



BID AWARD PANEL CONTRACT AWARD

Award of Doc4198041586 to 1200011 Ontario Ltd o/a Maribay Designs for the supply and delivery of Customized and Unique Childcare Products for Children's Services

Date: January 11, 2024
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 Document Number 4198041586

Description:

For the non-exclusive supply and delivery of Customized and Unique Childcare Products for a period of two (2) years from the date of award to December 31, 2025, with the option to renew for three (3) additional one (1) year periods at the sole discretion of the City and subject to budget approvals.

The Request for Quotation is structured to award a contract to the lowest supplier meeting specifications and providing the lowest total bid price of the Pricing Form.

Prior to the renewal of the contract, Purchasing and Material Management Division will perform a market analysis to verify the current market conditions as per the annual Consumer Price Index (CPI) and that Children's Division will monitor Supplier performance during the first term of the contract.

Should the option(s) be exercised, then the General Manager, Children's Services will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

1200011 Ontario Ltd o/a Maribay Designs

Contract Award Value:

\$379,627 net of all applicable taxes and charges (incl. 10% miscellaneous amount)

\$428,978 including HST and all applicable charges

\$386,308 net of HST recoveries

Contract is expected to start from the date of award and end on December 31, 2025.

Option Year 1 (January 1, 2026 to December 31, 2026)

\$195,508 net of all applicable taxes and charges

\$220,924 including HST and all applicable charges

\$198,949 net of HST recoveries

Option Year 2 (January 1, 2027 to December 31, 2027)

\$201,373 net of all applicable taxes and charges

\$227,552 including HST and all applicable charges

\$204,917 net of HST recoveries

Option Year 3 (January 1, 2028 to December 31, 2028)

\$207,414 net of all applicable taxes and charges

\$234,378 including HST and all applicable charges

\$211,065 net of HST recoveries

The total potential contract award identified in the report including all option years is \$983,922 net of all taxes, and \$1,111,832 including all applicable taxes and charges.

The total potential cost to the City, including all option years, is \$1,001,239 net of HST recoveries.

The above cost calculations reflect a 10% miscellaneous cost and 3% CPI adjustment applied annually to the yearly cost after the initial year.

FINANCIAL IMPACT

The total potential contract award including all option years is \$983,922 net of all applicable taxes and charges and \$1,111,832 including all applicable taxes and charges. The total potential cost to the City including optional periods is \$1,001,239 net of HST recoveries.

Funding in the amount of \$193,154 net of HST recoveries has been included in the 2024 City Staff Prepared Operating Budget for Children's Services. Funding in the amount of \$193,154 net of HST recoveries for the balance of the contract period to December 31, 2025 will be included in the 2025 Operating Budget Submission for Children's Services.

Should the City choose to exercise its option to renew for an additional three (3) separate one (1) year periods, then appropriate additional funding, if needed, will be included in the 2026 – 2028 annual Operating Budget Submissions for Children's Services. The details are as follows:

Table1.Financial Impact Summary of Recommended Contract

Division	G/L	Cost Centre	First Term		Option Year 1	Option Year 2	Option Year 3	Total (net of HST recoveries)
			Date of Award to December 31, 2024	January 1, 2025 to December 31, 2025	January 1, 2026 to December 31, 2026	January 1, 2027 to December 31, 2027	January 1, 2028 to December 31, 2028	
Children's Services	2600	Various	\$193,154	\$193,154	\$198,949	\$204,917	\$211,065	\$1,001,239

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: October 16, 2023 **Solicitation Closed:** November 30, 2023

Number of Addenda Issued: Three (3)

Number of Bids: Two (2)

Table 2: Summary of Bids Received including bid price:

Supplier Name	Bid Price (excluding HST)
1200011 ONTARIO LTD O/A MARIBAY DESIGNS	\$ 345,115.25
WINTERGREEN LEARNING MATERIALS	\$ 10,292,227.30

*Evaluated Bid Price does not contain the 10% miscellaneous shown in the page 1 Contract Award Value

DIVISION CONTACTS

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Alison Petersen, Budget Coordinator, Children's Services Division; Tel: 416-392-3198, Alison.Petersen@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 opened publicly; 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

Genevieve Sharkey
Chief Procurement Officer