



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3496256659 to Atco Structure & Logistics LTD for the non-exclusive supply and delivery of Mobile Trailers to various locations for the City of Toronto's Parks, Forestry and Recreation Division

Date: August 22, 2022
To: Bid Award Panel
From: Acting Chief Procurement Officer
Wards: All

RECOMMENDATIONS

The Acting 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 3496256659

Description:

For the non-exclusive supply and delivery of Mobile Trailers to various locations for the City of Toronto's Parks, Forestry and Recreation Division, for the period of one (1) year, with the option to renew for four (4) additional separate one (1) year periods.

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

Recommended Supplier:

Atco Structure & Logistics LTD

Contract Award Value:

\$196,673 net of all applicable taxes and charges
\$222,241 including HST and all applicable charges
\$200,134 net of HST recoveries

The contract is expected to start on Date of Award and end on August 31, 2023.

Option Year 1 (September 1st 2023 to August 31st 2024)
 \$202,573 net of all applicable taxes and charges
 \$222,908 including HST and all applicable charges
 \$206,139 net of HST recoveries

Option Year 2 (September 1st 2024 to August 31st 2025)
 \$208,650 net of all applicable taxes and charges
 \$235,775 including HST and all applicable charges
 \$212,323 net of HST recoveries

Option Year 3 (September 1st 2025 to August 31st 2026)
 \$214,910 net of all applicable taxes and charges
 \$242,848 including HST and all applicable charges
 \$218,692 net of HST recoveries

Option Year 4 (September 1st 2026 to August 31st 2027)
 \$221,357 net of all applicable taxes and charges
 \$250,134 including HST and all applicable charges
 \$225,253 net of HST recoveries

The above cost calculations reflect a 3% Consumer Price Index (CPI) adjustment applied annually.

The total potential contract award including all option years is \$1,062,541 net of all applicable taxes and charges and \$1,179,905 including all applicable taxes and charges. **The potential cost to the City is \$1,062,541 net of HST recoveries.**

FINANCIAL IMPACT

Funding is available in the 2022 Approved Operating Budget for Parks, Forestry and Recreation Division. Additional funding will be included in their 2023 Operating Budget Submission. Should the option year periods be exercised, appropriate additional funding, as required, will be requested in the corresponding year's Operating Budget Submissions for Parks, Forestry and Recreation Division. Funding details are summarized in Table 1 as follows:

Table 1: Financial Impact Summary of Recommended Contract

Parks, Forestry and Recreation Cost Centre: P10911, P10908, P05108, P12444 G/L: 4550, 4590	Net of HST Recoveries
Initial Year Period from Date of Award to December 31, 2022	\$119,397
Initial Year Period from January 1 st , 2023 to August 31, 2023	\$77,276

Parks, Forestry and Recreation Cost Centre: P10911, P10908, P05108, P12444 G/L: 4550, 4590	Net of HST Recoveries
Option Year 1 From September 1, 2023 to August 31, 2024	\$206,139
Option Year 2 From September 1, 2024 to August 31, 2025	\$212,323
Option Year 3 From September 1, 2025 to August 31, 2026	\$218,692
Option Year 4 From September 1, 2026 to August 31, 2027	\$225,253
Grand Total From Date of Award to August 31, 2027	\$1,062,541

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

SOLICITATION SUMMARY

Solicitation Issued: July 6, 2022 **Solicitation Closed:** July 28, 2022

Number of Addenda Issued: One (1)

Number of Bids: One (1)

Table 2: Summary of Bids Received including bid price:

Supplier Name	Evaluated Bid Price (excluding H.S.T.)
Atco Structure & Logistics LTD	\$196,673.02

DIVISION CONTACTS

Kelly Lee McGarry, Manager, Community & Social Services & City Manager's Office, Purchasing Client Services, Purchasing & Materials Management, Tel: 416-338-5574, Email: KellyLee.McGarry@toronto.ca

Bethune Kerr, Supervisor Community Recreation / North York District, Parks Forestry & Recreation Renewal Tel: 416-395-0134, Email: Bethune.Kerr@toronto.ca

COMMENTS

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

a. The firm recommended for award is the lowest bidder meeting specifications or to the highest scoring bidder 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 \$1.5 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

Sandra Lisi
Acting Chief Procurement Officer