



REPORT FOR ACTION CONTRACT AWARD

Contract Award - City of Toronto Request for Proposal Number 6302-19-0229 for Supply and Delivery of Various Industrial Supplies, Equipment and Services for Various City of Toronto Divisions

Date: October 13, 2020

To: Board of Directors, Toronto Parking Authority

From: Acting President, Toronto Parking Authority

Wards: All

RECOMMENDATIONS

The Acting President, Toronto Parking Authority recommends that:

1. The Board of Directors of Toronto Parking Authority (TPA) grant authority to enter into a contract with Acklands Grainger Inc. for the non-exclusive supply and delivery of industrial supplies for TPA off-street parking facilities, having been the highest scoring proponent based on the evaluation criteria included in the Request For Proposal (RFP), and meeting the requirements of the City of Toronto RFP 6302-19-0229 from the date of award to April 30, 2021, with an option to renew the Contract for four (4) additional separate one (1) year periods at the sole discretion of the President, Toronto Parking Authority.

FINANCIAL IMPACT

The total amount to award the contract for supply and delivery of industrial supplies from November 4, 2020 to April 30, 2021 is estimated at \$250,000, net of all taxes and charges.

Funding is available in TPA's 2020 and 2021 Operating Budgets under general ledger (GL) accounts 65200000, 65200002, 65000506.

Should TPA choose to exercise its option to renew this contract for additional years, appropriate additional funding will be included in the relevant year's operating budget submission.

Table 1: Financial Impact Summary of Recommended Contract plus Four Optional One-Year Extensions

Value Date of Award to April 30, 2021)	Optional Year 1 Value (May 1, 2021 to April 30, 2022)	Optional Year 2 Value (May 1, 2022 to April 30, 2023)	Optional Year 3 Value (May 1, 2023 to April 30, 2024)	Optional Year 4 Value (May 1, 2024 to April 30, 2025)	Total Value
\$ 250,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,250,000

TPA has previously not secured a contract for these supplies and, as a result, has paid premium prices by purchasing them on a one-off basis from big box retailers.

CALL SUMMARY

Call Number: City of Toronto Request for Proposal Number #6302-19-0229 (Ariba Doc. No. 2056216916)

Call Issued: October 7, 2019

Call Closed: November 21, 2019

Number of Addenda Issued: Six (6)

Number of Bids: Four (4)

Description:

The non-exclusive supply and delivery of industrial supplies, equipment and services for various City of Toronto divisions with the option to renew the Contract for four (4) additional separate one (1)-year periods.

The total potential cost to the City of Toronto including all option years is \$12,081,451 net of all applicable taxes and charges.

DECISION HISTORY

The Bid Award Panel of the City of Toronto, at its meeting on April 22, 2020, in considering Item BA77.1 titled "Award of Ariba Doc. No. 2056216916 to Acklands Grainger Inc. for Supply and Delivery of Various Industrial Supplies, Equipment and Services for Various City of Toronto Divisions", adopted the following:

Bid Award Panel grant authority to award the contract in accordance with the Contract Details set out in the report (April 9, 2020) from the Chief Purchasing Officer.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2020.BA77.1>

The Bid Committee of the City of Toronto, at its meeting on October 1, 2014, in considering Item BD201.3 titled " Award of Request for Proposal No. 6302-14-0123 to

Acklands-Grainger Inc. for the Supply and Delivery of Various Industrial Services, Equipment and Supplies", adopted the following:

Bid Committee grant authority to award the contract in accordance with the Contract Details set out in the report (September 16, 2014) from the Director, Purchasing and Materials Management.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2014.BD201.3>

COMMENTS

TPA has an on-going requirement for operating supplies, tools, maintenance equipment and health and safety supplies. Currently, Operations staff endeavour to procure required material at big-box retailers on a one-off basis with a TPA-issued purchasing card (P-card) and through one-off procurement processes whereby three quotes are obtained.

In 2019, P-card purchases alone were over \$225,000. The Director of Parking Services estimates that, including one-off procurement, material expenses fall between \$300,000 and \$500,000 per year.

Disadvantages of the aforementioned procurement setup include: lost opportunities to purchase at lower prices given the volume of annual aggregated expenditures, inefficient use of employee time to find and locate vendors, longer wait time for the resolution of maintenance or operational issues. Therefore, the Director of Parking Services determined that TPA would be best served if a contract was in place to facilitate the procurement of materials.

This is a look at some of the top spends using P-cards in 2019:

STORE NAME	SPEND IN 2019
THE HOME DEPOT	40,292.17
ONTARIO TOOLS AND FASTENERS	26,338.23
MERIT DECORATING	26,128.17
WOLSELEY CANADA INC	21,355.53
CANADIAN TIRE STORE	13,097.43
RONA	12,922.46
PRINCESS AUTO	7,582.68
LOWES	6,280.03
NEDRO CENTRAL DIVISIONS	5,574.34
LIGHTLAND INC	5,554.21
Total	165,125.25

The City of Toronto (City) issued RFP 6302-19-0229 on October 7, 2019 for the supply and delivery of various industrial supplies, equipment and services. The Bid Award Panel granted authority to award the contract to Acklands Grainger Inc. in accordance with the contract details set out in the report (April 9, 2020) from the Chief Purchasing Officer.

TPA, as an agency of the City, is exercising clause 2.1- Cooperative Purchasing Process of the City's RFP 6302-10-0229 to enter into a separate and distinct contract with Acklands Grainger Inc.

Acklands was founded in Winnipeg in 1889 by Dudley Ackland. His vision was to become a partner to his customers by supplying and manufacturing wooden goods. In 1919, as the automobile industry was taking the world by storm, Ackland started providing replacement parts and accessories to his customers. He continued to listen to the needs of his customers and offer an array of products, supplies and solutions that would allow them to continue to grow. This insightful approach to business led Acklands to become Canada's largest distributor of Industrial products. In 1996, Acklands was purchased by Grainer, the largest industrial distributor in the United States and the Acklands name was changed to Acklands-Grainger Inc.

Acklands Grainger Inc. has successfully supplied and delivered industrial supplies, equipment and services to the City of Toronto in the past. The City foresees receiving the same level of service for the duration of the new agreement that became effective on May 1, 2020.

CONTACT

Iouri Moutine, Director, Parking Services, Toronto Parking Authority, 647-297-7752, iouri.moutine2@toronto.ca

Cynthia Vaillant, Contract and Vendor Management Coordinator, Toronto Parking Authority, 647-293-9589, cynthia.vaillant@toronto.ca

SIGNATURE

Robin Oliphant, Acting President
Toronto Parking Authority