TORONTO

BID AWARD PANEL
CONTRACT AWARD

Award of Sourcewell (NJPA) Contract No. 062117-MBI to Cardinal Distribution Inc. for the Supply and Delivery of Four (4) Various Grounds Maintenance Equipment

Date: December 20, 2018
To: Bid Award Panel
From: Chief Purchasing Officer
Wards: All

RECOMMENDATIONS

The Chief Purchasing Officer, recommends that the Bid Award Panel grant authority to award the following contract as per the Toronto Municipal Code, Chapter 195-6.6. Procurement of same goods and services as a public body.

Call Number:
Sourcewell (NJPA) RFP Number 062117-MBI

Description:

Sourcewell (NJPA) and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issued the Request For Proposal (RFP) #062117 to result in a national contract #062117-MBI with Morbark LLC.for the procurement of Grounds Maintenance Equipment, attachments, Accessories, and Related Services. The effective date of the Sourcewell (NJPA) Contract is August 18, 2017 and will expire on August 18, 2021. This Contract may be extended for a fifth year at Sourcewells (NJPA) discretion.

After reviewing this Sourcewell (NJPA) Request and Contract for Proposal, Fleet Services, Standards and Specifications Section in conjunction with Parks, Forestry & Recreation will piggyback on this Sourcewell (NJPA) Contract with Morbark LLC. and issue a purchase order to their local dealer, Cardinal Distribution Inc. to purchase Four (4) Various Grounds Maintenance Equipment in 2018 with option to purchase additional units from 2019 to 2021, pending budget availability. If the contract is extended for a fifth year (at the discretion of Sourcewell (NJPA)), Fleet Services may purchase additional units in 2022, pending budget availability.

Recommended Contractor:
Cardinal Distribution Inc.

Contract Award Value (2018)
$228,789 net of all applicable taxes and charges
$258,532 including all applicable taxes and charges
$232,816 net of HST recoveries

Potential Contract Award Value (2019-2022)
$621,587 net of all applicable taxes and charges
$702,393 including all applicable taxes and charges
$632,527 net of HST recoveries

The total potential contract award identified in this report for the full term including one optional term is $850,376 net of all applicable taxes and charges, and $960,925 including all applicable taxes and charges. **The total potential cost to the City including optional purchases is $865,343 net of HST recoveries.**

Contract is expected to start from date of award and end on August 18 2021. The contract may be extended at the discretion of Sourcewell (NJPA) to August 18, 2022.

FINANCIAL IMPACT

The total potential contract award identified in this report is $960,925 including all applicable taxes and charges, and $850,376 net of all applicable taxes and charges. The total potential cost to the City is $865,343 net of HST recoveries.

Funding is available in the 2018 Approved Capital Budget and 2019–2027 Approved Capital Plan for Fleet Services. Funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Account	Description	2018 (net of HST recoveries)	2019 (net of HST recoveries)	2020 (net of HST recoveries)	2021 (net of HST recoveries)	Optional 2022 (net of HST recoveries)
CFL005-19	Parks Forestry & Recreation (2018 Replacement) 4 Units	$232,816				
CFL005-20	Parks Forestry & Recreation (2019 Replacement) 1 Unit		$59,950			

CFL005-21	Parks Forestry & Recreation (2020 Replacement) 3 Units			$185,246		
CFL005-22	Parks Forestry & Recreation (2021 Replacement) 3 Units				$190,803	
CFL005-23	Parks Forestry & Recreation (2022 Replacement) 3 Units					$196,527
Total Price (net of HST Recoveries)		$232,816	$59,950	$185,246	$190,803	$196,527
Grand Total Price (net of HST Recoveries)						$865,343

CALL SUMMARY

Call Issued: May 11, 2017 **Call Closed:** June 21, 2017
Number of Addenda Issued: None
Number of Bids: Twenty-nine (29)

DIVISION CONTACTS

Elena Caruso, Manager, Purchasing Goods & Services, 416-392-7316, Elena.Caruso@toronto.ca

Vukadin Lalovic, Manager, Asset Management, Fleet Services, 416-392-6365, Vukadin.Lalovic@toronto.ca

COMMENTS

The City of Toronto is utilizing the Sourcewell (NJPA) Contract for the recommended award, as per the Toronto Municipal Code, Chapter 195-6.6. Procurement of same goods and services as a public body, the following requirements have been met

a. The firm recommended for award is the 8th highest scoring Proponent based on the evaluation criteria included in the Call and meeting the requirements of the Call;

b. The resulting contract between the public body and the supplier stipulates that the same goods and/or services be made available to other public bodies which include the City at the same price as provided by the supplier to the initiating public body;

c. The same goods and/or services will be made available to the City for the same or better price than the price that is to be paid by the public body;

d. the appropriate Division has reviewed the Sourcewell (NJPA) submission and found the price to be reasonable, within available budget and concurs with the recommendation;

e. The supplier is not ineligible, suspended or otherwise in contravention of Chapters 71 - Financial Control and 195 - Purchasing of the City of Toronto Municipal Code.

f. 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, five (5) years or less including any option terms.

g. being within the authority of the Bid Award Panel;

h. there are no material written objections to the award;

i. the Call Document was advertised on the Sourcewell (NJPA) internet website as part of the Competitive Call process; and

j. 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 Call is on the file in the Purchasing & Materials Management Division.

SIGNATURE

Mike Pacholok
Chief Purchasing Officer