



BA55.1

**BID AWARD PANEL
CONTRACT AWARD**

**Award of Request for Proposal No. 9105-17-7180 to
Marsh Canada Limited for Insurance Broker Services**

Date: December 14, 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:

Call Number:
Request for Proposal No.9105-17-7180

Description:
Insurance Broker Services for the City of Toronto

Recommended Proponent:
Marsh Canada Limited

Contract Award Value:
\$525,000 net of all applicable taxes and charges
\$593,250 including HST and all applicable charges
\$534,240 net of HST recoveries

Contract is expected to start on January 1, 2018 and end on December 31, 2020.

FINANCIAL IMPACT

The total contract award identified in this report is \$593,250 including HST and all applicable charges. The total cost to the City is \$534,240 net of HST recoveries.

Funding has been included in the 2018 Preliminary Non-Program Operating Budget in cost centre NP2530, and base funding is also available in the 2017 Approved Non-Program Operating Budget. Sufficient funding will be requested in the 2019 and 2020 Non-Program Operating Budget Submissions. The funding details are provided in Table 1 to follow.

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre/Element	Description	2018 (net of HST recoveries)	2019 (net of HST recoveries)	2020 (net of HST recoveries)	Total (net of HST recoveries)
NP2530 Cost Element: 4060 (Corporate Insurance Program)	Professional Services - Insurance	\$76,320	\$76,320	\$76,320	\$228,960
NP2530 Cost Element: 4060 (Divisional Insurance Procurement)	Professional Services - Insurance	\$101,760	\$101,760	\$101,760	\$305,280
Total		\$178,080	\$178,080	\$178,080	\$534,240

CALL SUMMARY

Call Issued: October 24, 2017 **Call Closed:** November 22, 2017
Number of Addenda Issued: One (1)
Number of Bids: Three (3)

Table 2: Summary of Proposals Received for RFP No. 9105-17-7180

Proponent
1. Aon Reed Stenhouse Inc.
2. Jardine Lloyd Thompson Canada Inc.
3. Marsh Canada Limited

DIVISION CONTACTS

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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