



BID AWARD PANEL CONTRACT AWARD

Award of Doc4222978299 to Giles Restoration Services, Urban Forest Associates Inc., Restoration Artists and Brinkman & Associates Reforestation Limited for Invasive Plant Management for the City of Toronto's Parks, Forestry and Recreation

Date: February 29, 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, Doc4222978299

Description:
For the non-exclusive supply of labour, equipment, and materials for invasive plant management at various naturalized areas for the City of Toronto's Parks, Forestry and Recreation Division, for the period from date of award until December 31, 2024 with the option in favour of the City to extend the agreement for an additional term of up to two (2) separate one (1) year periods.

The Request for Quotation is structured to award four (4) separate contract(s) to the four (4) lowest bidders based on the bidders meeting specifications and providing the lowest total initial base bid price with the following allocation, 35% of the work to the Primary Supplier, 30% to the Secondary Supplier, 25% of the work to the Tertiary Supplier and 10% of the work to the Quaternary Supplier.

Should the option(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 Suppliers:
Giles Restoration Services
Urban Forest Associates Inc.
Restoration Artists
Brinkman & Associates Reforestation Limited

Contract Award Value:

Giles Restoration Services

Lowest Bidder – Primary Supplier, 35% award allocation

Initial Contract Term: From date of award to December 31, 2024

\$265,650 net of all applicable taxes and charges (including 10% for miscellaneous items)

\$300,185 including HST and all applicable charges

\$270,325 net of HST recoveries

Option Year 1: January 1, 2025 to December 31, 2025

\$273,620 net of all applicable taxes and charges (including 10% for miscellaneous items)

\$309,190 including HST and all applicable charges

\$278,435 net of HST recoveries

Option Year 2: January 1, 2026 to December 31, 2026

\$281,828 net of all applicable taxes and charges (including 10% for miscellaneous items)

\$318,466 including HST and all applicable charges

\$286,788 net of HST recoveries

The total potential contract award for the initial contract term and all option years is \$821,098 net of all applicable taxes and charges, \$927,840 including HST and applicable charges. **The total potential cost to the City is \$835,549 net of HST recoveries.**

Urban Forest Associates

Lowest Bidder – Secondary Supplier, 30% award allocation

Initial Contract Term: From date of award to December 31, 2024

\$227,700 net of all applicable taxes and charges (including 10% for miscellaneous items)

\$257,301 including HST and all applicable charges

\$231,708 net of HST recoveries

Option Year 1: January 1, 2025 to December 31, 2025

\$234,531 net of all applicable taxes and charges (including 10% for miscellaneous items)

\$265,020 including HST and all applicable charges

\$238,659 net of HST recoveries

Option Year 2: January 1, 2026 to December 31, 2026

\$241,567 net of all applicable taxes and charges (including 10% for miscellaneous items)

\$272,971 including HST and all applicable charges

\$245,819 net of HST recoveries

The total potential contract award for the initial contract term and all option years is \$703,798 net of all applicable taxes and charges, \$795,292 including HST and applicable charges. **The total potential cost to the City is \$716,185 net of HST recoveries.**

Restoration Artists

Lowest Bidder – Tertiary Supplier, 25% award allocation

Initial Contract Term: From date of award to December 31, 2024

\$189,750 net of all applicable taxes and charges (including 10% for miscellaneous items)

\$214,418 including HST and all applicable charges

\$193,090 net of HST recoveries

Option Year 1: January 1, 2025 to December 31, 2025

\$195,443 net of all applicable taxes and charges (including 10% for miscellaneous items)

\$220,850 including HST and all applicable charges

\$198,882 net of HST recoveries

Option Year 2: January 1, 2026 to December 31, 2026

\$201,306 net of all applicable taxes and charges (including 10% for miscellaneous items)

\$227,476 including HST and all applicable charges

\$204,849 net of HST recoveries

The total potential contract award for the initial contract term and all option years is \$586,498 net of all applicable taxes and charges, \$662,743 including HST and applicable charges. **The total potential cost to the City is \$596,821 net of HST recoveries.**

Brinkman & Associates Reforestation

Lowest Bidder – Quaternary Supplier, 10% award allocation

Initial Contract Term: From date of award to December 31, 2024

\$75,900 net of all applicable taxes and charges (including 10% for miscellaneous items)

\$85,767 including HST and all applicable charges

\$77,236 net of HST recoveries

Option Year 1: January 1, 2025 to December 31, 2025

\$78,177 net of all applicable taxes and charges (including 10% for miscellaneous items)

\$88,340 including HST and all applicable charges

\$79,553 net of HST recoveries

Option Year 2: January 1, 2026 to December 31, 2026

\$80,522 net of all applicable taxes and charges (including 10% for miscellaneous items)

\$90,990 including HST and all applicable charges

\$81,940 net of HST recoveries

The total potential contract award for the initial contract term and all option years is \$234,599 net of all applicable taxes and charges, \$265,097 including HST and applicable charges. **The total potential cost to the City is \$238,728 net of HST recoveries.**

The combined total potential contract award identified in this report for the initial contract term and all option years is \$2,345,993 net of all applicable taxes and charges, \$2,650,972 including HST and applicable charges. **The combined total potential cost to the City is \$2,387,282 net of HST recoveries.**

The above cost calculations for the option years reflect an estimated 3% increase in the Consumer Price Index.

FINANCIAL IMPACT

The total potential contract award identified in this report for the initial contract term and all option years is \$2,345,993 net of all applicable taxes and charges, \$2,650,972 including HST and applicable charges. The total potential cost to the City for the initial contract term and all option years is \$2,387,282 net of HST recoveries.

Funding is available in the 2024 Approved Operating Budget for Parks, Forestry and Recreation Division. Should the optional year(s) be exercised, then additional funding, as required, will be requested in its 2025 and 2026 Operating Budget Submissions. Funding details are summarized in Table 1 as follows:

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

Parks, Forestry and Recreation Cost Centre: P00016 G/L: 4409	Net of HST Recoveries
Initial Year Period From Date of Award to December 31 st , 2024	\$772,358
Option Year 1: January 1, 2025 to December 31, 2025	\$795,529
Option Year 2: January 1, 2026 to December 31, 2026	\$819,395
Totals	\$2,387,282

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

SOLICITATION SUMMARY

Solicitation Issued: October 31, 2023 **Solicitation Closed:** November 28, 2023
Number of Addenda Issued: Two (2)
Number of Bids: Five (5)

Table 2: Summary of Bids Received including bid price:

Supplier Name	Bid Price (excluding H.S.T.)*
Giles Restoration Services	\$323,000
Urban Forest Associates Inc.	\$786,000
Restoration Artists	\$890,000
Spectrum Resource Group (Non-Compliant)	\$1,605,000
Brinkman and Associates Reforestation Limited	\$1,729,565

* Bid Prices above do not include the 10% miscellaneous items and were based on total quantities and not allocation of work quantities.

DIVISION CONTACTS

Clarman Yang, Manager, Purchasing Client Services, Purchasing & Materials Management, Tel: 416-392-1302, Email: Clarman.Yang@toronto.ca

Ray Vendrig, Manager, Forest & Natural Area Mgmt., Parks, Forestry and Recreation, Tel: 416-392-5378, Email: Raymond.Vendrig@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

A handwritten signature in blue ink, appearing to be 'GS', is written over a horizontal line.

Genevieve Sharkey
Chief Procurement Officer