



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3519744519 to Municipal Maintenance Inc., for Grass Cutting, Trimming and Litter Pick Up for Various Watercourses, Ditches, Sewer Blocks, and Ponds for Toronto Water

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, Ariba Document Number 3519744519, Contract Number 22TW-DC-319OCS

Description:

Grass Cutting, Trimming, Slashing, and Litter Pick Up for Various Watercourses, Ditches, Sewer Blocks, and Ponds City Wide from January 1, 2023 to December 31, 2023 with the option to renew the Contract for up to four (4) additional separate one (1) year periods at the sole discretion of the City and subject to budget approval(s).

Should the option periods be exercised then the General Manager of Toronto Water will request the Chief Procurement Officer to process the renewal under the same terms and conditions.

Recommended Supplier:

Municipal Maintenance Inc.

Contract Award Value:

\$202,350 net of all applicable taxes and charges
\$228,656 including all applicable taxes and charges
\$205,911 net of HST recoveries

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

Option Period 1 (January 1, 2024 to December 31, 2024):
\$208,421 net of all applicable taxes and charges
\$235,515 including all applicable taxes and charges
\$212,089 net of HST recoveries

Option Period 2 (January 1, 2025 to December 31, 2025):
\$214,673 net of all applicable taxes and charges
\$242,581 including all applicable taxes and charges
\$218,451 net of HST recoveries

Option Period 3 (January 1, 2026 to December 31, 2026):
\$221,113 net of all applicable taxes and charges
\$249,858 including all applicable taxes and charges
\$225,005 net of HST recoveries

Option Period 4 (January 1, 2027 to December 31, 2027):
\$227,747 net of all applicable taxes and charges
\$257,354 including all applicable taxes and charges
\$231,755 net of HST recoveries

The total contract award including all option years is \$1,074,304 net of all taxes and charges and \$1,213,963 including all applicable taxes and charges. **The total potential cost to the City including all option years is \$1,093,211 net of HST recoveries.**

The above cost calculations for the option periods reflect an estimated 3 percent increase as per the Consumer Price Index (CPI) adjustment applied annually to the yearly cost after the initial year.

FINANCIAL IMPACT

The total potential contract award identified in this report including all option years is \$1,213,963 including all applicable taxes and charges. The total potential cost to the City including all option years is \$1,093,211 net of HST recoveries.

Funding for 2023 is included in the 2023 Operating Budget Submission for Toronto Water. Should the optional periods be exercised, appropriate additional funding will be requested in the 2024-2027 Operating Budget Submissions for Toronto Water. Funding details are summarized in Table 1 as follows:

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

Cost Centre / WBS Element Description	January 1, 2023 to December 31, 2023	Option Period 1: January 1, 2024 to December 31, 2024	Option Period 2: January 1, 2025 to December 31, 2025	Option Period 3: January 1, 2026 to December 31, 2026	Option Period 4: January 1, 2027 to December 31, 2027	Total (net of HST Recoveries)
TW2035-4493	\$205,911	\$212,089	\$218,451	\$225,005	\$231,755	\$1,093,211
Total (net of HST Recoveries)	\$205,911	\$212,089	\$218,451	\$225,005	\$231,755	\$1,093,211

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

SOLICITATION SUMMARY

Solicitation Issued: July 5, 2022 **Solicitation Closed:** August 3, 2022
Number of Addenda Issued: One (1)
Number of Bids: Five (5)

Table 2: Summary of Bids received including bid price:

Supplier Name	Bid Price (excluding H.S.T.)
Municipal Maintenance Inc.	\$192,350.00
Unistar General Inc.	\$227,400.00
CSL Group Ltd.	\$264,997.00
Forest Ridge Landscaping Inc.	\$336,550.00
Sure General Contractors Inc.	\$611,596.00

*Pursuant to the Request for Quotation document the contract award value includes contingency.

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 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 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