



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc. No. 2643758673 to Whitehots Inc. for the non-exclusive supply, delivery, installation and warranty of Literacy/Language Materials and Books for Children's Services

Date: March 18, 2021
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 (RFQ), Ariba Doc Number 2643758673

Description:

For the non-exclusive supply, delivery, installation and warranty of Literacy/Language Materials and Books for one (1) year from the date of award with the option to renew for four (4) additional one (1) year terms.

Should the option(s) be exercised, then the General Manager, Children's Services will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

Whitehots Inc.

Contract Award Value:

\$183,021 net of all applicable taxes and charges (incl. 10% miscellaneous amount)

\$206,814 including HST and all applicable charges

\$186,242 net of HST recoveries

Contract is expected to start on April 1, 2021 and end on March 31, 2022.

Option Year 1 from April 1, 2022 to March 31, 2023

\$188,512 net of all applicable taxes and charges

\$213,018 including HST and all applicable charges

\$191,829 net of HST recoveries

Option Year 2 from April 1, 2023 to March 31, 2024
 \$194,167 net of all applicable taxes and charges
 \$219,409 including HST and all applicable charges
 \$197,584 net of HST recoveries

Option Year 3 from April 1, 2024 to March 31, 2025
 \$199,992 net of all applicable taxes and charges
 \$225,991 including HST and all applicable charges
 \$203,512 net of HST recoveries

Option Year 4 from April 1, 2025 to March 31, 2026
 \$205,992 net of all applicable taxes and charges
 \$232,771 including HST and all applicable charges
 \$209,617 net of HST recoveries

The total potential contract award identified in the report including all option years is \$971,683 net of all taxes, and \$1,098,002 including all applicable taxes and charges. **The total potential cost to the City, including all option years, is \$988,785 net of HST recoveries.**

The above cost calculations reflect a 10% miscellaneous cost and 3% CPI adjustment applied annually to the yearly cost after the initial year.

FINANCIAL IMPACT

The total contract award identified in this report is \$1,098,002 including all applicable taxes and charges. The cost to the City is \$988,785 net of HST recoveries.

Funding in the amount of \$139,682 net of HST recoveries has been included in the 2021 Approved Operating Budget for Children's Services. Funding in the amount of \$46,561 net of HST recoveries for the balance of the contract period to March 31, 2022 will be included in the 2022 Operating Budget Submission for Children's Services.

Should the City choose to exercise its option to renew for an additional four (4) separate one (1) year periods, then appropriate additional funding will be included in the 2022 – 2026 annual Operating Budget Submissions for Children's Services. Additional funding details are provided in Table 1 to follow.

Table1: Financial Impact Summary of Recommended Contract

Division/G/L Account/Cost Centre	First Term		Option Year 1	Option Year 2	Option Year 3	Option Year 4
	Date of Award to December 31, 2021	January 1, 2022 to March 31, 2022	April 1, 2022 to March 31, 2023	April 1, 2023 to March 31, 2024	April 1, 2024 to March 31, 2025	April 1, 2025 to March 31, 2026

Children's Services / 2600 / Various	\$139,682	\$46,561	\$191,829	\$197,584	\$203,512	209,617
Grand total (net of HST Recoveries)						\$988,785

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

SOLICITATION SUMMARY

Solicitation Issued: December 18, 2020 **Solicitation Closed:** January 25, 2021
Number of Addenda Issued: One (1)
Number of Bids: Six (6)

Table 2: Summary of Bids Received for RFQ, Ariba Doc Number 2643758673 including bid price:

Supplier Name	Bid Price (including H.S.T.)
Whitehots Inc.	\$ 188,012.45
Bradán Press Ltd.	Non-Compliant
Sonsuh Educational Supplies Inc.	\$ 245,799.77
Nunu Educational Products	\$ 261,760.79
Global Staffing Solutions Inc.	\$ 271,641.22
Scholar's Choice	\$ 303,259.48

*Evaluated Bid Price does not contain the 10% miscellaneous value added upon award as shown in the Contract Award Value

DIVISION CONTACTS

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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