



BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation No. DOC2585010340 to Toronto Star Newspapers Limited (Star Metroland Media) for the Printing of the City's Statutory Advertising for Strategic Communications

Date: November 12, 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:
RFQ No. Doc 2585010340

Description:
For a print advertising supplier to publish the City's statutory advertising.
The term of the Contract is to be for a period of five (5) years, from December 1, 2020 to November 30, 2025.

Recommended Supplier:
Toronto Star Newspapers Limited (Star Metroland Media)

Contract Award Value:
\$1,283,247 net of all applicable taxes and charges
\$1,450,069 including HST and all applicable charges
\$1,305,832 net of HST recoveries

Contract is expected to start from date of award (December 1, 2020) and end on November 30, 2025

FINANCIAL IMPACT

The total potential contract award identified in this report is \$1,450,069 including HST and all applicable charges. The total potential cost to the City is \$1,305,832 net of HST recoveries.

Funding is available in the 2020 Approved Operating Budgets of City Clerks, Revenue Services, Corporate Real Estate Management and Transportation Services. Additional

funding will be requested in the 2021-2025 Operating Budget Submissions of these Programs. Funding details are provided in Table 1 to follow:

Note: Costs incurred are for statutory advertising resulting from privately initiated development applications and are cost-recoverable from the applicant.

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre/ All under Cost Element 4414	FORECASTED EXPENDITURES IN NEW CONTRACT						TOTAL
	2020 Net of HST Recoveries	2021 Net of HST Recoveries	2022 Net of HST Recoveries	2023 Net of HST Recoveries	2024 Net of HST Recoveries	2025 Net of HST Recoveries	
GV0033	\$20,352	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$620,352
GV0034	\$0	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
GV0017	\$10,537	\$25,159	\$38,205	\$25,159	\$25,159	\$25,159	\$149,378
FS0162	\$3,303	\$20,313	\$20,821	\$21,341	\$21,875	\$22,422	\$110,076
FA200-20.S	\$8,480	\$50,880	\$50,880	\$50,880	\$50,880	\$50,880	\$262,880
TS1000	\$424	\$2,544	\$2,544	\$2,544	\$2,544	\$2,544	\$13,144
Totals	\$43,096	\$248,897	\$262,450	\$249,925	\$250,459	\$251,005	\$1,305,832

SOLICITATION SUMMARY

Solicitation Issued: September 09, 2020
05, 2020

Solicitation Closed: October

Number of Addenda Issued: Two (2)

Number of Bids: One (1)

Table 2: Summary of Bids Received including bid price

Supplier Name	Grand Total (including H.S.T.)
Toronto Star Newspaper Limited (Star Metroland Media)	\$1,450,069

DIVISION CONTACTS

Allison Phillips, Manager, Purchasing & Material Management Division, 647-882-9803,
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Beth Waldman, Manager, Corporate Communications, 416-392-9305,
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COMMENTS

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

a. The firm recommended for meets all specifications based on the evaluation criteria included in the call and meeting the requirements of the call;

b. the appropriate Division has reviewed the 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

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