



## **BID AWARD PANEL CONTRACT AWARD**

### **Award of Doc4632108018 to Avron Foods Limited for the Supply and Delivery of Snack Foods for the Afterschool Recreation Care Programs for Parks, Forestry and Recreation**

**Date:** August 1, 2024  
**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 Doc4632108018

**Description:**  
For the supply and delivery of snack foods to various schools and community centres within the City of Toronto, through the Afterschool Recreation Care Programs, as required by the Parks, Forestry and Recreation Division from the date of award to July 31, 2025, with an option in favour of the City to extend the agreement on the same terms and conditions for four (4) additional one (1) year terms.

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 Supplier:**  
Avron Foods Limited

**Contract Award Value:**  
\$ 429,148 net of all applicable taxes and charges  
\$ 484,938 including HST and all applicable charges  
**\$ 436,701 net of HST recoveries**

**Contract is expected to start on date of award and end on July 31, 2025.**

Option Year 1: August 1, 2025 to July 31, 2026  
\$ 442,023 net of all applicable taxes and charges  
\$ 499,486 including HST and all applicable charges  
\$ 449,803 net of HST recoveries

Option Year 2: August 1, 2026 to July 31, 2027  
\$ 455,284 net of all applicable taxes and charges  
\$ 514,470 including HST and all applicable charges  
\$ 463,297 net of HST recoveries

Option Year 3: August 1, 2027 to July 31, 2028  
\$ 468,942 net of all applicable taxes and charges  
\$ 529,905 including HST and all applicable charges  
\$ 477,195 net of HST recoveries

Option Year 4: August 1, 2028 to July 31, 2029  
\$ 483,010 net of all applicable taxes and charges  
\$ 542,802 including HST and all applicable charges  
\$ 491,511 net of HST recoveries

The total potential contract award identified in this report for the initial contract term and all option years is \$2,278,407 net of all applicable taxes and charges, \$2,574,600 including HST and all applicable charges. **The total potential cost to the City is \$2,318,507 net of HST recoveries.**

The above costs calculations for the option year periods reflect an estimated 3 percent increase as per the Consumer Price Index.

## FINANCIAL IMPACT

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The total potential contract award identified in this report is \$2,278,407 net of all applicable taxes and charges and \$2,574,600 including HST and applicable charges. The total potential cost to the City for this contract including optional periods is \$2,318,507 net of HST recoveries.

Funding in the amount of \$174,680 net of HST recoveries is available in the 2024 Operating Budget for Parks, Forestry and Recreation in the CR-SP cost centres and cost element 2750. Funding in the amount of \$262,021 net of HST recoveries for January 1, 2025 to July 31, 2025 will be included in the 2025 Operating Budget Submission for Parks, Forestry and Recreation.

Should the City choose to exercise its options to renew for an additional four (4) separate one (1) year periods, the appropriate additional funding if needed will be included in the 2025-2029 annual Operating Budget Submission(s) for the Parks, Forestry and Recreation. The funding details are as follows:

Table 1: Financial Impact Summary of Recommended Contract

| Period                              | Cost Centre<br>CR-SP<br>Cost Element:<br>2750 | Total<br>(Net of HST<br>Recoveries) |
|-------------------------------------|-----------------------------------------------|-------------------------------------|
| Date of award to December 31, 2024  | \$174,680                                     |                                     |
| January 1, 2025 to July 31, 2025    | \$262,021                                     |                                     |
| Total: Contract Period              | \$436,701                                     | \$436,701                           |
|                                     |                                               |                                     |
| August 1, 2025 to December 31, 2025 | \$179,921                                     |                                     |
| January 1, 2026 to July 31, 2026    | \$269,882                                     |                                     |
| Total: Option Year 1                | \$449,803                                     | \$449,803                           |
| Total: 2025 Budget                  | \$441,942                                     |                                     |
|                                     |                                               |                                     |
| August 1, 2026 to December 31, 2026 | \$185,319                                     |                                     |
| January 1, 2027 to July 31, 2027    | \$277,978                                     |                                     |
| Total: Option Year 2                | \$463,297                                     | \$463,297                           |
| Total: 2026 Budget                  | \$455,201                                     |                                     |
|                                     |                                               |                                     |
| August 1, 2027 to December 31, 2027 | \$190,878                                     |                                     |
| January 1, 2028 to July 31, 2028    | \$286,317                                     |                                     |
| Total: Option Year 3                | \$477,195                                     | \$477,195                           |
| Total: 2027 Budget                  | \$468,856                                     |                                     |
|                                     |                                               |                                     |
| August 1, 2028 to December 31, 2028 | \$196,604                                     |                                     |
| January 1, 2029 to July 31, 2029    | \$294,907                                     |                                     |
| Total: Option Year 4                | \$491,511                                     | \$491,511                           |
| Total: 2028 Budget                  | \$482,921                                     |                                     |
| Total                               |                                               | \$2,318,507                         |

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

## SOLICITATION SUMMARY

**Solicitation Issued:** June 21, 2024  
**Number of Addenda Issued:** One (1)  
**Number of Bids:** Four (4)

**Solicitation Closed:** July 16, 2024

Table 2: Summary of Bids Received including bid price.

| Supplier Name                  | Bid Price (excluding H.S.T.) |
|--------------------------------|------------------------------|
| Avron Foods Limited            | \$429,148                    |
| Insta Concession               | \$523,414*                   |
| HouseCook Inc.                 | \$909,672*                   |
| Becky Achan o/a Manna Catering | \$956,090*                   |

\* Supplier was found non-compliant with mandatory requirements

## DIVISION CONTACTS

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Pam Blanchfield, Community Recreation Manager, Community Recreation, Parks, Forestry and Recreation, 416-392-1770, [Pam.Blanchfield@toronto.ca](mailto:Pam.Blanchfield@toronto.ca)

Clarman Yang, Manager, Community and Social Services and City Manager's Office, Purchasing Client Services, Purchasing and Materials Management, 416-392-1302, [Clarman.Yang@toronto.ca](mailto:Clarman.Yang@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**

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Geneviève Sharkey  
Chief Procurement Officer