



Report to: General Committee

Report Date: February 1, 2019

SUBJECT: Staff Awarded Contracts for the Month of January 2019
PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

1. THAT the report entitled “Staff Awarded Contracts for the Month of January 2019” be received;
2. And that Staff be authorized and directed to do all things necessary to give effect to this resolution

PURPOSE:

To inform Council of Staff Awarded Contracts >\$50,000 for the month of January 2019 as per Purchasing By-law 2017-8.

BACKGROUND:

Council at its meeting of March 21, 2017 amended By-Law 2017-8, A By-Law To Establish Procurement, Service and Disposal Regulations and Policies. The Purchasing By-Law delegates authority to staff to award contracts without limits if the award meets the following criteria:

- The Contract Award is to the lowest priced or highest ranked (as applicable), compliant Bidder
- The expenses relating to the goods/ services being procured are included in the budget (Operating/Capital).
- The Contract Award is within the approved budget.
- The term of the Contract is for a maximum of four (4) years.
- There is no litigation between the Successful Bidder and the City at the time of Contract Award.
- There is no disqualified Bidder (which disqualified Bidder is also the lowest priced or highest ranked Bidder (as applicable) pursuant to the Quotation process) at the time of Contract Award.

If one (1) of the above noted criteria is not met then any contract award >\$350,000 requires Council approval.

Where the contract being awarded is a Request for Proposal (RFP) the approval authority limits of staff is up to \$350,000.

Number	BMFT Objective	Description	Award Details	Commission
1.	Engaged, Diverse and Thriving City	089-S-18 Supply and Implementation, Ticketing System Replacement for Flato Markham Theatre	Non-Competitive Bidder	CS
2.	Engaged, Diverse and Thriving City	256-S-18 Upgrading BiblioCommons as part of Markham Public Library website redesign to include the addition of the content management module	Non-Competitive Bidder	C&FS

Number	BMFT Objective	Description	Award Details	Commission
3.	Exceptional Services by Exceptional People	254-T-18 Replacement of Electronic Signage System at Selected Fire Station	Lowest Priced Bidder	CS
4.	Exceptional Services by Exceptional People	034-R-12 Audio Visual Support and Maintenance - Contract Extension	Non-Competitive Bidder	CS

Number	BMFT Objective	Description	Award Details	Commission
5.	Safe & Sustainable Community	141-T-18: Construction of Sanitary and Storm Sewers on Houghton Boulevard	Lowest Priced Bidder	DS
6.	Safe & Sustainable Community	210-Q-18 Supply of Traffic Control Services	Lowest Priced Bidder	C&FS
7.	Safe & Sustainable Community	211-Q-18 Supply and Delivery of Curbside Blue Bins	Lowest Priced Bidder	C&FS
8.	Safe & Sustainable Community	245-T-18 Supply and Delivery of Sodium Chloride (Highway Coarse Rock Salt)	Lowest Priced Bidder	C&FS
9.	Safe & Sustainable Community	228-T-18 Load, Haul (Off-site) and Disposal of Soils	Lowest Priced Bidder	C&FS
10.	Safe & Sustainable Community	221-R-18 Consulting Engineering Services for Bridges and Culverts OSIM Inspections	Highest Ranked /Lowest Priced Bidder	C&FS
11.	Safe & Sustainable Community	222-R-18 Consulting Engineering Services for Underground Streetlight Cable Replacement Program - Design and Contract Administration	Highest Ranked /Lowest Priced Bidder	C&FS
12.	Safe & Sustainable Community	223-R-18 Consulting Engineering Services for Culverts Rehabilitation Works	Highest Ranked /Lowest Priced Bidder	C&FS
13.	Safe & Sustainable Community	260-T-18 Supply and Delivery of Personnel Protective Clothing	Lowest Priced Bidder	C&FS
14.	Safe & Sustainable Community	238-S-18 Supply and Delivery of Fire Department Dress Uniforms	Non-Competitive Bidder	C&FS
15.	Safe & Sustainable Community	250-S-18 Consulting Engineering Services for Contamination Monitoring Program at 555 Miller Avenue	Non-Competitive Bidder	CS

Number	BMFT Objective	Description	Award Details	Commission
16.	Stewardship of Money and Resources	248-S-18 Continuous Electrical Safety Services Program	Lowest Priced Bidder	CS
17.	Stewardship of Money and Resources	261-Q-18 Supply and Delivery of Two Full Size Crew Cab, 4x4, 8 Cylinder Gasoline Engine, 2500 Series Pick Up Trucks	Lowest Priced Bidder	C&FS
18.	Stewardship of Money and Resources	162-Q-18 Uniforms for Provisional Offences Officers	Lowest Priced Bidder	CS
19.	Stewardship of Money and Resources	241-S-18 Parts & Maintenance of Ice Surfacing Machines	Non-Competitive Bidder	C&FS
20.	Stewardship of Money and Resources	259-S-18 Marketing Services for Flato Markham Theatre	Non-Competitive Bidder	DS

2019-02-08

X 

Joel Lustig
Treasurer
Signed by: cxa

2019-02-08

X 

Trinela Cane
Commissioner, Corporate Services
Signed by: cxa



To:	Andy Taylor, Chief Administrative Officer
Re:	089-S-18 Supply and Implementation, Ticketing System Replacement for Flato Markham Theatre
Prepared by:	Eric Lariviere, Manager Markham Theatre, Ext. 7546 Elton Chong, Client Advisor, ITS, Ext. 5368 Rosemarie Patano, Senior Construction Buyer, Ext. 2990

PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply and implementation of a new ticketing system for Flato Markham Theatre for a period of five (5) years (2019-2023).

RECOMMENDATION

Recommended Supplier	AudienceView Ticketing Corporation (Non-Competitive Procurement)	
Current Budget Available	\$49,500.00	400-101-5399-18070 Theatre – Ticketing System Replacement
Less Cost of award	\$ 42,739.20	Year 1 – Jan 2019 to Dec 2019
	\$ 45,792.00	Year 2 – Jan 2020 to Dec 2020*
	\$ 50,880.00	Year 3 – Jan 2021 to Dec 2021*
	\$ 50,880.00	Year 4 – Jan 2022 to Dec 2022*
	<u>\$ 50,880.00</u>	Year 5 – Jan 2023 to Dec 2023*
	\$241,171.20	Cost of Award (Inclusive of HST)
	<u>\$6,411.00</u>	Allowance**
	\$247,582.20	Total Cost of Award (Inclusive of HST)
Budget Shortfall after this award	\$349.80	***

* Subject to Council approval of the 2020-2023 budgets.

**required for on-site implementation support and associated disbursements, if required.

***The remaining budget in the amount of \$349.80 will be returned to the original funding source.

Staff recommends that the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (h) which states “Where it necessary or in the best interest of the City to acquire non-standard items from a preferred supplier.”

OPTIONS/DISCUSSIONS

Over the last 14 years, and currently the Flato Markham Theatre (Theatre) uses the system TixHub for ticketing sales. This system provides a software solution that sells tickets on various platforms from phones to tablets and desktop computers. Although it provides basic accounting and ticket selling capacity, its marketing capabilities are very limited, and do not provide for a sophisticated use of data analysis. The Theatre has a mandate to increase capacity and capabilities, and is seeking to ensure that the ticketing system is the best tool for customer acquisition, retention, reporting and revenue generating.

In 2017, the City retained the consulting services of Interkom Inc. (“Interkom”) for ticketing system review which included: sales and service system/review; needs assessment; establishment of business and technical requirements; and, an implementation plan recommendation. As part of their scope of work, Interkom prepared a report based on a needs assessment conducted through the following: meetings and interviews with Theatre staff and stakeholders; assessing current business processes and needs in regards to ticketing and marketing; assessing current system as to its capabilities and utilization; and, determining current trends in the ticketing and customer relations management software industry in North America. Also, Interkom benchmarked the current system utilized by the Theatre against ticketing software used against venues such as: Toronto; Mississauga; Kingston; Burlington; St. Catharines; and, others to identify best practice in the industry and the benefits of a high-quality system.

Interkom's ticketing system review included an in-depth assessment of the following three systems:

- (1) TixHub (incumbent) - \$35,764 year-1 cost
- (2) AudienceView - \$42,739 year-1 cost
- (3) Tessitura - \$207,070 year-1 cost

These systems were selected based on their representation of a broad and diverse range of ticketing systems in the market: two of the systems reviewed (AudienceView; and, TixHub) are cloud based systems; and, the third system (Tessitura), has a cloud based option for a third-party vendor that owns and manages the hardware and software processes.

After a detailed review, the recommendation is to award the contract to AudienceView for the ticketing replacement project. Unlike the current ticketing platform, AudienceView's solution will allow the Theatre to operate as a more robust digital driven organization. The system provides all the required functions with additional capabilities for ticketing, membership, online and mobile sales. It also provides superior capabilities to the current system, including targeted digital marketing, segmenting and dynamic content, and measuring conversions, variable dynamic pricing, fundraising, reporting and analytics and database management. Additionally, AudienceView will integrate a new website for the Theatre which is user friendly and easier to navigate. This is a critical component to generate and increase revenues.

