

### Section II – Items for Executive Action

**TO:** Chair and Members of the Executive Committee  
Meeting #7/20, Friday, November 06, 2020

**FROM:** Michael Tolensky, Chief Financial and Operating Officer

**RE:** **REQUEST FOR PROPOSAL FOR VENDORS OF RECORD FOR THE SUPPLY AND DELIVERY OF BULK PROPANE AND RELATED SERVICES**  
RFP No. 10033496

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#### KEY ISSUE

Award of Request for Proposal (RFP) No. 10033496 for establishment of a Vendors of Record (VOR) arrangement for the Supply and Delivery of Bulk Propane and Related Services.

#### RECOMMENDATION

**WHEREAS** Toronto and Region Conservation Authority (TRCA) is engaged in projects and facility operations that requires the supply and delivery of bulk propane and related services;

**AND WHEREAS** TRCA solicited proposals through a publicly advertised process and evaluated the proposals based on the criteria;

**LET IT BE RESOLVED THAT** TRCA staff be directed to establish a Vendor of Record (VOR) arrangement with Superior Propane, Parkland Fuels Corporation o/a Sparlings Propane and Armstrong Propane Limited for the supply and delivery of bulk propane and related services for a three (3) year period with an option to extend for one (1) additional year;

**AND FURTHER 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.

#### BACKGROUND

TRCA currently operates administrative office facilities, education field centers, conservation park areas, residential rental properties, and restoration/construction sites. These facilities are operated using a variety of fuel sources based on their geographical location. Some of these facilities/sites require heating, cooling, and cooking operations to be fueled by bulk propane.

TRCA requires the supply and delivery of bulk propane and related services for heating of mobile construction site office trailer/containers, heating systems of residential rental properties, and facility/water heating and or cooking operations for educational field centres. By establishing a VOR arrangement for supply and delivery of bulk propane and related services, vendors are authorized to provide these goods and/or services for a defined period of time and with fixed pricing.

Staff may contact a vendor on the list to provide bulk propane and related services on an as and when needed basis based on their geographic location and with a value up to \$15,000 per facility/project site per year. Services above the \$15,000 threshold for a facility/project site are subject to TRCA's Procurement Policy. Vendors will be required to provide all resources

## Item 8.1

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 in order to confirm that the vendor(s) is/are providing an adequate level of service and to update any applicable insurance, certifications, or policies of the vendor(s).

### RATIONALE

RFP documentation was posted on the public procurement website [www.biddingo.com](http://www.biddingo.com) on July 22<sup>nd</sup> 2020 with a closing date of August 6<sup>th</sup>, 2020. There were no addendums issued during the advertised period. A total of four (4) proponents downloaded the RFP documents and three (3) submissions were received from the following vendors.

- Armstrong Propane Limited
- Parkland Fuel Corporation o/a Sparlings Propane
- Superior Propane

An evaluation committee comprised of staff from Restoration and Infrastructure, Education and Training, Parks and Culture and Property and Risk Management reviewed the proposals. The criteria used to evaluate and select the recommended Proponents included the following:

Rated Criteria	Weight
Proponents Information and Profile	10
Experience and Methodology	15
Scope of Work Capabilities	15
<b>Sub-total</b>	<b>40</b>
Pricing	60
<b>Subtotal</b>	<b>60</b>
<b>Total Score</b>	<b>100</b>

Proponents had the option to provide pricing for some or all of the services in order to fulfill a VOR arrangement with a minimum of two (2) proponents for each of the four (4) delivery / service zones within TRCA jurisdiction. Through the evaluation process it was determined that Armstrong Propane Limited, Parkland Fuel Corporation o/a Sparlings Propane and Superior Propane all met the qualifications and requirements of the RFP. Therefore, staff recommends the award of contract No. 10033496 to these vendors. Proponent's scores and staff analysis of the evaluation results can be provided in an in-camera presentation, upon request.

### 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 7 – Build partnerships and new business models

### FINANCIAL DETAILS

Based upon a review of previous years 2017-2019 operations, the anticipated costs for the requested goods and or services for the contract duration are approximately \$256,000 plus applicable taxes. An increase or decrease in workload and required services will have an impact on the value of this contract. All vendors on the VOR list understand both the potential cost and resource implications associated with changes in workload. The goods and or services will be provided on an as required basis, with no minimum guaranteed. Vendors may increase unit rates annually, to a maximum of the preceding year's Ontario Consumer Price index as published by Statistics Canada. Whereas propane fuel costs are to fluctuate with daily market index for the day in which fuel is delivered.

## Item 8.1

Funding is available through various TRCA Project and Program operating budgets.

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**Date: October 12, 2020**