



BID AWARD PANEL CONTRACT AWARD

Award of Doc4016524918 to Turnbull & Company International Inc for Hosting and Maintenance of Live Green Perks Mobile Application for Environment & Climate

Date: December 28, 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, Doc4016524918

Description:

For Hosting and Maintenance of Live Green Perks Mobile Application for Environment & Climate Division

The award is for an initial contract period of three (3) years from date of award, to December 31, 2026, with an option in favour of the City to extend the contract on the same terms and conditions for an additional term of up to two (2) separate one (1)-year periods.

Should the option(s) be exercised, the Executive Director, Environment & Climate Division will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

Turnbull & Company International Inc

Contract Award Value:

\$498,472 net of all applicable taxes and charges
\$563,273 including HST and all applicable charges
\$507,245 net of HST recoveries

The contract is expected to start on the date of award to December 31, 2026

Option Year 1 (January, 2027 to December, 2027)
 \$91,824 net of all applicable taxes and charges
 \$103,762 including all applicable taxes and charges
 \$93,441 net of HST recoveries

Option Year 2 (January, 2028 to December, 2028)
 \$91,824 net of all applicable taxes and charges
 \$103,762 including all applicable taxes and charges
 \$93,441 net of HST recoveries

The total potential contract award identified in this report is \$682,120 net of all applicable taxes and charges, \$770,796 including all applicable taxes and charges. **The total potential cost to the City is \$694,126 net of HST recoveries.**

FINANCIAL IMPACT

The total potential contract award identified in this report is \$682,120 net of all applicable taxes and charges, \$770,796 including all applicable taxes and charges. The total potential cost to the City is \$694,126 net of HST recoveries.

Funding is available in the 2024 Staff Prepared Operating Budget for Environment and Climate Division. Additional funding for the remainder of the initial contract period will be included in its 2025-2026 Operating Submissions. Should the option years be exercised, additional funding will be included in the 2027-2028 Operating Budget Submissions for Environment and Climate Division. Complete funding details are provided in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre/Cost Element FA3063 G/L 4474		
Term / Option	Period	Total (Net of HST Recoveries)
Initial Term	January 1, 2024 - December 31, 2024	\$206,904
	January 1, 2025 - December 31, 2025	\$150,171
	January 1, 2026 - December 31, 2026	\$150,171
2027 (Option Year 1)	January 1, 2027 - December 31, 2027	\$93,440
2028 (Option Year 2)	January 1, 2028 - December 31, 2028	\$93,440
Grand Total		\$694,126

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

SOLICITATION SUMMARY

Solicitation Issued: June 2, 2023

Solicitation Closed: July 20, 2023

Number of Addenda Issued: Four (4)

Number of Bids: Three (3)

Table 1: Summary of Bids Received

Supplier Name
Turnbull & Company International Inc.
Input Logic Inc.*
DADJ Inc.*

* Supplier's Technical Evaluation did not meet threshold to move to pricing stage.

Score of Selected Supplier: N/A

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