The recommended system will allow for the following:

- Drive Revenue: provide capability for revenue management pricing that allows the Theatre to adjust pricing based on market conditions; control over the package and ticketing experience for customers with flexible tools; a single shopping cart experience for everything a user organization has to offer to its customers; increase revenue through marketing retargeting and reduction of shopping cart abandonment;
- Corporate Sponsorships: providing a system with the ability to create robust referral programs for customers who register, providing a list of unique links that can be shared through social media accounts;
- Memberships, Benefits & Loyalty: allows the offer of memberships and benefits to customers based on purchases and other loyalties;
- Campaign Management:
- Email Marketing & Customer Correspondence:
- Reporting, Business Intelligence & Web Analytics: collect information through email marketing reports and analytics which assist with the identification of purchasing trends; and, can also identify what links are clicked, allowing to compare actions such as clicks from text links versus clicks from images. Integration with Google Analytics for an end-to-end e-commerce solution - providing a collection of reports and graphs that can be produced from the data websites.

AudienceView is a Toronto based company that has a large client base within the performing arts and athletics sector, in both Canada and the United States; and, partners with over 100 performing arts organizations (with the largest being Tobin Centre for the Performing Arts in North America). AudienceView processes over 65 million tickets annually. Through the consultant's assessment process AudienceView demonstrated they are well qualified and have successfully completed similar projects. Of the three systems assessed, AudienceView has the most up to date user interface and is highly intuitive in its utilization.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The year 1 service and maintenance fee in the amount of \$49,150.20 inclusive of an allowance of \$6,411 will be funded from capital project #18070 "Theatre – Ticket System Replacement" with an available budget of \$49,500. The remaining budget of \$349.80 (\$49,500 - \$49,150.20) will be returned to the original funding source.

The service and maintenance fee in years 2-5 will be funded from the Theatre operating budget, subject to Council approval, in the amounts as follows:

Year	Annual Costs			Annual Revenue/Expense Opportunities			Net Impact	Incremental Annual Revenue
	Award Amount Audience View (A)	Tender Retail Annual Service Fee (B)	Total Annual Cost (C) = (A) + (B)	Incremental e-sales service fee (D)	ITS Budget for TixHub (E)	Marketing Efficiencies (F)	Overall Budget Impact (G) = (C) - (D) - (E) - (F)	
2020	\$45,792.00	\$233.70	\$46,025.70	(\$21,355.75)	(\$7,067.23)	(\$17,602.72)	\$0.00	\$ 3,000.00
2021	\$50,880.00	\$233.70	\$51,113.70	(\$21,355.75)	(\$7,067.23)	(\$22,690.72)	\$0.00	\$10,000.00
2022	\$50,880.00	\$233.70	\$51,113.70	(\$21,355.75)	(\$7,067.23)	(\$22,690.72)	\$0.00	\$10,000.00
2023	\$50,880.00	\$233.70	\$51,113.70	(\$21,355.75)	(\$7,067.23)	(\$22,690.72)	\$0.00	\$10,000.00
2024								\$10,000.00

Annual Costs

AudienceView Award – The total award to AudienceView is \$241,171.20. The first year will be awarded through capital account #18070. The remaining four years of the contract (2020-2024) will be funded through the Theatre’s and ITS’s operating budget.

Tender Retail Annual Service Fee - A separate vendor contract with Tender Retail for terminal maintenance and service fee will be awarded separately from the AudienceView contract.

Annual Revenue/Expense Opportunities

Incremental E-Sales Service Fee - The City currently charges \$2 for an online service fee. Under the current agreement with TixHub, the Theatre retains \$1 and the remaining \$1 is allocated to TixHub. Under the contract with AudienceView, the Theatre will retain the full \$2. The incremental revenue assumption assumes no growth in ticket sales.

ITS Budget – The existing software maintenance operating budget available for the TixHub service agreement will be allocated from the TixHub contract to the AudienceView contract.

Marketing Efficiencies – Theatre has identified efficiencies in marketing that will result in a reallocation of resources. For example, reducing print advertising and reduced box office operation costs.

As identified in the chart above, the annual costs will be offset with the identified annual revenue/expense opportunities with no overall budget impact.

Incremental Annual Revenue – Staff have identified additional base budget revenues opportunities. Starting in 2020, Staff anticipate \$3,000 in 2020 and incremental growth of \$10,000 every year for a total of \$43,000 by 2024.

Staff will adjust the Theatre Operating budget for the years 2020-2024 accordingly, subject to Council approval of the 2020-2024 operating budgets.

There is no impact to the Life Cycle Reserve Study.



Number 2

STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	256-S-18 Upgrading BiblioCommons as part of Markham Public Library website redesign to include the addition of the content management module
Prepared by:	Michelle Sawh, Manager, Service Delivery, Markham Public Library, Ext. 4233 June Fry, Client Advisor, ITS, Ext. 2539 Rosemarie Patano, Senior Construction Buyer, Ext 2990

PURPOSE/BACKGROUND

To obtain approval to award the contract for upgrading the BiblioCommons to include the addition of the content management module (BiblioWeb 3.0).

RECOMMENDATION

Recommended Supplier	Bibliocommons (Non-Competitive Procurement)	
Current Budget Available	\$ 57,800.00	400-101-4299-18071 Web Based Discovery & eResource Mgmt Solution
	\$ 47,795.00	998-100-5361 Svce. Agreements-Computer Software
	\$ 105,595.00	Total
Less cost of award	\$ 47,793.11	400-101-4299-18071 Web Based Discovery & eResource Mgmt Solution
	\$ 47,793.11	998-100-5361 Svce. Agreements-Computer Software*
	\$ 95,586.22	Total
Budget Remaining after this award	\$ 10,006.89	400-101-4299-18071 Web Based Discovery & eResource Mgmt Solution**
	\$ 1.89	998-100-5361 Svce. Agreements-Computer Software
	\$ 10,008.78	Total

*2019 Subscription Fee

**Balance remaining in the amount of \$10,006.89 in capital project 18071 Web Based Discovery & eResource Mgmt Solution will be returned to original funding source.

Staff further recommends:

The tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (b) which states “Where there is only one source of supply for the goods to be purchased;”

BACKGROUND

In August 2010, Markham Public Library (MPL) began using BiblioCommons’ services for online catalogue, mobile app, and BiblioCommons language module for both French and Chinese languages. Currently, Markham Public Library has well over 100,400 registered Bibliocommons users. These registered BiblioCommon users are all current customers who have a “My MPL Account” on the MPL online catalogue to manage their accounts, including: placing item on-hold; pay fees; and, access digital resources, etc.

Markham Public Library is looking to expand its partnership with BiblioCommons by including their online content management module (BiblioWeb 3.0) and events management module (BiblioEvents) as part of the MPL website redesign.

DISCUSSION

In January 2016 the City launched the portal refresh project to develop a newly designed, service-based website. The City retained Akendi Inc. who has extensive experience in user experience and web design to lead the initiative. After a comprehensive user research process Akendi made a recommendation to the Portal Steering Committee that the Library pursue an independent site whereby access to online catalogues and other library services are in one place – which currently is not the case because the catalogue services are only available as cloud-based service to the Library. In making the recommendation Akendi noted the differences and volume of services offered through the Library website versus that of the City's. Individuals using the City's website were information seeking - for example determining their garbage schedule, drop-in schedules, or the process for obtaining a permit. Library website visitors were seeking information while also using the site as an engagement opportunity and discovery tool. Users had a number of online tasks they wished to complete such as accessing their account, paying library fees, reserving a room, booking space and accessing e-books. The City project team sponsors (including the CEO, Markham Public Library; and, the Commissioners of Community and Fire Services and Corporate Services) agreed with this recommendation.

DISCUSSION (Continued)

With BiblioWeb 3.0, MPL will have a completely integrated website, catalogue, and events system, ensuring that MPL deliver a seamless user experience. As a fully-hosted integrated content management system, it includes: theming, training, support and upgrades. Further, BiblioEvents is also included as a standard feature within BiblioWeb 3.0: integrating fully with the BiblioCore Catalog; and, providing staff with the necessary tools to manage all library events.

BiblioCommons is a privately owned company, headquartered in Toronto and has been building online public library services for 10 years and uses an agile development model to roll out new features and improvements to libraries and users. Bibliocommons works exclusively with public libraries and has implemented their integrated platform (BiblioWeb, BiblioCore, and BiblioEvents) in the US, Canada, Australia and New Zealand. BiblioCommons has implemented and launched 23 libraries on the combined platforms. Other major libraries using BiblioWeb include: Calgary Public Library, Edmonton Public Library, Chicago Public Library, and Boston Public Library. MPL would be the first library in Ontario to use the innovative BiblioWeb.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget. As this is a cloud-based software system where annual maintenance costs are paid through annual operating subscription costs, there is no life cycle study reserve impact.

ENVIRONMENTAL CONSIDERATIONS

Not applicable.



