TORONTO

BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation No. 3412-19-0233 to CompuCom Canada Co. for the Non-exclusive supply of desktops, notebooks, tablet PC's and related Products and Services

Date: September 19, 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 No. 3412-19-0233

Description:
For the non-exclusive supply of desktops, notebooks, tablet PC's and related Products and Services for the City of Toronto's Information & Technology Division for a period of three (3) years from the date of Award, with the option to renew the Contract for one (1) additional separate one (1) year period.

Recommended Bidder:
CompuCom Canada Co.

Contract Award Value:
$18,543,917 net of all applicable taxes and charges
$20,954,626 including all applicable taxes and charges
$18,870,290 net of HST recoveries

Contract is expected to start on the date of award and end on September 19, 2022.

Option Year 1: September 20, 2022 to September 19, 2023
If the renewal is exercised, the total amount of the initial contract plus renewal will not exceed the contract award value.

The total potential cost to the City, including all option years, is $18,870,290, net of HST recoveries, $20,954,626, including all applicable taxes and charges and $18,543,917, net of all applicable taxes and charges.

FINANCIAL IMPACT

The total potential contract award identified in this report is $20,954,626 including all applicable taxes and charges and $18,543,917 net of all applicable taxes and charges. The total potential cost to the City is $18,870,290 net of HST recoveries.

Funding in the amount of $17,926,775, net of HST recoveries, is included in the 2019 Approved Capital Budget and 2020-2028 Approved Capital Plan for Information and Technology Division. Adhoc net new orders will be funded by the approved Program Areas' respective Operating or Capital Accounts on an as required basis, as summarized in Table 1.

Table 1: Financial Impact Summary

WBS Element / Cost Centre	Date of Award To Dec 31, 2019 (net of HST recoveries)	Jan 1, 2020 To Dec 31, 2020 (net of HST recoveries)	Jan 1, 2021 To Dec 31, 2021 (net of HST recoveries)	Jan 1, 2022 To Dec 31, 2022 (net of HST recoveries)	Jan 1, 2023 To Dec 31, 2023 (net of HST recoveries)	Total
CIT702-01-05	$5,093,911	$1,754,668	$3,715,536	$6,112,919	$1,249,741	$17,926,775
Adhoc (Various)	$268,101	$92,351	$195,555	$321,732	$65,776	$943,515
Subtotals	$5,362,012	$1,847,019	$3,911,091	$6,434,651	$1,315,517	$18,870,290

CALL SUMMARY

Call Issued: August 1, 2019 **Call Closed:** August 23, 2019
Number of Addenda Issued: Six (6)
Number of Bids: Four (4)

Table 2: Summary of Bids Received for RFQ No. 3412-19-0233 including bid price

Bidder Name	Bid Price (including H.S.T.)
CompuCom	$20,954,626.00
ITEX Technology	$21,412,212.56
Compugen	$22,251,896.02
Staples	$38,140,677.84

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 submission 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
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> 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