



## **BID AWARD PANEL CONTRACT AWARD**

### **Award of Doc4745997228 to Design Space Trailers Inc. for Trailers, Trailer Accessories and Spotter Sheds for Solid Waste Management Services**

**Date:** December 18, 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 Doc4745997228

**Description:**  
Supply, delivery, set-up and warranty of Trailers, Trailer Accessories and Spotter Sheds for Solid Waste Management Services Division, for a period of two (2) years, with an option to extend the agreement for two (2) additional one (1) year periods.

Should the option(s) be exercised, then the General Manager of Solid Waste Management Service will request the Chief Procurement Officer to process the renewals under the same terms and conditions.

**Recommended Supplier:**  
Design Space Trailers Inc.

**Contract Award Value:**  
\$274,962 net of all applicable taxes and charges  
\$310,707 including HST and all applicable charges  
**\$279,801 net of HST recoveries**

**Contract is expected to start on January 1, 2025 and end on December 31, 2026.**

Option Year 1 (January 1, 2027 - December 31, 2027)  
\$141,605 net of all applicable taxes and charges  
\$160,014 including HST and all applicable charges  
\$144,098 net of HST recoveries

Option Year 2 (January 1, 2028 - December 31, 2028)  
\$145,854 net of all applicable taxes and charges  
\$164,815 including HST and all applicable charges  
\$148,421 net of HST recoveries

The total potential contract award, including the optional period \$635,536 including all applicable taxes and charges and \$562,421 net of all applicable taxes and charges.  
**The cost to the City, including the optional period, is \$572,320 net of HST recoveries.**

The cost calculations reflect a three (3) percent Consumer Price Index increase applied annually to yearly cost after the initial term.

## **FINANCIAL IMPACT**

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The total potential contract award identified in this report including the optional period is \$635,536 including all applicable taxes and charges, The cost to the City including the optional period is \$572,320 net of HST recoveries.

The engineering estimate for this project is \$406,512 net of all taxes and charges.

Funding is available in the 2025-2034 Operating and Capital Budget and Plan Submission for Solid Waste Management Services. Additional funding details follow in Table 1.

Should the City opt to exercise the optional period, then additional funding will be included in the 2027-2028 Operating and Capital Budget Submissions for Solid Waste Management Services. Additional funding details follow in Table 1.

Table 1: Financial Impact Summary of Recommended Contract

| WBS Element                                                                            | Term                                                        | Total Net of HST Recoveries |           |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------|-----------|
| SW0011, SW0850, SW0851, SW0852, SW0853, SW0854, SW0855, SW0856, SW0860, SW0862, SW0864 | Initial Term Year 1<br>January 1, 2025 to December 31, 2025 | \$87,700                    | \$363,520 |
|                                                                                        | Initial Term Year 2<br>January 1, 2026 to December 31, 2026 | \$87,701                    |           |
|                                                                                        | Option Period 1<br>January 1, 2027 to December 31, 2024     | \$91,898                    |           |
|                                                                                        | Option Period 2<br>January 1, 2028 to December 31, 2028     | \$96,221                    |           |
| CSW910-02-06                                                                           | Initial Term Year 1<br>January 1, 2025 to December 31, 2025 | \$52,200                    | \$208,800 |
|                                                                                        | Initial Term Year 2<br>January 1, 2026 to December 31, 2026 | \$52,200                    |           |
|                                                                                        | Option Period 1<br>January 1, 2027 to December 31, 2024     | \$52,200                    |           |
|                                                                                        | Option Period 2<br>January 1, 2028 to December 31, 2028     | \$52,200                    |           |
| Total Potential Contract Value (Net of HST Recoveries)                                 |                                                             |                             | \$572,320 |

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:** October 3, 2024      **Solicitation Closed:** November 8, 2024  
**Number of Addenda Issued:** Three (3)  
**Number of Bids:** Two (2)

Table 2: Summary of Bids Received including bid price

| Supplier Name              | Bid Price (excluding H.S.T.) |
|----------------------------|------------------------------|
| Design Space Trailers Inc. | \$229,135.00*                |
| Atco Structures Ltd.       | \$539,994.42                 |

\*Pursuant to the Request for Quotation document the contract award value includes contingency.

## **DIVISION CONTACTS**

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## **COMMENTS**

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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 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