

To: City Council

From: Stephanie Sinnott, Commissioner,
Corporate and Finance Services Department

Report Number: CNCL-25-31

Date of Report: May 21, 2025

Date of Meeting: May 26, 2025

Subject: Request for Tender C2025-045 Computer Equipment and
C2025-046 Microsoft Surfaces and Accessories

Ward: All Wards

File: 03-05

1.0 Purpose

The purpose of this report is to recommend the contract award for the supply and delivery of computer equipment, Microsoft surfaces and accessories to the lowest responsible bidders meeting specifications, in accordance with the Purchasing By-law 80-2020.

This report is being submitted directly to Council as computer equipment suppliers will only hold bid prices for 30 days due to uncertainty in the marketplace related to tariffs.

2.0 Recommendation

It is recommended to City Council:

1. That the Manager, Procurement be authorized to award contracts, as detailed in Report CNCL-25-31 dated May 26, 2025, being the low compliant bids meeting specifications as follows:
 - a. Request for Tender (R.F.T.) C2025-045 Computer Equipment to Lenovo, in the amount of \$218,364 excluding all taxes (leasing company CCA Financial Company Limited, formerly Macquarie Equipment Finance Ltd. to pay equipment supplier directly);
 - b. Request for Tender (R.F.T.) C2025-046 Microsoft Surfaces and Accessories to 2164154 Ontario Inc./CIT Technologies, in the amount of \$515,904 excluding all taxes (leasing company CCA Financial Company Limited, formerly Macquarie Equipment Finance Ltd. to pay equipment supplier directly);

2. That additional funding of \$30,000 excluding all taxes be made available from the Information Technology Reserve to cover other miscellaneous components as required for the computer hardware rollout; and,
3. That, pursuant to the requirements of Ontario Regulation 653/05, the Treasurer of the Regional Municipality of Durham be advised that the City will be entering into a financing lease with CCA Financial Company Limited, formerly Macquarie Equipment Finance Ltd. on the terms stated in Report CNCL-25-31.

3.0 Input From Other Sources

Not applicable.

4.0 Analysis

The City issued Request for Tenders (R.F.T.) for the annual acquisition of computer hardware, including computers, tablets and accessories necessary to meet the technology requirements of the City. To increase competition the computer hardware was separated into two separate bids. R.F.T. C2025-045 Computer Equipment and C2025-046 Microsoft Surfaces and Accessories.

The computer hardware rollout will be financed by a lease with the City's leasing provider, CCA Financial Company Limited, formerly Macquarie Equipment Finance Ltd. Additional or supplemental equipment that may be necessary during 2025/2026 will be funded from the Information Technology operating budget.

This report is being issued in accordance with Ontario Regulation 653/05 of the Municipal Act 2001 and the City's Leasing Policy.

The City's computer hardware acquisition is financed through third party leases due to the following advantages:

- Establishment of a routine replacement program for equipment with a consistent rate of obsolescence;
- Predictable operating costs; and
- Lessor retains used/outdated equipment at the end of the lease and absorbs all disposal costs.

The City of Oshawa procures computer hardware to meet the technology requirements of the City and participating external agencies including the Oshawa Public Library, Oshawa Senior Community Centres, and the Robert McLaughlin Gallery. In 2025, the City needs to acquire computer hardware to replace existing three (3) year old equipment and continue migrating to a more effective remote work force.

4.1 Background

Information Technology Services (I.T.S.) staff consulted with City departments and participating external agencies to determine their specific technology requirements for 2025/2026. Based on this needs assessment, I.T.S. developed the specific hardware requirements for Microsoft surfaces, notebook and desktop computers required.

Procurement issued Request for Tenders to known companies providing these goods and services. To increase competition, an advertisement for each of the bids was placed on the City of Oshawa website.

4.2 Bid Results

4.2.1 Request for Tender C2025-045 Computer Equipment

Five (5) submissions were received and opened by Procurement on May 12, 2025. Upon review of the tenders submitted, all were deemed compliant with the requirements of the R.F.T.

Lenovo submitted the lowest compliant bid for Computer Equipment, meets the specification, and satisfies the requirements of the R.F.T.

The following is a tabulation of the bids received (excluding all taxes):

Item	Bidder	Total Bid Amount	Bid Compliance
1	Lenovo	218,364	Yes
2	CDW Canada Corp.	235,827	Yes
3	Lai & Associates Inc.	305,629	Yes
4	2164154 Ontario Inc./CIT Technologies	318,653	Yes
5	ST Solutions	854,877	Yes

(Item #1 – Recommended Lowest Responsible Bid)

4.2.2 Request for Tender C2025-046 Microsoft Surfaces and Accessories

Six (6) submissions were received and opened by Procurement on May 9, 2025. Upon review of the tenders submitted, all were deemed compliant with the requirements of the R.F.T.

2164154 Ontario Inc./CIT Technologies submitted the lowest compliant bid for Microsoft Surfaces and Accessories, meets the specification, and satisfies the requirements of the R.F.T.

The following is a tabulation of the bids received (excluding all taxes):

Item	Bidder	Total Bid Amount	Bid Compliance
1	2164154 Ontario Inc./CIT Technologies	515,904	Yes
2	ITEXPRESS Direct Inc.	554,950	Yes
3	Nova Networks	573,760	Yes
4	Lai & Associates Inc.	579,421	Yes
5	Powerland Computers Ltd.	589,211	Yes
6	ST Solutions	973,060	Yes

(Item #1 – Recommended Lowest Responsible Bid)

4.2.3 Additional or Supplemental Hardware Acquisitions

Both tenders included additional or supplemental hardware acquisitions as required during the year to respond to maintenance issues, damaged equipment and new requirements.

CCA Financial Company Limited, formerly Macquarie Equipment Finance Ltd. pays the equipment supplier directly and finances this acquisition for the City and the interest rate remains fixed for the entire three-year period.

5.0 Financial Implications

The following chart shows the total estimated costs for the computer hardware including an allowance for additional/supplemental equipment and miscellaneous costs.

Estimated Cost of Computer Hardware	\$
Computer Equipment	218,364
Microsoft Surfaces and Accessories	515,904
Sub-total	734,268
Savings by leasing	(33,528)
Equipment Requirements (three year lease costs)	700,740
Miscellaneous Components	30,000
Sub-Total Estimated Costs excluding Taxes	730,740
HST 13%	94,996
Total Estimated Costs Including Taxes	825,736
Less HST Rebate	(82,135)
Net Cost of Equipment	743,601

Additional cost of up to \$30,000 for miscellaneous components will be funded from the IT reserve.

6.0 Relationship to the Oshawa Strategic Plan

This report responds to the Oshawa Strategic Plan Priority Area “Lead: Governance and Service Excellence” with the goal to provide transparent, efficient, and responsible fiscal stewardship and use of resources.

A handwritten signature in black ink, appearing to read 'S. Sinnott', with a long horizontal line extending to the left.

Stephanie Sinnott, Commissioner,
Corporate and Finance Services Department