



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3760842012 to Spicers Canada ULC and Ariva, a Division of Domtar Inc. for the supply and delivery of fine paper and related paper products for the City Clerk's Office and City Stores

Date: March 30, 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 Quotations, Ariba Document Number 3760842012

Description:

For the non-exclusive supply and delivery of fine paper and related paper products for the City Clerk's Office and City Stores, for a period of six (6) months, with an option in favour of the City to renew the contract for nine (9) separate six (6) month fixed optional periods.

The Price Form contains three (3) Schedules (Schedule A, Schedule B, and Schedule C) and is being awarded to the lowest Compliant Bidder meeting specifications per Schedule.

Should the optional periods be exercised, the Chief Procurement Officer will be requested to process the renewals under the same terms and conditions.

Recommended Supplier:

Spicers Canada ULC	(Schedule A)
Spicers Canada ULC	(Schedule B)
Ariva, a Division of Domtar Inc.	(Schedule C)

Contract is expected to start from May 1, 2023 and end on October 31, 2023.

**Contract Award Value:
(Schedule A, B for Spicers Canada ULC)**

Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$1,488,836 net of applicable taxes and charges
\$1,682,385 including all applicable taxes and charges
\$1,515,039 net of HST Recoveries

Optional Period 1 - From November 1, 2023 to April 30, 2024
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$1,511,170 net of applicable taxes and charges
\$1,707,621 including all applicable taxes and charges
\$1,537,767 net of HST Recoveries

Optional Period 2 - From May 1, 2024 to October 31, 2024
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$1,533,836 net of applicable taxes and charges
\$1,733,235 including all applicable taxes and charges
\$1,560,832 net of HST Recoveries

Optional Period 3 - From November 1, 2024 to April 30, 2025
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$1,556,844 net of applicable taxes and charges
\$1,759,234 including all applicable taxes and charges
\$1,584,244 net of HST Recoveries

Optional Period 4 - From May 1, 2025 to October 31, 2025
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$1,580,197 net of applicable taxes and charges
\$1,785,622 including all applicable taxes and charges
\$1,608,009 net of HST Recoveries

Optional Period 5 - From November 1, 2025 to April 30, 2026
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$1,603,899 net of applicable taxes and charges
\$1,812,406 including all applicable taxes and charges
\$1,632,128 net of HST Recoveries

Optional Period 6 - From May 1, 2026 to October 31, 2026
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$1,627,958 net of applicable taxes and charges
\$1,839,593 including all applicable taxes and charges
\$1,656,610 net of HST Recoveries

Optional Period 7 - From November 1, 2026 to April 30, 2027

Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$1,652,377 net of applicable taxes and charges
\$1,867,186 including all applicable taxes and charges
\$1,681,458 net of HST Recoveries

Optional Period 8 - From May 1, 2027 to October 31, 2027
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$1,677,164 net of applicable taxes and charges
\$1,895,195 including all applicable taxes and charges
\$1,706,682 net of HST Recoveries

Optional Period 9 - From November 1, 2027 to April 30, 2028
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$1,702,321 net of applicable taxes and charges
\$1,923,623 including all applicable taxes and charges
\$1,732,282 net of HST Recoveries

The total potential contract award identified in this report including all optional periods
for Spicers Canada ULC is \$15,934,602 net of all taxes, and \$18,006,100 including all
applicable taxes and charges. **The total potential cost to the City including all
optional periods for Spicers Canada ULC is \$16,215,051 net of HST Recoveries.**

Contract Award Value:

(Schedule C, for Ariva, a Division of Domtar Inc.)

Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$3,799 net of applicable taxes and charges
\$4,292 including all applicable taxes and charges
\$3,866 net of HST Recoveries

Optional Period 1 - From November 1, 2023 to April 30, 2024
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$3,855 net of applicable taxes and charges
\$4,356 including all applicable taxes and charges
\$3,923 net of HST Recoveries

Optional Period 2 - From May 1, 2024 to October 31, 2024
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$3,913 net of applicable taxes and charges
\$4,422 including all applicable taxes and charges
\$3,982 net of HST Recoveries

Optional Period 3 - From November 1, 2024 to April 30, 2025

Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$3,972 net of applicable taxes and charges
\$4,488 including all applicable taxes and charges
\$4,042 net of HST Recoveries

Optional Period 4 - From May 1, 2025 to October 31, 2025
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$4,032 net of applicable taxes and charges
\$4,556 including all applicable taxes and charges
\$4,103 net of HST Recoveries

Optional Period 5 - From November 1, 2025 to April 30, 2026
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$4,092 net of applicable taxes and charges
\$4,624 including all applicable taxes and charges
\$4,164 net of HST Recoveries

Optional Period 6 - From May 1, 2026 to October 31, 2026
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$4,153 net of applicable taxes and charges
\$4,693 including all applicable taxes and charges
\$4,226 net of HST Recoveries

Optional Period 7 - From November 1, 2026 to April 30, 2027
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$4,216 net of applicable taxes and charges
\$4,764 including all applicable taxes and charges
\$4,290 net of HST Recoveries

Optional Period 8 - From May 1, 2027 to October 31, 2027
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$4,279 net of applicable taxes and charges
\$4,835 including all applicable taxes and charges
\$4,354 net of HST Recoveries

Optional Period 9 - From November 1, 2027 to April 30, 2028
Includes an additional 20% of award for miscellaneous items for the City Clerk's Office,
and an additional 25% of award for miscellaneous items for City Stores
\$4,344 net of applicable taxes and charges
\$4,909 including all applicable taxes and charges
\$4,420 net of HST Recoveries

The total potential contract award identified in this report including all optional periods for Ariva is \$40,655 net of all taxes, and \$45,939 including all applicable taxes and charges. **The total potential cost to the City including all optional periods for Ariva is \$41,370 net of HST Recoveries.**

The total potential contract award identified in this report including all optional periods for all contracts is \$15,975,257 net of all taxes, and \$18,052,039 including all applicable taxes and charges. **The total potential cost to the City including all optional periods for all contracts is \$16,256,421 net of HST Recoveries.**

FINANCIAL IMPACT

The total potential contract award identified in this report is \$18,052,039 including all applicable taxes and charges. The total potential cost to the City is \$16,256,421 net of HST Recoveries.

The Fine Paper and related Paper Products for Purchasing & Materials Management (PMMD) Stores locations will be purchased for inventory purposes. The material value will be held in inventory holding balance sheet accounts until City Divisions require the material to support their work programs, at which time the material value is charged to the appropriate Divisions' approved operating budgets.

Funding is available in the 2023 Approved Operating Budget for the City Clerk's Office. Should the optional periods be exercised, then additional funding will be included in its 2024-2028 Operating Budget Submissions. Funding details net of HST Recoveries are provided in Table 1: Financial Impact Summary of Recommended Contract.

Table 1: Financial Impact Summary of Recommended Contract

Refer to Attachment 1.

SOLICITATION SUMMARY

Solicitation Issued: January 3, 2023
Number of Addenda Issued: Three (3)
Number of Bids: Three (3)

Solicitation Closed: February 15, 2023

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)*
Ariva, a Division of Domtar Inc.	\$842,687.46 \$500,554.03 \$3,102.56
Grand & Toy Limited	Non-Compliant (Schedule A)**

Supplier Name	Bid Price (excluding H.S.T.)*
Spicers Canada ULC	\$753,820.00 \$454,382.97 \$3,481.18

*Evaluated bid price does not include 20% miscellaneous applicable to the City Clerk's Office, and does not include 25% miscellaneous applicable to City Stores.

**Bidder was found non-compliant with mandatory requirements.

DIVISION CONTACTS

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Craig Mavin, Manager, Materials Management & Stores, Purchasing & Materials Management

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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

ATTACHMENTS

Attachment 1: Financial Impact Table