



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc. No 2158163706 to Rideau Recognition Incorporated City of Toronto 25 Years of Service Employee Recognition Program for the City Clerk's Office

Date: July 09, 2020
To: Bid Award Panel
From: Chief Procurement Officer
Wards: All

RECOMMENDATIONS

The Chief Procurement Officer recommends that the Bid Award Panel grant authority to award the following contract:

Solicitation Number:
Ariba Doc. No 2158163706

Description:
Ariba Doc No. 2158163706 (RFP No 0805-19-0188) for the administration and gift supply for the City of Toronto 25 Years of Service Employee Recognition Program for City Clerk's Office. The term of the contract is for one (1) year with the option to extend or renew at the City's sole discretion for four (4) additional one (1) year terms subject to satisfactory performance and gift selection review.

Recommended Proponent:
Rideau Recognition Incorporated.

Contract Award Value:
\$98,280 net of all applicable taxes and charges
\$111,056 including HST and all applicable charges
\$100,010 net of HST recoveries

Contract is expected to start on July 2, 2020 and end on July 1, 2021.

Option Year 1 (July 2, 2021 to July 1, 2022)
\$130,725 net of all applicable taxes and charges
\$147,719 including HST and all applicable charges
\$133,026 net of HST recoveries

Option Year 2 (July 2, 2022 to July 1, 2023)

\$94,815 net of all applicable taxes and charges
 \$107,141 including HST and all applicable charges
 \$96,484 net of HST recoveries

Option Year 3 (July 2, 2023 to July 1, 2024)
 \$217,980 net of all applicable taxes and charges
 \$246,317 including HST and all applicable charges
 \$221,816 net of HST recoveries

Option Year 4 (July 2, 2024 to July 1, 2025)
 \$255,465 net of all applicable taxes and charges
 \$288,675 including HST and all applicable charges
 \$259,961 net of HST recoveries

The contract values for each option year are dependent on the number of recipients eligible for 25 Years of Service. The above values are based on projections provided from People & Equity for each respective contract year.

The total potential cost to the City including all option years is \$797,265 net of all applicable taxes and charges, \$900,909 including all applicable taxes and charges. **The potential cost to the City including all option years is \$811,297 net of HST recoveries.**

FINANCIAL IMPACT

The total potential cost to the City including all option years is \$797,265 net of all applicable taxes and charges, \$900,909 including all applicable taxes and charges. The potential cost to the City including all option years is \$811,297 net of HST recoveries.

Base funding is available in the 2020 Approved Non-Program Operating Budget and funding in the amount of \$100,010 net of HST recoveries will be included in the 2021 Non-Program Operating Budget Submission.

Should the City choose to exercise its option to renew for an additional four (4) one (1) year period, then appropriate additional funding, if needed, will be included in the 2021-2025 annual Non Program Operating Budget Submissions. Additional funding details are summarized in Table 1 below.

Table 1: Financial Impact Summary of Recommended Contract (Net of HST):

WBS Element / Group Cost Centre	Initial Year	Initial Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
	Date of Award to December 31, 2020	January 1, 2021 to July 1, 2021	July 2, 2021 to July 1, 2022	July 2, 2022 to July 1, 2023	July 2, 2023 to July 1, 2024	July 2, 2024 to July 1, 2025
NP2065	\$0	\$100,010	\$133,026	\$96,484	\$221,816	\$259,961
Total (Net of HST Recoveries)						\$811,297

CALL SUMMARY

Call Issued: 20-Dec-2019

Call Closed: 13-Jan-2020

Number of Addenda Issued: One (1)

Number of Bids: Three (3)

Table 2: Summary of Bids Received for Ariba Doc No. 2158163706

Proponent Name
Rideau recognition Inc.
Williams Recognition Inc
Diamond Recognition Inc

Range of Total Scores:
90.7-96

DIVISION CONTACTS

Sabrina Dipietro, Acting Manager, Goods and Services, Purchasing and Materials Management 416-397-4809, Sabrina.Dipietro@toronto.ca

Aretha Phillip, Chief of Protocol, Strategic Protocol & External Relations, City Clerk's Office 416-392-4273, Aretha.Phillip@toronto.ca

COMMENTS

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

- a. The vendor recommended for award is the highest scoring Supplier based on the evaluation criteria included in the Solicitation and meeting the requirements of the solicitation;
- b. the appropriate Division has reviewed submissions and found this vendor meets all identified criteria, able to deliver program within budget.
- 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 Solicitation 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 Solicitations are on the file in the Purchasing and Materials Management Division.

SIGNATURE

Michael Pacholok,
Chief Procurement Officer