



BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation Doc 2308737090 to Quality Seeds Ltd. for the supply and delivery of Grass Seed and Mixtures for the City of Toronto's Parks, Forestry and Recreation Division

Date: May 21, 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:
Request for Quotation Doc 2308737090

Description:
For the non-exclusive supply and delivery of Grass Seed and Mixtures for the City of Toronto's Parks, Forestry and Recreation Division and its buying group from the date of Award for the period of one (1) year, with the option to renew the Contract for three (3) additional separate one (1) year periods.

The buying group included City of Toronto, Materials Management and Stores.

The RFQ contains one (1) Price Form and which is being awarded to the lowest bidder meeting specifications per line item.

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:
Quality Seeds Ltd.
Line Items 5.4.1; 5.4.2; 5.4.3; 5.4.4 and 5.4.8

Contract Award Value:
\$236,886 net of all applicable taxes and charges (incl. 10% for misc. items)
\$267,681 including HST and all applicable charges
\$241,055 net of HST recoveries

The contract is expected to start on the date of award and end on May 25, 2021.

Option Year 1: May 26, 2021 to May 25, 2022
\$243,993 net of all applicable taxes and charges
\$275,712 including HST and all applicable charges
\$248,287 net of HST recoveries

Option Year 2: May 26, 2022 to May 25, 2023
\$251,312 net of all applicable taxes and charges
\$283,983 including HST and all applicable charges
\$255,735 net of HST recoveries

Option Year 3: May 26, 2023 to May 25, 2024
\$258,852 net of all applicable taxes and charges
\$292,502 including HST and all applicable charges
\$263,408 net of HST recoveries

The total potential award identified in this report including all option years is \$991,043 net of all applicable taxes and charges, \$1,119,878 including all applicable taxes and charges. **The total potential cost to the City including all option years is \$1,008,485 net of HST recoveries.**

The above cost calculations for the option years reflect an estimated 3% increase in the Consumer Price Index.

Additionally:

Speare Seeds Ltd. is to receive a contract award for the line items they were lowest bidders meeting specification on, including all option years, in the total amount of \$95,983 net of all applicable taxes and charges, all in accordance with the Purchasing By-Law 195-8, Toronto Municipal Code Chapter 195 Article 8.1 – Authority to award – Chief Purchasing Officer.

Further and as part of the buying group, York University will be undertaking its own recommendations on an internal basis and so their requirements are not part of this Report.

FINANCIAL IMPACT

The total potential initial contract award identified in this report including all option years is \$991,043 net of all applicable taxes and charges. The total potential cost to the City is \$1,008,485 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 contract period 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 the 2021-2024 Operating Budget Submissions for Parks, Forestry & Recreation. Additional funding is included in the 2020 Approve Operating Budgets of other Programs requiring these products and services. Appropriately funded cost centres will

be provided at the time of requirement. Additional funding will be included in their 2021 Operating Budget Submissions. Should the optional year(s) be exercised, then additional funding, will be requested in their 2022-2024 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 and subject to rounding)

Cost Centre & G/L Account	Date of Award to December 31, 2020	January 1, 2021 to May 25, 2021	Option Year 1: May 26, 2021 to May 25, 2022	Option Year 2: May 26, 2022 to May 25, 2023	Option Year 3: May 26, 2023 to May 25, 2024	Total (Net of HST Recoveries)
Parks Operations PR-PKS (Various) 2560	\$120,079	\$85,771	\$212,026	\$218,387	\$224,938	\$861,201
Parks Golf PR-Golf (P07645, P07646, P07647, P07648, P07649, P07651) 2560	\$2,598	\$1,855	\$4,587	\$4,724	\$4,866	\$18,630
Materials Management Stores (160004, 160026, 160049, 160067, 160068, 160082, 160083, 160085,160171) 2560	\$17,938	\$12,814	\$31,674	\$32,624	\$33,604	\$128,654
Total	\$140,615	\$100,440	\$248,287	\$255,735	\$263,408	\$1,008,485

CALL SUMMARY

Call Issued: March 17, 2020

Call Closed: April 16, 2020

Number of Addenda Issued: Two (2)

Number of Bids: Four (4)

Table 2: Summary Bids Received for RFQ Doc 2308737090

Bidder Name	Evaluated Bid Price (not including line items for York University and including H.S.T.)
Quality Seeds Ltd Line Items 5.4.1; 5.4.2; 5.4.3; 5.4.4; 5.4.8	\$243,347
Speare Seeds Ltd. Line Items 5.4.5; 5.4.6; 5.4.7	\$23,568 (incl. 1% prompt payment)
Graham Turf Seeds Ltd. (No Awards)	\$377,594 (incl. 2% prompt payment)
DLF Pickseed Canada (No Awards for City of Toronto)	\$332,739

DIVISION CONTACTS

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

Sue Wenzl, Manager, Parks Standards & Innovation, Parks, Forestry and Recreation, 416-392-8147, sue.wenzl@toronto.ca

COMMENTS

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

- a. The firm recommended for award is the lowest bidder 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