



BID AWARD PANEL CONTRACT AWARD

Award of Request for Proposal No. 9138-17-7016 for Bailiff Collection Services to S.Wilson & Co Bailiffs Ltd, Sterling Bailiffs Inc., and A.O Shingler & Co. Ltd

Date: July 20, 2017

To: Bid Award Panel

From: Director, Purchasing and Materials Management

Wards: All

RECOMMENDATIONS

The Director, Purchasing and Materials Management recommends that the Bid Award Panel grant authority to award the following contract:

1. The Bid Award Panel rescind its May 24, 2017 decision to award Request for Proposal No. 9138-17-7016.
2. The Bid Award Panel grant authority to award Request for Proposal No. 9138-17-7016, for Bailiff Services for the collection of outstanding Property Taxes, in accordance with the revised contract details set out in the report below.

Call Number:

RFP No 9138-17-7016

Description:

Provision of contracted professional Bailiff Collection Service's necessary for the collection of outstanding Property Tax, for a one (1) year period from the date of award, with the option to renew for four (4) additional separate one-year periods at the sole discretion of the City.

Recommended Proponents:

S.Wilson & Co. Bailiffs Ltd

Sterling Bailiffs Inc.

A.O Shingler & Co. Ltd

Contract Award Value:

S.Wilson & Co. Bailiffs Ltd

From May 1st, 2017 to April 30th 2018

\$666,666 net of all applicable taxes and charges.

\$753,332 including HST and all applicable charges

\$678,399 net of HST recoveries

Option Year 1:
From- May 1st, 2018 to April 30th 2019
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges
\$678,399 net of HST recoveries

Option Year 2:
From- May 1st, 2019 to April 30th 2020
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges
\$678,399 net of HST recoveries

Option Year 3:
From May 1st, 2020 to April 30th 2021
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges
\$678,399 net of HST recoveries

Option Year 4:
From May 1st, 2021 to April 30th 2022
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges
\$678,399 net of HST recoveries

The total potential contract award to S.Wilson & Co. Bailiffs Ltd, including the option years is \$3,391,995 net of HST recoveries. The total potential award, including the option year is \$3,766,660 including all applicable taxes and charges and \$3,333,330 for net of all applicable taxes and charges.

Sterling Bailiffs Inc.
From the date of award to April 30th 2018
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges
\$678,399 net of HST recoveries

Option Year 1:
From May 1st, 2018 to April 30th 2019
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges
\$678,399 net of HST recoveries

Option Year 2:
From May 1st, 2019 to April 30th 2020
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges
\$678,399 net of HST recoveries

Option Year 3:
From May 1st, 2020 to April 30th 2021
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges
\$678,399 net of HST recoveries

Option Year 4:
From May 1st, 2021 to April 30th 2022
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges
\$678,399 net of HST recoveries

The total potential contract award to Sterling Bailiffs Inc., including the option years is \$3,391,995 net of HST recoveries. The total potential award, including the option year is \$3,766,660 including all applicable taxes and charges and \$3,333,330 for net of all applicable taxes and charges.

A.O Shingler & Co. Ltd.
From the date of award- April 30th 2018
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges
\$678,399 net of HST recoveries

Option Year 1:
From May 1st, 2018 to April 30th 2019
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges
\$678,399 net of HST recoveries

Option Year 2:
From May 1st, 2019 to April 30th 2020
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges
\$678,399 net of HST recoveries

Option Year 3:
From May 1st, 2020 to April 30th 2021
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges
\$678,399 net of HST recoveries

Option Year 4:
From May 1st, 2021 to April 30th 2022
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges
\$678,399 net of HST recoveries

The total potential contract award to A.O Shingler & Co. Ltd, including the option years is \$3,391,995 net of HST recoveries. The total potential award, including the option year is \$3,766,660 including all applicable taxes and charges and \$3,333,330 for net of all applicable taxes and charges.

FINANCIAL IMPACT

The total potential contract award including the option years identified in this report is \$11,299,980 including all applicable taxes and charges and \$9,999,990 net of all applicable taxes and charges. There is no net cost to the City.

There are no direct financial implications to the City from the adoption of the recommendations in this report. Under the terms of the Request for Proposal, bailiff fees are payable directly to the bailiff by the property taxpayer, and the fees charged are based on a fixed percentage (4%) of the amounts collected by the bailiff. The taxpayer is responsible for making payment for the bailiff fees and it is the responsibility of the bailiffs to collect their fees directly from the taxpayer.

CALL SUMMARY

Call Issued: February 1, 2017

Call Closed: February 16, 2017

Number of Addenda Issued: 1

Number of Proposals: Three (3)

Table 1: Summary of Proposals Received for 9138-17-7106:

Proponents Name
A.O. Shingler & Co. Ltd
Sterling Bailiffs Inc.
S Wilson & Co. Bailiffs Ltd

All three (3) Proposals met the 75% technical threshold scores.

DIVISION CONTACTS

Joanne Kehoe, Manager Purchasing & Materials Management Division, 416-392-7323, joanne.kehoe@toronto.ca

Casey Brendon, Director Revenue Services, 416-392-8065, cbrendo@toronto.ca

COMMENTS

For the recommended contract award, 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 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. there are no material written objections to the award;

E. the call document was advertised on the City's internet website and bids or proposals were opened publicly; and

F. 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

Michael Pacholok
Director, Purchasing and Materials Management