Number 3

STAFF AWARD REPORT

To:	Trinela Cane, Commissioner of Corporate Services
Re:	254-T-18 Replacement of Electronic Signage System at Selected Fire Stations
Prepared by:	Sameem Shah, Facility Asset Coordinator ext. 6190 Flora Chan, Senior Buyer, Ext. 3189

PURPOSE/BACKGROUND

To obtain approval for the replacement of 4 existing backlit exterior signs with 4 LED signs at Fire Station: FS 91 (7801 Bayview Ave.), FS 93 (2930 Major Mackenzie Dr), FS 94 (7300 Birchmount Rd) and FS 96 (5567 14th Ave). These signs will provide consistent messaging and the ability to inform residents during emergency situations.

It is anticipated the project will be completed by April 19, 2019.

RECOMMENDATION

Recommended Bidder	Libertevision Ontario Inc. (Lowest Priced Bidder)	
Current Budget Available	\$ 30,514.00 \$ 40,600.00 <u>\$ 81,600.00</u> \$152,713.83	67-6150-15140-005 Fire Facility Improvements 750-101-5399-16193 Fire Facility Improvements 270-101-5399-18093 Fire Facility Improvements Total
Less cost of award	\$110,181.66 <u>\$ 11,018.17</u> \$121,199.82	Cost of Award (Inclusive of HST) Contingency (10%) Total Cost of Award (Inclusive of HST)
Budget Remaining after this award*	\$ 31,514.01	*

*The remaining balance of \$31,514.01 will be retained for media players and set-up services by City's current contractor for content management system software (\$6,919.68) and various consulting services for cabling, electrical and IT related works. Any unused amount will be returned to original funding source at the end of the project. (270-101-5399-18093).

BID INFORMATION

Bids closed on	December 10, 2018
Number picking up bid documents	10
Number responding to bid	6

PRICE SUMMARY (Inclusive of HST)

Bidders	Bid Price (Inclusive of HST)
Libertevision Ontario Inc.	\$110,181.66
1601666 Ontario Inc. o/a Signarama Peterborough	\$182,862.72
Steel Art Signs Corp.	\$211,884.59
Sunset Neon Ltd	\$212,271.36
Enseicom Inc.	\$232,348.61
Spectra Advertising	\$245,526.53

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating budget impact. Each electronic sign has a lifespan of 20 years. Therefore, the life cycle impact within the 25 year period is \$121,199.82. The life cycle reserve study will be adjusted accordingly.

ENVIRONMENTAL CONSIDERATIONS

Existing sign will be disposed in compliance with applicable legislations and by-laws.



Number 4

STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	034-R-12 Audio Visual Support and Maintenance - Contract Extension,
Prepared by:	Sugun Rao, Manager Technology, Ext. 4868 Rosemarie Patano, Senior Construction Buyer, Ext 2990

PURPOSE/BACKGROUND

To obtain approval to extend the contract for the audio visual equipment in the Canada Room, Council Chamber and the Great Hall for two (2) additional one (1) year terms (January 01, 2019 to December 31, 2020), at the same 2018 itemized pricing for the first renewal year (2019).

The recommended vendor will provide the following services: Warranty and support model which includes a dedicated customer service representative; remote virtual private network (VPN) support; all parts and labour; software and programming; loaner equipment; mission critical spare inventory; 24 hours x 7 days on-site replacements or repair and all related shipping and logistics costs, and an articulated service level agreement (SLA) ensuring quick service turnaround time, local and dedicated support teams; and special price discount.

RECOMMENDATION

Recommended Bidder(s)	MacLean Media Systems Inc. (Non-Competitive Procurement)	
Current Budget Available	\$34,726.62	400-404-5460 Computer Hardware Mtce.
Less cost of award	\$34,041.77	Jan.2019 – Dec.2019 (Warranty and Support)
	<u>\$35,744.22</u>	Jan.2020 – Dec 2020 (Warranty and Support)
	\$69,785.99	Total Award (Inclusive of HST)
Budget Remaining after this award	\$ 684.85	*

*Favourable variance of \$684.85 will be included as part of the 2019 year-end results of operations.

Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (c) “When the extension of an existing contract would prove more cost-effective or beneficial;”

And

(h) where it is necessary or in the best interests of the City to acquire non-standard items and Professional Services from a supplier who has a proven track record with the City in terms of pricing, quality and service.

OPTIONS / DISCUSSIONS

In 2012, Staff awarded the contract to MacLean Media Systems Inc (“MacLean”) for the hardware/software, warranty, support and maintenance of the audio visual (“AV”) systems in the Canada Room, Council Chambers and the Great Hall for a period of 6 years (2013-2018).

With a minimum of 2 years life remaining in the current AV System (based on an 8 year life cycle), Staff do not recommend a change in the support and maintenance provider at this time as it may disrupt the service level received by the City. Additionally, Maclean was the lowest priced bidder (20% to 34% lower) in the 2012 competitive process and scored the highest on technical submission. Therefore, to ensure the systems are maintained, Staff recommended extending the contract with Maclean for a further 2 years.

As compared to the previous award, this contract represents 2% price reduction in 2019. There is a 5% price escalation in year 2020 as compared to 2019.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating budget and life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

N/A



Number 5

STAFF AWARD REPORT

To:	Arvin Prasad Commissioner, Development Services
Re:	141-T-18 Construction of Sanitary and Storm Sewers on Houghton Boulevard
Prepared by:	Alberto Lim, Senior Capital Works Engineer, Ext. 2860 Tony Casale, Sr. Construction Buyer, Ext. 3190

PURPOSE / BACKGROUND

To obtain approval to award the contract for the construction of sanitary and storm sewers and appurtenances on Houghton Boulevard including manholes, catch basins, leads, lateral service connections to the property line and the restoration of the road.

It is anticipated that construction will commence May 2019 and be completed by June 2019.

RECOMMENDATION

Recommended Bidder	Hard Rock Sewer & Watermain (Lowest Priced Bidder)	
Current Budget Available	\$ 379,992.00	083 5350 18331 005 Houghton Blvd Sewers
Less cost of award	\$ 222,359.85	Construction (Incl. of HST)
	\$ 55,000.00	Allowance *
	\$ 27,735.99	Contingency @ 10%
	\$ 305,095.84	Total Construction Award (Incl. of HST)
	\$ 18,305.75	Construction Administration (6%)
	\$ 39,611.50	Internal Management
	\$ 363,013.09	Total Cost of Award**
Budget Remaining after this award	\$ 16,978.91	***

* The allowance is for unshrinkable fill which will be required for backfilling the construction of the sanitary and storm sewers on an existing road.

** The actual costs of the project will be charged back equally to the five affected residents.

*** The remaining of \$16,978.91 will be returned to the original funding source.

BID INFORMATION

Bid closed on	October 9, 2018
Number picking up document	18
Number responding to bid	12

PRICE SUMMARY

Bidders	Bid Price (Incl. of HST)
Hard Rock Sewer & Watermain	\$ 222,359.85
Howlett Development & Construction Services Ltd.	\$ 287,449.61
FDM Contracting Co. Ltd.	\$ 291,272.74
CRCE Construction Ltd.	\$ 303,295.68
Atlantis Underground Services Ltd.	\$ 304,970.65
Wyndale Paving Co. Ltd.	\$ 311,862.35
Dom-Meridian Construction Ltd.	\$ 316,300.61
KAPP Infrastructure Inc.	\$ 349,797.46
Sam Rabito Construction Ltd.	\$ 357,859.39
JCR Contracting Ltd.	\$ 396,071.29
N.S.J. WaterWorx Group Ltd.	\$ 659,374.27
Elirpa Construction & Materials Ltd.	\$ 681,542.69

OPERATING BUDGET AND LIFE CYCLE RESERVE IMPACT

There is no operating budget impact. The City's operating cost for sewer maintenance is budgeted at \$100 per kilometer. The length of the sewer is 50m and there is no incremental operating costs.

Storm and sanitary sewers have a lifecycle of 100 years and will have no cost impact to the Life Cycle Reserve Study over the next 25 years.

ENVIRONMENTAL CONSIDERATIONS

The existing five residents on Houghton Boulevard affected by this construction are all on septic tank system for sanitary service and natural drainage for storm runoff service. The construction of the sanitary and storm sewers on Houghton Boulevard will allow these residents to eliminate their septic tank system and also alleviate basement flooding on their properties.

**Number 6****STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	210-Q-18 Supply of Traffic Control Services
Prepared by:	Eddy Wu, Manager, Waterworks Operations & Maintenance, Ext. 2445 Tony Casale, Senior Construction Buyer, Ext. 3190

PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply of traffic control services on an as required basis for one (1) year with an option to extend the contract for two (2) additional years at the same itemized pricing. The requirement of traffic control services on an “as needed” basis is needed for general maintenance and emergency repairs completed by Operations and Waterworks.

The vendor provides the following on-site during the general maintenance and emergency repairs by Operations and Waterworks:

- Flag, Traffic Control Personnel
- Crash Truck
- Arrow Board Trailer
- Full Matrix LED Solar Message Board –size 63"x98"
- Full Matrix LED Solar Message Board - size 36"x56"
- Barrels
- Signs

The above noted equipment must be set up within two (2) hours after request by the City. The contract will commence January 1, 2019.

