



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3586878870 to Royal Lifesaving Society of Canada, to provide Aquatic Leadership Course Management and Materials, in conjunction with the Parks, Forestry and Recreation Division

Date: September 8, 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 Ariba Document Number 3586878870

Description:

For the provision and delivery of Aquatic Leadership and First Aid course management and materials in conjunction with the Parks, Forestry & Recreation Division of the City of Toronto for a period of three (3) years, with the option to renew the contract for two (2) additional separate one (1) year periods.

Recommended Supplier:

Royal Lifesaving Society of Canada

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

Contract Award Value: (Date of Award to September 30, 2025)

\$5,232,177 net of all applicable taxes and charges
\$5,912,360 including HST and all applicable charges
\$5,324,263 net of HST recoveries

The Contract is expected to start on date of award and end on September 30, 2025

Option Year 1: (October 1, 2025 to September 30, 2026)

\$1,796,380 net of all applicable taxes and charges
\$2,029,909 including HST and all applicable charges

\$1,827,996 net of HST recoveries

Option Year 2: (October 1, 2026 to September 30, 2027)

\$1,850,272 net of all applicable taxes and charges

\$2,090,807 including HST and all applicable charges

\$1,882,837 net of HST recoveries

The total potential contract award including all option years is \$8,878,829 net of all applicable taxes and charges and \$10,033,077 including all applicable taxes and charges. **The total potential cost to the City prior to cost recovery and including all option years is \$9,035,096 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 potential contract award including all option years is \$8,878,829 net of all applicable taxes and charges and \$10,033,077 including all applicable taxes and charges. The total potential cost to the City prior to cost recovery and including all option years is \$9,035,096 net of HST recoveries.

Courses facilitated through this contract are run on a cost recovery basis via revenue received from registrations. The full contract amount will only be utilized based on registration demands. Course registrations fees are subject to annual counsel review and inflationary increases. Course utilization is managed to ensure cost recovery.

Appendix A: Financial Impact Summary of Recommended Contract - See attachment

Funding is included in the 2022 Approved Operating Budget. Additional funding will be included in the 2023-2025 Operating Budget Submissions for Parks, Forestry and Recreation. The funding will be drawn upon in increments via Contract Release Orders on an as-needed basis, in consideration of approved cash flow commitments.

Should the City choose to exercise the option to renew for an additional two (2) separate one (1) year periods, then appropriate additional funding will be included in the 2025-2027 Operating Budget Submissions for Parks, Forestry and Recreation.

Cost Centre & Cost Element/ WBS Element	Date of Award to Dec. 31, 2022	Jan. 1, 2023 to Sept. 30, 2023	Oct. 1, 2023 to Dec. 31, 2023	Jan. 1, 2024 to Sept. 30, 2024	Oct. 1, 2024 to Dec. 31, 2024	Jan. 1, 2025 to Sept. 30, 2025	Option Period 1: Oct. 1, 2025 to Sept. 30, 2026	Option Period 2: Oct. 1, 2026 to Sept. 30, 2027
P09859 - 4199 P01791 - 4199 P08251 - 4199 P02659 - 4199	\$443,689	\$1,331,066	\$443,689	\$1,331,066	\$443,689	\$1,331,066	\$ 1,827,996	\$ 1,882,837
Total (Net of HST Recoveries)	\$9,035,096							

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

SOLICITATION SUMMARY

Solicitation Issued: May 25, 2022 **Solicitation Closed:** August 11, 2022
Number of Addenda Issued:
Number of Bids: Two (2)

Table 2: Summary of Bids Received including bid price;

Supplier Name	Bid Price / year (excluding H.S.T.)
ROYAL LIFESAVING SOCIETY CANADA, TH	\$ 1,744,058.50
SIMON EASTON AQUATICS LTD.	\$ 1,643,993.47**

** Supplier did not meet the required experience and qualification threshold to be considered for award. Bid documented as non-compliant.

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 submitted electronically in 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

Sandra Lisi
Acting Chief Procurement Officer

ATTACHMENTS

Appendix A. Information retrieved from 2019 PF&R