



## BID AWARD PANEL CONTRACT AWARD

### **Award of Ariba Document Number 3292311283 to Pitney Bowes of Canada Ltd. for the non-exclusive rental, maintenance and support of a fully integrated Network Mail Management System for City Clerk's Office**

**Date:** January 19, 2022  
**To:** Bid Award Panel  
**From:** Chief Procurement Officer  
**Wards:** All

#### **RECOMMENDATIONS**

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**The Chief Procurement Officer recommends that the Bid Award Panel grant authority to award the following contract:**

**Solicitation Number:**

Request for Quotation, Ariba Document Number 3292311283

**Description:**

For the non-exclusive rental, supply, delivery, installation, maintenance and support of one (1) fully integrated Network Mail Management System for a period of sixty (60) months from date of award.

**Recommended Supplier:**

Pitney Bowes of Canada Ltd.

**Contract Award Value:**

\$ 818,799 net of all applicable taxes and charges (including additional 20% for miscellaneous items)

\$ 925,243 including HST and all applicable charges

**\$ 833,210 net of HST recoveries**

**Contract is expected to start on date of award for a period of sixty (60) months.**

## FINANCIAL IMPACT

The total contract award identified in this report is \$925,243 including all applicable taxes and charges. The total cost to the City is \$833,210 net of HST recoveries.

Funding has been included in the 2022 Staff Recommended Operating Budget for the City Clerk's Office in Cost Centre GV0004, cost element 4520. Additional funding will be requested in the 2023-2027 Operating Budget Submissions for the City Clerk's Office. Additional details follow in table 1.

Table 1: Financial Impact Summary of Recommended Contract

Period	Cost Centre / Cost Element	Total (Net of HST Recoveries)
March 1 to December 31, 2022	GV0004 / 4520	\$138,868
January 1 to December 31, 2023	GV0004 / 4520	\$166,642
January 1 to December 31, 2024	GV0004 / 4520	\$166,642
January 1 to December 31, 2025	GV0004 / 4520	\$166,642
January 1 to December 31, 2026	GV0004 / 4520	\$166,642
January 1 to February 28, 2027	GV0004 / 4520	\$27,774
Grand Total		\$833,210

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

## SOLICITATION SUMMARY

**Solicitation Issued:** December 17, 2021  
30 2021

**Solicitation Closed:** December

**Number of Addenda Issued:** Zero (0)

**Number of Bids:** Two (2)

Table 2: Summary of Bids Received for including bid price

Supplier Name	Bid Price (including 20% Miscellaneous, excluding H.S.T.)
Pitney Bowes of Canada Ltd.	\$818,799.12
Quadient Canada *	\$666,570.96

\*Supplier was deemed non-compliant for not meeting the mandatory requirements.

## **DIVISION CONTACTS**

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## **COMMENTS**

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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**

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Michael Pacholok,  
Chief Procurement Officer