RECOMMENDATION

Recommended Bidder(s)	Traffic Control People Inc. (Lowest Priced Bidder)	
Current Budget Available	\$39,430.00	Various (see Financial Considerations)
Less cost of award	\$56,693.04	2019 Inclusive of HST*
	\$56,693.04	2020 Inclusive of HST*
	\$56,693.04	2021 Inclusive of HST*
	\$170,079.12	Total Cost of Award
Budget Remaining after this award	(\$17,263.04)	**

*Subject to Council approval of the 2019-2021 budgets.

**The shortfall will be addressed through existing budget reallocations as part of the 2019 budget process.

BID INFORMATION

Bid closed on	November 15, 2018
Number picking up bid document	5
Number responding to bid	4

PRICE SUMMARY

Bidders	Bid Price (Incl. of HST)
Traffic Control People Inc.	\$56,146.08
Barricade Traffic Services	\$64,435.70
Stinson Equipment Limited o/a Stinson Owl-Lite	\$86,037.57
Direct Traffic Management Inc.	\$101,164.81

Note: Staff negotiated with Traffic Control People and were successful in reducing the hourly rate for the crash truck from \$140 to \$105 per hour and the per day rental price for traffic barrels from \$2.00 to \$0.50 resulting in a cost reduction of \$4,299.36. As compared to the previous contract (248-T-15), this contract represents a 30% increase; however, prices will remain fixed for three (3) years.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Allocated to this award	Cost of Award	Budget Remaining
Watermain Breaks	760-100-5300	13,215	16641	- 3,426
T&D Residential Services	760-111-5300	2,834	2000	834
T&D ICI Services	760-112-5300	2,834	4000	- 1,166
T&D Valves	760-113-5300	2,834	2000	834
T&D Hydrants	760-115-5300	1,417	2000	- 583
T&D Main Line	760-510-5300	2,834	6000	- 3,166
T&D Residential Services	760-511-5300	1,417	4000	- 2,583
T&D ICI Services	760-512-5300	1,417	2000	- 583
Special Events	700-995-4290	7,794	14052	- 6,258
ROW - Contracted Service	700-501-5501	2,834	4000	- 1,166
Totals:		39,430	56693	- 17,263

OPERATING BUDGET AND LIFE CYCLE IMPACT

The shortfall in the amount of \$17,263.04 will be addressed through existing operating budget reallocations as part of the 2019 budget process.

There is no incremental impact to the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A



To:	Andy Taylor, Chief Administrative Officer
Re:	211-Q-18 Supply and Delivery of Curbside Blue Bins
Prepared by:	Michael Dipasquale, Supervisor, Waste Management, Ext. 3710 Tony Casale, Senior Construction Buyer, Ext. 3190

PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply and delivery of curbside blue bins for one (1) year with an option to extend the contract for three (3) additional years. The additional years will be adjusted in accordance with the consumer price index (CPI) Canada All-Items, September-to-September.

RECOMMENDATION

Recommended Bidder(s)	Nova Products (Lowest Priced Bidder)	
Current Budget Available	\$43,500.00	770 772 4131 Blue Boxes For Resale
Less cost of award	\$46,320.00	2019 Inclusive of HST*
	\$46,320.00	2020 Inclusive of HST*
	\$46,320.00	2021 Inclusive of HST*
	<u>\$46,320.00</u>	2022 Inclusive of HST*
	\$185,284.60	Total Cost of Award
Budget Remaining after this award	(\$ 2,820.00)	

*Subject to Council approval of the 2019 - 2021 operating budgets.

BID INFORMATION

Bid closed on	November 30, 2018
Number picking up bid document	3
Number responding to bid	3

PRICE SUMMARY

Bidders	Estimated Annual Quantity	Unit Price (Incl. of HST)	Bid Price (Incl. of HST)
Nova Products	8,000	\$5.79*	\$46,320.00
Orbis Canada Ltd.	8,000	\$6.87	\$54,960.00
Gracious Living Corporation	8,000	\$8.04	\$64,320.00

*Staff negotiated with Nova Products and were successful in reducing the unit price from \$5.85 to \$5.79 (Incl. of HST) which represents a savings of \$488.45 based on 8,000 blue bins. As compared to the previous contract, this contract represents an increase of 6.4%.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no 2019 operating budget impact and no incremental life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

The blue box program contributes to our waste diversion target, decreases landfill waste and slows the rate of resource depletion and pollution.



Number 8

STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	245-T-18 Supply and Delivery of Sodium Chloride (Highway Coarse Rock Salt)
Prepared by:	Craig Breen, Supervisor – Road Operations, Ext. 3000 Melita Lee, Senior Buyer, Ext. 2239

PURPOSE/BACKGROUND

To obtain approval to award the contract for a secondary vendor to supply and deliver sodium chloride (highway coarse rock salt).

The contract term is one (1) winter road operating season 2018/19 with an option to renew for the 2019-2020 winter road operating season. The prices are fixed for year one (2018/2019 winter road operating season) and escalated by the Consumer Price Index (CPI) – (Toronto All-Items) for year two (2019/2020 winter road operating season) based on the percentage change in the CPI (March to March) up to a maximum amount of 3%.

RECOMMENDATION

Recommended Bidder	Rafat General Contractor Inc. (Lowest Priced Bidder)	
Current Budget Available	\$1,680,477.00	700-504-4525 Salt
Less cost of award	\$ 0.00	December 2018 Inclusive of HST
	\$ 915,840.00	Jan 1 – Dec 31, 2019 Inclusive of HST*
	<u>\$ 915,840.00</u>	Jan 1 – Apr 30, 2020 Inclusive of HST*
	\$1,831,680.00	Total Cost of Award
Budget Remaining after this award	\$ 764,637.00	**

*Subject to Council approval of the 2019-2020 budgets.

** The remaining budget in the amount of \$764,637.00 will be used to purchase salt from Compass Minerals. The award is based on 6,000 tonnes and is subject to change based on actual requirements. Any shortfall will be funded from the overall winter maintenance budget.

BID INFORMATION

Bid closed on	November 20, 2018
Number picking up bid document	6*
Number responding to bid	2

* Of the bidders that picked up the bid document but did not submit a bid; they advised that they cannot handle due to present plant/workloads and shortage of salt.

PRICE SUMMARY

Bidders	Qty/Year (Tonne)*	Unit Price	Bid Price (Inclusive of HST)
Rafat General Contractor Inc.	6,000 sodium chloride	\$150.00**	\$915,840.00
Draglam Salt	4,000 sodium chloride 2,000 treated sodium chloride	\$155.00 (sodium chloride) \$185.00 (treated sodium chloride)	\$1,007,424.00

*Bidders could provide a bid on sodium chloride and/or treated sodium chloride as long as the combined total tonnes added up to 6,000.

**As compared to our primary sodium chloride vendor, this pricing represents an increase of 79.3% with a current unit price of \$83.65/tonne sodium chloride (2018 pricing).

OPTIONS/DISCUSSIONS

Compass Minerals Canada Corp. (Compass Minerals) is the City’s primary vendor for the supply and delivery sodium chloride (Highway Coarse Rock Salt) until 2022. Under our current contract, which is also utilized by York Region and eight other municipalities within York Region, Compass Minerals is required to provide an estimated annual quantity of 19,600 tonnes of sodium chloride to the City.

The following table outlines the yearly salt consumption for the past 4 years provided by Compass Minerals.

Year	Usage (tonnes)
2017	27,528
2016	17,283
2015	24,087
2014	28,287

Since August, staff from Procurement and Operations have numerous conversations with Compass Minerals to discuss deliveries for the upcoming winter season and understand the situation with their production. In 2018, Compass Minerals had a 12-week strike at their Goderich Mine, this is the mine that provides Sodium Chloride to the City.

As a result of the strike and the potential salt shortage this year, Compass Minerals will not guarantee any quantities above 19,600 tonnes. Therefore, to ensure road safety is not comprised and the City complies with Ontario's Minimum Maintenance Standards for winter maintenance, Ontario Reg. 239/02. Procurement and Operations are recommending awarding the contract for a secondary vendor to supply and delivery of sodium chloride (highway coarse rock salt).

OPERATING BUDGET AND LIFE CYCLE IMPACT

The award is based on 6,000 tonnes and is subject to change based on actual requirements. Any shortfall will be funded from the overall winter maintenance budget.

There is no incremental life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

The City utilizes computerized spreader control devices to effectively manage the quantity of winter control material applied to the streets, while maintaining approved service levels. All vehicles are calibrated at the beginning of the winter season to ensure application rates are maintained. City staff continually monitors weather conditions through the use of RWIS, (Road Weather Information System), and Environment Canada to optimize our responses to weather occurrence.



Number 9

STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	228-T-18 Load, Haul (Off-site) and Disposal of Soils
Prepared by:	Eddy Wu, Manager, Waterworks Operations & Maintenance, Ext. 2445 Zoyeb Vahora, Supervisor, Contract Administration, Ext. 2275 Tony Casale, Senior Construction Buyer, Ext. 3190

PURPOSE/BACKGROUND

To obtain approval to award the contract for the load, haul and disposal of soils. It is anticipated the project will be completed by January 2019.

