



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3646531698 to Formost Data Products Inc. for the non-exclusive supply and delivery of Cheques and Forms for the Toronto Employment & Social Services (TESS) Division

Date: December 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 Quotation, Ariba Document Number 3646531698

Description:

For the non-exclusive supply and delivery of Cheques and Forms as and when required for the City of Toronto's Employment & Social Services Division, for a period of one (1) year from January 1, 2023 to December 31, 2023, with the option to renew the Contract for four (4) additional separate one (1) year periods at the sole discretion of the City and subject to budget approval(s).

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

Recommended Bidder:

Formost Data Products Inc.

Contract Award Value:

\$274,973 net of all applicable taxes and charges
\$310,719 including HST and all applicable charges
\$279,812 net of HST recoveries

Contract is expected to start on January 01, 2023, and end on December 31, 2023.

Option Year 1: (January 01, 2024 – December 31, 2024)

\$283,222 net of all applicable taxes and charges

\$320,041 including HST and all applicable charges

\$288,207 net of HST recoveries

Option Year 2: (January 01, 2025 – December 31, 2025)

\$291,782 net of all applicable taxes and charges

\$329,642 including HST and all applicable charges

\$296,853 net of HST recoveries

Option Year 3: (January 01, 2026 – December 31, 2026)

\$300,470 net of all applicable taxes and charges

\$339,531 including HST and all applicable charges

\$305,759 net of HST recoveries

Option Year 4: (January 01, 2027 – December 31, 2027)

\$309,484 net of all applicable taxes and charges

\$349,717 including HST and all applicable charges

\$314,931 net of HST recoveries

The total potential contract award including all option years is \$1,649,651 including all applicable taxes and charges, and \$1,459,868, net of all applicable taxes and charges.

The total potential cost to the City including all option years is \$1,485,562 net of HST recoveries

The above cost calculations for the Option Years reflect, where required, an estimated annual 3% increase for the Consumer Price Index (CPI).

FINANCIAL IMPACT

The potential contract awards identified in this report including all option years is \$1,459,860 net of all applicable taxes and charges, and \$1,649,651 including all applicable taxes and charges. The total potential cost to the City including all option years is \$1,485,562 net of HST recoveries.

Funding is available in the 2023 Tabled Operating Budget for Toronto Employment & Social Services.

Should the City choose to exercise the option(s) to renew for an additional four (4) separate one (1) year periods, the appropriate additional funding, will be requested in the 2024-2027 Operating Budget Submissions for Toronto Employment & Social Services, as part of the annual budget review process. For 2023, the available funds are recorded in C01226-4825, 4805 & 4120.

Table 1: Financial Impact Summary of Recommended Contract (Net of HST Recoveries)

Cost Centre / Element	Initial Contract Period 2023	Option Year One 2024	Option Year Two 2025	Option Year Three 2026	Option Year Four 2027	Total
C01226 / 4825, 4805, 4120	\$279,812	\$288,207	\$296,853	\$305,759	\$314,931	\$1,485,562

The Chief Financial Officer and Treasurer has been provided the financial impacts as part of the 2023 budget process.

SOLICITATION SUMMARY

Call Issued: October 27, 2022 **Call Closed:** November 29, 2022

Number of Addenda Issued: One (1)

Number of Bids: Three (3)

Table 2: Summary of three (3) Bid Received including Bid Price

Bidder	Bid Price (including HST)
Formost Data Products Inc.*	\$310,719.29
Docu-Link International Inc. (R.E. Gilmore Investment Corp.)*	\$378,059.59
Positive Fulfillment Services LTD.*	\$1,226,646.08

*These firms offer environmentally preferred products / services.

DIVISION CONTACTS

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Andrew Davidson, Manager Program Support, Toronto Employment & Social Services, Tel: 416-392-9565, Email: andrew.davidson@toronto.ca

COMMENTS

For the recommended contract award, the following requirements have been met:

a. The firm recommended for award is the lowest bidder meeting specifications or to the highest scoring proponent 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