

## **Amendment to Blanket Contract Number 47023252 with Toronto Star Newspapers Limited for the Printing of the City's Statutory Advertising for Strategic Public and Employee Communications**

**Date:** April 17, 2024

**To:** General Government Committee

**From:** Chief Communications Officer and Chief Procurement Officer

**Wards:** All

### **SUMMARY**

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The purpose of this report is to request authority to amend Blanket Contract Number 47023252 with the Toronto Star Newspapers Limited for the printing of the City's Statutory Advertising.

This contractual arrangement is imperative for the City, as Provincial statutes mandate the placement of legal or statutory notices in daily English-language newspapers with home delivery. It is essential to note that no alternative bids from other publications were received during the procurement process.

Strategic Public and Employee Communications is responsible for overseeing advertising placements on behalf of various and manages the payments for these advertisements.

Currently valued at \$1,283,247 excluding all applicable taxes, the contract has reached an expenditure of 99.99% as of April 11, 2024. Given that there are two (2) years remaining on the contract, an adjustment to its value is deemed necessary.

The total value of the Blanket Contract Amendment being requested is for an additional \$971,000 excluding all applicable taxes and charges (\$988,090 net of Harmonized Sales Tax recoveries), revising the contract value from \$1,283,247 excluding all applicable taxes (\$1,305,832 net of Harmonized Sales Tax recoveries) to \$2,254,247 excluding applicable taxes (\$2,293,922 net of Harmonized Sales Tax recoveries).

## RECOMMENDATIONS

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The Chief Communications Officer and Chief Procurement Officer recommend that:

The General Government Committee, in accordance with section 71-11.1C of the City of Toronto Municipal Code Chapter 71 (Financial Control Bylaw), grant authority to amend contract 47023252 issued to Toronto Star for the placement of legal and statutory notices. Increase the contract value by \$971,000 excluding all applicable taxes and charges (\$988,090 net of Harmonized Sales Tax recoveries), revising the contract value from \$1,283,247 excluding all applicable taxes (\$1,305,832 net of Harmonized Sales Tax recoveries) to \$2,254,247 excluding applicable taxes (\$2,293,922 net of Harmonized Sales Tax recoveries).

## FINANCIAL IMPACT

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The total value of the contract amendment identified in this report is \$971,000 excluding all applicable taxes and charges (\$988,090 net of Harmonized Sales Tax recoveries). This will increase the current purchase order value from \$1,283,247 excluding all applicable taxes and charges (\$1,305,832 net of Harmonized Sales Tax recoveries) to \$2,254,247 excluding all applicable taxes (\$2,293,922 net of Harmonized Sales Tax recoveries).

Funding for 2024 is available in the participating Divisions' 2024 Approved Operating Budgets and will be included in the participating Divisions' Operating Base Budget for 2025. Any funding that is required in addition to the base budget will be included in that required Division's 2025 Operating Budget Submission. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary

Participating Program	Cost Centre			Total Net of HST recoveries
		2024	2025	
City Clerks	GV0001	\$25,440	\$25,440	\$50,880
	GV0009	\$73,267	\$73,267	\$146,534
	GV0019	\$5,088	\$5,088	\$10,176
	GV0033	\$170,957	\$201,485	\$372,442
	GV0034	\$66,144	\$66,144	\$132,288
	GV0050	\$84,461	\$84,461	\$168,922
	GV0014	\$2,035	\$2,035	\$4,070
Revenue Services	FS0162	\$22,112	\$22,817	\$44,929
Corporate Real Estate Management	FA200-20. S	\$26,335	\$26,335	\$52,671
Transportation Services	TS1000	\$2,589	\$2,589	\$5,178
Total Net of HST recoveries		\$478,429	\$509,661	\$988,090

The total value of the contract is an approximate only and should not be interpreted as indicating either the maximum or the minimum. Ads are booked on an as-needed basis.

Costs incurred are for statutory advertising resulting from privately initiated development applications and are cost-recoverable from the applicant.

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

## **DECISION HISTORY**

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At its meeting on November 25, 2020 the Bid Award Panel granted authority to Toronto Star Newspapers Limited for the Printing of the City's Statutory Advertising for Strategic Communications.

<https://secure.toronto.ca/council/agenda-item.do?item=2020.BA111.8>

## **COMMENTS**

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The actual expenditures significantly surpassed the forecasted budget provided by the City Clerk's, specifically within the cost centres GV0033 and GV0034. Anticipated increases in ad requests for both 2024 and 2025 necessitate an augmentation of the existing contract to ensure uninterrupted service provision. This contractual adjustment stands as a vital necessity for the City, as per Provincial statutes mandate the placement of legal or statutory notices in daily English-language Newspapers with home delivery.

The actual contract does not commit the City to a minimum spend, rather a line rate.

This agreement provides a lower line rate and if increased, will save the City funds over their regular ad line rate.

## **CONTACT**

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**SIGNATURE**

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Beth Waldman  
Acting Chief Communications Officer

Geneviève Sharkey  
Chief Procurement Officer