



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Doc No. 2320785834 to Greenlawn Ltd. for the supply of all labour and materials to provide Tree Injection Services for Parks, Forestry and Recreation Division.

Date: April 30, 2020
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 contracts:

Call Number:
Ariba Doc No. 2320785834

Description:
Ariba Doc No. 2320785834 (RFQ 3714-20-0066) for the non-exclusive supply of all labour, materials and equipment necessary to provide tree injection services for the City of Toronto's Parks, Forestry and Recreation Division from the date of Award for a period of one (1) year, with the option to renew the Contract for one (1) additional separate one (1) year period for Lot A and two (2) additional separate one (1) year periods for Lot B..

The RFQ is structured to award one (1) contract to the lowest bidder based on the bidder meeting specifications per Lot A and Lot B.

Should the option(s) be exercised, then the General Manager of Parks, Forestry and Recreation will request the Chief Purchasing Officer to process the renewals under the same terms and conditions.

Recommended Bidder:
Greenlawn Ltd. (Lot A and B)

Contract Award Value:
\$ 739,125 net of all applicable taxes and charges (incl. 5% contingency)
\$ 835,212 including HST and all applicable charges
\$ 752,134 net of HST recoveries

The contract is expected to start on the date of award and end on April 30, 2021.

Option Year 1: May 1, 2021 to April 30, 2022
\$ 725,047 net of all applicable taxes and charges
\$ 819,303 including HST and all applicable charges
\$ 737,808 net of HST recoveries

Option Year 2: May 1, 2022 to April 30, 2023
\$ 168,231 net of all applicable taxes and charges
\$ 190,101 including HST and all applicable charges
\$ 171,192 net of HST recoveries

The total potential contract award for the initial contract term and all option years is \$1,632,403 net of all applicable taxes and charges, \$1,844,616 including HST and applicable charges. **The total potential cost to the City including the option years is \$1,661,134 net of HST recoveries.**

The above cost calculations for the option years reflect an estimated 3% increase in the Consumer Price Index based on the term of the contract stated above and a 5% contingency in the initial contract term only.

FINANCIAL IMPACT

The total potential contract award identified in this report for the initial contract term and all option years is \$1,632,403 net of all applicable taxes and charges, \$1,844,616 including HST and applicable charges. The total potential cost to the City is \$1,661,134 net of HST recoveries.

Funding is available in the 2020 Approved Operating Budget for Parks, Forestry and Recreation Division. Additional funding for the balance of the initial contract term will be included in their 2021 Operating Budget Submission

Should the optional year(s) be exercised, then additional funding, as required, will be requested in their 2021-2023 Operating Budget Submissions. Additional funding details are summarized in Table 1 as follows:

Table 1: Financial Impact Summary of Recommended Contracts (net of HST Recoveries)

Cost Centre & G/L Account	Date of Award to December 31, 2020	January 1, April 30, 2021	Option Year 1: May 1, 2021 to April 30, 2022	Option Year 2: May 1, 2022 to April 30, 2023	Total
P00030 4409	\$752,134	\$0	\$632,973	\$0	\$1,385,107
P00018 4409	\$0	\$0	\$104,835	\$171,192	\$276,027

Cost Centre & G/L Account	Date of Award to December 31, 2020	January 1, April 30, 2021	Option Year 1: May 1, 2021 to April 30, 2022	Option Year 2: May 1, 2022 to April 30, 2023	Total
Total (Net of HST Recoveries)					\$1,661,134

CALL SUMMARY

Call Issued: March 18, 2020

Call Closed: April 17, 2020

Number of Addenda Issued: One (1)

Number of Bids: Three (3)

Table 2: Summary Bids Received for Ariba Doc No. 2320785834

Bidder Name	Evaluated Bid Price (incl H.S.T.)
Lot A – TreeAzin Injection Services	
Greenlawn Ltd.	\$616,251
Tree Doctors Inc.	\$813,702
Advanced Tree Care Inc.	\$1,321,625
Lot B – Arbortect Injection Services	
Greenlawn Ltd.	\$179,189
Tree Doctors Inc.	\$427,248
Advanced Tree Care Inc.	\$491,513

DIVISION CONTACTS

Elena Caruso, Manager, Goods and Services, Purchasing and Materials Management, 416-392-7316, elena.caruso@toronto.ca

Beth Mcewen, Manager, Forest and Natural Area Management, Parks, Forestry and Recreation, 416-397-4006, Beth.Mcewen@toronto.ca

COMMENTS

For the recommended contract award, the following requirements have been met:

- a. The firms recommended for award are the lowest bidders meeting specifications or to the highest scoring proponent based on the evaluation criteria included in the call and meeting the requirements of the call;
 - b. the appropriate Division has reviewed submissions and found the price to be reasonable, within available budget and concurs with the recommendation;
 - c. 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, 5 years or less including any option years; or
 - 2. for a contract funded by the capital budget, within the projected term of the capital funding for the project as set out in the capital budget,
- being within the authority of the Bid Award Panel;
- d. there are no material written objections to the award;
 - e. the call document was advertised on the City's internet website and bids or proposals were opened publicly; and
 - f. 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 calls are on the file in the Purchasing and Materials Management Division.

SIGNATURE

Michael Pacholok
Chief Purchasing Officer