



BID AWARD PANEL CONTRACT AWARD

Award of Request for Proposal Doc. 2628508581 to Duxbury Law Professional Corporation for the External Legal Services provided to the Toronto Local Appeal Body (TLAB) for Court Services

Date: December 17, 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:
RFP Doc. 2628508581

Description:

For the External Legal Services for the Toronto Local Appeal Body for a one-year period starting January 1, 2021 with the option to extend the contract for a further three (3) separate one-year periods. Should the option(s) be exercised, then the Director of Court Services will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

Duxbury Law Professional Corporation

Contract Award Value:

Initial base year 2021 (January 1 to December 31, 2021)

\$175,000 net of all applicable taxes and charges
\$197,750 including HST and all applicable charges
\$178,080 net of HST recoveries

Contract is expected to start on January 1, 2021 and end on December 31, 2021.

Option year 1 (January 1-December 31, 2022)

\$175,000 net of all applicable taxes and charges
\$197,750 including HST and all applicable charges
\$178,080 net of HST recoveries

Option year 2 (January 1- December 31, 2023)

\$175,000 net of all applicable taxes and charges
\$197,750 including HST and all applicable charges
\$178,080 net of HST recoveries

Option year 3(January 1-December 31, 2024)

\$175,000 net of all applicable taxes and charges
\$197,750 including HST and all applicable charges
\$178,080 net of HST recoveries

The quoted rates remain firm throughout the term of the contract including option year renewals.

The total potential contract award identified in this report including all option years is \$791,000 including all applicable taxes and charges. **The total potential cost to the City including all option years is \$712,320 net of HST recoveries.**

FINANCIAL IMPACT

The total potential contract award identified in this report is \$791,000.00, including all applicable taxes and charges. The total potential cost to the City is \$712,320 net of HST recoveries.

Funding has been included in the Court Services staff recommended 2021 Operating Budget. Should the optional periods be exercised, than additional funding will be included in the 2022-2024 Operating Submissions for Court Services. Additional funding details are provided in Table 1 to follow:

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre/ Cost Element	Initial award Year 2021 (Jan 1 to Dec 31 2021) (net of HST recoveries)	Option Year 1 (Jan. 1 to Dec. 31, 2022 (net of HST recoveries)	Option Year 2 (Jan. 1 to Dec. 31, 2023 (net of HST recoveries)	Option Year 3 (Jan. 1 to Dec. 31, 2024 (net of HST recoveries)	Total (net of HST recoveries
CT6001/4010	\$178,080	\$178,080	\$178,080	\$178,080	\$712,320

SOLICITATION SUMMARY

Solicitation Issued: October 8, 2020

Solicitation Closed: October 28, 2020

Number of Addenda Issued: None

Number of Bids: Two (2)

Table 2: Summary of Proposals Received for RFP No. Doc. 2628508581

Supplier Name
*Duxbury Law Professional Corporation
**Kraemer LLP

**Supplier did not meet the minimum technical threshold.

DIVISION CONTACTS

Susan Garossino, Director of Court Services,
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Allison Philips, Manager, Professional Services, Purchasing & Materials Management.
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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 Supplier meeting specifications or to 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 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