



## BID AWARD PANEL CONTRACT AWARD

### **Award of Ariba Doc No. 2305198436 to Super Save Toilet Rentals Inc. for Non-exclusive Rental, Delivery, Setting in Place, Servicing and Removal of Portable Chemical Toilets for Various City Divisions**

**Date:** July 15, 2020  
**To:** Bid Award Panel  
**From:** Chief Procurement Officer  
**Wards:** All

#### **RECOMMENDATIONS**

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**The Chief Procurement Officer recommends that the Bid Award Panel grant authority to award the following contract:**

**Solicitation Number:**  
Ariba Doc No. 2305198436

**Description:**  
Ariba Doc No. 2305198436 (RFQ # 6038-20-0005) for the non-exclusive rental, delivery, setting in place, servicing and removal of portable chemical toilets for various City Of Toronto Divisions for a period of three (3) years from the date of the award to April 30, 2023 with the option to renew the contract for two (2) additional separate one (1)-year periods all in accordance with the provisions and specifications contained in this Request for Quotation (RFQ).

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

**Recommended Supplier:**  
Super Save Toilet Rentals Inc.

**Contract Award Value:**  
\$1,201,534 net of all applicable taxes and charges (including an average of 25% for miscellaneous items)  
\$1,357,734 including HST and all applicable charges  
**\$1,222,681 net of HST recoveries**

**Contract is expected to start from Date of Award and end on April 30, 2023.**

Option Year 1 (May 1, 2023 to April 30, 2024)  
\$412,527 net of all applicable taxes and charges (including an average of 25% for miscellaneous items)  
\$466,155 including HST and all applicable charges  
\$419,787 net of HST recoveries

Option Year 2 (May 1, 2024 to April 30, 2025)  
\$424,903 net of all applicable taxes and charges (including an average of 25% for miscellaneous items)  
\$480,140 including HST and all applicable taxes charges  
\$432,381 net of HST recoveries

**The total potential contract award including all option years is \$2,074,849 net of HST recoveries, \$2,304,029 including all applicable taxes and charges and \$2,038,964 net of all applicable taxes and charges.**

The above cost calculations for the Option Years reflect an estimated annual 3% increase as per the Consumer Price Index (CPI).

## **FINANCIAL IMPACT**

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The total contract award identified in this report is \$2,304,029 including all applicable taxes and charges. The total potential cost to the City is \$2,074,849 net of HST recoveries.

Sufficient base funding is available in the 2020 Approved Operating Budget for all the participating Divisions in various cost centre(s) under the respective cost element(s) and funding for 2021-2023 will be requested in the 2021-2023 Operating Budget Submissions.

Should the City choose to exercise its option(s) to renew for the two (2) additional, separate one (1)-year periods, then appropriate additional funding, if needed, will be included in respective 2023-2025 Operating Budget Submissions by all participating Divisions in various cost centre(s) under the respective cost elements. Funding details are provided in Table 1 to follow:

Table 1: Financial Impact Summary of Recommended Contract  
Refer to Attachment 1.

## **SOLICITATION SUMMARY**

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**Solicitation Issued:** April 17, 2020  
**Number of Addenda Issued:** None  
**Number of Bids:** One (1)

**Solicitation Closed:** May 19, 2020

Table 1: Summary of Bids Received for Ariba Doc No. 2305198436 including bid price

Supplier Name	Bid Price (including HST and 25% Miscellaneous)
Super Save Toilet Rental Inc.	\$1,352,187

## **DIVISION CONTACTS**

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## **COMMENTS**

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

a. The firm recommended for award is the lowest Supplier meeting specifications based on the evaluation criteria included in the Solicitation and meeting the requirements of the solicitation;

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;

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

f. the Solicitation document was advertised on the City's internet website and bids or proposals were opened publicly; and

g. 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 Solicitations are on the file in the Purchasing and Materials Management Division.

## **SIGNATURE**

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Michael Pacholok  
Chief Procurement Officer

## **ATTACHMENTS**

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Attachment 1: Financial Impact Summary of Recommended Contracts