TORONTO

BID AWARD PANEL CONTRACT AWARD

Award of Doc4942241050 to Nitsom Promotional Manufacturing Corp., the Non-Exclusive Supply and Delivery of Promotional Products for Purchasing and Materials Management (Stores)

Date: April 3, 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 contracts:

Solicitation Number:
Request for Quotation, Doc4942241050

Description:
For the non-exclusive supply and delivery of batteries to various Purchasing and Materials Management (Stores) locations from the date of award to February 28, 2026, with the option to renew the Contract for four (4) additional one (1)-year periods at the sole discretion of the City and subject to budget approval(s).

The RFQ is structured to award contract to the lowest supplier meeting specifications and providing the lowest total bid price of the Pricing Form.

Prior to the renewal of the contract, PMMD will perform a market analysis to verify the current market conditions as compared to the proposed increase by the vendor and that the Stores Division will monitor vendor performance during the first term of the contract.

Should the option year(s) be exercised, then the Manager of Materials Management and Stores will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:
Nitsom Promotional Manufacturing Corp.

Contract Award Value:
$130,407 net of all applicable taxes and charges
$147,360 including HST and all applicable charges.

$132,702 net of HST recoveries

Contract is expected to start on date of award and end on February 28, 2026

Option Year 1 (March 1, 2026, to February 28, 2027)
$134,319 net of all applicable taxes and charges (including 20% for miscellaneous items)
$151,780 including all applicable taxes and charges.
$136,683 net of HST recoveries

Option Year 2 (March 1, 2027, to February 28, 2028)
$138,348 net of all applicable taxes and charges (including 20% for miscellaneous items)
$156,334 including all applicable taxes and charges.
$140,783 net of HST recoveries

Option Year 3 (March 1, 2028, to February 28, 2029)
$142,499 net of all applicable taxes and charges (including 20% for miscellaneous items)
$161,024 including all applicable taxes and charges.
$145,007 net of HST recoveries

Option Year 4 (March 1, 2029, to February 28, 2030)
$146,774 net of all applicable taxes and charges (including 20% for miscellaneous items)
$165,854 including all applicable taxes and charges.
$149,357 net of HST recoveries

The total potential combined contract award identified in this report including option years is $692,347 net of all applicable taxes and charges, $782,352 including all applicable taxes and charges. **The total potential cost to the City including option years is $704,532 net of HST recoveries.**

The above cost calculations reflect a 3% Consumer Price Index adjustment applied annually to each year's cost after the initial one (1) year period.

FINANCIAL IMPACT

The total potential combined contract award identified in this report including option years is $692,347 net of all applicable taxes and charges, $782,352 including all applicable taxes and charges. The total potential cost to the City including option years is $704,532 net of HST recoveries.

The materials on this contract will be purchased for PMMD Stores inventory purposes. The material value will be held in inventory holding Balance Sheet accounts (160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085,160171) until City Divisions require the material to support their work programs at which time the material value is charged to the appropriate Divisions' Operating Budgets.

Funding from the date of award to December 31, 2025 has been included in the appropriate Divisions' 2025 Operating Budgets, and additional funding for the balance of the initial contract term will be included in their 2026 Operating Budget Submissions. Should all the option years be exercised, appropriate additional funding will be requested in their 2026-2030 Operating Budget Submissions. The details are as follows:

Table 1: Financial Impact Summary of Recommended Contract

Period	Cost Centre 160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085,160171	Total (net of HST Recoveries)
Date of Award – December 31, 2025	$ 110,585	
January 1, 2026 - February 28, 2026	$ 22,117	
Total: Contract Period	$ 132,702	$ 132,702
Total: 2025 Budget Year	$ 110,585	
March 1, 2026to December 31, 2026	$ 113,902	
January 1, 2027 - February 28, 2027	$ 22,780	
Total: Option Year 1	$ 136,683	$ 136,683
Total: 2026 Budget Year	$ 136,019	
March 1, 2027, to December 31, 2027	$ 117,320	
January 1, 2028 - February 28, 2028	$ 23,464	
Total: Option Year 2	$ 140,783	$ 140,783
Total: 2027 Budget Year	$ 140,100	
March 1, 2028, to December 31, 2028	$ 120,839	
January 1, 2029 - February 28, 2029	$ 24,168	
Total: Option Year 3	$ 145,007	$ 145,007
Total: 2028 Budget Year	$ 144,303	
March 1, 2029, to December 31, 2029	$ 124,464	
January 1, 2030 - February 28, 2030	$ 24,893	
Total: Option Year 4	$ 149,357	$ 149,357
Total: 2029 Budget Year	$ 148,632	
Total: 2030 Budget Year	$ 24,893	
Grand Total	$ 704,532	$ 704,532

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

SOLICITATION SUMMARY

Solicitation Issued: January 17, 2025 **Solicitation Closed:** March 5, 2025
Number of Addenda Issued: Three (3)
Number of Bids: Eleven (11)

Table 2: Summary of Bid Received including bid price

Supplier Name	Bid Price (excluding H.S.T.) *
Nitsom Promotional Manufacturing Corp	$108,672.25
Hannah Promotions	$179,545.80
Five Star Enterprise, Div of	$201,110.00
Illusion Commerce	$217,813.50
Khaib	$221,703.90
Formcor Inc.	$231,696.50
SamiFire Apparel and Promo Inc	$237,398.65
Animal Marketing Inc.	$297,790.50
Fanfit Gaming Inc.**	
JNC Services**	
EMI Promotional Products**	

*Bid Price does not contain the 20% miscellaneous items
**Supplier was found non-compliant with mandatory requirements

DIVISION CONTACTS

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COMMENTS

For the recommended contract awards, the following requirements have been met:

a. The firm recommended for award is the lowest Supplier meeting specifications per Part 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 opened publicly on 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