



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3705909281 to Office Central Inc. for Various Arts and Crafts Supplies for Recreation Programming for Children's Services and Parks, Forestry and Recreation

Date: January 5, 2023
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 Doc3705909281

Description:

For the provision of Various Arts and Crafts Supplies for Recreation Programming for Children's Services and Parks, Forestry and Recreation 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 three (3) separate one (1) year periods.

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

Recommended Supplier:

Office Central Inc.

Contract Award Value:

\$350,060 net of all applicable taxes (including 20% miscellaneous)

\$395,567 including HST and all applicable charges

\$356,222 net of HST recoveries

Contract is expected to start on January 1, 2023 and end on December 31, 2023

Option Year 1: January 1, 2024 to December 31, 2024

\$360,561 net of all applicable taxes (including 20% miscellaneous)

\$407,434 including HST and all applicable charges

\$366,907 net of HST recoveries

Option Year 2: January 1, 2025 to December 31, 2025

\$371,378 net of all applicable taxes (including 20% miscellaneous)

\$419,657 including HST and all applicable charges

\$377,914 net of HST recoveries

Option Year 3: January 1, 2026 to December 31, 2026

\$382,520 net of all applicable taxes (including 20% miscellaneous)

\$432,247 including HST and all applicable charges

\$389,252 net of HST recoveries

The total potential contract award including option years identified in this report is \$1,654,904 including all applicable taxes and charges. **The total potential cost to the City including option years is \$1,490,293 net of HST recoveries.**

FINANCIAL IMPACT

The total contract award identified in this report is \$1,654,904 including all applicable taxes and charges. The cost to the City is \$1,490,293 net of HST recoveries.

Funding of \$356,222 has been included in the 2023 Tabled Operating Budgets of Children's Services and Parks, Forestry & Recreation. Should the optional periods be exercised, funding will be included in the 2024-2026 Operating Budget Submissions for Children's Services and Parks, Forestry & Recreation.

Table 1: Financial Impact Summary of Recommended Contract

	Cost Centre/ Cost Element	Initial Term January 1, 2023- December 31, 2023	Option Year 1 January 1, 2024- December 31, 2024	Option Year 2 January 1, 2025- December 31, 2025	Option Year 3 January 1, 2026- December 31, 2026
Children Services	Various/ 2600	\$178,111	\$183,454	\$188,957	\$194,626
Parks, Forestry Recreation	Various/ 2600	\$178,111	\$183,454	\$188,957	\$194,626
Sub-total (net of HST Recoveries)		\$356,222	\$366,908	\$377,914	\$389,252
Total					\$1,490,293

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

SOLICITATION SUMMARY

Solicitation Issued: October 28, 2022
2022

Solicitation Closed: November 29,

Number of Addenda Issued: Three (3)

Number of Bids: Five (5)

Table 2: Summary of Bids Received including Bid Price

Supplier Name	# of Lots bid on out of 6	Total Bid Submission
Office Central Inc.	6	\$291,716
Wintergreen Learning Materials Ltd.	1	\$6,637
Educator Supplies Ltd.	4	\$259,829
Five Star Enterprises of Canada Ltd.*	1	\$713,076
Staples Professional Inc.	1	\$123,038

*Submission was Non-compliant

Note: Office Central Inc. was the lowest bidding proponent on all 6 lots within the RFQ.

DIVISION CONTACTS

Shanley McNamee, General Manager, Children's Services, Telephone: 416-392-8128, Email: Shanley.McNamee@toronto.ca

Janie Romoff, General Manager, Parks, Forestry & Recreation, Telephone: 416-392-8182, Email: Janie.Romoff@toronto.ca

Kelly Lee McGarry, Manager, Community & Social Services and City Manager Office, Purchasing Client Services, Purchasing & Materials Management, Tel: 416-392-1492, Email: KellyLee.McGarry@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

Tanvir Ahmad

For Sandra Lisi
Acting Chief Procurement Officer