



BID AWARD PANEL CONTRACT AWARD

Award of Doc4884944290 to Scotiabell Inc. for the Maintenance, Adjustment, and Repair of the Tower Clocks and Bells at select City of Toronto Sites for Corporate Real Estate Management

Date: January 16, 2025
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 Quotations, Doc4884944290

Description:
Maintenance, Adjustment, and Repair of the Tower Clocks and Bells at select City of Toronto sites.

The City intends to enter into an agreement with one (1) legal entity for a contract period of five (5) years.

Recommended Supplier:
Scotiabell Inc.

Contract Award Value:
\$851,305 net of all applicable taxes and charges
\$961,974 including HST and all applicable charges
\$866,288 net of HST recoveries

The contract is expected to start on February 1, 2025, and end on January 31, 2030.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$851,305 net of all applicable taxes and charges, \$961,975 including HST and applicable charges. The

total potential cost to the City is \$866,288 net of HST recoveries.

Funding is available in the 2025 Staff-Prepared Operating Budget for Corporate Real Estate Management, and additional funding will be included in future year Operating Budget Submissions for Corporate Real Estate Management. Additional funding details are summarized in Table 1 as follows:

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

Cost Centre	FA100-30.S
GL Account Info	4407
February 1, 2025 - January 31, 2026	\$173,257
February 1, 2026 - January 31, 2027	\$173,257
February 1, 2027 - January 1, 2028	\$173,257
February 1, 2028 - January 1, 2029	\$173,257
February 1, 2029 - January 31, 2030	\$173,257
Total (net of HST recoveries)	\$866,288

The Chief Financial Officer and Treasurer has been advised of the *financial impacts* associated with this program to be considered along with other priorities in future budget processes.

SOLICITATION SUMMARY

Solicitation Issued: November 26, 2024
20, 2024

Solicitation Closed: December

Number of Addenda Issued: Two (2)

Number of Bids: One (1)

Table 2: Summary of Bids Received including Bid Price

Supplier Name	Bid Price* (excluding H.S.T.)
Scotiabell Inc.	\$170,260.90

* Bid price reflects a 1 year period.

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 Supplier with the lowest bid 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 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