



## BID AWARD PANEL CONTRACT AWARD

### **Award of Ariba Document Number 3351903897 to Scott Ruttan O/A J&S Performance Auto and Marine for the Supply and Delivery of Two (2) Latest Model Radio Remote Controlled Slope Mowers for Fleet Services Division**

**Date:** April 28, 2022  
**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:**

Request for Quotation, Ariba Document Number 3351903897

**Description:**

For the supply and delivery of Two (2) Latest Model Latest Model Radio Remote Controlled Slope Mowers, with option to purchase additional Two (2) units in 2023, Two (2) units in 2024, Two (2) units in 2025 and Two (2) units in 2026, pending budget availability. Upon Award of this Request for Quotation, the Supplier and the City will have a Contract for a fixed term of five (5) years, from the date of award to December 31, 2026, all in accordance with the terms, conditions, and specifications contained in this RFQ and any applicable City policy.

**Recommended Supplier:**

Scott Ruttan O/A J&S Performance Auto and Marine

**Contract Award Value: (2022)**

\$109,150 net of all applicable taxes and charges  
\$123,340 including HST and all applicable charges  
**\$111,071 net of HST recoveries**

**Contract is expected to start on the date of award and end on December 31, 2026.**

**Contract Award Value (2023-2026) (Optional):**

\$470,342 net of all applicable taxes and charges  
\$531,487 including HST and all applicable charges

\$478,620 net of HST recoveries

**Total Potential Contract Award Value (2022-2026):**

\$579,492 net of all applicable taxes and charges

\$654,826 including HST and all applicable charges

**\$589,691 net of HST recoveries**

The above cost calculations reflect a 3% Consumer Price Index adjustment applied annually to each year's cost after the initial one (1) year period.

## FINANCIAL IMPACT

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The total potential contract award identified in this report is \$579,492 net of all applicable taxes and charges, \$654,826 including HST and applicable charges. The total potential cost to the City is \$589,691 net of HST recoveries.

Funding for the mandatory purchases is available for commitment in the 2022 Approved Capital Budget for Fleet Services and funding for 2023-2026, if applicable, will be requested in future Capital Budget Submissions for Fleet Services. Funding details follow in Table 1:

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

Division / Account	2022	Optional 2023	Optional 2024	Optional 2025	Optional 2026
Parks, Forestry & Recreation - Fleet Replacement CFL005	\$111,071	\$114,403	\$117,835	\$121,370	\$125,011
Grand Total (net of HST Recoveries)					\$589,691

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

## SOLICITATION SUMMARY

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**Solicitation Issued:** February 11, 2022

**Solicitation Closed:** March 14, 2022

**Number of Addenda Issued:** Three (3)

**Number of Bids:** Two (2)

Table 2: Summary of Bids Received including bid price:

Supplier Name	Bid Price (excluding H.S.T.)
Scott Ruttan O/A J&S Performance Auto and Marine	\$109,150
COLVOY Enterprises 2012 LTD	\$127,753

## **DIVISION CONTACTS**

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Justin Lau, Manager, Purchasing Client Services, Corporate Services and Finance & Treasury, Purchasing and Materials Management Division, Tel: 416-392-7316, Email: [Justin.Lau@toronto.ca](mailto:Justin.Lau@toronto.ca)

Vukadin Lalovic, Director, Asset Management, Fleet Services, Tel: 416-392-6365, Email: [Vukadin.Lalovic@toronto.ca](mailto:Vukadin.Lalovic@toronto.ca)

## **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 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 on Ariba; 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**

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Mike Pacholok  
Chief Procurement Officer