



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3469116217 to Greenlawn Ltd. to provide tree injection services for the City of Toronto's Parks, Forestry and Recreation Division

Date: September 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 3469116217

Description:

For the non-exclusive supply of all labour, materials and equipment necessary to provide tree injection services 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, the General Manager of Parks, Forestry and Recreation will request the Chief Procurement Officer to process the renewal under the same terms and conditions.

Recommended Supplier:

Greenlawn Ltd.

Contract Award Value:

\$896,053 net of all applicable taxes and charges
\$1,012,540 including HST and all applicable charges
\$911,823 net of HST recoveries

Contract is expected to start on January 1, 2023 and end on December 31, 2023.

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

\$922,934 net of all applicable taxes and charges
\$1,042,916 including HST and all applicable charges

\$939,178 net of HST recoveries

Option Year 2 (January 1, 2025 to December 31, 2025)

\$950,622 net of all applicable taxes and charges

\$1,074,203 including HST and all applicable charges

\$967,353 net of HST recoveries

Option Year 3 (January 1, 2026 to December 31, 2026)

\$979,141 net of all applicable taxes and charges

\$1,106,429 including HST and all applicable charges

\$996,374 net of HST recoveries

Option Year 4 (January 1, 2027 to December 31, 2027)

\$1,008,515 net of all applicable taxes and charges

\$1,139,622 including HST and all applicable charges

\$1,026,265 net of HST recoveries

For the purposes of award the cost calculations reflect a 3% CPI price adjustment applied annually.

The total potential contract award including all option years is \$4,757,266 net of all applicable taxes and charges and \$5,375,710 including all applicable taxes and charges. **The potential cost to the City is \$4,840,994 net of HST recoveries.**

FINANCIAL IMPACT

Funding for this contract award is included in the 2023 Staff Recommended Operating Budget for Parks, Forestry and Recreation as part of the base budget under Cost Centre P13571, and GL- 4409. Should the option year periods be exercised, appropriate additional funding, will be requested in the corresponding year's Operating Budget Submission 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: P13571 G/L: 4409	Net of HST Recoveries
Initial Year Period From January 1, 2023 to December 31, 2023	\$911,823
Option Year 1 From January 1, 2024 to December 31, 2024	\$939,178
Option Year 2 From January 1, 2025 to December 31, 2025	\$967,353
Option Year 3 From January 1, 2026 to December 31, 2026	\$996,374

Parks, Forestry and Recreation Cost Centre: P13571 G/L: 4409	Net of HST Recoveries
Option Year 4 From January 1, 2027 to December 31, 2027	\$1,026,265
Grand Total From Date of Award to December 31 st , 2027	\$4,840,994

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

SOLICITATION SUMMARY

Solicitation Issued: Monday May 30, 2022 **Solicitation Closed:** July 25, 2022
Number of Addenda Issued: One (1)
Number of Bids: Three (3)

Table 2: Summary of Bids Received including bid price:

Supplier Name	Evaluated Bid Price (excluding H.S.T.)
Greenlawn Ltd.	\$896,052.75
Wright Tree Services of Canada Ltd.	\$907,916.25
Davey Tree Expert Co. of Canada Ltd.	\$1,041,616.75

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 bidder meeting specifications 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

Sandra Lisi
Acting Chief Procurement Officer