



## **BID AWARD PANEL CONTRACT AWARD**

### **Award of Ariba Document Number 3971297887 to Turf Care Products Canada Limited for Rental, Delivery and Pickup of Three 11' Toro Groundmaster 4010 Outfront Mowers for Parks, Forestry and Recreation**

**Date:** June 15, 2023  
**To:** Bid Award Panel  
**From:** Chief Procurement Officer  
**Wards:** All

#### **RECOMMENDATIONS**

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**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 3971297887

**Description:**

For the rental, delivery and pickup of three 11' Toro Groundmaster 4010 outfront mowers for the City of Toronto's Parks Division from the date of award to April 14, 2024 with the option to renew for four (4) additional one year periods.

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

**Recommended Supplier:**

Turf Care Products Canada Ltd.

**Contract Award Value:**

\$134,550 net of all applicable taxes and charges  
\$152,041 including HST and all applicable charges  
**\$136,918 net of HST recoveries**

**Contract is expected to start on date of award and end on April 14, 2024.**

Option Year 1 April 15, 2024 – April 14, 2025  
\$138,586 net of all applicable taxes and charges  
\$156,602 including HST and all applicable charges

\$141,025 net of HST recoveries

Option Year 2 April 15, 2025 – April 14, 2026  
\$142,744 net of all applicable taxes and charges  
\$161,300 including HST and all applicable charges  
\$145,256 net of HST recoveries

Option Year 3 April 15, 2026 – April 14, 2027  
\$147,026 net of all applicable taxes and charges  
\$166,139 including HST and all applicable charges  
\$149,614 net of HST recoveries

Option Year 4 April 15, 2027 – April 14, 2028  
\$151,437 net of all applicable taxes and charges  
\$171,124 including HST and all applicable charges  
\$154,102 net of HST recoveries

The above cost calculations reflect a 3 percent Consumers Price Index adjustment applied annually to the yearly cost after the initial one (1) year period.

## FINANCIAL IMPACT

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The total potential contract award identified in this report is \$807,207 including all applicable taxes and charges. The potential cost to the City is \$726,915 net of HST recoveries.

Sufficient funding is available in the 2023 Approved Operating Budget 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:

Table 1: Financial Impact Summary of Recommended Contract

| <b>Cost Centre/<br/>Cost Element</b>            | <b>4520 - P00670, P00673, P12754<br/>(net of HST recoveries)</b> |
|-------------------------------------------------|------------------------------------------------------------------|
| Date of Award to<br>April 14, 2024              | \$136,918                                                        |
| Option 1 - April15,<br>2024 – April 14,<br>2025 | \$141,025                                                        |

|                                                  |                                                                  |
|--------------------------------------------------|------------------------------------------------------------------|
| <b>Cost Centre/<br/>Cost Element</b>             | <b>4520 - P00670, P00673, P12754<br/>(net of HST recoveries)</b> |
| Option 2 - April 15,<br>2025 – April 14,<br>2026 | \$145,256                                                        |
| Option 3 – April 15,<br>2026 – April 14,<br>2027 | \$149,614                                                        |
| Option 4 - April 15,<br>2027 – April 14,<br>2028 | \$154,102                                                        |
| Total                                            | \$726,915                                                        |

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

## **SOLICITATION SUMMARY**

**Solicitation Issued:** Mar. 23, 2023

**Solicitation Closed:** May 17, 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.) |
|-------------------------------|------------------------------|
| Turf Care Products Canada Ltd | \$134,550.00                 |

## **DIVISION CONTACTS**

Kelly McGarry, Manager, Community and Social Services and City Manager Office,  
Purchasing Client Services, Purchasing and Materials Management, 416-338-5574,  
[Kelly.McGarry@toronto.ca](mailto:Kelly.McGarry@toronto.ca)

Derrick White, General Supervisor, Parks Ops and Tech Services, Etobicoke York  
District, Parks, Forestry and Recreation, 416-394-8558, [Derrick.White@toronto.ca](mailto:Derrick.White@toronto.ca)

## COMMENTS

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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**

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Geneviève Sharkey  
Chief Procurement Officer