



BID AWARD PANEL CONTRACT AWARD

Award of Doc4378188852 to Attridge Transportation Incorporated for the Non-Exclusive Provision of Bus Charter Services for Various Divisions

Date: June 20, 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 Doc4378188852

Description:
For the non-exclusive provision of Bus Charter Services (including bus rental, driver, fuel, insurance and any other related costs that may be incurred) to and from various out trip locations, for various City of Toronto Divisions and City Agencies from date of award to May 31, 2025, with the option to renew the Contract for four (4) additional separate one (1) year periods.

Should the option(s) years be exercised, then the General Manager of each respective Division will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:
Attridge Transportation Incorporated

Contract Award Value:
\$803,700 net of all applicable taxes and charges
\$908,181 including HST and all applicable charges
\$817,845 net of HST recoveries

Contract is expected to start from the date of award and end on May 31, 2025

Option Year 1: June 1, 2025 to May 31, 2026

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\$827,811 net of all applicable taxes and charges
\$935,426 including all applicable taxes and charges
\$842,380 net of HST recoveries

Option Year 2: June 1, 2026, to May 31, 2027
\$852,645 net of all applicable taxes and charges
\$963,489 including all applicable taxes and charges
\$867,652 net of HST recoveries

Option Year 3: June 1, 2027, to May 31, 2028
\$878,225 net of all applicable taxes and charges
\$992,394 including all applicable taxes and charges
\$893,681 net of HST recoveries

Option Year 4: June 1, 2028, to May 31, 2029
\$904,571 net of all applicable taxes and charges
\$1,022,166 including all applicable taxes and charges
\$920,492 net of HST recoveries

The total potential award value of this contract award identified in this report including all option years is \$4,266,952 net of all applicable taxes and charges, and \$4,821,656 including all applicable taxes and charges. **The total potential cost to the City, including all option terms, is \$4,342,051 net of HST recoveries.**

The above cost calculations for the Option Years reflect an estimated 3% increases in the Consumer Price Index, all in accordance with the Request of Quotation.

FINANCIAL IMPACT

The total potential award value of this contract award identified in this report including all option years is \$4,266,952 net of all applicable taxes and charges, and \$4,821,656 including all applicable taxes and charges. The total potential cost to the City, including all option terms, is \$4,342,051 net of HST recoveries.

Sufficient funding is available in the 2024 Operating Budgets of Toronto Shelter and Support Services and Parks, Forestry and Recreation, and additional funds will be included in their 2025 Operating Budget Submissions.

Should the City choose to exercise its option(s) to renew for the four (4) additional, separate one (1) year periods, then appropriate additional funding, if needed, will be included in their 2025-2029 Operating Budget Submissions. Funding details are provided in attached Table 1: Financial Impact Table.

Table 1: Financial Impact Summary of Recommended Contract

Description Divisions	Cost Centre/ Cost Element	Initial Term		Option Year One June 1, 2025, to May 31, 2026	Option Year Two June 1, 2026, to May 31, 2027	Option Year Three June 1, 2027, to May 31, 2028	Option Year Four June 1, 2028, to May 31, 2029	Total Net of HST Recoveries
		June 1, to December 31, 2024	January 1, to May 31, 2025					
Toronto Shelter and Support Services	F01337 F01530 F01424 HS100X CE/4580	238,627	170,448	421,347	433,988	447,008	460,418	2,171,836
Parks, Forestry and Recreation	Various/4580	238,449	170,321	421,033	433,664	446,674	460,074	2,170,215
Total (Net of HST Recoveries)		477,076	340,769	842,380	867,652	893,682	920,492	4,342,051

The Chief Financial Officer and Treasurer has reviewed this report and agrees with the information included in the Financial Impact section.

SOLICITATION SUMMARY

Solicitation Issued: April 19, 2024.
Number of Addenda Issued: Zero (0)
Number of Bids: One (1)

Solicitation Closed: April 26, 2024

Table 2: Summary of Bids Received including bid price

Bidder Name	Evaluated Bid Price (excluding H.S.T.)
Attridge Transportation Incorporated	\$ 803,700

DIVISION CONTACTS

Clarman Yang, Manager, Purchasing Client Services, Purchasing and Materials Management, 416-392-1302, Clarman.Yang@toronto.ca.

Darrin Vermeersch, Director Program Support, Toronto Shelter, and Support Services (TSSS), 416-392-8585, Darrin.Vermeersch@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

Genevieve Sharkey
Chief Procurement Officer