



BID AWARD PANEL CONTRACT AWARD

Award of Collaborative Procurement from Kinetic GPO Request for Standing Offers Number 23-02 to AssetWorks Inc. for Fuel and Fleet Management and Related Solutions and Services for Fleet Services Division

Date: August 8, 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 as per the Toronto Municipal Code, Chapter 195-6.6. Procurement of same goods and services as a public body:

Solicitation Number:

Kinetic GPO Request for Standing Offers Number 23-02
Sourcing Project WS4341929905

Description:

For the provision of professional services, M5 and Fuelfocus upgrades, service support, and hardware for the City of Toronto's Fleet Services Division from the date of award to May 31, 2026, with an option in favour of the City to extend the contract under the same terms and conditions for an additional term of two (2) additional one (1)-year periods.

After reviewing this Kinetic GPO's Request for Standing Offers 23-02, Fleet Services is requesting to piggyback on this Kinetic GPO Contract with the AssetWorks Inc.

Should the option year(s) be exercised, then the General Manager, Fleet Services Division will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

Recommended Supplier:

AssetWorks Inc.

Contract Award Value:

\$1,705,911 net of all applicable taxes and charges
\$1,927,679 including HST and all applicable charges
\$1,735,935 net of HST recoveries

Contract is expected to start on date of award and end on May 31, 2026.

Optional Year 1 - June 1, 2026 to May 31, 2027
\$891,528 net of all applicable taxes and charges
\$1,007,426 including HST and all applicable charges
\$907,218 net of HST recoveries

Optional Year 2 - June 1, 2027 to May 31, 2028
\$918,273 net of all applicable taxes and charges
\$1,037,649 including HST and all applicable charges
\$934,435 net of HST recoveries

The total potential contract award including option years is \$3,972,754 including HST and all applicable charges and \$3,515,712 net of all applicable taxes and charges. **The total potential cost to the City including both option years is \$3,577,588 net of HST Recoveries.**

The above cost calculations reflect a twenty percent (20%) miscellaneous cost award for unforeseen factors.

FINANCIAL IMPACT

The total contract award identified in this report including both option years is \$3,515,712 net of all applicable taxes and charges, and \$3,972,754 including all applicable taxes and charges. The total potential cost to the City including both option years is \$3,577,588 net of HST recoveries.

Funding in the amount of \$498,832 net of HST recoveries is included in the 2024 Operating Budget for Fleet Services Division. Additional funding totalling \$1,237,103 net of HST recoveries for the remainder of the initial contract term will be included in the 2025 and 2026 Operating Budget Submissions for Fleet Services.

Should the City choose to exercise its option to renew for an additional two (2) one (1)-year periods, then appropriate additional funding, if needed, will be included in the 2026-2028 annual Operating Budget Submissions for Fleet Services Division. Funding details are summarized in the Tables below as follows:

Table 1: Financial Impact Summary of Recommended Contract (Net of HST Recoveries) for Fleet Services Division

Fleet Services Division Cost Centre: FL100 Cost Element: 2165/2710/4474	Total Value
Initial Term: Date of Award to December 31, 2024	\$498,832
Initial Term: January 1, 2025 to December 31, 2025	\$870,105
Initial Term: January 1, 2026 to May 31, 2026	\$366,998

Fleet Services Division Cost Centre: FL100 Cost Element: 2165/2710/4474	Total Value
Initial Contract Period Total	\$1,735,935
Option Year 1: June 1, 2026 to December 31, 2026	\$529,211
Option Year 1: January 1, 2027 to May 31, 2027	\$378,007
Option Year 1 Total	\$907,218
Option Year: 2 June 1, 2027 to December 31, 2027	\$545,087
Option Year 2: January 1, 2028 to May 31, 2028	\$389,348
Option Year 2 Total	\$934,435
Total Cost from Date of Award to May 31, 2028	\$3,577,588

Table 2: Financial Impact Summary by Budget Year (Net of HST Recoveries)

	2024	2025	2026	2027	2028	Total
Initial Term	\$498,832	\$870,105	\$366,998			\$1,735,935
Optional Terms			\$529,211	\$923,095	\$389,348	\$1,841,653
Total	\$498,832	\$870,105	\$896,209	\$923,095	\$389,348	\$3,577,588

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: February 3, 2023 **Solicitation Closed:** March 31, 2023

Number of Addenda Issued: One (1)

Number of Bids: Two (2)

DIVISION CONTACTS

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Gui Andrade, Manager, Fleet Contracts, Fleet Services Division, 416-394-8607, Gui.Andrade@toronto.ca

COMMENTS

The City of Toronto is utilizing the Kinetic GPO Contract for the recommended award, as per the Toronto Municipal Code, Chapter 195-6.6. Procurement of same goods and services as a public body.

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 the Kinetic GPO submissions and found the price to be reasonable, within available budget, and concurs with the recommendation;
- c. The resulting contract between the public body and the Supplier stipulates that the same goods and/or services be made available to other public bodies which include the City at the same price as provided by the Supplier to the initiating public body;
- d. The same goods and/or services will be made available to the City for the same or better price than the price that is to be paid by the public body;
- e. The Supplier is not ineligible, suspended or otherwise in contravention of Chapters 71 - Financial Control and 195 - Purchasing of the City of Toronto Municipal Code;
- f. 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;

g. the Solicitation document was advertised on Kinetic GPO internet website as part of Competitive Solicitation process; 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

Geneviève Sharkey
Chief Procurement Officer