



BID AWARD PANEL CONTRACT AWARD

Award of Doc4495680306 to Downtown Groundskeeping Services (o/a Clintar Landscape Management Services) for the supply, delivery, assembly and installation of established hanging baskets for the Economic Development and Culture Division

Date: December 5, 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 Doc4495680306

Description:
For the supply, delivery, assembly, and installation of established hanging baskets, onto existing hardware throughout various Business Improvement Areas within the City of Toronto, for a period of one (1) year from the date of award, with an option to renew the contract for an additional four (4) separate one (1) year periods, after a satisfactory review of the performance level over the prior term and in accordance with the City of Toronto's Purchasing Policies

Recommended Supplier:
Downtown Groundskeeping Services (o/a Clintar Landscape Management Services)

Contract Award Value:
\$105,569 net of all applicable taxes and charges
\$119,293 including HST and all applicable charges
\$107,427 net of HST recoveries

Contract is expected to start on the date of award and end on November 30, 2025.

Option Year 1: December 1, 2025 to November 30, 2026
\$108,736 net of all applicable taxes and charges

\$122,872 including all applicable taxes and charges
\$110,650 net of HST recoveries

Option Year 2: December 1, 2026 to November 30, 2027
\$111,998 net of all applicable taxes and charges
\$126,558 including all applicable taxes and charges
\$113,696 net of HST recoveries

Option Year 3: December 1, 2027 to November 30, 2028
\$115,358 net of all applicable taxes and charges
\$130,355 including all applicable taxes and charges
\$117,388 net of HST recoveries

Option Year 4: December 1, 2028 to November 30, 2029
\$118,819 net of all applicable taxes and charges
\$134,265 including all applicable taxes and charges
\$120,910 net of HST recoveries

The total potential contract award including all optional years is \$560,480 net of all taxes, and \$633,343 including all applicable taxes and charges. **The total potential cost to the City, including all option years, is \$570,345 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 \$633,343 including all applicable taxes and charges. The total potential cost to the City is \$570,345 net of HST recoveries.

Funding is available in the 2024-2033 Capital Budget and Plan for Economic Development & Culture for the initial one (1) year period. Should the City choose to exercise its option to renew for an additional four (4) separate one (1) year periods, then appropriate additional funding, if needed, will be included in the 2025 – 2028 Annual Capital Budget Submissions. Funding details are summarized in Table 1 below.

Table 1: Financial Impact Summary of Recommended Contract

Business Improvement Areas Equal Share Funding Budget: CED130/2792	Total (net HST recoveries)
Initial Year Period from date of award to November 30, 2025	\$107,427
Option Year 1 from December 1, 2025 to November 30, 2026	\$110,650
Option Year 2 from December 1, 2026 to November 30, 2027	\$113,696
Option Year 3 from December 1, 2027 to November 30, 2028	\$117,388

Option Year 4 from December 1, 2028 to November 30, 2029	\$120,910
Total Cost from Date of Award to November 30, 2029	\$570,345

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

SOLICITATION SUMMARY

Solicitation Issued: May 13, 2024 **Solicitation Closed:** June 4, 2024

Number of Addenda Issued: Zero (0)

Number of Bids: Two (2)

Table 2: Summary of Bids Received for Tender Doc. No. 4495680306 including bid price

Supplier Name	Bid Price (excluding H.S.T.)
Downtown Groundskeeping Services (Clintar Landscape Management Services)	\$105,569.00
Forest Ridge Landscaping Inc.	\$116,400.00

DIVISION CONTACTS

Clarman Yang, Manager, Community and Social Services and City Manager's Office
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COMMENTS

For the recommended contract award, the following requirements have been met:

- a. the firm recommended for award is the Supplier with the lowest bid meeting specifications or 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

Geneviève Sharkey,
Chief Procurement Officer