



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc Number 2511150175 to Atomic Print Solutions Inc., for the non-exclusive supply of Waste Management Calendars for the City of Toronto's Solid Waste Management Services Division

Date: September 25, 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:
Request for Quotation, Ariba Doc No. 2511150175

Description:
For the non-exclusive supply, printing, mail preparation and delivery to Canada Post for three (3) Waste Management Calendars for the City of Toronto's Solid Waste Management Services Division, for a period of two (2) years from the date of award with an option to renew the contract for two (2) additional separate one (1) year periods, all in accordance with the provisions and specifications contained in the Request for Quotation.

Should the option(s) be exercised, the General Manager, Solid Waste Management Services will request the Chief Procurement Officer of Purchasing and Materials Management to process the renewals under the same terms and conditions.

Recommended Supplier:
Atomic Print Solutions Inc.

Contract Award Value:
\$655,404 net of all applicable taxes and charges
\$740,607 including HST and all applicable charges
\$666,939 net of HST recoveries

Contract is expected to start from Date of Award and end on September 30, 2022

Option Year 1 (October 1, 2022 to September 30, 2023)
 \$334,256 net of all applicable taxes and charges
 \$377,709 including HST and all applicable charges
 \$340,139 net of HST recoveries

Option Year 2 (October 1, 2023 to September 30, 2024)
 \$340,941 net of all applicable taxes and charges
 \$385,264 including HST and all applicable charges
 \$346,942 net of HST recoveries

The total potential contract award including all option years is \$1,354,020 net of HST recoveries, \$1,503,580 including all applicable taxes and charges and \$1,330,601 net of all applicable taxes and charges.

The above cost calculations for the Option Years reflect an estimated annual 2% increase as per the Consumer Price Index (CPI)

FINANCIAL IMPACT

The total contract award identified in this report is \$1,503,579 including all applicable taxes and charges. The total potential cost to the City is \$1,354,020 net of HST recoveries.

Funding is available in the 2020 Approved Operating Budget for Solid Waste Management Services Division. Additional funding for the contract will be included in the 2021-2022 Operating Budget Submissions for Solid Waste Management Services.

Table 1: Financial Impact Summary of Recommended Contract (net of HST recoveries).

Account	Initial Period			Option Year 1 Oct 1, 2022 - Sept. 30, 2023	Option Year 2 Oct. 1, 2023 - Sept. 30, 2024	Total Award (Net of HST Recoveries)
	Date of award - Dec. 31, 2020	Jan. 1, 2021 - Dec.31, 2021	Jan. 1, 2022 - Sept. 30, 2022			
SW0665 GL 4199	83,367	333,470	250,102	340,139	346,942	\$1,354,020

SOLICIATION SUMMARY

Solicitation Issued: July 28, 2020
Number of Addenda Issued: One (1)
Number of Bids: Five (5)

Call Closed: August 24, 2020

Table 2: Summary of Bids Received for Ariba Doc. No. 2511150175 including bid price *

No.	Firm Name	Bid Price (including HST)
1	Atomic Print Solutions Inc.	\$ 370,303.37
2	Millenium Printing Inc.	\$ 371,279.40
3	St. Joseph Printing Limited	\$ 374,198.14
4	Trico Packaging & Print Solutions Inc.	\$ 514,690.59
5	Skirach Integrated Services Inc.	\$ 9,213,577.04

* Bid prices for first 12 months of the contract period.

DIVISION CONTACTS

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Michael Skaljin, Manager, Solid Waste Policy & Planning, Solid Waste Management Services Division, 416-392-8517, Michael.Skaljin@toronto.ca

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 Solicitation and meeting the requirements of the solicitation;
- 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 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