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Section I – Items for Board of Directors Action

TO: Chair and Members of the Board of Directors
Friday, June 24, 2022 Meeting

FROM: Anil Wijesooriya, Director, Restoration and Infrastructure

RE: **DELEGATED AUTHORITY TO AWARD VENDOR OF RECORD (VOR)
ARRANGEMENT FOR RENTAL OF CONSTRUCTION EQUIPMENT**
RFP No. 10037819

KEY ISSUE

Staff request to Toronto and Region Conservation Authority (TRCA) Board of Directors to delegate approval authority to the Chief Executive Officer (CEO) to award Vendor of Record (VOR) contracts for the rental of construction equipment contract No. 10037819 prior to the Board of Directors meeting in September 2022.

RECOMMENDATION:

WHEREAS no meetings of TRCA Executive Committee and Board of Directors are scheduled for the months of July and August 2022;

AND WHEREAS Resolution #A227/21, adopted at the November 19, 2021, Board of Directors meeting, delegated the approval of time sensitive procurements for the months of July and August to the Chief Executive Officer or his designate;

THEREFORE, LET IT BE RESOLVED THAT the Chief Executive Officer (CEO) be delegated authority to award the Vendor of Record contracts for rental of construction equipment for an initial term of one (1) year with an option to extend for an additional one (1) year at TRCA staff's discretion;

AND THAT any extensions be brought forward to the Board of Directors for approval at a later date;

THAT should TRCA staff be unable to negotiate contracts with successful Proponents, staff be authorized to enter into and conclude contract negotiations with other Proponents that submitted proposals, beginning with the next highest ranked meeting TRCA specifications;

THAT authorized TRCA officials be directed to take whatever action may be required to implement the contract, including the obtaining of necessary approvals and the signing and execution of any documents;

AND FURTHER THAT staff report back on the contract award to the Board of Directors at the September 23, 2022 meeting.

BACKGROUND

TRCA requires various construction equipment for completing a variety of engineering, habitat restoration, and trail building projects throughout TRCA's jurisdiction.

VOR arrangements for rental of construction equipment, Vendors are authorized to provide

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these goods and services for a defined period and with fixed pricing.

In accordance with the contract documents for the VOR arrangement, staff may contact a Vendor on the list with the goods, expertise and experience required for their project or program needs for a value up to \$100,000 per project, per annum. Services above this threshold will be procured through a separate competition and are subject to TRCA's Procurement Policy.

Vendors will provide all resources required to service the divisional or program needs in accordance with applicable laws, codes, standards, terms, and conditions of the VOR agreement.

The VOR arrangement will be subject to annual review to confirm that the Vendors are providing an adequate level of service and to update any applicable vendor insurance, certifications, or policies.

The term of this Vendors of Record arrangement is for one (1) year. TRCA has the option to extend for an additional one (1) year, pending further Board of Director and TRCA staff approvals at a later date.

RATIONALE

TRCA staff has been utilizing similar VORs to accommodate construction equipment needs at projects throughout TRCA's jurisdiction. Rental companies provide TRCA staff with a catalog of upwards of 180 different pieces of equipment.

Categories of equipment under this VOR contract include the following:

- Air Compressors;
- Compaction Equipment;
- Concrete & Masonry Equipment;
- Earth Moving Equipment;
- Elevated Work Platforms;
- Generators & Portable lighting;
- Landscaping Equipment;
- Light Use Pumps; and
- Heavy Use Pumps.

With the current VOR arrangement expiring on August 1, 2022, staff request the Board of Directors to grant delegated authority to the CEO to award Contract 10037819. This will continue to ensure timely implementation of projects/programs that require rental construction equipment.

Award of this Contract is anticipated for July 2022, to keep the rental rate submissions as up to date as possible for the effective contract date of August 1, 2022. Once the contract has been approved, staff will prepare a report for the September 23, 2022, Board of Directors Meeting.

Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan

This report supports the following strategic priority set forth in the TRCA 2013-2022 Strategic Plan:

Strategy 2 – Manage our regional water resources for current and future generations

Strategy 7 – Build partnerships and new business models

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FINANCIAL DETAILS

Based upon expenditures during the previous VOR contract (2020-2022), the anticipated value of the requested goods and services under this contract is anticipated to be approximately \$1,665,000 plus 15% contingency, plus applicable taxes for the initial one (1) year term.

An increase or decrease in workload will have an impact on the value of this contract. Funds for this contract are identified in a variety of capital and cost recoverable project accounts.

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