



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3064686362 to Data Direct Group for Printing and Mailing of Tenant Tax Notifications for Revenue Services

Date: March 17, 2022
To: Bid Award Panel
From: Chief Procurement Officer
Wards: 1

RECOMMENDATIONS

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

Solicitation Number:

Request for Proposal, Ariba Document Number 3064686362

Description:

To provide Professional and Technical Services for the Printing & Mailing of Tenant Tax Notifications Work on behalf of the Revenue Services Division of the City of Toronto.

Recommended Supplier:

Data Direct Group Inc.

Contract Award Value:

\$241,690 net of all applicable taxes and charges
\$273,110 including HST and all applicable charges
\$245,944 net of HST recoveries

Contract is expected to start from the date of award and end on December 31, 2022.

Option Year 1 (From January 1st 2023 to December 31st 2023)

\$248,941 net of all applicable taxes and charges
\$281,303 including all applicable taxes and charges
\$253,322 net of HST recoveries

Option Year 2 (From January 1st 2024 to December 31st 2024)

\$256,409 net of all applicable taxes and charges
\$289,742 including all applicable taxes and charges
\$260,922 net of HST recoveries

Option Year 3 (From January 1st 2025 to December 31st 2025)
 \$264,101 net of all applicable taxes and charges
 \$298,434 including all applicable taxes and charges
 \$268,749 net of HST recoveries

Option Year 4 (From January 1st 2026 to December 31st 2026)
 \$272,024 net of all applicable taxes and charges
 \$307,387 including all applicable taxes and charges
 \$276,812 net of HST recoveries

The total potential contract award including all option years is \$1,449,976 including all applicable taxes and charges and \$1,283,165 net of all applicable taxes and charges.
The potential cost to the City including all option years is \$1,305,749 net of HST recoveries.

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

FINANCIAL IMPACT

The total potential contract award identified in this report is \$273,109.70 including all applicable taxes and charges. The total potential cost to the City is \$245,943.74 net of HST recoveries.

Funding for this project is included in the 2022 Council Approved Operating Budget for the Officer of the Controller. Should the optional year be exercised, additional funding will be included in the 2023-2026 Operating Budget Submissions for the Office of the Controller. Additional funding details are summarized in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre	Description	Date of Award to December 31, 2022	Option Yr. 1 January 1, 2023 to December 31, 2023	Option Yr. 2 January 1, 2024 to December 31, 2024	Option Yr. 3 January 1, 2025 to December 31, 2025	Option Yr. 4 January 1, 2026 to December 31, 2026	Total (Net of HST Recoveries)
FS0152	Printing & Postage Tenant tax Notification	\$ 245,944	\$253,323	\$260,922	\$268,750	\$276,812	\$1,305,751

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

SOLICITATION SUMMARY

Solicitation Issued: July 15, 2021 **Solicitation Closed:** August 11, 2021

Number of Addenda Issued: Three (3)

Number of Bids: Three (3)

Table 2: Summary of Bids Received:

Supplier Name
Data Direct Group Inc
Gilmore Doculink
*Formost Media One

* Supplier did not meet the minimum technical scoring and were not able to move to stage 3-Cost of Services

Range of Scores: 93.8-94.7

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 submitted electronically in Ariba; 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