



BID AWARD PANEL CONTRACT AWARD

Award of RFQ No. 1004-18-0244 to The Office Source Inc. for the non-exclusive supply, delivery, and installation of new Teknion T/O/S series workstations

Date: January 24, 2019
To: Bid Award Panel
From: Chief Purchasing Officer
Wards: All

RECOMMENDATIONS

The Chief Purchasing Officer recommends that the Bid Award Panel grant authority to award the following contract:

Call Number:
RFQ Number 1004-18-0244

Description:

The non-exclusive supply, delivery, setting-in-place, installation and removal of any debris of new Teknion T/O/S series workstations, components and accessories or approved fully compatible with the original Teknion T/O/S series equivalent, including availability of all the parts to various locations throughout the City of Toronto, for the Facilities, Real Estate, Environment & Energy Division and other City Divisions as and when required for a period of one (1) year from date of award, with the option to renew for an additional and separate four (4) one year periods.

Should the option(s) be exercised, then the Acting Director, Facilities Management will request the Chief Purchasing Officer to process the renewals under the same terms and conditions.

Recommended Bidder:

The Office Source Inc.

Contract Award Value for base term:

\$ 802,309 net of all applicable taxes and charges (Incl. 15% for misc. items)
\$ 906,609 including all applicable taxes and charges
\$ 816,429 net of HST recoveries

Contract is expected to start on date of award and end on January 24, 2020.

Option Year 1: January 25, 2020 to January 24, 2021
\$ 826,378 net of all applicable taxes and charges
\$ 933,807 including all applicable taxes and charges
\$ 840,922 net of HST recoveries

Option Year 2: January 25, 2021 to January 24, 2022
\$ 851,169 net of all applicable taxes and charges
\$ 961,821 including all applicable taxes and charges
\$ 866,150 net of HST recoveries

Option Year 3: January 25, 2022 to January 24, 2023
\$ 876,704 net of all applicable taxes and charges
\$ 990,676 including all applicable taxes and charges
\$ 892,134 net of HST recoveries

Option Year 4: January 25, 2023 to January 24, 2024
\$ 903,005 net of all applicable taxes and charges
\$ 1,020,396 including all applicable taxes and charges
\$ 918,898 net of HST recoveries

The total potential award amount including all option years for contract award is \$4,334,534 net of HST recoveries, \$4,813,309 including all applicable taxes and charges and \$4,259,566 net of all taxes and charges.

The above cost calculations for the Option Years reflect an estimated 3% increase in the Consumer Price Index (CPI).

FINANCIAL IMPACT

The total potential contract award identified in this report, including all option years, is \$4,813,309 including all applicable taxes and charges. The total potential cost to the City, including the option years is \$4,334,534 net of HST recoveries.

Funding is available in the 2019 Recommended Operating Budget for Facilities, Real Estate, Environment & Energy Division. Additional funding will be requested in the 2020 Operating Budget Submission for Facilities, Real Estate, Environment and Energy Division.

Should the City choose to exercise its option(s) to renew for the four (4) additional and separate one (1) year periods, then appropriate additional funding, if needed, will be included in 2020-2023 Operating Budget Submissions for Facilities Management and Real Estate Divisions. Funding details are provided in Table 1 to follow:

Table 1: Financial Impact Summary of Recommended Contract * (Net of HST Recoveries)

Cost Elements & G/L Accounts	Base Period Date of award to January 24, 2020 (net of HST recoveries)	Option Year 1 January 25, 2020 to January 24, 2021 (net of HST recoveries)	Option Year 2 January 25, 2021 to January 24, 2022 (net of HST recoveries)	Option Year 3 January 25, 2022 to January 24, 2023 (net of HST recoveries)	Option Year 4 January 25, 2023 to January 24, 2024 (net of HST recoveries)
C/E: FA100 G/L: 4424	\$816,429	\$840,922	\$866,150	\$892,134	\$918,898
Total potential award amount including all option years					\$4,334,534

CALL SUMMARY

Call Issued: July 30, 2018

Call Closed: August 30, 2018

Number of Addenda Issued: Four (4)

Number of Bids: One (1)

Table 2: Summary of Bid Received for RFQ 1004-18-0244 including Bid price (Excluding HST)

Bidder Name	Evaluated Bid Price (incl. H.S.T.)
The Office Source Inc. *	\$788,355.52

* Bid prices were corrected for mathematical errors. Purchasing & Materials Management has verified that the mathematical errors were corrected.

*Bid price in Table 2 does not reflect a 15% miscellaneous line item in the Evaluated Bid Price.

DIVISION CONTACTS

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Peter Tatsopoulos, Manager, Capital Construction Projects, Facilities Management Division, 416-397-1153, Peter.Tatsopoulos@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 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 for a contract funded by the operating budget, 5 years or less including any option years;
- 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 were opened publicly; and
 - f. the Fair Wage Office confirms the recommended Bidder understands the Fair Wage Policy and Labour Trades requirements and has agreed to comply fully.

Additional details and information for the above Call is on the file in the Purchasing & Materials Management Division.

SIGNATURE

Michael Pacholok
Chief Purchasing Officer