



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3600664848 to St. Joseph Printing Limited for Paper Supply, Printing Services and Delivery Services for Waste Management Guides for Solid Waste Management Services

Date: October 20, 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 Quotation, Ariba Document Number 3600664848

Description:

Paper Supply, Printing Services and Delivery Services for Waste Management Guides for a period of one (1) year, 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 four (4) separate one (1) year periods at the sole discretion of the City and subject to budget approval.

Note: Should the option periods be exercised, then the General Manager of Solid Waste Management Services will request the Acting Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

St. Joseph Printing Limited

Contract Award Value:

\$138,843 net of all applicable taxes and charges
\$156,893 including HST and all applicable charges
\$141,287 net of HST recoveries

Contract is expected to start on November 15, 2022 and end on November 14, 2023.

Option Year 1: November 15, 2023 to November 14, 2024

\$143,008 net of all applicable taxes and charges
\$161,599 including HST and all applicable charges
\$145,525 net of HST recoveries

Option Year 2: November 15, 2024 to November 14, 2025

\$147,299 net of all applicable taxes and charges
\$166,447 including HST and all applicable charges
\$149,891 net of HST recoveries

Option Year 3: November 15, 2025 to November 14, 2026

\$151,717 net of all applicable taxes and charges
\$171,441 including HST and all applicable charges
\$154,388 net of HST recoveries

Option Year 4: November 15, 2026 to November 14, 2027

\$156,269 net of all applicable taxes and charges
\$176,584 including HST and all applicable charges
\$159,019 net of HST recoveries

The total contract award including all option periods is \$737,136 net of all applicable taxes and charges and \$832,964 including all applicable taxes and charges. **The total potential cost to the City including the option periods is \$750,110 net of HST recoveries.**

The cost calculations for the option periods reflect an estimated three (3) percent Consumer Price Index increase applied annually to the annual cost after the initial year.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$832,964 including all applicable taxes and charges. The total potential cost to the City is \$750,110 net of HST recoveries.

The engineering estimate for this project is \$1,599,643 net of all taxes and charges.

Funding is available in the 2022 Approved Operating and additional funding will be included in the 2023 Operating Submission for Solid Waste Management Services. Should the option years be exercised, additional funding will be included in the 2023-2027 Operating Budget Submissions for Solid Waste Management Services. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre / WBS Element: SW0665 / 4199		
Term/Option	Period	Totals (Net of HST recoveries)
Initial Term:	November 15, 2022 - December 31, 2022	\$17,661
	January 1, 2023 - November 14, 2023	\$123,626
Option Year 1:	November 15, 2023 - December 31, 2023	\$18,191
	January 1, 2024 - November 14, 2024	\$127,334
Option Year 2:	November 15, 2024 - December 31, 2024	\$18,737
	January 1, 2025 - November 14, 2025	\$131,154
Option Year 3:	November 15, 2025 - December 31, 2025	\$19,299
	January 1, 2026 - November 14, 2026	\$135,089
Option Year 4:	November 15, 2026 - December 31, 2026	\$19,877
	January 1, 2027 - November 14, 2027	\$139,142
Total		\$750,110

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

SOLICITATION SUMMARY

Solicitation Issued: August 3, 2022
Number of Addenda Issued: Two (2)
Number of Bids: Four (4)

Solicitation Closed: August 31, 2022

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
St. Joseph Printing Limited	\$737,136.34
Atomic Print Solutions Inc.	\$739,784.22
Xerox Canada Ltd.	\$1,249,050.79
Millenium Printing Inc.	\$996,249,661.50

DIVISION CONTACTS

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Angela Doyle, Acting Manager, Stakeholder and Community Outreach, Solid Waste Management Services, Telephone: 416- 338-8263, Email: Angela.Doyle@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 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