



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3897157314 to Masters Golf Carts Inc. for the non-exclusive supply and delivery of Golf and Utility Vehicle Rentals for Parks, Forestry and Recreation Division

Date: April 27, 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 (RFQ), Ariba Document Number 3897157314

Description:
For the non-exclusive supply of equipment, delivery, retrieval, and maintenance of utility vehicle rentals for various locations throughout the City of Toronto, for the period of seven (7) months from May to November, with the option to extend the agreement on the same terms and conditions for three (3) additional seven (7) month option terms

Should the option(s) be exercised, then 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:
Masters Golf Carts Inc.

Contract Award Value:
\$373,400 net of all applicable taxes and charges
\$421,942 including HST and all applicable charges
\$379,971 net of HST recoveries

Contract is expected to start on May 1, 2023 and end by November 1, 2023

Option Year 1 (May 1, 2024 to November 1, 2024)
 \$384,602 net of all applicable taxes and charges
 \$434,600 including HST and all applicable charges
 \$391,371 net of HST recoveries

Option Year 2 (May 1, 2025 to November 1, 2025)
 \$396,140 net of all applicable taxes and charges
 \$447,683 including HST and all applicable charges
 \$403,112 net of HST recoveries

Option Year 3 (May 1, 2026 to November 1, 2026)
 \$408,024 net of all applicable taxes and charges
 \$461,067 including HST and all applicable charges
 \$415,205 net of HST recoveries

The total potential contract award including all option years is \$1,562,166 net of all applicable taxes and charges and \$1,765,247 inclusive of all applicable taxes and charges. **The potential cost to the City including all option years is \$1,589,660 net of HST recoveries.**

FINANCIAL IMPACT

The total potential contract award including all option years is \$1,562,166 net of all applicable taxes and charges and \$1,765,247 inclusive of all applicable taxes and charges. The potential cost to the City including all option years is \$1,589,660 net of HST recoveries.

Funding is available in the 2023 Approved Operating Budget for Parks, Forestry and Recreation Division. Should the optional period be exercised, appropriate additional funding, as required, will be requested in the 2024-2026 Operating Budget Submissions for Parks, Forestry and Recreation Division. Funding details are summarized in Table 1 as follows:

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

Parks, Forestry and Recreation Cost Centre: Various G/L: PKS - 4510, 4520, 4590, 4999, CR - 4995	Net of HST Recoveries
Initial Year Period From Date of Award to November 1, 2023	\$379,971
Option Year 1 From May 1, 2024 to November 1, 2024	\$391,371
Option Year 2 From May 1, 2025 to November 1, 2025	\$403,112
Option Year 3 From May 1, 2026 to November 1, 2026	\$415,205
Grand Total From Date of Award to November 1, 2026	\$1,589,660

The Chief Financial Officer and Treasurer have reviewed this report and agree with the information included in the Financial Impact section.

SOLICITATION SUMMARY

Solicitation Issued: March, 22, 2023
Number of Addenda Issued: One (1)
Number of Bids: One (1)

Solicitation Closed: April 18, 2023

Table 1: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
Masters Golf Inc	\$373,400

DIVISION CONTACTS

Kelly McGarry, Manager, Community & Social Services and City Manager Office,
Purchasing Client Services, Purchasing & Materials Management, Tel: 416-338-5574,
Email: Kelly.McGarry@toronto.ca

James Dann, Parks Waterfront Manager, 416-392-1122, James.Dann@toronto.ca

Daniel Vala, Parks Waterfront General Supervisor, 416-392-4187,
Daniel.Vala@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

Genevieve Sharkey
Chief Procurement Officer