



BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation Number 0902-18-0355 to Sonsuh Educational Supplies Inc., Wintergreen Learning Materials, and Scholar's Choice for the Supply and delivery of Children's Furniture and Toys

Date: April 4, 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 three contracts:

Call Number:
RFQ No. 0902-18-0355

Description:
For the non-exclusive supply, delivery, installation/assembly and warranty of Children's Furniture and Toy Products for the City of Toronto's Early Learning and Child Care Services Division for a period of one (1) year from the date of award, with the option to renew the Contract for three (3) additional separate one (1) year periods.

The RFQ contains three (3) price forms, Appendix "C", "C1" and "C2" and is being awarded to the lowest bidders meeting specifications per price form.

Recommended Bidder:
Wintergreen Learning Materials (Appendix "C")

Contract Award Value:
\$1,039,047 net of all applicable taxes and charges (incl. 5% for misc items)
\$1,174,123 including HST and all applicable charges
\$1,057,334 net of HST recoveries

Contract is expected to start on date of award and end on April 9, 2020.

Option Year 1 – April 10, 2020 to April 9, 2021
\$1,070,218 net of all applicable taxes and charges
\$1,209,346 including HST and all applicable charges
\$1,089,054 net of HST recoveries

Option Year 2 – April 10, 2021 to April 9, 2022
\$1,102,325 net of all applicable taxes and charges
\$1,245,627 including HST and all applicable charges
\$1,121,726 net of HST recoveries

Option Year 3 – April 10, 2022 to April 9, 2023
\$1,135,394 net of all applicable taxes and charges
\$1,282,996 including HST and all applicable charges
\$1,155,377 net of HST recoveries

The total potential cost to the City including all Option Years is \$4,423,491 net of HST recoveries. The total potential award including all option years is \$4,912,092 including all applicable taxes and charges and \$4,346,984 net of all applicable taxes and charges.

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

Recommended Bidder:
Sonsuh Educational Supplies Inc. (Appendix "C1")

Contract Award Value:
\$322,928 net of all applicable taxes and charges (incl. 5% for misc items)
\$364,908 including HST and all applicable charges
\$328,612 net of HST recoveries

Contract is expected to start on date of award and end on April 9, 2020.

Option Year 1 – April 10, 2020 to April 9, 2021
\$332,616 net of all applicable taxes and charges
\$375,856 including HST and all applicable charges
\$338,470 net of HST recoveries

Option Year 2 – April 10, 2021 to April 9, 2022
\$342,594 net of all applicable taxes and charges
\$387,131 including HST and all applicable charges
\$348,624 net of HST recoveries

Option Year 3 – April 10, 2022 to April 9, 2023
\$352,872 net of all applicable taxes and charges
\$398,745 including HST and all applicable charges
\$359,082 net of HST recoveries

The total potential cost to the City including all Option Years is \$1,374,788 net of HST recoveries. The total potential award including all option years is \$1,526,640 including all applicable taxes and charges and \$1,351,009 net of all applicable taxes and charges.

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

Recommended Bidder:

Scholar's Choice (Appendix "C2")

Contract Award Value:

\$235,430 net of all applicable taxes and charges (incl. 5% for misc items)

\$266,036 including HST and all applicable charges

\$239,574 net of HST recoveries

Contract is expected to start on date of award and end on April 9, 2020.

Option Year 1 – April 10, 2020 to April 9, 2021

\$242,493 net of all applicable taxes and charges

\$274,017 including HST and all applicable charges

\$246,761 net of HST recoveries

Option Year 2 – April 10, 2021 to April 9, 2022

\$249,768 net of all applicable taxes and charges

\$282,238 including HST and all applicable charges

\$254,164 net of HST recoveries

Option Year 3 – April 10, 2022 to April 9, 2023

\$257,261 net of all applicable taxes and charges

\$290,705 including HST and all applicable charges

\$261,789 net of HST recoveries

The total potential cost to the City including all Option Years is \$1,002,288 net of HST recoveries. The total potential award including all option years is \$1,112,996 including all applicable taxes and charges and \$984,952 net of all applicable 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 contract award identified in this report including all option years is \$ 7,551,728 including all applicable taxes and charges. Should the City elect to exercise the future year options, the cost to the City will be \$ 6,800,565 net of HST recoveries.

Funding is available in the 2019 Approved Operating Budget for Children's Services as noted in Attachment 1. Should the City choose to exercise the separate one (1) year option periods, the required funding will be included in the 2020-2023 Operating Budget Submissions for Children's Services. Funding details are identified in Table 1 as noted below, with additional details in Tables 2 and 3 included in Attachment 1.

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

CALL SUMMARY

Call Issued: November 1, 2018 **Call Closed:** December 5, 2018
Number of Addenda Issued: Four (4)
Number of Bids: Four (4)

Table 1: Summary of Bids Received for RFQ Number 0902-18-0355 including bid price

Bidder Name	Evaluated Bid Price (including H.S.T.)
Wintergreen Learning Materials Ltd. Appendix "C" Appendix "C1" Appendix "C2"	\$1,118,212.13 \$345,275.62 No Bid
Sonsuh Educational Supplies Inc. Appendix "C" Appendix "C1" Appendix "C2"	(incls 2% prompt pymt) \$1,188,251.91 \$340,581.10 No Bid
Scholars Choice Appendix "C" Appendix "C1" Appendix "C2"	\$1,240,623.67 \$345,578.35 \$253,367.75
Nunu Educational Products Canada Inc. Appendix "C" Appendix "C1" Appendix "C2"	\$1,326,871.03 \$320,270.93 * (Non-compliant) No Bid

*Bidder was non-compliant for not meeting specifications.

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
Chief Purchasing Officer

ATTACHMENTS

Attachment 1: Financial Impact Summary of Recommended Contract Table