BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc2961601880 to Ricoh Canada Inc. for the non-exclusive rental, maintenance and support of one (1) high-speed networked digital colour reproduction system for the City Clerk's Office

Date: September 15, 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 Quotations (RFQ), Ariba Doc No. 2961601880

Description:
For the non-exclusive rental, supply, delivery, installation, maintenance and support of one (1) high-speed networked digital colour reproduction system for a period of forty-eight (48) months from date of award.

Recommended Supplier:
Ricoh Canada Inc.

Contract Award Value:
$505,246 net of all applicable taxes and charges (including additional 10% for miscellaneous)
$570,928 including HST and all applicable charges
$514,139 net of HST recoveries

Contract is expected to start on date of award for a period of forty-eight (48) months.

FINANCIAL IMPACT

The total contract award identified in this report is $570,928 including all applicable taxes and charges. The cost to the City is $514,139 net of HST recoveries.

Funding has been included in the 2021 Approved Operating Budget for the City Clerk's Office in Cost Centre GV0003, cost element 4520. Funding for 2022 to 2025 will be requested in the annual Operating Budget Submissions for the City Clerk's Office. Additional details are provided below:

Table 1: Financial Impact Summary of Recommended Contract

Period	**Cost Centre / Cost Element**	**Total (Net of HST Recoveries)**
October 1 to December 31, 2021	GV0003 / 4520	$32,134
January 1 to December 31, 2022	GV0003 / 4520	$128,535
January 1 to December 31, 2023	GV0003 / 4520	$128,535
January 1 to December 31, 2024	GV0003 / 4520	$128,535
January 1 to September 30, 2025	GV0003 / 4520	$96,400
Grand Total		$514,139

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

SOLICITATION SUMMARY

Solicitation Issued: June 2, 2021 **Solicitation Closed:** July 13, 2021
Number of Addenda Issued: Three (3)
Number of Bids: Two (2)

Table 2: Summary of Bids Received including bid price for Ariba Doc2961601880

Supplier Name	**Bid Price (excluding H.S.T.)***
Ricoh Canada Inc.	$459,314.88
Konica Minolta Business Solutions (Canada) Ltd.	$570,388.80

*Evaluated bid price does not include 10% for miscellaneous items

DIVISION CONTACTS

Sabrina Dipietro, Manager, Infrastructure and Development Services, Purchasing & Materials Management, 416-397-4809, Sabrina.Dipietro@toronto.ca

Grace Young, Acting Deputy City Clerk, SIE, City Clerk's Office, Telephone: 416-392-9903, Email: Grace.Young@toronto.ca

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