



BID AWARD PANEL CONTRACT AWARD

Award of Collaborative Procurement contract from Kinetic GPO Request for Standing Offers Number 22- 02 to Wintergreen Learning Materials Ltd., for the provision of Children's Furniture, Toys and Manipulatives for Children's Services Division

Date: May 18, 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:

Kinetic GPO Request for Standing Offers (RFSO) Number 22-02

Description:

After reviewing Kinetic GPO Request for Standing Offers (RFSO) Number 22-02, Children's Services Division will leverage this Kinetic GPO contract with Wintergreen Learning Materials Ltd. and enter into an agreement with Wintergreen Learning Materials Ltd. for the supply and delivery of Children's Furniture, Toys and Manipulatives, from date of award to April 30, 2025.

Recommended Supplier:

Wintergreen Learning Materials Ltd.

Contract Award Value:

\$2,800,000 net of all applicable taxes and charges
\$3,164,000 including HST and all applicable charges
\$2,849,280 net of HST recoveries

Contract is expected to start on date of award and end on April 30, 2025.

Renewal Option (May 1, 2025 to April 30, 2027)

\$2,800,000 net of all applicable taxes and charges
\$3,164,000 including HST and all applicable charges
\$2,849,280 net of HST recoveries

The total potential contract award including all option years is \$5,600,000 net of all applicable taxes and charges and \$6,328,000 inclusive of all applicable taxes and charges. **The potential cost to the City including all option years is \$5,698,560 net of HST recoveries.**

FINANCIAL IMPACT

The total potential contract award including all option years is \$5,600,000 net of all applicable taxes and charges and \$6,328,000 inclusive of all applicable taxes and charges. The potential cost to the City including all option years is \$5,698,560 net of HST recoveries.

Funding is available in the 2023 Approved Operating Budget for Children's Services Division. Should the optional period be exercised, appropriate additional funding, as required, will be requested in the 2025-2027 Operating Budget Submissions for Children's Services Division. Funding details are summarized in Table 1 as follows:

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

Children's Services Cost Centre: Various G/L: 2600, 3099	Net of HST Recoveries
Initial Term From Date of Award to December 31, 2023	\$968,758
From January 1, 2024 to December 31, 2024	\$1,424,645
From January 1, 2025 to April 30, 2025	\$455,886
Renewal Option From May 1, 2025 to April 30, 2027	\$2,849,289
Grand Total From Date of Award to April 30, 2027	\$5,698,560

The Chief Financial Officer and Treasurer have reviewed this report and agree with the information included in the Financial Impact section.

SOLICITATION SUMMARY

Solicitation Issued: February 4, 2022

Solicitation Closed: April 15, 2022

Number of Addenda Issued: Two (2)

Number of Bids: One (1)

DIVISION CONTACTS

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COMMENTS

The City of Toronto is leveraging the Kinetic GPO contract for the recommended award, as per the Toronto Municipal Code, Chapter 195-6.6 - Procurement of same goods and services as a public body.

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 Kinetic GPO internet website as part of the competitive call process; 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.

f. the resulting contract between the public body and the supplier stipulates that the same goods and/or services be made available to other public bodies which include the City at the same price as provided by the supplier to the initiating public body; and

g. the same goods and/or services will be made available to the City for the same or better price than the price that is to be paid by the public body.

Additional details and information for the above Solicitations are on the file in the Purchasing and Materials Management Division.

SIGNATURE

Genevieve Sharkey
Chief Procurement Officer