TORONTO

BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3019469177 to. Cover-All Computer Services Corp. for the Supply, Printing and Mailing of Parking Ticket Collection Notices for Revenue Services Division

Date: October 28, 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 Document Number 3019469177

Description:
For the supply, printing and mailing of Parking Ticket Collection Notices for the City of Toronto's Revenue Services Division, for a period of two (2) years with the option to renew for three (3) additional one (1) year periods, at the sole discretion of the City and subject to budget approval.

Should the option be exercised, then the Director of Revenue Services will request the Chief Procurement Officer to process the renewal under the same terms and conditions.

Recommended Supplier:
Cover-All Computer Services Corp.

Contract Award Value:
$281,048 net of all applicable taxes and charges
$317,584 including HST and all applicable charges
$285,994 net of HST recoveries

Contract is expected to start on Date of Award and end on December 31, 2023

Option Year 1(January 1, 2024 to December 31, 2024)
$148,471 net of all applicable taxes and charges
$167,772 including HST and all applicable charges
$151,084 net of HST recoveries

Option Year 2 (January 1, 2025 to December 31, 2025)
$152,925 net of all applicable taxes and charges
$172,805 including HST and all applicable charges
$155,616 net of HST recoveries

Option Year 3 (January 1, 2026 to December 31, 2026)
$157,512 net of all applicable taxes and charges
$177,989 including HST and all applicable charges
$160,285 net of HST recoveries

The total potential contract award identified in this report including option years is $836,150 including all applicable taxes and charges and $739,955 net of all applicable taxes and charges. **The total potential cost to the City including option years is $752,979 net of HST recoveries.**

The above cost calculations for the Option Years reflect an estimated annual 3% increase as per the Consumer Price Index (CPI).

FINANCIAL IMPACT

The total contract award identified in this report is $836,150 including all applicable taxes and charges. The cost to the City is $752,979 net of HST recoveries.

Funding is available in the 2021 Approved Operating Budget for the Office of the Controller. Additional funding will be included in the 2022-2023 Operating Budget Submissions for the Office of the Controller. Should all the optional periods be exercised, appropriate additional funding will be included in the 2024-2026 Operating Budget Submissions for the Office of the Controller. Funding details are summarized in Table 1 as follows:

Table 1: Financial Impact Summary of Recommended Contract

Printing and Mailing of Parking Ticket Collection Notices Operational Budget:FS0168 Cost Element: 4825	Net of HST Recoveries
Initial Contract Term From Date of Award to Dec. 31, 2021	$47,666
Initial Contract Term From January 1, 2022 to December 31, 2022	$238,328
Initial Contract Term From January 1, 2023 to December 31, 2023	$151,084
Option Year 2 From January 1, 2024 to December 31, 2025	$155,616
Option Year 3 From January 1, 2025 to December 31, 2026	$160,285

Printing and Mailing of Parking Ticket Collection Notices Operational Budget:FS0168 Cost Element: 4825	Net of HST Recoveries
Grand Total	$752,979

The Chief Financial Officer and Treasurer has reviewed this report and agrees with information included in the Financial Impact information.

SOLICITATION SUMMARY

Solicitation Issued: July 16, 2021 **Solicitation Closed:** August 16, 2021
Number of Addenda Issued: Five (5)
Number of Bids: Eight (8)

Table 2: Summary of Bids Received including bid price.

Supplier Name	Bid Price (excluding H.S.T.)
Cover-All Computer Services Corp.	$281,047.90
Taylor Demers Mail Processing (2011) Inc.	$304,169.40
Formost Data Products	$309,776.00
SOGICA Inc.	$353,489.00
KUBRA Data Transfer, LTD.	$406,270.00
DATA Communications Management Corp.	$471,986.25
Data Direct Group Inc.	$537,160.25
Torpedo Marketing Inc	$673,479.00

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
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> 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. the Solicitation document was advertised on the City's internet website and bids or proposals were opened publicly; and

e. 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