



BID AWARD PANEL CONTRACT AWARD

Award of Doc4445799952 to Kipling Realty Management Inc. for Property Management Services for Canoe Landing for Parks and Recreation

Date: February 6, 2025
To: Bid Award Panel
From: Chief Procurement Officer
Wards: 10 - Spadina Fort York

RECOMMENDATIONS

The Chief Procurement Officer recommends that the Bid Award Panel grant authority to award the following contract:

Solicitation Number:
Request for Proposal Doc4445799952

Description:
For the procurement of property management services for Parks and Recreation multi-use facility located at 20 Brunel Court and including: Canoe Landing Community Recreation Centre, Bishop Macdonell Catholic Elementary School, Jean Lumb Public School, Canoe Landing Child Care Centre and The Bentway Studio (Community Space).

Recommended Supplier:
Kipling Realty Management Inc.

Contract Award Value:
\$2,434,704 net of all applicable taxes and charges
\$2,751,216 including HST and all applicable charges
\$2,477,555 net of HST recoveries

Cost share is based on proportionate interests as outlined in the Shared Use Agreement and includes:
36.6% City of Toronto, Parks and Recreation
30.10% Toronto District School Board,
28% Toronto Catholic District School Board
5.30% Canoe Landing Child Care Centre

The current practice will continue whereby the Property Management company directly invoices each of the stakeholders monthly according to their proportionate share of the property management expenses.

Contract is expected to start on March 1, 2025 and end on February 28, 2030.

FINANCIAL IMPACT

The total contract award identified in this report is \$2,434,704 net of all applicable taxes and charges, \$2,751,216 including all applicable taxes and charges.

The City's proportionate share of the contract value, over the five-year period for the City of Toronto portion (Parks & Recreation) is \$906,785 net of HST recoveries. Although the contract for property management services is with the City, 63.4% of the total costs are paid by the other stakeholders.

Funding is available in the 2025 Staff Prepared Operating Budget and additional funding will be included in the 2026-2030 Operating Budget Submissions for Parks and Recreation.

Table 1: Financial Impact Summary of Recommended Contract

Period	Cost Centre Cost Element	Total Amount (net of HST recoveries)	City of Toronto Proportionate Share (net of HST recoveries)
2025	P06739 4434	\$392,810	\$143,768
2026		\$483,121	\$176,822
2027		\$495,169	\$181,232
2028		\$507,693	\$185,816
2029		\$520,200	\$190,393
2030		\$78,562	\$28,754
TOTAL		\$2,477,555	\$906,785

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

SOLICITATION SUMMARY

Solicitation Issued: October 4, 2024
Number of Addenda Issued: One (1)
Number of Bids: One (1)

Solicitation Closed: October 29, 2024

Table 2: Summary of Bids Received

Supplier Name
Kipling Realty Management Inc.

DIVISION CONTACTS

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

Stefany Hanson, Director, Community Recreation, Parks and Recreation, 416-392-7252, stefany.hanson@toronto.ca

Cheryl MacDonald, Manager, Community Recreation, Parks and Recreation, 416-395-7989, cheryl.macdonald@toronto.ca

Trish Power, Manager, Facilities Management, Parks and Recreation, 416-394-2852, trish.power@toronto.ca

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

Genevieve Sharkey
Chief Procurement Officer