



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3781209681 to Kooy Brothers Equipment Ltd. for the non-exclusive supply, delivery and warranty of parts and materials for various Kubota equipment for the City of Toronto's Parks, Forestry and Recreation Division

Date: May 11, 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 3781209681

Description:

To provide non-exclusive supply, delivery and warranty of parts and materials for various Kubota equipment 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.

Should the option(s) be exercised, then the General Manager of Parks, Forestry and Recreation Division or designate will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

Kooy Brothers Equipment Ltd.

Contract Award Value:

\$228,298 net of all applicable taxes and charges
\$257,976 including HST and all applicable charges
\$232,316 net of HST recoveries

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

Option Year 1 (August 1, 2024 - July 31, 2025)
\$235,147 net of all applicable taxes and charges
\$265,716 including HST and all applicable charges
\$239,285 net of HST recoveries

Option Year 2 (August 1, 2025 - July 31, 2026)
\$242,201 net of all applicable taxes and charges
\$273,687 including HST and all applicable charges
\$246,464 net of HST recoveries

Option Year 3 (August 1, 2026 - July 31, 2027)
\$249,467 net of all applicable taxes and charges
\$281,898 including HST and all applicable charges
\$253,858 net of HST recoveries

Option Year 4 (August 1, 2027 - July 31, 2028)
\$256,951 net of all applicable taxes and charges
\$290,355 including HST and all applicable charges
\$261,473 net of HST recoveries

The total potential contract award identified in this report including optional periods is \$1,369,631 including all applicable taxes and charges. **The potential cost to the City including optional periods is \$1,233,395 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 \$1,369,631 including all applicable taxes and charges. The potential cost to the City is \$1,233,395 net of HST recoveries.

Funding for this contract is included 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 as required will be requested subject to funding in the 2024-2028 Operating Budget Submissions for Parks, Forestry and Recreation.

Table 1: Financial Impact Summary (Net of HST Recoveries):

Cost Centre Group PR-A	C/E: 2120, 2135, 2199, 2560, 2710, 2999, 3010, 3015, 3099, 3140, 4403,4520
	(net of HST recoveries)
Date of Award to Dec. 31/23	\$116,158
Jan. 1/24 - Jul./24	\$116,158
Option 1 - Aug./24- Jul. 31/25	\$239,285
Option 2 - Aug./25- Jul. 31/26	\$246,464
Option 3 - Aug./26- Jul. 31/27	\$253,858
Option 4 - Aug./27- Jul. 31/28	\$261,473
Total	\$1,233,395

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

SOLICITATION SUMMARY

Solicitation Issued: Mar. 23, 2023

Solicitation Closed: Apr. 17, 2023

Number of Addenda Issued: 0

Number of Bids: One (1)

Table 2: Summary of Bids Received including bid price

Bidder	Bid Price (excluding H.S.T.)
Kooy Brothers Equipment Ltd.	\$228,297.60

DIVISION CONTACTS

Kelly McGarry, Manager, Purchasing Client Services, Purchasing & Materials
Management Division, 416-338-5574, Kelly.McGarry@toronto.ca

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