

Request for Decision City Council




Type of Decision											
Meeting Date		January 30, 2008			Report Date		January 23, 2008				
Decision Requested		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Priority		<input checked="" type="checkbox"/>	High	<input type="checkbox"/>	Low
		Direction Only			Type of Meeting		<input checked="" type="checkbox"/>	Open	<input type="checkbox"/>	Closed	

Report Title
Contract CPS07-09, Request for Proposal for the Supply and Delivery of Office Supplies

Budget Impact / Policy Implication	Recommendation
<input checked="" type="checkbox"/> This report has been reviewed by the Finance Division and the funding source has been identified. This contract is being awarded as determined by the Request for Proposal Evaluation Grid with Corporate Express Canada Inc. having the highest rated score.	THAT the Contract CPS07-09, Request for Proposal for the Supply and Delivery of Office Supplies be awarded to Corporate Express Canada Inc. for a three-year term (2008-2010) with an option for additional three years subject to negotiations favourable to both parties.
Background Attached	Recommendation Continued

Recommended by the Department	Recommended by the C.A.O.
 Lorella Hayes Chief Financial Officer / City Treasurer	 Mark Mieto Chief Administrative Officer

Date: January 23, 2008

Report Prepared By	Division Review
 Darryl Mathé Manager of Supplies & Services / Purchasing Agent	

BACKGROUND

The office supplies contract is highly service oriented where the vendor is expected to deliver directly to 135 city end users and have a computerized electronic ordering system. Also, the successful vendor is required to have adequate warehouse facilities in Sudbury with experienced and trained staff with their own delivery service to meet all our requirements.

The following RFP Evaluation Grid Criteria was used to evaluate the proponents:

Evaluation Grid Criteria

<u>Description</u>	<u>Points</u>
Price	25
- Core List pricing 23	
- Discounts 2	
Service/Value Added Services	45
- Management of Contract 5	
- Service Level - Delivery of Goods/Materials 10	
- Procurement Card System/Payment of Orders 10	
- On-line Ordering program administration, including demonstrated 10	
- Other Services not indicated above & Value Added Services/ 10	
Experience & References	30
- Experience of Company 10	
- Experience of Key personnel 10	
- References of similar types of contracts (preferably local) 10	
Total	<u>100</u>

The RFP closed on January 2nd, 2008 and the following two proponents submitted proposals:

**Corporate Express Canada Inc.
Grand & Toy Ltd.**

Date: January 23, 2008

Both proponents are located in Sudbury with warehouse and delivery service which was part of the pre-qualification to bid.

The Evaluation Committee consisted of:

Ed Stankiewicz, Manager of Financial Planning and Policy
Leigh Lesar, Supplies and Services Co-ordinator
Darryl Mathé, Manager of Supplies and Services / Purchasing Agent

The Evaluation Committee evaluated Corporate Express Canada Inc. the highest at 96 points and Grand & Toy Ltd. at 92 points.

Corporate Express Canada Inc. also had the lowest prices. The total quoted prices were based on a two-year average consumption. For Corporate Express Canada Inc., we took into consideration items not bid on and their prices being firm for six months and last six months based on a CPI increase:

<u>Pricing</u>	<u>Two Years</u>	<u>One Year</u>
Corporate Express Canada Inc.	\$393,193.51	\$198,955.91
Grand & Toy Ltd.	\$458,634.11	\$229,317.05

Corporate Express Canada Inc. is a wholly-owned subsidiary of Corporate Express NV, one of the world's largest business-to-business supplier of office products. Corporate Express Canada has facilities across Canada, including Sudbury. On August 2nd, 2007, Corporate Express Canada Inc. purchased Davenport Office Inc. (operated as Basics Office Products).

Muirheads was part of the Basics Office Products group before it was purchased by Grand & Toy in May of 2005. Basic Office Products opened up a warehouse in 2006 and, as noted, was purchased by Corporate Express.

Office supplies under this contract includes pens, pencils, erasers, staplers, folders and binders, which are better known as stationery items. It does not include paper, which is a separate contract coordinated with our Sudbury Regional Buying Group. Also not included is office furniture, work stations (Technion), printed envelopes and letterhead.