RECOMMENDATION

Recommended Bidder(s)	Salandria Ltd. (Lowest Priced Bidder)	
Current Budget Available	\$240,000.00	Various Accounts (See Financial Considerations)
Less cost of award	\$206,064.00	Inclusive of HST
Budget Remaining after this award	\$ 33,936.00	*

*The remaining budget will be included as part of the 2018 year-end results of operations. The volume of soil disposal fluctuates on a yearly basis depending on operational requirements. Therefore, staff recommend the 2019 budget remain at \$240,000.

BID INFORMATION

Bid closed on	November 27, 2018
Number picking up bid document	19
Number responding to bid	15

PRICE SUMMARY

Bidders	Bid Price (Inclusive of HST)
Salandria Ltd.	\$206,064.00
SAFFA Engineering Inc.	\$245,750.40
Rafat General Contractor Inc.	\$289,634.40
KG Services	\$292,534.56
Urgiles Brothers Excavating	\$337,716.00
A & G The Road Cleaners Ltd.	\$346,492.80
Lombardi Construction Inc.	\$350,995.68
Golder Associates Ltd.	\$361,909.44
Greenspace Landscaping and Property Services Inc.	\$366,336.00
Ace Property Care Inc	\$366,336.00
Melfer Construction Inc.	\$371,296.80
Loc Pave Construction Limited	\$373,968.00
Tri-Phase Environmental Inc.	\$404,496.00
Ground Force Environmental Inc.	\$408,464.64
Roni Excavating Ltd.	\$446,929.92

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget allocated to this project	Cost of Award	Budget Remaining
Watermain Breaks	760-100-5300	120,000	103,032	16,968
Sewer Line Breaks	760-500-5300	60,000	51,516	8,484
Drainage - Tipping Fees	700-507-5760	40,000	34,344	5,656
ROW Tipping Fees	700-501-5760	20,000	17,172	2,828
Totals:		240,000	206,064	33,936

The \$33,936 will be reported as part of the 2018 results of operations.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget or the Life Cycle Replacement and Capital Reserve Fund.

ENVIRONMENTAL CONSIDERATIONS

The soils will be disposed at an approved MOECP site duly authorized to receive such materials.



To:	Andy Taylor, Chief Administrative Officer
Re:	221-R-18 Consulting Engineering Services for Bridges and Culverts OSIM Inspections
Prepared by:	Shipra Singh, Manager, Infrastructure Capital Planning, Environmental Services ext.2747 Flora Chan, Senior Buyer ext. 3189

PURPOSE/ BACKGROUND

To obtain approval to award the contract for inspection of bridges and culverts as per the Ontario Structure Inspection Manual (OSIM) inspection program for 3 years (2019, 2020 and 2021). The work will commence in April of each year and will be completed by August/ September subject to weather conditions.

The following are the planned inspections for 2019-2021:

Structures	2019	2020 (Estimated)	2021 (Estimated)
Vehicular Bridges (Detail Visual Inspection)	12	9	14
Pedestrian Bridges (Detail Visual Inspection)	37	37	44
Large Culverts (Detail Visual Inspection)	30	32	35
Small Culverts (CCTV Inspection)	31	31	37
Boardwalks (Detail Visual Inspection)	-	10	-
Total	110	119	130

RECOMMENDATION

Recommended Supplier	WSP Canada Group Limited (Highest Ranked/ Lowest Priced Bidder)	
Current Budget Available	\$ 66,000.00	750-101-5399-19221 Bridges and Culverts – Condition Inspection (Pre-approved by Council on Nov 27, 2018)
Less cost of award	\$ 48,590.40	2019 Inspections
	\$ 5,088.00	Cash Allowance*
	<u>\$ 5,367.84</u>	Contingency (10%)
	\$ 59,046.24	2019 Total Award inclusive of HST
	\$ 52,111.30	2020 Inspections
	\$ 8,140.80	Cash Allowance*
	<u>\$ 6,025.21</u>	Contingency (10%)
	\$ 66,277.31	2020 Total Award inclusive of HST**
	\$ 64,220.74	2021 Inspections
	\$ 8,140.80	Cash Allowance*
<u>\$ 7,236.15</u>	Contingency (10%)	
\$ 79,597.69	2021 Total Award inclusive of HST**	
	\$204,921.24	Total award (2019-2021)
Budget Remaining after award	\$ 6,953.76	*** (\$66,000.00 - \$59,046.24)

*Cash allowance is for the flushing of blocked culverts that cannot be determined at the time of the award and will only be paid out if required.

**Subject to Council approval of the 2020 and 2021 capital budgets.

***The balance of \$6,953.76 for 2019 will be returned to the original funding source.

BID INFORMATION

Bids closed on	November 1, 2018
Number picking up bid documents	16
Number responding to bid	6

PROPOSAL EVALUATION

The Evaluation Team was comprised of staff from the Environmental Services Department and facilitated by staff from the Procurement Department. Due to the complexity of the project, staff wanted to ensure that bidders had the necessary qualifications and experience to carry out the work and as such, the City released this RFP utilizing a two-stage system.

Stage One (1) – Technical Evaluation:

Under Stage 1 – Technical Evaluation, Bidders were assessed against pre-determined criteria as outlined in the RFP; Experience/Past Performance of the Company 15%, Similar Five (5) Projects completed within the last 5 Years 5%, Qualifications and Related Experience of the Project Manager and Project Team 30%, Project Delivery 20% totaling 70%.

Upon completion of Stage 1 (technical evaluation), the Price Proposal (Bid Form) provided by those Bidders who qualified from Stage 1, (minimum score of 75%, or 52.5 points out of 70 required), proceeded to Stage 2 for price evaluation.

Stage Two (2) – Price Evaluation:

Based on the Stage 1 evaluation, Bidders who received a minimum of 75% or 52.5 points out of 70 proceeded to Stage 2 - Price Evaluation. The price proposal provided by the Bidders is evaluated out of 30 points, based on the criteria outlined in the RFP.

Stage 1 & 2 – Combined Overall Scoring

The scores from the Stage 1 and 2 evaluations were combined to formulate final overall scoring, as summarized below:

Bidders	Total Score (100 points)
WSP Canada Group Limited	93.2
Associated Engineering (Ont.) Ltd.	86.9
GM Blue Plan Engineering	79.4
Orbit Engineering Limited	48.8
TSI Inc.	45.4
Sirati Partners Consultants Ltd.	43.7

*Total Bid prices for 3 years ranged from \$186,292.03 to \$206,654.21 (including cash allowance).

WSP Canada Group Limited (“WSP Canada”), the highest ranked bidder with the highest technical score and lowest price, demonstrated a good understanding of the project, had experienced and qualified project team and illustrated a comprehensive plan and methodology for the project.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The lifecycle reserve study will be adjusted accordingly. There is no incremental operating budget impact.

ENVIRONMENTAL CONSIDERATIONS

N/A



To:	Andy Taylor, Chief Administrative Officer
Re:	222-R-18 Consulting Engineering Services for Underground Streetlight Cable Replacement Program – Design and Contract Administration
Prepared by:	Prathapan Kumar, Senior Manager, Infrastructure, Environmental Services ext. 2989 Flora Chan, Senior Construction Buyer, ext. 3189

PURPOSE/ BACKGROUND

To obtain approval to award the contract for underground streetlight cable replacement design and contract administration.

Timeline:

- Design completion by Nov 2019
- Construction between May 2020 to Nov 2020

RECOMMENDATION

Recommended Supplier	IBI Group Professional Services (Canada) Inc. (Highest Ranked/Lowest Priced Bidder)	
Current Budget Available	\$117,025.00	058-6150-19229 -005 Streetlights Underground Cable Replacement / Repair (Pre-approved by Council on Nov 27, 2018)
Less cost of award	\$ 79,085.84 <u>\$ 7,908.58</u> \$ 86,994.42 \$ 83,565.31 <u>\$ 8,356.53</u> \$ 91,921.84 \$178,916.26	Detailed Design Services Contingency (10%) Cost of Design Award (incl. HST impact) Contract Administration & Construction Inspection* Contingency (10%) Cost of CA Award (incl. HST impact) Total Award (incl. HST impact)
Budget Remaining after award	(\$ 61,891.26)	**

*The contract administration and construction inspection award amount is calculated as a fee per construction week, based on an estimated construction period of 15 weeks. The construction period may change subject to detailed design and therefore the purchase order is subject to change.

**The budget shortfall of (\$61,891.26) will be funded from the construction component of the budget (\$1,178,775). The 2019 budget was based on previous contract pricing of 9% of the construction estimate. The bid price came in at 12.5% of the construction estimate and was due to the following: Under the detailed design component, the cost for underground utility survey requirements is \$22k higher compared to the 2015 contract. This is due to the unavailability of as-built information in older areas. Additionally, hourly rates have increased by 15% compared to the 2015 project costs. Any additional funding will be requested through the 2020 budget process based on consultant estimate established through detailed design.

