



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3142463980 to DATA Communications Management Corp. (DCM) for Printing Services for Snap Set/NCR and Other Legal Forms Relating to Provincial Offences for the Court Services Division

Date: December 16, 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 Proposal (RFP), Ariba Document Number 3142463980.

Description:

Printing services for snap set/NCR and other legal forms relating to Provincial Offences for the City of Toronto, Court Services Division for the period of two (2) years from January 1, 2022 to December 31, 2023 with the option to renew for three (3) additional one (1) year periods at the discretion of the City and subject to the Vendor's performance over the prior year and the availability of funds in the City's operating budget for the renewal period.

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

Recommended Supplier:

DATA Communications Management Corp. (DCM)

Contract Award Value:

\$222,080 net of all applicable taxes and charges
\$250,951 including HST and all applicable charges
\$225,989 net of HST recoveries

Contract is expected to start on January 1, 2022 and end on December 31, 2023.

Option year 1: January 1, 2024 to December 31, 2024.
 \$116,962 net of all applicable taxes and charges
 \$132,167 including HST and all applicable charges
 \$119,020 net of HST recoveries

Option year 2: January 1, 2025 to December 31, 2025
 \$118,786 net of all applicable taxes and charges
 \$134,228 including HST and all applicable charges
 \$120,877 net of HST recoveries

Option year 3: January 1, 2026 to December 31, 2026
 \$122,221 net of all applicable taxes and charges
 \$138,109 including HST and all applicable charges
 \$124,372 net of HST recoveries

The total potential contract award identified in this report including all option years is \$655,455 including all applicable taxes and charges. **The total potential cost to the City is \$590,258 net of HST recoveries.**

FINANCIAL IMPACT

The total potential contract award identified in this report is \$655,455 including all applicable taxes and charges. The total potential cost to the City is \$590,258 net of HST recoveries.

Funding is included in the 2022 Court Services Base Operating Budget under CT5000 (Planning & Liaison), Cost Element 4825. Funding will be included in the 2023 Court Services Base Operating Budget Submission for the second year of the contract.

Should the City choose to exercise its option years, then appropriate additional funding, if needed, will be included in the 2024-2026 Operating Budget Submissions, under the same charge accounts and cost centres.

Table 1: Financial Impact Summary of Recommended Contract.

Cost Centre: Cost Element:	Initial Years		Option Year 1	Option Year 2	Option Year 3
	Date of Award to December 31, 2022	January 1 to December 31, 2023	January 1 to December 31, 2024	January 1 to December 31, 2025	January 1 to December 31, 2026
CT5000 / 4825	\$111,800	\$114,189	\$119,020	\$120,877	\$124,372
Total of Net of HST Recoveries	\$590,258				

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

SOLICITATION SUMMARY

Solicitation Issued: October 12, 2021

Solicitation Closed: October 29, 2021

Number of Addenda Issued: One (1)

Number of Bids: One (1)

Table 1: Summary of Bids Received including bid price

Supplier
Data Communications Management Corp. (DCM)

Range of Scores:

Data Communication Management (DCM) meets the minimum technical threshold score of 75% (56.25 out of 75 points)

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. 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