



BID AWARD PANEL CONTRACT AWARD

Award of Ariba Document Number 3592822887 to De Vroomen Bulb Canada Inc. for the Non-Exclusive Supply, Delivery and Off-Loading of Horticultural Bulbs for Parks, Forestry & Recreation Division

Date: November 2, 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 3592822887

Description:

For the Non-Exclusive Supply, Delivery and Off-Loading of Horticultural Bulbs for Parks, Forestry & Recreation for a period of one (1) year from the date of award, with an option in the favour of the City to extend the agreement on the same terms and conditions for up to four (4) additional one (1) year option renewal periods.

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

Recommended Supplier:

De Vroomen Bulb Canada Inc.

Contract Award Value:

\$133,377 net of all applicable taxes and charges*
\$150,716 including HST and all applicable charges
\$135,724 net of HST recoveries

* 20% miscellaneous has been included in the award value

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

Option Year 1: July 15, 2024 to July 14, 2025
\$137,378 net of all applicable taxes and charges
\$155,237 including HST and all applicable charges
\$139,796 net of HST recoveries

Option Year 2: July 15, 2025 to July 14, 2026
\$141,500 net of all applicable taxes and charges
\$159,895 including HST and all applicable charges
\$143,990 net of HST recoveries

Option Year 3: July 15, 2026 to July 14, 2027
\$145,745 net of all applicable taxes and charges
\$164,692 including HST and all applicable charges
\$148,310 net of HST recoveries

Option Year 4: July 15, 2027 to July 14, 2028
\$150,117 net of all applicable taxes and charges
\$169,632 including HST and all applicable charges
\$152,759 net of HST recoveries

The total potential contract award identified in this report including all option years is \$708,117 net of all applicable taxes and charges, \$800,172 including all applicable taxes and charges. **The total potential cost to the City including option years is \$720,580 net of HST recoveries.**

The cost calculations for the option period reflect an estimated three (3) percent Consumer Price Index increase applied after the initial term.

FINANCIAL IMPACT

The total potential contract award identified in this report is \$708,117 net of all applicable taxes and charges, and \$800,172 including all applicable taxes and charges. The potential cost to the City including the optional periods is \$720,580 net of HST recoveries.

Funding is included in the 2023 Approved Operating Budget for the Parks, Forestry and Recreation Division. Additional funding will be included in the 2024 Operating Budget Submission for the Parks, Forestry and Recreation Division. Should the City exercise the optional periods, then additional funding will be included in the 2024-2028 Operating Budget Submissions for the Parks, Forestry and Recreation Division. Additional funding details follow in Table 1.

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

Period	Cost Centre/Cost Element	Total (net of HST Recoveries)
Initial Contract Date of Award to December 31st, 2023	PR- PKS/2560/2565	\$56,551
Initial Contract January 1, 2024 to July 14, 2024	PR- PKS/2560/2565	\$79,173
Option Year 1 July 15, 2024 – July 14, 2025	PR- PKS/2560/2565	\$139,796
Option Year 2 July 15, 2025 – July 14, 2026	PR- PKS/2560/2565	\$143,990
Option Year 3 July 15, 2026 – July 14, 2027	PR- PKS/2560/2565	\$148,310
Option Year 4 July 15, 2027 – July 14, 2028	PR- PKS/2560/2565	\$152,759
Total		\$720,580

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

SOLICITATION SUMMARY

Solicitation Issued: May 5, 2023
Number of Addenda Issued: One (1)
Number of Bids: One (1)

Solicitation Closed: May 30, 2023

Table 2: Summary of Bids Received including bid price (RFQ No. Doc3592822887)

Supplier Name	Bid Price (excluding HST)
DE VROOMEN BULB CANADA INC	\$111,147.51

DIVISION CONTACTS

Kelly McGarry, Manager, Community & Social Services and City Manager Office,
Purchasing Client Services, Purchasing & Material Management Division, 416-338-
5574, Kelly.McGarry@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