BID INFORMATION

Bids closed on	November 2, 2018
Number picking up bid documents	7
Number responding to bid	5

PROPOSAL EVALUATION

The Evaluation Team was comprised of staff from the Environmental Services Department and facilitated by staff from the Procurement Department. Due to the complexity of the project, staff wanted to ensure that bidders had the necessary qualifications and experience to carry out the work and as such, the City released this RFP utilizing a two-stage system.

Stage One (1) – Technical Evaluation

Under Stage 1 – Technical Evaluation, Bidders were assessed against pre-determined criteria as outlined in the RFP; Experience/Past Performance of the Company 15%, Similar Five (5) Projects completed within the last 5 Years 2%, Qualifications and Related Experience of the Project Manager and Project Team 25%, Project Delivery 28% totaling 70%.

Upon completion of Stage 1 (technical evaluation), the Price Proposal (Bid Form) provided by those Bidders who qualified from Stage 1, (minimum score of 75%, or 52.5 points out of 70 required), proceeded to Stage 2 for price evaluation.

Stage Two (2) – Price Evaluation

Based on the Stage 1 evaluation, Bidders who received a minimum of 75% or 52.5 points out of 70 proceeded to Stage 2 - Price Evaluation. The price proposal provided by the Bidders is evaluated out of 30 points, based on the criteria outlined in the RFP.

Stage 1 & 2 – Combined Overall Scoring

The scores from the Stage 1 and 2 evaluations were combined to formulate final overall scoring, as summarized below:

Bidders	Total Score (100 points)
IBI Group Professional Services (Canada) Inc.	92.8
GHD Limited	81.4
LEA Consulting Ltd.	77.5
DPM Energy Inc.	47.3
Moon-Matz Ltd.	40.0

*Total Bid prices for Design and CA ranged from \$162,251.15 to \$224,829.56.

IBI Group Professional Services (Canada) Inc. (“IBI Group”), the highest ranked / lowest priced bidder, demonstrated a good understanding of the project, had experienced and qualified project team and illustrated a comprehensive plan and methodology for the project. IBI Group has also successfully completed two similar streetlight cable replacement projects in 2015 and 2016 with satisfactory performance.

Staff negotiated with IBI Group a 3% or \$5,495.04 cost reduction from their original bid price (168,146.19) as allowed under the Purchasing By-Law.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The life cycle reserve study will be updated based on this award. There is no incremental impact to the operating budget.

ENVIRONMENTAL CONSIDERATIONS

The consultant will oversee the construction contract and review, monitor and ensure compliance with contractor environmental submissions. Additionally, they will maintain environmental compliance records complying with environmental statutes and regulations.



To:	Andy Taylor, Chief Administrative Officer
Re:	223-R-18 Consulting Engineering Services for Culverts Rehabilitation Works
Prepared by:	Shipra Singh, Manager, Infrastructure Capital Planning, Environmental Services ext. 2747 Flora Chan, Senior Buyer ext. 3189

PURPOSE/ BACKGROUND

To obtain approval to award the contract for consulting engineering services for culverts rehabilitation for three (3) structures.

Based on the 2017 - 2018 condition inspection program results, staff requested budget for rehabilitation of the following three (3) structures under the 2019 capital budget:

1. C072: Culvert at 19th Avenue; 150m west of McCowan Road
2. C082: Culvert at Edward Jeffery’s Avenue; 55m west of Petunia Street
3. C088: Culvert at Wilfred Murison Avenue; 23m west of Bridle Walk

The Bid was issued requesting pricing for the following:

- Stage 1 - Detailed condition survey, preliminary design and financial analysis
- Stage 2 - Detailed design
- Stage 3 - Contract administration and construction inspection

Stage 1 & 2 work will commence in January 2019 and be completed by December 2019.

RECOMMENDATION

Recommended Bidder	CIMA Canada Inc. (Highest Ranked / Lowest Priced Bidder)	
Current Budget Available	\$180,000.00	058-6150-19223-005 Structures Rehabilitation (3 Structures)
Less cost of award	\$ 29,807.54	Stage 1 Award
	\$ 12,292.61	Stage 2 Award*
	\$110,714.88	Stage 3 Award**
	\$ 10,176.00	Cash Allowance for Geotechnical Investigation during Design Stage
	\$ 16,299.10	Contingency 10%
	\$179,290.13	Total Award (Incl. of HST)
Budget Remaining after this award	\$ 709.87	***

*The detailed design (Stage 2) award amount is calculated as a percentage of construction cost, based on an estimated construction cost. The construction cost estimate may change subject to preliminary design and therefore purchase order for Stage 2 is subject to change.

**The contract administration and construction inspection (Stage 3) award amount is calculated as a fee per construction week, based on an estimated construction period of 24 weeks. The construction period may change subject to detailed design and therefore the purchase order for Stage 3 is subject to change.

***The remaining budget of \$709.87 will be returned to original funding source.

BID INFORMATION

Bids closed on	November 20, 2018
Number picking up bid document	16
Number responding to bid	9

PROPOSAL EVALUATION

The Evaluation Team was comprised of staff from the Environmental Services Department and facilitated by staff from the Procurement Department. Due to the complexity of the project, staff wanted to ensure that bidders had the necessary qualifications and experience to carry out the work and as such, the City released this RFP utilizing a two-stage system.

Stage One (1) – Technical Evaluation

Under Stage 1 – Technical Evaluation, Bidders were assessed against pre-determined criteria as outlined in the RFP; Experience/Past Performance of the Company 15%, Similar Five (5) Projects completed within the last 5 Years 5%, Qualifications and Related Experience of the Project Manager and Project Team 20%, Project Delivery 30% totaling 70%.

Upon completion of Stage 1 (technical evaluation), the Price Proposal (Bid Form) provided by those Bidders who qualified from Stage 1, (minimum score of 75%, or 52.5 points out of 70 required), proceeded to Stage 2 for price evaluation.

Stage Two (2) – Price Evaluation

Based on the Stage 1 evaluation, Bidders who received a minimum of 75% or 52.5 points out of 70 proceeded to Stage 2 - Price Evaluation. The price proposal provided by the Bidders is evaluated out of 30 points, based on the criteria outlined in the RFP.

Stage 1 & 2 – Combined Overall Scoring

The scores from the Stage 1 and 2 evaluations were combined to formulate final overall scoring, as summarized below:

Bidders	Total Score (100 points)
CIMA Canada Inc.	90.4
Jewell Engineering Inc.	72.0
Associated Engineering (Ont.) Ltd.	71.3
Aquafor Beech Limited	70.1
McIntosh Perry Consulting Engineers Ltd.	69.2
LEA Consulting Ltd.	68.9
Chisholm Fleming & Associates	65.5
TSI Inc.	48.3
Sirati & Partners Consultants Limited	34.9

*Total Bid prices ranged from \$162,991.03 to \$295,545.64 (Including Cash Allowance).

CIMA Canada Inc., the highest ranked and lowest price bidder, demonstrated a good understanding of the project, had experienced and qualified project team and illustrated a comprehensive plan and methodology for the project.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget and life cycle reserve study.

ENVIRONMENTAL CONSIDERATIONS

N/A



Number 13

STAFF AWARD REPORT

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	260-T-18 Supply and Delivery of Personnel Protective Clothing
Prepared by:	Shahid Rehman, Inventory Control Coordinator, Fleet and Supplies, Ext. 4896 Melita Lee, Senior Buyer, Ext. 2239

PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply and delivery of personnel protective clothing for the Operations and Waterworks Departments.

The contract term is one (1) year term starting January 1, 2019 with an option to renew the contract for three (3) additional one (1) year periods. The extension years are subject to annual price increases based on the Consumer Price Index for All Items Canada for the twelve (12) month period ending August 31 in the applicable year.

RECOMMENDATION

Recommended Bidder	AGO Industries Inc. (Sole Bidder)	
Current Budget Available	\$ 31,200.00 <u>\$ 5,843.10</u> \$ 37,043.10	700-998-4260 OPDEP Uniforms 760-998-4260 WADEP Uniforms Total
Less cost of award	\$ 36,981.67 \$ 36,981.67 \$ 36,981.67 <u>\$ 36,981.67</u> \$147,926.68	2019 Inclusive of HST* 2020 Inclusive of HST* 2021 Inclusive of HST* 2022 Inclusive of HST* Total Cost of Award
Budget Remaining after this award	\$ 61.43	**

*Subject to Council approval of the 2019-2022 budgets.

** The remaining budget in the amount of \$61.43 will be included as part of the 2019 year-end results of operations.

BID INFORMATION

Bid closed on	December 17, 2018
Number picking up bid document	4*
Number responding to bid	1

*Of the bidders that picked up the bid document but did not submit a bid - two bidders advised they could not meet the specifications for all the items listed and one bidder advised they could not submit pricing as the individual responsible for providing pricing was not available before the bid closed.

Staff also contacted bidders that had interest in previous years, but did not submit a bid and the following feedback was received; one bidder advised they were no longer interested in bidding on these contracts as the process required a number of resources to complete the bid and they often did not get awarded the contract; one bidder advised they did not feel they would be competitive against other bid takers. The other previous bidder could not be reached.

