TORONTO

BID AWARD PANEL CONTRACT AWARD

Award of Doc4542354457 to Ricoh Canada Inc. for the rental, delivery, installation, training, maintenance and support of high-speed networked digital production copiers and the associated consumables for the City Clerks Office

Date: June 27, 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 Doc4542354457

Description:
The non-exclusive rental, delivery, installation, training, maintenance and support of four (4) high-speed network digital black and white reproduction systems with one (1) in-line booklet maker, and one (1) new high-speed networked digital colour reproduction system, and the associated consumables for a period of sixty (60) months for the City of Toronto's City Clerk's Office.

Recommended Supplier:
Ricoh Canada Inc.

Contract Award Value:
$1,088,934 net of all applicable taxes and charges (including additional 20% for miscellaneous)
$1,230,495 including HST and all applicable charges.
$1,108,099 net of HST recoveries

Contract is expected to start on September 1, 2024 and end on August 31, 2029.

FINANCIAL IMPACT

The total contract award identified in this report is $1,230,495 including all applicable taxes and charges. The cost to the City is $1,108,099 net of HST recoveries.

Funding in the amount of $73,873, net of HST recoveries, is included in the 2024 Operating Budget for the City Clerk's Office under Cost Elements 4520 and 2040 in Cost Centre GV0003. Funding for 2025 to 2029 will be requested in the annual Operating Budget Submissions for the City Clerk's Office. Additional details are provided below:

Table 1: Financial Impact Summary of Recommended Contract

Period	**Cost Centre / Cost Elements**	**Total (Net of HST Recoveries)**
Date of award to December 31, 2024	GV0003 / 4520 & 2040	$73,873
January 1 to December 31, 2025	GV0003 / 4520 & 2040	$221,620
January 1 to December 31, 2026	GV0003 / 4520 & 2040	$221,620
January 1 to December 31, 2027	GV0003 / 4520 & 2040	$221,620
January 1 to December 31, 2028	GV0003 / 4520 & 2040	$221,620
January 1 to August 31, 2029	GV0003 / 4520 & 2040	$147,746
Grand Total		$1,108,099

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the information as presented in the Financial Impact Section.

SOLICITATION SUMMARY

Solicitation Issued: May 10, 2024 **Solicitation Closed:** June 5, 2024
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 H.S.T.)*
Ricoh Canada Inc.	$907,444.80
Konica Minolta Business Solutions (Canada) Ltd.	$1,097,927.40

*Evaluated bid price does not include 20% for miscellaneous items.

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