years is \$1,137,951.55 net of HST recoveries. Funding for the total cost associated with the acquisition of the recommended hardware, software, training and one (1) year warranty is included in the 2010 City Clerk's Office Capital Budget in WBS Element CGV031-01. Should the option years be exercised, then additional funds will be requested in the 2011- 2015 City Clerk's Office Operating Budget submissions. Additional funding details are provided below.

WBS Element	December 1, 2010 to December 31, 2010 (net of HST Recoveries)	January 1, 2011 to November 30, 2011 (net of HST Recoveries)	December 1, 2011 to November 30, 2012 (net of HST Recoveries)	December 1, 2012 to November 30, 2013 (net of HST Recoveries)	December 1, 2013 to November 30, 2014 (net of HST Recoveries)	December 1, 2014 to November 30, 2015 (net of HST Recoveries)	Total (net of HST Recoveries)
CGV031-01	\$527,391.55						\$527,391.55
GV0030		\$0	\$152,640.00	\$152,640.00	\$152,640.00	\$152,640.00	\$610,560.00
<b>GRAND TOTAL (NET OF HST RECOVERIES)</b>							<b>\$1,137,951.55</b>

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