



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3470566906 to The Control Institute for Traffic Agent (Special Constable) Development and Delivery of Training for Transportation Services.

Date: September 15, 2022
To: Bid Award Panel
From: Acting Chief Procurement Officer
Wards: All

RECOMMENDATIONS

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

Solicitation Number:

Request for Proposal, Ariba Document Number 3470566906

Description:

The development and delivery of Special Constable training for our Traffic Agents. The term of the agreement is to be for the period from date of award to December 31, 2024, with an option in favour of the City to extend the agreement on the same terms and conditions for an additional term of up to two (2) additional separate one (1) year periods.

Should the option(s) be exercised, then the General Manager of Transportation Services Division will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

The Control Institute

Contract Award Value:

\$1,175,450 net of all applicable taxes and charges
\$1,328,259 including HST and all applicable charges
\$1,196,138 net of HST recoveries

The contract is expected to start from date of award and end on December 31, 2024

Option Year 1 - January 1, 2025 to December 31, 2025

\$392,500 net of all applicable taxes and charges
\$443,525 including HST and all applicable charges
\$399,408 net of HST recoveries

Option Year 2 - January 1, 2026 to December 31, 2026

\$404,000 net of all applicable taxes and charges

\$456,520 including HST and all applicable charges

\$411,110 net of HST recoveries

The total potential contract award identified in this report including optional periods is \$1,971,950 net of all applicable taxes and charges and \$2,228,304 including all applicable taxes and charges. **The total potential cost to the City including optional periods is \$2,006,656 net of HST recoveries.**

The above cost calculations for the Option Years are fixed and reflect what was submitted by the recommended supplier. CPI is not applicable to the Option years.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$1,971,950.00 including all applicable taxes and charges. The total potential cost to the City is \$2,006,656 net of HST recoveries.

Funding is available in the 2022 Approved Operating Budget for Transportation Services and additional funding will be included in the 2023-2024 Operating Budget Submissions for Transportation Services. Should the City choose to exercise the optional periods, additional funding will be included in the 2025-2026 Operating Budget Submissions for Transportation Services.

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre / WSB Element Accounts	Date of Award to December 31, 2022	January 1, 2023 to December 31, 2023	January 1, 2024 to December 31, 2024	January 1, 2025 to December 31, 2025 (option yr. 1)	January 1, 2026 to December 31, 2026 (option yr. 2)	Total (Net of HST Recoveries)
TS7010 C/E 4424	\$318,356	\$445,709	\$432,073	\$399,408	\$411,110	\$2,006,656

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

SOLICITATION SUMMARY

Solicitation Issued: May 10, 2022

Solicitation Closed: Jun 14, 2022

Number of Addenda Issued: None

Number of Bids: One (1)

Table 2: Summary of Proposals Received

Supplier Name
The Control Institute

DIVISION CONTACTS

Sabrina Dipietro, Senior Manager, Purchasing Client Services, Infrastructure and Development Services, Purchasing and Materials Management; Tel: 416-397-4809, Sabrina.Dipietro@toronto.ca

Barbara Gray, General Manager, Transportation Services, Tel: 416-397-0044, barbara.gray@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. 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

Sandra Lisi
Acting Chief Procurement Officer