



## BID AWARD PANEL CONTRACT AWARD

### **Award of negotiated Request for Proposal (nRFP) Doc3839678024 to Colliers Project Leaders Inc for the ModernTO Program and Project Management Services for Corporate Real Estate Management**

**Date:** April 11, 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:**

Negotiated Request for Proposal (nRFP), Ariba Document Number Doc3839678024

**Description:**

For the provision of the ModernTO Program and Project Management Services for Corporate Real Estate Management from date of Award till December 31, 2025.

The award is to the highest score bidder meeting all the mandatory requirements and specifications of the abovementioned Negotiated Request for Proposal. The term of the contract will be from date of award, ending on December 31, 2025 with one (1) additional optional renewal year as follows:

Option Year 1: January 1, 2026 to December 31, 2026

Should the option year be exercised, the Executive Director of Corporate Real Estate Division will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

**Recommended Suppliers:**

Colliers Project Leaders Inc

## **Contract Award Value:**

### **Initial Term:**

\$5,332,352 net of all applicable taxes and charges

\$6,025,558 including HST and all applicable charges

**\$5,426,201 net of HST recoveries**

**The contract is expected to start on date of award and end on December 31, 2025.**

Option Year (Jan. 1, 2026 to Dec. 31, 2026)

\$5,000,000 net of all applicable taxes and charges

\$5,650,000 including HST and all applicable charges

\$5,088,000 net of HST recoveries

### **Total Potential Contract Award including optional period:**

\$10,332,352 net of all applicable taxes and charges

\$11,675,558 including HST and all applicable charges

**\$10,514,201 net of HST recoveries**

## **FINANCIAL IMPACT**

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The initial term includes (net of all applicable taxes and charges): 1) base contract value for work authorizations (Fixed Cost Components 1 to 4) of \$1,220,691.15; 2) the estimated value for remaining contract work authorizations of \$2,935,435.51; 3) the estimated value of additional contract administration fees of \$287,500.00; 4) required contingency budget of \$888,725.33.

The optional year includes (net of all applicable taxes and charges): 1) the estimated value for contract work authorizations required to continue with advanced projects related to the sale of city assets, lease exists, and ModernTO program objectives. This option year shall be exercised as needed and shall be required if the main implementation of the ModernTO program experiences any unforeseen delay.

The total potential combined contract award identified in this report including option years is \$10,332,352 net of all applicable taxes and charges, \$11,675,558 including all applicable taxes and charges. The total potential cost to the City including option years is \$10,514,201 net of HST recoveries.

Funding is available in the 2024 Approved Capital Budget and 2025-2033 Approved Capital Plan for Corporate Real Estate Management (CREM). Should the City choose to exercise its options to renew for the additional one (1) year period, additional funding will be included in the 2026 Capital Budget for CREM, as required. Additional funding details follow in Table 1.

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

<b>WBS Element</b>	<b>Initial Term Year (Date of Award April 15 to December 31, 2024)</b>	<b>Initial Term Jan. 1, 2025 to Dec. 31, 2025</b>	<b>Option Year (January 1, 2026 to December 31, 2026)</b>	<b>Grand Total</b>
CCA268-02 (ModernTO Workplace Modernization)	\$2,238,720	\$3,187,481	\$5,088,000	\$10,514,201

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

## **SOLICITATION SUMMARY**

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**Solicitation Issued:** May 16, 2023  
**Number of Addenda Issued:** Six (6)  
**Number of Bids:** Four (4)

**Solicitation Closed:** August 14, 2023

Table 2: Summary of Bids Received:

<b>Supplier Name</b>
BGIS Global Integrated Solutions Canada LP
CBRE
Colliers Project Leaders Inc
Jones Lang Lasalle Real Estate Services

**Range of Scores (Out of 150):**  
61.2 to 123.5

## **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 price 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;

e. the Solicitation document was advertised on the City's internet website and bids or proposals were opened publicly; and

f. 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