Savings per year with Corporate Express Canada Inc. is \$30,361.14 and total savings for the contract period by six years would total \$182,166.84.

All Corporate Express distribution facilities are ISO 9001:2000 certified. Corporate Express Canada Inc. is rated in the top 50 employers in Canada (the only company in office supplies to achieve award).

RECOMMENDATION

The Evaluation Committee recommends Corporate Express Canada Inc. having the highest rated score of 96 points for a three-year term (2008-2010) with option for an additional three years subject to negotiations favourable to both parties. The average cost of the contract will be \$198,955.91 per year with an annual yearly increase based on CPI starting in the second year.

Request for Decision City Council




Type of Decision									
Meeting Date	January 30, 2008				Report Date	January 22, 2008			
Decision Requested	X	Yes		No	Priority	X	High		Low
	Direction Only				Type of Meeting	X	Open		Closed

Report Title
Contract CDD08-1, Tender for City of Lakes Family Health Team Interior Renovations- Valley East

Budget Impact / Policy Implication	Recommendation
<div>X</div> <p>This report has been reviewed by the Finance Division and the funding source has been identified.</p>	<p>Whereas the City of Greater Sudbury is a partner in the development of the City of Lakes Family Health Team, and</p> <p>Whereas a tender opening was held on January 15, 2008 for the interior renovation to the main level of the former town of Valley East, and</p> <p>Whereas the lowest bid contractor Kona Builders Ltd. failed to complete the Fair Wage Policy Compliance Form within 48 hours of opening,</p> <p>Therefore it is recommended that Council award this contract to the lowest compliant bidder, Prosperi Plastering Co. Ltd., at a total contract price of \$256,692 (GST included)</p>
<div>x</div> <p>Background Attached</p>	<p>Recommendation Continued</p>

Recommended by the Department	Recommended by the C.A.O.
<p>Catherine Matheson General Manager, Community Development</p>	<p>Mark Mieto Chief Administrative Officer</p>

Date: _____

Report Prepared By	Division Review
 Kim Rossi Coordinator of Community Seniors' & Health Development Services	Name Title

Background

As a measure to address the shortage of family medicine practitioners the Ministry of Health and Long Term Care in 2005 announced funding for the development of the City of Lakes Family Health Team. Through a partnership with the Hôpital Régional Sudbury Regional Hospital, the Northern Ontario School of Medicine and the City of Greater Sudbury each has contributed to this initiative by means of in-kind support, infrastructure and clinical teaching. The four sites allocated to the development are: Pioneer Manor, and the former town halls in Valley East, Rayside Balfour and Walden.

The Ministry of Health and Long Term Care is also committed to the development of the infrastructure through a 50/50 cost share with the City of Greater Sudbury.

Former Town Hall in Valley East

The estimated cost to renovate the main floor of the Valley East site was \$244,000. Tenders were opened by the Tender Opening Committee for the Valley East Site Interior Renovations on January 15, 2008 with a total of seven (7) contractors who submitted a bid. The lowest tenderer was Kona Builders Ltd. at a total contract price of \$254,772.85. However, the contractor failed to meet the 48 hours provided to complete the "Fair Wage Policy Compliance Form" pursuant to procedures 3c as well as the City's Purchasing By-law 2006-270, as amended and as a result was disqualified.

It is therefore recommended that Council award the contract to Prosperi Plastering Co. Ltd. being the lowest compliant bidder in the total contract amount of \$256,692.

Funding

There is a difference of \$1,919.15 between the two bids. This project, as with all of the sites, will share a 50/50 cost between the Ministry of Health and Long Term Care and the City of Greater Sudbury. The cost to the City of Greater Sudbury will be \$128,346 and funds are available to cover the leasehold improvements through monies dedicated to turnkey clinics.

City of Lakes Family Health Team - Valley Site

The intent is to have this site operational by this spring. There is currently one new physician who has committed to practising at this location with space to accommodate two more.