



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc. No. 2088036806 to R.E. Gilmore Doculink Investments Corp. for the Printing of Election Events' Voter Information Cards/Notices

Date: February 18, 2020
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:
Ariba Doc. No. 2088036806

Description:
Ariba Doc No.2088036806 (3001-19-5083) The Design, Setup, Printing, Bar Coding, Laser Imaging, Household Sorting, Canada Post Letter Carrier Pre-sort and Mailing of the Voter Information Cards/Notices for Election Events during the period 2020-2024.

Recommended Proponent:
R.E. Gilmore Doculink Investment Corp.

Contract Award Value:
\$846,600 net of all applicable taxes and charges
\$956,658 including HST and all applicable charges
\$861,500 net of HST recoveries

Contract is expected to start on March 9, 2020 and end on March 9, 2024.

FINANCIAL IMPACT

The total contract award identified in this report is \$956,658 including all applicable taxes and charges. The cost to the City is \$861,500 net of HST recoveries.

Funding is available in the 2020 Approved Operating Budget of the City Clerk's Office. Additional funding will be included in their 2021-2024 Operating Budget Submissions. Additional details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre	Mar 9, 2020 to Dec 31, 2020	Jan 1, 2021 to Dec 31, 2021	Jan 1, 2022 to Dec 31, 2022	Jan 1, 2023 to Dec 31, 2023	Jan 1, 2024 to Mar 9, 2024	Total (Net of HST Recoveries)
GV0016 & GV0017	\$41,467	\$42,485	\$686,575	\$44,927	\$46,046	\$861,500

CALL SUMMARY

Call Issued: November 15, 2019

Call Closed: December 16, 2019

Number of Addenda Issued: Two (2)

Number of Bids: One (1)

Table 2: Summary of Proposals Received for Ariba Doc. No. 2088036806

Proponent Name
R.E Gilmore Doculink Investment Corp.

Range of Scores:

The Proponent scored 66.75 points in the technical scoring, which passed the minimum technical threshold of 60 points. The total scoring of proposal is 84.25 points out of a possible 100.

DIVISION CONTACTS

Sabrina Dipietro, Acting Manager, Construction Services, Purchasing & Materials Management Division, 416-397-4809, Sabrina.Dipietro@toronto.ca

Joon Hwang, Manager, Election Services, City Clerk's Office, 416-395-1319, Joon.Hwang@toronto.ca

COMMENTS

For the recommended contract award, the following requirements have been met:

a. The firm recommended for award is the proponent meeting the specifications 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