



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 2857897350 to W.H. Reynolds (Cambridge) Ltd. and Classic Displays For Unassembled Park Picnic Table Frames and Park Benches for Parks, Forestry & Recreation.

Date: September 23, 2021
To: Bid Award Panel
From: Chief Procurement Officer
Wards: All

RECOMMENDATIONS

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

Solicitation Number:

Request for Quotation (RFQ), Ariba Document Number 2857897350

Description:

For the non-exclusive supply, delivery and warranty of unassembled walk-in style heavy duty metal picnic table frames with all associated assembly hardware and Park Benches for various locations within the City of Toronto's Parks, Forestry & Recreation Division, for the period starting from date of award to August 31, 2022, with the option to renew the contracts for three (3) additional separate one (1) year periods.

The RFQ is structured to award two (2) separate contracts to the two (2) lowest suppliers meeting specification, and providing the lowest total bid price per Lot A and Lot B of Part 5 – Price Form.

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

Recommended Supplier:

W.H. Reynolds (Cambridge) Ltd. (Lot A – Unassembled Picnic Table Frames and Hardware)

Contract Award Value:

\$206,250 net of all applicable taxes and charges
\$233,063 including HST and all applicable charges
\$209,880 net of HST recoveries

Contract is expected to start from the date of award, and end on August 31, 2022.

Option Period 1: September 1, 2022, to August 31, 2023

\$212,438 net of all applicable taxes and charges

\$240,054 including all applicable taxes and charges

\$216,176 net of HST recoveries

Option Period 2: September 1, 2023, to August 31, 2024

\$218,811 net of all applicable taxes and charges

\$247,256 including all applicable taxes and charges

\$222,662 net of HST recoveries

Option Period 3: September 1, 2024 to August 31, 2025

\$225,375 net of all applicable taxes and charges

\$254,674 including all applicable taxes and charges

\$229,342 net of HST recoveries

Total Potential Award, including Optional Periods (W.H. Reynolds (Cambridge) Ltd.)

\$862,873 net of all applicable taxes and charges

\$975,047 including HST and all applicable charges

\$878,060 net of HST recoveries

Recommended Supplier:

Classic Displays (Lot B – Park Benches)

Contract Award Value:

\$375,990 net of all applicable taxes and charges

\$424,869 including HST and all applicable charges

\$382,607 net of HST recoveries

Contract is expected to start from the date of award, and end on August 31, 2022.

Option Period 1: September 1, 2022, to August 31, 2023

\$387,270 net of all applicable taxes and charges

\$437,615 including all applicable taxes and charges

\$394,086 net of HST recoveries

Option Period 2: September 1, 2023, to August 31, 2024

\$398,888 net of all applicable taxes and charges

\$450,743 including all applicable taxes and charges

\$405,908 net of HST recoveries

Option Period 3: September 1, 2024 to August 31, 2025

\$410,854 net of all applicable taxes and charges

\$464,265 including all applicable taxes and charges

\$418,085 net of HST recoveries

Total Potential Award including Optional Periods (Classic Displays):

\$1,573,002 net of all applicable taxes and charges

\$1,777,492 including HST and all applicable charges

\$1,600,687 net of HST recoveries

The total potential contract award identified in this report for both contract awards, including all options years is \$2,435,875 net of all taxes and \$2,753,359 including all applicable taxes and charges. The total Potential cost to the City for both contract awards, including all option years, is \$2,478,746 net of HST recoveries.

The above cost calculations reflect an estimated 3% in Consumer Price Index (CPI) adjustment applied annually to the yearly cost after the initial year.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$2,753,359 including all applicable taxes and charges. The total potential cost to the City is \$2,478,746 net of HST recoveries.

Funding is available in the 2021 Approved Operating and Capital Budgets and 2022-2030 Capital Plan for Parks, Forestry & Recreation. Additional funding, if required, will be included in future year Operating and Capital Budget Submissions for Council consideration. Funding details are summarized in Table 1.

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the financial impact information.

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre / Cost Element 3015	Initial Year	Initial Year	Option Year One	Option Year Two	Option Year Three	Total (Net of HST Recoveries)
	Date of Award, to December 31, 2021	January 1, 2022 to August 31, 2022	September 1, 2022 to August 31, 2023	September 1, 2023 to August 31, 2024	September 1, 2024 to August 30, 2025	
PR-PKS – Various Cost Centres	\$192,558	\$192,558	\$396,670	\$408,570	\$420,828	\$1,611,185
CPR 117-51-02	\$14,812					\$14,812
CPR 117-51-03	\$14,812					\$14,812
CPR 117-51-04	\$14,812					\$14,812
CPR 117-51-05	\$14,812					\$14,812
CPR 117-51-06	\$14,812					\$14,812
CPR122-49-01	\$14,812					\$14,812
CPR119-51-02	\$14,812	\$103,686	\$213,592	\$219,999	\$226,599	\$778,688
Total (Net of HST Recoveries)	\$296,244	\$296,244	\$610,262	\$628,569	\$647,427	\$2,478,746

SOLICITATION SUMMARY

Solicitation Issued: May 5, 2021

Solicitation Closed: May 28, 2021

Number of Addenda Issued: 2

Number of Bids: 2

Table 2: Summary of Bids Received for RFQ, Ariba Document Number 2857897350 including bid price:

Supplier Name	Evaluated Bid Price (including H.S.T.)
R.H. Reynolds (Cambirdge) Ltd.	\$233,063
Classic Displays	\$424,869

DIVISION CONTACTS

Sabrina Dipietro Manager, Purchasing & Materials Management, Tel: 416-397-4809
Email: Sabrina.Dipietro@toronto.ca

Janie Romoff, General Manager, Parks Forestry & Recreation Division, Tel: 416-392-8182, Email: Janie.Romoff@toronto.ca

COMMENTS

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

- a. The firm recommended for the award is the lowest Supplier meeting specifications or to the highest scoring Supplier 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 the 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. the Solicitation document was advertised on the City's internet website and bids or proposals were opened publicly; and

e. 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

Michael Pacholok
Chief Procurement Officer