



## BID AWARD PANEL CONTRACT AWARD

### Award of Doc4017397184 to Gimmel LLC for Physical Records and Warehouse Management Solution for Technology Services Division

Date: March 21, 2024  
To: Bid Award Panel  
From: Chief Procurement Officer  
Wards: All

#### RECOMMENDATIONS

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The Chief Procurement Officer recommends that the Bid Award Panel grant authority to award the following contract:

**Solicitation Number:**  
Request for Proposal, Doc4017397184

**Description:**  
For Physical Records and Warehouse Management Solutions for the Technology Services Division.

The award is for an initial contract period of three (3) years from the date of award to 2027, 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 Chief Technology Officer will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

**Recommended Supplier:**  
Gimmel LLC

**Contract Award Value:**  
\$376,793 net of all applicable taxes and charges  
\$425,776 including HST and all applicable charges  
**\$383,425 net of HST recoveries**

**The contract is expected to start on the date of award to June 30, 2027.**

Option Year 1 (July 1, 2027 to June 30, 2028):  
\$98,138 net of all applicable taxes and charges  
\$110,896, including all applicable taxes and charges  
\$99,865 of HST recoveries

Option Year 2 (Jul 1,2028 to June 30, 2029)  
\$102,045 net of all applicable taxes and charges  
\$115,311, including all applicable taxes and charges  
\$103,841 net of HST recoveries

The total potential contract award including optional periods is \$576,976 exclusive of applicable taxes and charges and \$651,983 including all applicable taxes and charges. **The total potential cost to the City including optional periods is \$587,131 net of HST recoveries.**

## **FINANCIAL IMPACT**

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The total potential contract award including optional periods is \$576,976 exclusive of applicable taxes and charges and \$651,983 including all applicable taxes and charges. The total potential cost to the City including optional periods is \$587,131 net of HST recoveries.

Funding is available in the 2024 Approved Operating and Capital Budgets for Technology Services. Additional funding for the remainder of the initial contract period will be included in its 2025-2027 Operating Submissions. Should the option years be exercised, additional funding will be included in the 2027-2029 Operating Budget Submissions for Technology Services Division.

Complete funding details are provided in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Description/ Cost Centre & Cost Element  or WBS Element & Cost Element	2024  Jul 2024 to Dec 2024	2025  Jan 2025 to Dec 2025	2026  Jan 2026 to Dec 2026	2027  Jan 2027 to Jun 2027	2027  Optional Renewal Term 1)  Jul 2027 to Dec 2027	2028  (Optional Renewal Term 1)  Jan 2028 to Jun 2028 ----- --- (Optional Renewal Term 2)  Jul 2028 to Dec 2028	2029  (Optional Renewal Term 2)  Jan 2029 to Jun 2029	Total  Year 1 to Year 5  (Net of all applicable taxes and charges)
Licenses Subscription IT2017-4474	\$34,344	\$70,405	\$73,926	\$37,864	\$39,757	\$81,501	\$41,745	\$379,540
Support Services IT2017-4474	\$10,176	\$20,352	\$20,352	\$10,176	\$10,176	\$20,352	\$10,176	\$101,760
Configuration & Implementation Services CIT046-10-05 CE#4038	\$81,408	\$0	\$0	\$0	\$0	\$0	\$0	\$81,408
Training and Knowledge Transfer CIT046-10-05 CE#4038	\$4,070	\$0	\$0	\$0	\$0	\$0	\$0	\$4,070
Additional Costs (if applicable) CIT046-10-05 CE#4038	\$20,352	\$0	\$0	\$0	\$0	\$0	\$0	\$20,352
<b>Total Contract</b>	<b>\$150,350</b>	<b>\$90,757</b>	<b>\$94,278</b>	<b>\$48,040</b>	<b>\$49,933</b>	<b>\$101,853</b>	<b>\$51,921</b>	<b>\$587,131</b>

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

## SOLICITATION SUMMARY

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**Solicitation Issued:** July 20, 2023      **Solicitation Closed:** September 25, 2023  
**Number of Addenda Issued:** Three (3)  
**Number of Bids:** Four (4)

Table 1: Summary of Bids Received

Supplier Name
Gimmel
Soft Expert
Triangle Digital
File Trail*

\*Supplier was found to be non-compliant with the mandatory requirements.

Range of Scores:  
54 - 76

## DIVISION CONTACTS

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## COMMENTS

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For the recommended contract award, the following requirements have been met:

a. The firm recommended for award is the lowest priced Supplier meeting specifications or 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 reasonable, within the 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, five 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**

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Geneviève Sharkey  
Chief Procurement Officer