PRICE SUMMARY

Sole Bidder	Bid Price (Inclusive of HST)
AGO Industries Inc.	\$36,981.67

Note: The bid document identified 44 different types of clothing requirements (vests, shirts, jackets and pants) with various size requirements (small to 5XL). As compared to the 2016-2018 contract, prices received under the 2019-2022 contract have increased by 7%.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Available for this item	Cost of Award for Jan 1-Dec 31, 2019	Budget Remaining
Operations - Uniforms	700-998-4260	\$31,200.00	\$31,138.57	\$61.43
Waterworks - Uniforms	760-998-4260	\$ 5,843.10	\$ 5,843.10	\$ 0.00
TOTAL		\$37,043.10	\$ 6,981.67	\$61.43

The budget remaining of \$61.43 will be included as part of the 2019 year-end results of operations.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The remaining budget of \$61.43 will be included as part of the 2019 results of operations. The 2020 operating budget for Operations department will be adjusted accordingly subject to Council approval of the 2020 budget.

There is no impact to the life cycle reserve study.

ENVIRONMENTAL CONSIDERATIONS

N/A



To:	Andy Taylor, Chief Administrative Officer
Re:	238-S-18 Supply and Delivery of Fire Department Dress Uniforms
Prepared by:	Chris Nearing, Deputy Fire Chief, Ext. 5960 Melita Lee, Senior Buyer, Ext. 2239

PURPOSE/BACKGROUND

To obtain approval to extend the contract for the supply and delivery of the Fire Department dress uniform requirements for three (3) additional years from (2019 to 2021).

RECOMMENDATION

Recommended Bidder	Uniform Uniforms (Non-Competitive Procurement)	
Current Budget Available	\$33,000.00	420-599-4260 Uniforms
Less cost of award	\$33,000.00	2019 - Inclusive of HST*
	\$33,000.00	2020 - Inclusive of HST*
	<u>\$33,000.00</u>	2021 - Inclusive of HST*
	\$99,000.00	Total Cost of Award
Budget Remaining after this award	\$0.00	

*Subject to Council approval of the 2019-2021 budgets.

A 2% increase per annum increase for all items is applicable in 2020 and 2021.

Staff further recommends:

THAT the tender process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1 (c) when the extension of an existing Contract would prove more cost-effective or beneficial;

And

(g) where it is in the City’s best interest not to solicit a competitive Bid.

OPTIONS / DISCUSSIONS

In 2013, the City awarded the contract through a Request for Proposal (RFP) process for the supply and delivery of Fire Department dress uniform requirements to Uniform Uniforms. The contract included the supply and delivery of single-breasted tunic, trousers, shirts, sweaters, caps, insignia rank, jackets, ties, and belts. Additionally, the vendor was to provide on-site measurement of staff, alternations, and tailoring services.

This contract expired on December 31, 2018 and over the past few months, Staff from Fire and Procurement have undertaken extensive market research, including contacting various vendors and other municipalities. Staff are aware that this is a niche market with only two (2) vendors in 2013 who were qualified through the City’s RFP process.

Staff recommend extension of the contract with Uniform Uniforms for three (3) additional years based on the following rationale:

Service level/quality of product

Uniform Uniforms have the specialized fabric colour readily available, they provide alterations to products as required at no extra cost, provide custom tailored products, exceptional quality products and exceptional service. Additionally, other vendors’ products are not custom tailored, but are purchased “off the rack” and a local tailor at additional cost would have to be utilized to alter clothing items.

Price rationale

In comparing Uniform Uniforms pricing against two (2) other vendors, the pricing from Uniform Uniforms for single-breasted was 14% lower, trousers (21% lower), shirts (8% lower), caps (14% lower) and insignia (50% lower). Overall, Uniform Uniforms has significantly lower itemized pricing for the high usage items mentioned above and comparable pricing for items such as sweaters, jackets, ties and belts.

Price rationale

In comparing Uniform Uniforms pricing against two (2) other vendors, the pricing from Uniform Uniforms for single-breasted was 14% lower, trousers (21% lower), shirts (8% lower), caps (14% lower) and insignia (50% lower). Overall, Uniform Uniforms has significantly lower itemized pricing for the high usage items mentioned above and comparable pricing for items such as sweaters, jackets, ties and belts.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental 2019 operating budget impact. The annual 2% escalation for the years 2020 and 2021 will be addressed as part of the 2020 and 2021 Operating Budget process. There is no impact to the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A



To:	Andy Taylor, Chief Administrative Officer
Re:	250-S-18 Consulting Engineering Services for Contamination Monitoring Program at 555 Miller Avenue
Prepared by:	Vicky Chan, Project Manager, Sustainability & Asset Management, Ext. 2567 Flora Chan, Senior Buyer, Ext. 3189

PURPOSE/BACKGROUND

To obtain approval to award the contract for consultant services for contamination monitoring program of the groundwater, indoor air quality, methane and other gases for three (3) years at the same itemized pricing.

Since the decommissioning and removal of City’s old underground fuel storage tanks, each site was tested for contamination and remediated in accordance to regulatory requirements by Technical Standards and Safety Authority (TSSA). At 555 Miller Avenue, external geo-environmental and hydrogeological investigations were done to determine existing underground soil and groundwater conditions and presence of petroleum hydrocarbon (PHC) and volatile organic compound (VOC) were confirmed. Based on investigation results and current use of property, long-term ground water monitoring was recommended as the most suitable and most economical remediation option.

The scope of work includes:

- two (2) semi-annual methane and total gas monitoring at the southern part of the facility
- four (4) quarterly groundwater monitoring and indoor air quality testing at the northern part of the facility
- four (4) quarterly reports to summarize all results from field activities
- one (1) yearly report to provide data analysis of the monitoring program.

RECOMMENDATION

Recommended Bidder	Peto MacCallum Ltd. (Non-Competitive Procurement)	
Current Budget Available	\$30,500.00	056-6150-15261-005 Fuel Facilities Improvements
Less cost of award	\$26,950.00	Year 1 - December 1, 2018 to November 30, 2019
	<u>\$ 2,695.00</u>	Contingency (10%)
	\$29,645.00	Year 1 Award*
	\$26,950.00	Year 2 - December 1, 2019 to November 30, 2020
	<u>\$ 2,695.00</u>	Contingency (10%)
	\$29,645.00	Year 2 Award*
	\$26,950.00	Year 3 - December 1, 2020 to November 30, 2021
	<u>\$ 2,695.00</u>	Contingency (10%)
	\$29,645.00	Year 3 Award*
		\$90,500.26
Budget Remaining after this award	\$ 333.25	**

*Subject to Council approval of the 2020 and 2021 capital budgets. Contract renewal will be made on an annual basis, subject to site findings and year-end review recommendation. At the end of the 3-year monitoring program, Staff will review annual site findings and consultant’s recommendations to determine if further monitoring is required.

**The remaining balance of \$333.25 will be returned to original funding source.

Staff further recommends that the City’s tender process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1 (h) which states “where it is necessary or in the best interests of the City to acquire Consulting Services from a supplier who has a proven track record with the City in terms of pricing, quality and service.”

OPTIONS/ DISCUSSIONS

Proven Track Record

Peto MacCallum Ltd. (PML) was previously awarded related work as the highest ranked bidder (205-R-14) and has successfully completed similar projects and related investigations at this site for the Engineering and Sustainability & Asset Management departments. Staff is satisfied with the level of service, professionalism and technical expertise provided by PML.

Technical Expertise

PML is an independent Canadian consulting engineering company, specializing in geo-environmental, geotechnical, foundation, hydrogeological, and construction materials engineering, quality control/quality assurance inspection and testing, and building science services in Canada.

Efficiency, Cost and Time Savings

The monitoring wells previously installed by PML as part of the initial investigations can be re-utilized in this monitoring program. This eliminates the need for additional installation or verification of monitoring wells (\$5,500 by another consultant) and minimizes any duplication of efforts / costs that would be associated with engaging another consultant.

Other cost savings and efficiencies are expected through knowledge transfer from previous work, including access to all previous site records.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating or life cycle impact. Staff is currently in discussion with the adjacent property owner (Miller Compost) for cost sharing opportunities in Year 2 and Year 3 of the monitoring program, thus minimizing any financial impact to future operating budget.

ENVIRONMENTAL CONSIDERATIONS

The monitoring program represents the most suitable remediation option to address the contaminated soil and ground water identified, based on the current use of property (if development or selling of property is not considered).



Number 16

STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	248-S-18 Continuous Electrical Safety Services Program
Prepared by:	Sameem Shah, Facility Asset Coordinator Ext. 6190 Flora Chan, Senior Buyer Ext. 3189

PURPOSE/BACKGROUND

To obtain approval to award the contract for continuous electrical safety services program in accordance with the Ontario Electrical Safety Code for three (3) years at the same itemized pricing. As part of the mandate, Electrical Safety Authority (ESA) is responsible for inspecting electrical work performed in accordance with the Ontario Electrical Safety Code.

