



BID AWARD PANEL CONTRACT AWARD

Award of RFQ No. 9144-19-7158 to QSP Geographics Inc. for GIS Digitization and Data Entry Services

Date: November 1, 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. 9144-19-7158

Description:
For the non-exclusive supply and delivery of GIS Digitization and Data Entry Services for As-Built/Red-Line Drawings, Water/Sewer Service Cards, Records Of Alterations And Asset Creations for the City Of Toronto's Toronto Water Division for a period of one (1) year with the option to renew the Contract for two (2) additional one (1) year periods at the sole discretion of the City and subject to budget approval(s).

Should the option years be exercised, the General Manager of Toronto Water or his designate, will request the Chief Purchasing Officer to process the renewals under the same terms and conditions.

Recommended Bidder:
QSP Geographics Inc.

Contract Award Value:
\$207,492 net of all applicable taxes and charges
\$234,466 including HST and all applicable charges
\$211,144 net of HST recoveries

Contract is expected to start on Date of Award and end on December 31, 2020.

Option Year 1 (January 1, 2021 - December 31, 2021)
\$213,717 net of all applicable taxes and charges
\$241,500 including HST and all applicable charges
\$217,478 net of HST recoveries

Option Year 2 (January 1, 2022 - December 31, 2022)

\$220,128 net of all applicable taxes and charges

\$248,745 including HST and all applicable charges

\$224,003 net of HST recoveries

The total potential award identified in this report including all option years is \$641,337 net of all applicable taxes and charges, \$724,711 including all applicable taxes and charges. **The total potential cost to the City including all option years is \$652,625 net of HST recoveries.**

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

FINANCIAL IMPACT

The total potential award identified in this report including all option years is \$724,711 including all applicable taxes and charges. The total potential cost to the City including all option years is \$652,625 net of HST recoveries.

Funding is available in 2019 Approved Capital Budget and the 2020-2028 Approved Capital Plan for Toronto Water.

The cash flow funding requirements for this are summarized in the following table:

Table 1: Financial Impact Summary of Recommended Contract

WBS Element & Account Name	Jan 1, 2020 to Dec 31, 2020	Option Year 1: Jan 1, 2021 to Dec 31, 2021	Option Year 2: Dec 1, 2021 to Nov 30, 2022	Total (Net of HST Recoveries)
CPW537-04 Watermain Asset Planning	\$211,144	\$217,478	\$224,003	\$652,625

CALL SUMMARY

Call Issued: August 9, 2019

Call Closed: September 23, 2019

Number of Addenda Issued: Three (3)

Number of Bids: Six (6)

Table 2: Summary of Bids Received for RFQ No. 9144-19-7158 including bid price

Bidder	Bid Price (including H.S.T.)
QSP Geographics Inc.	\$234,466
Utility Solutions Corporation	\$420,188*

Bidder	Bid Price (including H.S.T.)
Green PI Inc.	\$572,202
Tierra Geomatic Services Inc.	\$856,450
CanACRE Ltd.	\$895,367
MultiView Locates Inc.	\$1,327,934

* Prices were corrected for mathematical errors. Purchasing and Materials Management has verified that the mathematical errors were corrected.

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 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