



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3439085144 to S.Wilson & Co Bailiffs Ltd, Sterling Bailiffs Inc., and A.O Shingler & Co. Ltd for Bailiff Collection Services for Revenue Services

Date: February 1, 2023
To: Bid Award Panel
From: Chief Procurement Officer
Wards: All

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 3439085144

Description:

Provision of contracted professional Bailiff Collection Service's necessary for the collection of outstanding Property Tax, for a one (1) year period from the date of award, with the option to renew for four (4) additional separate one-year periods

Recommended Supplier:

S.Wilson & Co. Bailiffs Ltd
Sterling Bailiffs Inc.
A.O Shingler & Co. Ltd

Contract Award Value:

S.Wilson & Co. Bailiffs Ltd
\$666,666 net of all applicable taxes and charges
\$753,332 including HST and all applicable charges

Contract is expected to start from the date of award and end on December 31, 2023.

Option Year 1 (January 1, 2024 to December 31, 2024)
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges

Option Year 2 (January 1, 2025 to December 31, 2025)

\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges

Option Year 3 (January 1, 2026 to December 31, 2026)
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges

Option Year 4: (January 1, 2027 to December 31, 2027)
\$666,666 net of all applicable taxes and charges.
\$753,332 including HST and all applicable charges

The total potential award including all option years for S.Wilson & Co. Bailiffs Ltd is \$3,766,660 including all applicable taxes and charges and \$3,333,330 for net of all applicable taxes and charges.

For Sterling Bailiffs Inc.
\$666,666 net of all applicable taxes and charges.
\$753,333 including HST and all applicable charges

Contract is expected to start from the date of award and end on December 31, 2023.

Option Year 1 (January 1, 2024 to December 31, 2024)
\$666,666 net of all applicable taxes and charges.
\$753,333 including HST and all applicable charges

Option Year 2 (January 1, 2025 to December 31, 2025)
\$666,666 net of all applicable taxes and charges.
\$753,333 including HST and all applicable charges

Option Year 3 (January 1, 2026 to December 31, 2026)
\$666,666 net of all applicable taxes and charges.
\$753,333 including HST and all applicable charges

Option Year 4 (January 1, 2027 to December 31, 2027)
\$666,666 net of all applicable taxes and charges.
\$753,333 including HST and all applicable charges

The total potential award, including the option year For Sterling Bailiffs Inc.
is \$3,766,660 including all applicable taxes and charges and \$3,333,330 for net of all applicable taxes and charges.

For. A.O Shingler & CO.LTD.
\$666,666 net of all applicable taxes and charges.
\$753,333 including HST and all applicable charges

Contract is expected to start from the date of award and end on December 31, 2023.

Option Year 1 (January 1, 2024 to December 31, 2024)
\$666,666 net of all applicable taxes and charges.
\$753,333 including HST and all applicable charges

Option Year 2 (January 1, 2025 to December 31, 2025)
\$666,666 net of all applicable taxes and charges.
\$753,333 including HST and all applicable charges

Option Year 3 (January 1, 2026 to December 31, 2026)
\$666,666 net of all applicable taxes and charges.
\$753,333 including HST and all applicable charges

Option Year 4 (January 1, 2027 to December 31, 2027)
\$666,666 net of all applicable taxes and charges.
\$753,333 including HST and all applicable charges

The total potential award, including the option year for A.O. Shingler & CO. LTD. is \$3,766,666 including all applicable taxes and charges and \$3,333,330 for net of all applicable taxes and charges.

The total potential contract award identified in this report for all contracts is \$9,999,990 net of all applicable taxes and charges and \$11,299,999 including all applicable taxes and charges. The total potential cost to the City for all contracts is \$0.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$11,299,999 including all applicable taxes and charges. The potential cost to the City is \$0. Approval of this report will not increase gross expenditures in the operating budgets of Office of the Treasurer - Revenue Services Division for the contract period.

Note:

There are no direct financial implications to the City from the adoption of the recommendations in this report. Under the terms of the Request for Proposal, bailiff fees are payable directly to the bailiff by the property taxpayer, and the fees charged are based on a fixed percentage (4%) of the amounts collected by the bailiff. The taxpayer is responsible for making payment for the bailiff fees and it is the responsibility of the bailiffs to collect their fees directly from the taxpayer.

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

SOLICITATION SUMMARY

Solicitation Issued: April 22, 2022 **Solicitation Closed:** May 20, 2022
Number of Addenda Issued: One (1)
Number of Bids: Three (3)

Table 1: Summary of Bids Received:

Supplier Name
A.O. Shingler & Co. Ltd
Sterling Bailiffs Inc.
S Wilson & Co. Bailiffs Ltd

Range of Scores:
86.48 to 98.00

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

Geneviève Sharkey
Chief Procurement Officer