



BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation 3407-19-0087 to Konica Minolta for the non-exclusive rental and delivery of five (5) new high-speed digital black and white reproduction systems with one (1) in-line booklet maker, and one (1) new high-speed digital colour reproduction system.

Date: July 16, 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 3407-19-0087

Description:

The non-exclusive Rental, Delivery, Installation and Acceptance by August 31, 2019, of five (5) new high-speed networked digital black and white reproduction systems with one (1) in-line booklet maker, and one (1) new high-speed networked digital colour reproduction system for the City of Toronto's City Clerk's Office from the date of Acceptance for a period of sixty (60) months.

Recommended Bidder:

Konica Minolta Business Solutions (Canada) Ltd.

Contract Award Value:

\$2,820,960 net of all applicable taxes and charges
\$3,187,684 including HST and all applicable charges
\$2,870,609 net of HST recoveries

Contract is expected to start on September 1, 2019 and end on August 31, 2024.

FINANCIAL IMPACT

The total contract award identified in this report is \$3,187,685, including all applicable taxes and charges. The cost to the City is \$2,870,609, net of HST recoveries.

Funding in the amount of \$191,374, net of HST recoveries, is included in the 2019 Approved Operating Budget for the City Clerk's Office under cost elements 4520 and 2040, in Cost Centre GV0003. Funding for 2020 to 2024 will be requested in the annual Operating Budget Submissions for the City Clerk's Office. Additional details are provided below:

Table 1: Financial Impact Summary of Recommended Contract

Period	Cost Centre / WBS Element	Total (Net of HST Recoveries)
Date of award to December 31, 2019	GV0003 / 4520 & 3050	\$191,373
January 1 to December 31, 2020	GV0003 / 4520 & 3050	\$574,122
January 1 to December 31, 2021	GV0003 / 4520 & 3050	\$574,122
January 1 to December 31, 2022	GV0003 / 4520 & 3050	\$574,122
January 1 to December 31, 2023	GV0003 / 4520 & 3050	\$574,122
January 1 to August 30, 2024	GV0003 / 4520 & 3050	\$382,748
Grand Total		\$2,870,609

CALL SUMMARY

Call Issued: April 16, 2019

Call Closed: May 23, 2019

Number of Addenda Issued: 3

Number of Bids: 3

Table 2: Summary of Bids Received for RFQ 3407-19-0087 including bid price

Bidder Name	Bid Price (including H.S.T.)
Konica Minolta Business Solutions (Canada) Ltd.	\$3,187,685
Canon Canada Inc.	\$3,345,293*
Ricoh Canada, Inc.	\$1,745,598*

*Bidder was found non-compliant with mandatory requirements.

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