



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3733917681 to Guillevin International Co. for the non-exclusive supply, delivery and warranty of various makes and models of 2 cycle and 4 cycle small equipment and parts for the City of Toronto's Parks, Forestry and Recreation

Date: March 30, 2023
To: Bid Award Panel
From: Chief Procurement Officer
Wards: All

RECOMMENDATIONS

The Chief Procurement Officer recommends that the Bid Award Panel grant authority to award the following contract:

Solicitation Number:

Request for Quotation, Ariba Document Number 3733917681

Description:

To provide non-exclusive supply, delivery and warranty of various makes and models of 2- and 4-cycle small equipment and parts for the City of Toronto's Parks, Forestry and Recreation (PFR) Division from the date of award to July 31, 2024, with the option to renew for four (4) additional one-year periods.

Recommended Supplier:

Guillevin International Co.

Contract Award Value:

\$254,169.33 net of all applicable taxes and charges
\$287,211.34 including HST and all applicable charges
\$258,642.71 net of HST recoveries

Contract is expected to start on date of award and end on July 31, 2024.

Option Year 1 Aug 1, 2024 - July 31, 2025

\$261,794.40 net of all applicable taxes and charges
\$295,827.67 including HST and all applicable charges
\$266,401.98 net of HST recoveries

Option Year 2 Aug 1, 2025 - July 31, 2026
\$269,648.23 net of all applicable taxes and charges
\$304,702.49 including HST and all applicable charges
\$274,394.03 net of HST recoveries

Option Year 3 Aug 1, 2026 - July 31, 2027
\$277,737.67 net of all applicable taxes and charges
\$313,843.56 including HST and all applicable charges
\$282,625.85 net of HST recoveries

Option Year 4 Aug 1, 2027 - July 31, 2028
\$286,069.80 net of all applicable taxes and charges
\$323,258.87 including HST and all applicable charges
\$291,104.62 net of HST recoveries

The total potential contract award identified in this report is \$1,551,681.18 including all applicable taxes and charges. **The total potential award amount over all option years for contract award is \$1,373,169.19 net of HST recoveries.**

The estimated cost calculations for the option years reflect an estimated 3% increase in the Consumer Price Index for material costs.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$1,551,681.18 including all applicable taxes and charges. The potential cost to the City is \$1,373,169.19 net of HST recoveries.

Sufficient funding is available in the 2023 Approved Operating Budget for Parks, Forestry and Recreation. The balance for the contract period will be included in the 2024 Operating Budget Submission for Parks, Forestry and Recreation.

Should the City choose to exercise its option to renew for an additional four (4) separate one (1) year periods, then the appropriate additional funding, if needed, will be included in the 2024-2028 Operating Budget Submissions for Parks, Forestry and Recreation.

Funding details are provided in the table to follow (Net of HST recoveries)

Table 1: Financial Impact Summary of Recommended Contract:

Cost Centre: PR-A Cost Elements 2120, 2199, 2560, 2999, 3010, 3015, 3080, 3099, 4410,4520	Funding Requirement by Period
Date of Award to Dec 31/23	\$129,321.35
Jan. 1/24 - July/24	\$129,321.36
Option 1 - Aug/24-July 31/25	\$266,401.98
Option 2 - Aug./25-July 31/26	\$274,394.03
Option 3 - Aug./26-July 31/27	\$282,625.85
Option 4 - Aug./27-July 31/28	\$291,104.62
Totals	\$1,373,169.19

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

SOLICITATION SUMMARY

Solicitation Issued: Jan. 23, 2023
Number of Addenda Issued: One (1)
Number of Bids: One (1)

Solicitation Closed: Feb. 21, 2023

Table 2: Summary of Bids Received including bid price

Supplier	Bid Price (excluding H.S.T.)
Guillevin International Co.	\$211,208.78

DIVISION CONTACTS

Kelly McGarry, Manager, Goods and Service, Purchasing & Materials Management
 Division, 416-338-5574, Kelly.McGarry@toronto.ca
 Contact Name, Title, telephone, e-mail

Derrick White, General Supervisor, Parks Ops & Tech Services, Etobicoke York District,
 Parks, Forestry and Recreation, 416-394-8558, Derrick.White@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 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

Geneviève Sharkey
Chief Procurement Officer