

THE CITY OF TORONTO

Minutes of the Bid Committee

Meeting 62

Wednesday, March 26, 2008

The Bid Committee met on Wednesday, March 26, 2008, in Meeting Room A, 2nd Floor, City Hall, commencing at 2:00 p.m.

Members Present:

Gail Fowler, obo City Clerk
David McLeod, obo Corporate Finance
Laurie McQueen, obo City Manager's Office

Also Present:

Stephen O'Bright, Parks, Forestry and Recreation

There were no declarations of interest pursuant to the Municipal Conflict of Interest Act.

Confirmation of Minutes

On motion by Laurie McQueen, the minutes of the meeting of the Bid Committee held on March 19, 2008 were confirmed.

62.1 Request for Proposal 0613-08-0042 – Supply and Delivery of Food and Related Supplies for Municipal Child Care Centres Operated by Children's Services Division (All Wards)

The Bid Committee considered a report (March 17, 2008) from the Director, Purchasing and Materials Management, advising on the results of the Request for Proposal (RFP) 0613-08-0042 for the supply and delivery of Food and Related Supplies for Municipal Child Care Centres operated by Children's Services Division, in accordance with the specifications as required by Children's Services Division and requesting authority to award a contract to the recommended bidder.

Recommendation:

The Director of Purchasing and Materials Management recommends that:

1. Authority be granted to award a contract for the supply and delivery of Food and Related Supplies for Municipal Child Care Centres operated by Children's Services Division to Skor Food Services, being the highest scoring proponent, for the period from May 1, 2008 to April 30, 2009, for a total cost of \$1,624,219.25 (there are no taxes on Food and Related products), with the option to renew for four (4) additional separate one (1) year periods and should the options to renew be exercised, then the General Manager of the Children's Services Division will request the Director of the Purchasing and Materials Management Division to provide the necessary contract renewals under the same terms and conditions to exercise the four (4) additional separate one (1) year period ending April 30, 2010 (\$1,658,327.85), April 30, 2011 (\$1,693,152.73), April 30, 2012 (\$1,728,708.95), and April 30, 2013 (\$1,765,011.83). The total potential contract award including option years identified in this report is \$8,469,420.61.

On motion by David McLeod, the Bid Committee adopted the staff recommendation in the Recommendation Section of the report (March 17, 2008) from the Director, Purchasing and Materials Management.

61.2 Request for Proposal 3717-07-5271 – Minor Landscape, Park Rehabilitation Improvements to Various Parks, Forestry and Recreation Properties in the City of Toronto (All Wards)

The Bid Committee considered a revised report (March 26, 2008) from the Director, Purchasing and Materials Management, advising on the results of Request for Proposal (RFP) 3717-07-5271 for minor landscape, park rehabilitation and general parkland improvements to various Parks, Forestry and Recreation properties in the City of Toronto in accordance with the specifications and evaluation criteria required by Parks, Forestry and Recreation and requesting authority to award contracts to the recommended bidders.

Recommendation:

The Director of Purchasing and Materials Management Division recommends that:

1. Authority be granted to award blanket contracts for RFP 3717-07-5271 for minor landscape, park rehabilitation and general parkland improvements to various Parks, Forestry and Recreation properties in the City of Toronto as follows:

- a. Hank Deenen Landscaping Ltd, up to \$1,500,000.00 net of GST;
- b. MTM Landscaping Contractors Inc. up to \$1,500,000.00 net of GST;
- c. Dig-Con International Ltd., up to \$1,500,000.00 net of GST, and
- d. Grascan Construction Ltd., up to \$1,500,000.00 net of GST,

having submitted the highest scoring proposals meeting the evaluation criteria, for a one-year period from date of award.

On motion by Stephen O'Bright, the Bid Committee adopted the staff recommendation in the Recommendation Section of the revised report (March 26, 2008) from the Director, Purchasing and Materials Management.

61.3 Request for Quotation 3302-08-3014 - For the Supply and Delivery of Office Supplies and Stationary Items (All Wards)

The Bid Committee considered a report (March 6, 2008) from the Director, Purchasing and Materials Management, advising on the results of the Request for Quotation (RFQ) 3302-08-3014 for the supply and delivery of office supplies and stationery items to Various City of Toronto locations for the period April 1, 2008 to March 31, 2009, with the option to renew for three (3) additional one (1) year periods and requesting authority to award a contract to the recommended bidder.

Recommendation:

The Director of Purchasing and Materials Management Division recommends that:

1. Authority be granted to award contracts for the supply and delivery of office supplies and stationery items for use by City of Toronto Divisions to Corporate Express, being the lowest bidder meeting specifications for a total estimated amount not to exceed \$2,321,304.84 net of GST, for a period of one (1) year from April 1, 2008 to March 31, 2009, with the option to renew for three (3) additional one (1) year periods, from April 1, 2009 to March 31, 2010, in the amount of \$2,365,894.29 net of GST; from April 1, 2010 to March 31, 2011, in the amount of \$2,402,091.83 net of GST; from April 1, 2011 to June 30, 2012, in the amount of \$2,438,759.65 net of GST. Should the option to renew the contract be exercised, then the City Clerk will instruct the Chief Purchasing Official to process the necessary contract renewal under the same terms and conditions.

The total potential estimated contract award is \$9,528,050.61, net of GST.

On motion by David McLeod, the Bid Committee adopted the staff recommendation in the Recommendation Section of the report (March 6, 2008) from the Director, Purchasing and Materials Management.

The Bid Committee adjourned its meeting at 2:05 p.m.

Chair