



## BID AWARD PANEL CONTRACT AWARD

### **Award of Call Number 3003-18-7198 – The Supply, Printing and Mailing of Provincial Offences Notices for the City of Toronto's Court Services Division.**

**Date:** February 14, 2019  
**To:** Bid Award Panel  
**From:** Chief Purchasing Officer  
**Wards:** All

#### **RECOMMENDATIONS**

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

**Call Number:**  
RFQ No. 3003-18-7198

**Description:**  
The supply, printing and mailing of Provincial Offences notices for the City of Toronto's Court Services Division for the period of two (2) years from the date of award, with the option to renew for an additional three (3) separate one (1) year periods.

**Recommended Bidder or Proponent:**  
Cover-All Computer Services Corp.

**Contract Award Value:**  
\$241,100 net of all applicable taxes and charges  
\$272,443 including HST and all applicable charges  
\$245,343 net of HST recoveries

**Contract is expected to start on April 1, 2019 and end on March 31, 2021.**

**Option Year 1 - April 1, 2021 to March 31, 2022**  
\$123,323 net of all applicable taxes and charges  
\$139,355 including HST and all applicable charges  
\$125,493 net of HST recoveries

**Option Year 2 - April 1, 2022 to March 31, 2023**  
\$126,159 net of all applicable taxes and charges  
\$142,560 including HST and all applicable charges  
\$128,379 net of HST recoveries

**Option Year 3 - April 1, 2023 to March 31, 2024**

\$129,061 net of all applicable taxes and charges

\$145,839 including HST and all applicable charges

\$131,332 net of HST recoveries

The above cost calculations for the Option Years reflect an estimated 2.3 percent increase in the Consumer Price Index.

**FINANCIAL IMPACT**

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The total contract award identified in this report is \$700,196 including all applicable taxes and charges. The cost to the City is \$630,548 net of HST recoveries.

Funding in the amount of \$120,550 net of HST is included in the 2019 Court Services Base Operating Budget under CT5000 (Planning & Liaison), Cost Element 4825. Funds in the amount of \$120,550 net of HST will be included in the 2020 Court Services Base Operating Budget for the second year of the contract.

Should the City choose to exercise its option to renew for an additional three (3) separate one (1) year periods, then appropriate funding will be included in 2018-2020 Court Services Base Operating Budget.

**CALL SUMMARY**

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**Call Issued:** November 12, 2018

**Call Closed:** December 12, 2018

**Number of Addenda Issued:** 1

**Number of Bids:** 3

Table 1: Summary of Bids Received for RFQ# 3003-18-7198 including bid price

| Bidder Name              | Bid Price (including H.S.T.) |
|--------------------------|------------------------------|
| Cover-All Computer Corp. | \$63,393.00**                |
| Data Direct Group*       | \$206,801.30                 |
| Formost mediaOne*        | \$47,234.00                  |

\* Bidder was found non-compliant with mandatory requirements.

\*\* Contract Award Value inclusive of the following Miscellaneous Costs; \$25,000 file handling costs, \$12,500 postal incentive processing costs, \$12,500 postal drop costs, and \$135,000 postage costs, for a total of \$185,000)

**DIVISION CONTACTS**

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## **COMMENTS**

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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 call are on the file in the Purchasing and Materials Management Division.

## **SIGNATURE**

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Michael Pacholok, Chief Purchasing Officer