



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3873905324 to Stinson Equipment Limited for the Non-Exclusive Supply, Delivery and Warranty of Street Name Sign Components for the City of Toronto Transportation Services

Date: May 18, 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 3873905324, Contract Number 23TR-OM-300-SAM-SNS

Description:

For the non-exclusive supply, delivery and warranty of Street Name Sign Components for the City of Toronto, Transportation Services Division, for a period of two (2) years, starting from the date of award to June 30, 2025, with an option in favour of the City to extend the agreement on the same terms and conditions for an additional term of one (1) year.

Should the option be exercised, the General Manager of Transportation Services Division will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

Stinson Equipment Ltd.

Contract Award Value:

\$951,056 net of all applicable taxes and charges
\$1,074,693 including HST and all applicable charges
\$967,795 net of HST recoveries

The contract is expected to start on date of award to June 30, 2025.

Option Year 1 (July 1, 2025 to June 30, 2026):

\$489,794 net of all applicable taxes and charges

\$553,467 including HST and all applicable charges

\$498,414 net of HST recoveries

The total potential contract award including the option period is \$1,440,850 net of all applicable taxes and charges and \$1,628,161 inclusive of all applicable taxes and charges. **The potential cost to the City including the option period is \$1,466,209 net of HST recoveries.**

The above cost calculations for the Option Period reflects an estimated annual 3 percent increase as per the Consumer Price Index (CPI).

FINANCIAL IMPACT

The total potential contract award identified in this report is \$1,440,850 net of all applicable taxes and charges and \$1,628,161 including all applicable taxes and charges. The total potential cost to the City is \$1,466,209 net of HST recoveries.

Funding is available in the 2023 Approved Operating Budget and requested as part of the 2023 Operating Budget for Transportation Services. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

Cost Centre/ Cost Element	Date of Award - December 31, 2023	January 1, 2024 - December 31, 2024	January 1, 2025 – December 31, 2025 (Option Year 1 July 1 – December 31)	January 1, 2026 - June 30, 2026 (Option Year 1 January 1 – June 30)	Total Net of HST Recoveries
TS6010 - GL2553	\$241,949	\$483,897	\$491,156	\$249,207	\$1,446,209
Total Potential Award Including Option Year					\$1,446,209

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

SOLICITATION SUMMARY

Solicitation Issued: March 21, 2023

Solicitation Closed: April 14, 2023

Number of Addenda Issued: None

Number of Bids: One (1)

Table 2: Summary of Bids Received including bid price

Supplier Name	Bid Price (excluding H.S.T.)
Stinson Equipment Limited	\$864,596.25*

*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 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