TORONTO

# BID AWARD PANEL
# CONTRACT AWARD

# Award of Ontario's Vendor of Record (VOR) Arrangement Tender 15492 for Parkland Corporation for the Supply and Delivery of Bulk Propane for Parks, Forestry and Recreation Division

**Date:** January 19, 2023
**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:** as per the Toronto Municipal Code, Chapter 195-6.6, Procurement of same goods and services as public body

**Solicitation Number:**
Ontario's Vendor of Record (VOR) Arrangement Tender 15492

**Description:**
Leveraging from the provincial Vendor of Record (VOR) Tender 15492 for the supply and delivery of bulk propane for a period of five (5) years from February 1, 2023 to January 31, 2028. The use of this VOR Arrangement is in line with Toronto procurement policies.

**Recommended Supplier:**
Parkland Corporation

**Contract Award Value:**
$1,476,274 net of all applicable taxes and charges
$1,668,189 including HST and all applicable charges
**$1,502,256 net of HST recoveries**

**Contract is expected to start on February 1, 2023 and end on January 31, 2028**

The above cost calculations reflect a 3% CPI adjustment applied annually to the yearly cost after the initial one (1) year period.

## FINANCIAL IMPACT

The total contract award identified in this report is $1,668,189 including all applicable taxes and charges. The cost to the City is $1,502,256 net of HST recoveries.

Funding is in the 2023 Tabled Operating Budgets of all Divisions identified in this report. Additional funding will be included in their 2024-2028 Operating Budget Submissions.

Table 1: Financial Impact Summary of Recommended Contract

| Division | Cost Centre/Cost Element | February. 1, 2023 to December 31, 2023 | January 1, 2024 to December 31, 2024 | January 1, 2025 to December 31, 2025 | January 1, 2026 to December 31, 2026 | January 1, 2027 to December 31, 2027 | January 1-31, 2028 |
|---|---|---|---|---|---|---|---|
| Parks, Forestry & Recreation | GL2270 | $37,824 | $38,958 | $40,127 | $41,331 | $42,571 | $43,848 |
| Economic Development & Culture | CC AH0025 C/E 2270 | $3,312 | $3,663 | $4,821 | $4,966 | $5,115 | $2,544 |
| Facilities | FA0013 / 2270 | $1,232 | $1,269 | $1,307 | $1,346 | $1,387 | $1,429 |
| Fire Services | FR0017 & FR0027 / 2270, 2230 | $177,121 | $194,141 | $193,609 | $193,609 | $193,609 | $62,232 |
| Fleet Services | FL100 C/E 2270 | $961 | $990 | $1,020 | $1,050 | $1,082 | $1,114 |
| Solid Waste Management Services | CCs SW0011, C/E 2270 WBS CWS930-03-01; G/L 4995 | $20,542 | $21,159 | $21,793 | $22,447 | $23,121 | $7,937 |
| Toronto Water | TW2035 TW2055 TW4022 TW4080 TW4105 TW5030 TW7035 GL 2270 | $13,325 | $14,973 | $15,423 | $15,885 | $16,362 | $5,617 |
| PMMD | FS0017/ GL2270 | $940 | $968 | $998 | $1,027 | $1,058 | $1,090 |
| Total | | $255,257 | $276,121 | $279,098 | $281,661 | $284,305 | $125,811 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| (Net of HST Recoveries) | | | | | | | |
| Totals | | | | | | | $1,502,256 |

The Chief Financial Officer and Treasurer has been provided the financial impacts associated with the programs for review as part of the 2023 budget process.

## SOLICITATION SUMMARY

**Solicitation Issued:** November 30, 2021 **Solicitation Closed:** January 14, 2022
**Number of Addenda Issued:** Four (4)
**Number of Bids:** Two (2)

## DIVISION CONTACTS

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

Michelle Reid, Manager Hort & Greenhouses, Rosedale Valley Coachhouse, 100 Rosedale Valley Road, 416-392-0360, Michelle.Reid@toronto.ca

## 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 Province's public tendering website; 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