



BID AWARD PANEL CONTRACT AWARD

Award Ariba Doc3889294579 to The Graphix Source Canada Ltd. for the Non-Exclusive Supply, Delivery and Warranty of Sign Making Supplies for Transportation Services

Date: June 15, 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 Quotation, Ariba Document Number 3889294579, Contract Number 23TR-OM-400-SAM-SM

Description:

Non-Exclusive Supply, Delivery and Warranty Of Making Supplies For City of Toronto's Transportation Services Division for a period of two (2) years from date of award, 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 two (2) additional separate one (1) year periods.

Should the option be exercised, the General Manager of Transportation Services Division will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

The Graphix Source Canada Ltd.

Contract Award Value:

\$371,547 net of all applicable taxes and charges.
\$419,848 including HST and all applicable charges
\$378,086 net of HST recoveries

The Contract is expected to start on date of award and ends on June 30, 2025.

Option Year 1: July 1, 2025 – June 30, 2026
\$191,347 net of all applicable taxes and charges
\$216,222 including HST and all applicable charges
\$194,715 net of HST recoveries

Option Year 2: July 1, 2026 – June 30, 2027
\$197,087 net of all applicable taxes and charges
\$222,708 including HST and all applicable charges
\$200,556 of HST recoveries

The total potential contract award, including the optional periods is \$759,981 net of all applicable taxes and charges and \$858,779 including HST and all applicable charges. **The total potential cost to the City, including option periods is \$773,357 net of HST recoveries.**

The above cost calculations for the Option Year reflects an estimated annual three (3) percent increase as per the Consumer Price Index.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$759,981 net of all applicable taxes and charges and \$858,779 including all applicable taxes and charges. The total potential cost to the City is \$773,357 net of HST recoveries.

The engineering estimate for this project is \$468,008 (price for two (2) years) net of all taxes and charges.

Funding is available in the 2023 Approved Operating Budget for Transportation Services. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre/ Cost Element	Date of Award - December 31, 2023	January 1, 2024 - December 31, 2024	January 1, 2025 – December 31, 2025 (Option Year 1 July 1, 2025 – December 31, 2025)	January 1, 2026 – December 31, 2026 (Option Year 1 Jan 1, 2026 – June 30, 2026) Option Year 2 July 1, 2026 – December 31, 2026)	January 1, 2027 - June 30, 2027 (Option Year 2) (January 1, 2027 – June 30, 2027)	Total
TS6010 - GL2553	\$94,522	\$189,043	\$191,879	\$197,636	\$100,277	\$773,357
Total Potential Award Including Option Years (net of HST Recoveries)						\$773,357

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

SOLICITATION SUMMARY

Solicitation Issued: May 3, 2023
Number of Addenda Issued: One (1)
Number of Bids: One (1)

Solicitation Closed: May 19, 2023

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding H.S.T. and 10% Miscellaneous)
The Graphix Source Canada Ltd.	\$337,770.00*

* Pursuant to the Request for Quotation document the contract award value includes contingency.

DIVISION CONTACTS

Marie Reid, Manager, Infrastructure and Development Services, Purchasing Client Services, Purchasing and Materials Management Division, 416-397-5187,
Marie.Reid@toronto.ca

John Papaconstantinou, Acting Manager, Signs and Markings, Operations and Maintenance, Transportation Services, 416-338-4807,
John.Papaconstantinou@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

Geneviève Sharkey
Chief Procurement Officer