



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 2982852831 to Zon Generation Limited for the supply and delivery of Solar Photovoltaic Repair and Maintenance Services for the Corporate Real Estate Management Division

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 2982852831

Description:

For the non-exclusive supply and delivery of Solar Photovoltaic Repair and Maintenance Services for a period of two (2) years, with options to extend the agreement on the same terms and conditions for three (3) additional one (1) year terms.

Should the option(s) be exercised, then the Executive Director, Corporate Real Estate Management Division will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

Zon Generation Limited

Contract Award Value:

\$249,700 net of all applicable taxes and charges
\$282,161 including HST and all applicable charges
\$254,095 net of HST recoveries

Contract is expected to start on date of award and end on Dec 31, 2023.

Option Year 1 (January 1, 2024 - December 31, 2024)

\$128,596 net of all applicable taxes and charges
\$145,313 including HST and all applicable charges
\$130,859 net of HST recoveries

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Option Year 2 (January 1, 2025 - December 31, 2025)
 \$132,453 net of all applicable taxes and charges
 \$149,672 including HST and all applicable charges
 \$134,785 net of HST recoveries

Option Year 3 (January 1, 2026 - December 31, 2026)
 \$136,427 net of all applicable taxes and charges
 \$154,162 including HST and all applicable charges
 \$138,828 net of HST recoveries

The total potential contract award identified in this report including option years is \$731,309 including all applicable taxes and charges and \$647,176 net of all applicable taxes and charges. **The total potential cost to the City including option years is \$658,566 net of HST recoveries.**

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

FINANCIAL IMPACT

The total contract award identified in this report is \$731,309 including all applicable taxes and charges. The cost to the City is \$658,566 net of HST recoveries.

Funding is available in the 2021 Approved Operating Budget of Corporate Real Estate Management. Additional Funding will be included in their 2022-2023 Operating Budget Submissions. Should the City choose to exercise the optional periods, then additional funding will be including in the 2024-2026 Operating Submissions.

Table 1: Financial Impact Summary of Recommended Contract (net HST recoveries)

	Contract Period Base Year			Option Year 1	Option Year 2	Option Year 3	
Cost Centres & Cost Element	Date of Award to Dec 31, 2021	Jan 1, to Dec 31, 2022	Jan 1, to Dec 31, 2023	Jan 1, to Dec 31, 2024	Jan 1, to Dec 31, 2025	Jan 1, to Dec 31, 2026	Total
FA100-120.S and CE4995	\$10,491	\$125,732	\$117,871	\$130,859	\$134,785	\$138,828	\$658,566

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the information included in the Financial Impact section.

SOLICITATION SUMMARY

Solicitation Issued: June 14, 2021
Number of Addenda Issued: One (1)
Number of Bids: Three (3)

Solicitation Closed: July 16, 2021

Table 2: Summary of Bids Received including bid price

[Supplier Name]	Bid Price (excluding H.S.T.)
Zon Generation Ltd	\$153,615*
EG Energy Management Inc.	\$178,435
NorthGrid Solar Inc.	\$204,250

*Award value differs from the bid price due to difference in estimated quantity and actual quantity. Price per unit remains the same.

DIVISION CONTACTS

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COMMENTS

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

- a. The firm recommended for 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 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