



BID AWARD PANEL CONTRACT AWARD

Award of Doc4583891926 to Cover-All Computer Services Corp. for the Supply, Printing and Mailing of Provincial Offences Notices for Court Services

Date: July 4, 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 Doc4583891926

Description:
For the supply, printing and mailing of Provincial Offences Notices for Court Services Division for the period of two (2) years from the date of award, with the option to renew for an additional three (3) separate one (1) year periods.

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

Recommended Supplier:
Cover-All Computer Services Corp.

Contract Award Value:
\$728,070 net of all applicable taxes and charges
\$822,719 including HST and all applicable charges
\$740,884 net of HST recoveries

Contract is expected to start from the date of award and end on July 31, 2026

Option Year 1 - August 1, 2026 to July 31, 2027
\$ 374,956 net of all applicable taxes and charges
\$ 423,700 including HST and all applicable charges
\$ 381,555 net of HST recoveries

Option Year 2 - August 1, 2027 to July 31, 2028

\$ 386,205 net of all applicable taxes and charges

\$ 436,411 including HST and all applicable charges

\$ 393,002 net of HST recoveries

Option Year 3 - August 1, 2028 to July 31, 2029

\$ 397,791 of all applicable taxes and charges

\$ 449,504 including HST and all applicable charges

\$ 404,792 net of HST recoveries

The total potential combined contract award identified in this report including option years is \$1,887,022 net of all applicable taxes and charges, \$2,132,334 including all applicable taxes and charges. The total potential cost to the City including option years is \$1,920,231 net of HST recoveries.

The above cost calculations for the option year periods reflects an estimated annual 3% increase as per the Consumer Price Index.

FINANCIAL IMPACT

The total potential combined contract award identified in this report including option years is \$1,887,022 net of all applicable taxes and charges, \$2,132,334 including all applicable taxes and charges. The total potential cost to the City including option years is \$1,920,231 net of HST recoveries.

Funding is available in the 2024 Operating Budget for Court Services. Funding for the term of the contract beyond 2024 will be included in the 2025-2026 Court Services Operating Budget submissions.

Should the City choose to exercise its option to renew for an additional three (3) separate one (1) year periods, then appropriate funding will be included in the 2026-2029 Operating Budget Submissions for Court Services.

Table 1: Financial Impact Summary, net of HST Recoveries

Cost Centre/ Cost Element	Initial Term		Option Term 1	Option Term 2	Option Term 3	Total Contract Term (net of HST Recoveries)
	August 1, 2024 to December 31, 2024	January 1, 2025 to July 31, 2026	August 1, 2026 to July 31, 2027	August 1, 2027 to July 31, 2028	August 1, 2028 to July 31, 2029	
CT5000/ CE 4825/4805	\$154,342	\$586,542	\$381,555	\$393,001	\$404,791	\$1,920,231

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 16, 2024

Solicitation Closed: June 3, 2024

Number of Addenda Issued: 2

Number of Bids: 6

Table 1: Summary of Bids Received including bid price:

Supplier Name	Bid Price (excluding H.S.T.)
Cover-All Computer Services Corp.	\$ 364,035.00
Trico Packaging and Print Solutions Inc.	\$ 364,118.00
R.E. Gilmore Investment Corp.	\$ 373,587.50
DATA Communication Management Corp.	\$ 479,713.50
St. Joseph Printing Limited	\$ 540,468.78
Lowe-Martin Company Inc.	\$ 710,328.00

DIVISION CONTACTS

Clarman Yang, Manager, Purchasing Client Services, Purchasing and Materials Management, 416-392-1302, Clarman.Yang@toronto.ca

Elias Tiarniyu, Manager, Planning and Liaison, Court Services, 416-392-4427
Elias.Tiarniyu@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 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

Genevieve Sharkey
Chief Procurement Officer