



BID AWARD PANEL CONTRACT AWARD

Award of Doc3597441618 to DutchMaster Nursery for the Non-Exclusive Supply, Delivery and Off-Loading of Perennials, Shrubs, Vines, Tropical and Miscellaneous items to Various City of Toronto locations for Parks, Forestry & Recreation and Transportation Services.

Date: February 15, 2024
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, Doc3597441618

Description:
For the Non-Exclusive Supply, Delivery and Off-Loading of Perennials, Shrubs, Vines, Tropical and Miscellaneous items to Various Locations for the City of Toronto Parks, Forestry and 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 an additional term of up to four (4) additional one (1) year option renewal periods.

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

Recommended Supplier:
DutchMaster Nursery

Initial Contract Term: January 1 2024 to December 31, 2024
\$259,487 net of all applicable taxes and charges
\$293,220 including HST and all applicable charges
\$264,054 net of HST recoveries

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

Option Year 1: January 1 2025 to December, 31, 2025
\$267,271 net of all applicable taxes and charges
\$302,017 including HST and all applicable charges
\$271,975 net of HST recoveries

Option Year 2: January 1 2026 to December 31, 2026
\$275,290 net of all applicable taxes and charges
\$311,077 including HST and all applicable charges
\$280,134 net of HST recoveries

Option Year 3: January 1 2027 to December 31, 2027
\$283,548 net of all applicable taxes and charges
\$320,410 including HST and all applicable charges
\$288,539 net of HST recoveries

Option Year 4: January 1 2028 to Aug 31, 2028
\$292,055 net of all applicable taxes and charges
\$330,022 including HST and all applicable charges
\$297,195 net of HST recoveries

The total potential contract award identified in this report including all option years is \$1,377,651 net of all applicable taxes and charges, \$1,556,745 including all applicable taxes and charges. **The total potential cost to the City including option years is \$1,401,897 net of HST recoveries.**

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

FINANCIAL IMPACT

The total potential contract award identified in this report is \$1,377,651 net of all applicable taxes and charges, and \$1,556,745 including all applicable taxes and charges. The potential cost to the City including the optional periods is \$1,401,897 net of HST recoveries.

Funding is included in the 2024 Operating Budget for Parks Forestry & Recreation and Transportation Services in the Mayor's Proposed Budget. Should the City exercise the optional periods, then additional funding will be included in the 2025-2028 Operating Budget Submissions for the Parks, Forestry and Recreation and Transportation Services. Additional funding details follow in Table 1.

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

		Initial Year	Option Years			
Division Name	Cost Center/Element	January 1, to December 31, 2024	January 1, to December 31, 2025	January 1, to December 31, 2026	January 1, to December 31, 2027	January 1, to December 31, 2028
Parks, Forestry & Recreation	PK-PKS/2560	\$84,169	\$86,694	\$89,295	\$91,974	\$94,733
Transportation Services	TS4010/GL Code 2560	\$179,885	\$185,281	\$190,840	\$196,565	\$202,462
Total (HST Recoveries)	\$1,401,897					

The Chief Financial Officer and Treasurer has been advised of the financial impacts associated with this contract to be considered along with other priorities in future budget processes.

SOLICITATION SUMMARY

Solicitation Issued: April 26, 2023

Solicitation Closed: May 24, 2023

Number of Addenda Issued: None (1)

Number of Bids: Two (2)

Table 2: Summary of Bids Received including bid price:

Supplier Name	Bid Amount (excluding H.S.T., excluding 20% miscellaneous)
DUTCHMASTER NURSERY	\$ 216,239
CSL GROUP LTD	\$ 465,249

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

Genevieve Sharkey
Chief Procurement Officer