

Section II – Items for Executive Action

TO: Chair and Members of the Executive Committee
Friday, April 01, 2022 Meeting

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **REQUEST FOR PROPOSAL FOR VENDORS OF RECORD ARRANGEMENT
FOR MARKETING SIGN PRODUCTION SERVICES**
RFP No. 10037120

KEY ISSUE

Award of Request for Proposal (RFP) No. 10037120 for a Vendors of Record (VOR) arrangement for the supply and delivery of various sign materials from May 2, 2022, to April 30, 2025.

RECOMMENDATION

WHEREAS Toronto and Region Conservation Authority (TRCA) is engaged in a variety of programs that require a variety of services for production of sign materials;

AND WHEREAS TRCA solicited proposals through a publicly advertised process and evaluated proposals received based on criteria outlined in this report;

THEREFORE LET IT BE RESOLVED THAT Request for Proposal (RFP) No. 10037120 - Vendors of Record for the Sign Production Services be awarded to Astley Gilbert, Creative Path Digital Inc., Fontasy Sign & Display, and Reproart Imaging for three (3) years at a total cost not to exceed \$300,000, plus applicable taxes, to be expended as authorized by TRCA staff;

THAT TRCA staff be authorized to approve additional expenditures to a maximum of \$95,300.00 (approximately 10% of the anticipated expenditures), plus applicable taxes, in excess of the contract cost as a contingency allowance if deemed necessary;

THAT should TRCA staff be unable to negotiate a contract with the above-mentioned Proponents, staff be authorized to enter into and conclude contract negotiations with other Proponents that submitted proposals, beginning with the next highest ranked Proponent meeting TRCA specifications;

AND FURTHER THAT authorized TRCA officials be directed to take whatever action may be required to implement the contracts, including obtaining of necessary approvals and the signing and execution of any documents.

BACKGROUND

TRCA requires services for various printing projects/programs. By establishing a VOR list for sign production services, vendors are authorized to provide these services for a defined period at a competitive price while meeting TRCA's specifications. Utilizing this VOR arrangement provides cost savings in the form of staff administrative time associated with conducting multiple requests for quotations.

Item 8.2

The VOR list will ensure that a vendor will be available to provide services in short order and the range of capabilities will ensure efficient provision of all sign requirements. Staff will be provided all the information to be able to contact a vendor based on their experience/qualifications, geographical location, cost, or a combination of the three.

In accordance with the contract documents for this VOR arrangement, staff may contact a Vendor on the list with the material and delivery turn-around times required for their project/programs with a value up to \$25,000 per project/program, per annum. Goods and services above this threshold will be procured through a separate competition and are subject to TRCA's Procurement Policy.

Vendors will provide all resources required to service the project/program needs in accordance with applicable laws, codes, standards, and terms and conditions of the VOR agreement.

The VOR arrangement will be subject to annual review to confirm that the Vendors are providing an adequate level of service and to update any applicable insurance, certifications, or policies of the Vendors.

RATIONALE

RFP documentation was publicly advertised on the public procurement website www.biddingo.com on January 17, 2022 and closed on February 1, 2022. A total of six (6) firms downloaded the documents and six (6) proposals were received from the following Proponents:

- Astley Gilbert
- Avant Imaging & Integrated Media Inc.
- Bullseye
- Creative Path Digital Imaging Inc.
- Fantasy Sign & Display
- Reproart Imaging

An Evaluation Committee comprised of staff from Communications, Marketing and Events reviewed the proposals on February 23, 2022. The criteria used to evaluate and select the recommended Proponents included the following:

Criteria	Weight	Minimum Score
Key Personnel & Proponents Information and Profile	25	
Organizational Experience and Lead Time;	45	
Sub-Total	70	35
Pricing	30	
Total Points	100	

Through the evaluation process it was determined that: Astley Gilbert, Creative Path Digital Inc., Fantasy Sign & Display, and Reproart Imaging are the four (4) highest scoring Proponents, meeting the qualifications and requirements set out in the RFP.

Item 8.2

Therefore, it is recommended that Contract No. 10037120 be awarded to the four (4) highest scoring Proponents at a total cost not to exceed \$300,000 plus 10% contingency, plus applicable taxes, over the initial three (3) year term.

Proponent's scores and staff analysis of the evaluation results can be provided in an in-camera presentation, upon request.

Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan

This report supports the following strategic priority set forth in the TRCA 2013-2022 Strategic Plan:

Strategy 7 – Build partnerships and new business model

FINANCIAL DETAILS

Based on past expenditures the estimated value of the requested goods and services under this contract it is anticipated to be approximately \$300,000, plus applicable taxes for the three (3) year term.

An increase or decrease in workload will have an impact on the value of this contract. All Vendors on the VOR list understand both the potential cost and resource implications associated with changes in workload. Goods and services will be provided on an “as required” basis with no minimum orders guaranteed.

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Date: March 23, 2022