Routine electrical inspection by ESA includes:

- Electrical service upgrades
- Newly installed electrical equipment and devices
- Routine maintenance of electrical systems
- Existing electrical systems for safety and code violations

RECOMMENDATION

Recommended Bidder	Electrical Safety Authority (ESA) (Non-competitive Procurement)	
Current Budget Available	\$ 52,627.37	750 750 5314 Service Agreements – Facility Maintenance
Less cost of award	\$ 53,892.07	January 1, 2019 – December 31, 2019
	\$ 53,892.07	January 1, 2020 – December 31, 2020*
	<u>\$ 53,892.07</u>	January 1, 2021 – December 31, 2021*
	\$161,676.21	Total Cost of Award, inclusive of HST
Budget Remaining after this award	\$(1,264.70)	**

* Subject to Council approval of the 2020 and 2021 Operating Budgets.

**The budget shortfall of (\$1,264.70) will be included as part of the 2019 operating budget subject to Council approval.

Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1 (b) where there is only one source of supply for the goods to be purchased.

Electrical Safety Authority (“ESA”) operates as a delegated authority on behalf of the provincial government in accordance to PART VIII, section 113 of the Electricity Act and the Safety and Consumer Statues Administration Act.

OPERATING BUDGET AND LIFE CYCLE IMPACT

Compared to the previous 3-year contract (245-S-15), the annual cost increased by \$1,264.70 due to price escalation of 2.2% (\$1,134.70), addition of one location – Elson Miles Farm (\$250.08) and offset by the removal of the hardcopy code books (\$120.08).

There is no incremental life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

N/A

**Number 17****STAFF AWARD REPORT**

To:	Morgan Jones – Director, Operations
Re:	261-Q-18 Supply and Delivery of Two (2) Full Size Crew Cab, 4x4, 8 Cylinder Gasoline Engine, 2500 Series Pick Up Trucks
Prepared by:	Peter Englezakos, Supervisor, Fleet and Supplies, Ext. 4896 Melita Lee, Senior Buyer, Ext. 2239

PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply and delivery of two (2) full size crew cab, 4x4, 8 cylinder gasoline engine, 2500 series pick-up trucks. Delivery of the vehicles are anticipated by May 2019.

RECOMMENDATION

Recommended Bidder	Finch Auto Group (Lowest Priced Bidder)	
Current Budget Available	\$79,956.90	057-6150-18246-005 Corporate Fleet Replacement - Fire
Less cost of award	\$78,678.78	Inclusive of HST
Budget Remaining after this award	\$1,278.12	*

*The remaining balance of \$1,278.12 will be returned to the original funding source.

OPTIONS/DISCUSSIONS

The current units will be sold upon delivery of the new units in accordance with Purchasing By-law 2017-8, PART V, Disposal of Personal Property. Proceeds will be posted to account 890 890 9305 (proceeds from the Sale of Other Fixed Assets).

BID INFORMATION

Bid closed on	January 4, 2019
Number picking up bid document	10
Number responding to bid	6

PRICE SUMMARY

Bidders	Bid Price (Inclusive of HST)
Finch Auto Group	\$78,678.78
Downtown Autogroup	\$85,307.44
Heritage Ford Incorporated	\$85,722.62
Donway Ford Sales	\$85,783.68
Winegard Motors Limited	\$86,581.48
Trillium Ford Lincoln Ltd.	\$91,628.77

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating budget impact.

The Life Cycle reserve study will be updated accordingly as part of the 2019 update.

ENVIRONMENTAL CONSIDERATIONS

All units in this award utilize the most current technology, reducing overall engine emissions.



Number 18

STAFF AWARD REPORT

Page 1 of 1

To:	Kimberley Kitteringham, Director, Legislative Services and Communications
Re:	162-Q-18 Uniforms for Provisional Offences Officers
Prepared by:	Travis Gallyot, By-Law Enforcement & Licensing Clerk, Ext. 2457 Darius Chung, Senior Buyer, Ext. 2025

PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply and delivery of uniforms for the City's by-law offences officers. The contract will be for one (1) year with the option to extend at the same for two (2) additional one year periods at the same itemized pricing.

As part of the scope of work, the vendor will supply and deliver various garments which include but is not limited to:

- Short/Long Sleeve Shirts
- Pants
- Sweaters
- Seasonal Jackets

There are a total of 43 by-law offences officers. Each garment piece will be custom embroidered to include the City of Markham patches, name identification, and tailored to fit Markham epaulettes.

RECOMMENDATION

Recommended Bidder	Cintas Corporation (Lowest Priced Bidder)	
Current Budget Available	\$28,395.98	310-323-4260 (Offences Officer Uniforms)
Less cost of award	\$28,395.98	Year 1 – January 1, 2019 – December 31, 2019
	\$28,395.98	Year 2 – January 1, 2020 – December 31, 2020
	<u>\$28,395.98</u>	Year 3 – January 1, 2021 – December 31, 2021
	\$85,187.40	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 0.00	*

*2019, 2020, 2021 Operating budget are subject to Council Approval.

Note: Award amount is to the full budget amount.

BID INFORMATION

Bids closed on	October 12, 2018
Number picking up bid documents	13
Number responding to bid	7

PRICE SUMMARY (Inclusive of HST)

Bidders	Bid Price (Inclusive of HST)*
Cintas Corporation	\$46,415.94
Fundy Tactical	\$47,635.89
The Uniform Group Inc	\$49,212.15
The Uniforms Experts North America Inc.	\$49,565.52
Unisync Group Ltd.	\$52,005.47
835090 Ontario Ltd. O/A Uniform Uniforms	\$55,903.38
Martin & Levesque Inc.	\$56,286.51

* The bid included a high level estimate of garment quantities based on 43 officers that may or may not be required. Staff recommend awarding the contract to the budget amount whereby each officer is budgeted \$660.37 inclusive of HST.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental 2019 operating budget impact. There is no impact to the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A



To:	Andy Taylor, Chief Administrative Officer
Re:	241-S-18 Parts & Maintenance of Ice Surfacing Machines
Prepared by:	Ryan Hanna, Community Facility Coordinator, Ext. 4444 Darius Chung, Senior Buyer, Ext. 2025

PURPOSE/BACKGROUND

To award the contract to Zamboni Company Ltd. for the parts and maintenance of the City’s ice resurfacing machines for a period of five (5) years.

RECOMMENDATION

Recommended Supplier	Zamboni Company Ltd. (Non-Competitive Procurement)	
Current Budget Available	\$ 51,796.00	Various accounts - See Financial Considerations
Less cost of award	\$ 51,500.00	January 1 – December 31, 2019*
	\$ 51,500.00	January 1 – December 31, 2020*
	\$ 51,500.00	January 1 – December 31, 2021*
	\$ 51,500.00	January 1 – December 31, 2022*
	\$ 51,500.00	January 1 – December 31, 2023*
	\$257,500.00	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 296.00	**

*Subject to Council’s approval of the 2019-2023 operating budgets.

Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11 Non Competitive Procurement, item 11.1 (b) “ where there is only one source of supply for the goods to be purchased” and:

(h) “Where it is necessary or in the best interest of the City to acquire non-standard items from a preferred supplier who has a proven track record with the City in terms of pricing, quality and service.”

OPTIONS/DISCUSSIONS

Zamboni Company Ltd. has been the sole source vendor for the supply and delivery of ice re-surfacing machines since 1993 and has been the vendor for the supply of parts and maintenance on all City owned and operated ice resurfacing machines.

Currently there are no other vendors who can satisfy the conditions of this contract as Zamboni Company Ltd (Zamboni) is the only authorized dealer for the supply of proprietary parts and services to Zamboni Ice Resurface Machines. Zamboni offers no dealer representation in Ontario. Zamboni offers Original Equipment Manufacturer (OEM) parts only from their facility in Brantford, Ontario and honour warranties on the parts. The ability to purchase Zamboni proprietary parts ensures that warranty is maintained on the Zamboni equipment.

Zamboni quoted labour rates are consistent across all municipalities which they service and are comparable with current shop rates for repair and maintenance in the automotive industry (similar scope), which range between \$100.00 per hour to \$160.00 per hour. Zamboni labour rates will remain the same for the first year and will not exceed \$120.00 per hour for the length of the contract.

OPERATING BUDGET AND LIFE CYCLE RESERVE IMPACT

Facility	Operating Account	2018 Budget Available	Cost of Award *	Balance Remaining
Angus Glen Community Centre	504-921-5314	\$13,578.00	\$13,500.00	\$78.00
Mount Joy Community Centre	503-922-5314	\$ 5,500.00	\$ 5,500.00	\$32.00
Markham Village Community Centre	503-923-5314	\$ 4,727.00	\$ 4,700.00	\$27.00
Thornhill Community Centre	501-921-5314	\$10,359.00	\$10,300.00	\$59.00
Clatworthy Arena Community Centre	501-922-5314	\$ 4,023.00	\$ 4,000.00	\$23.00
Milliken Mills Community Centre	502-921-5314	\$ 2,011.00	\$ 2,000.00	\$11.00
Centennial Community Centre	503-921-5314	\$ 7,543.00	\$ 7,500.00	\$43.00
Crosby Community Centre	502-922-5314	\$ 4,023.00	\$ 4,000.00	\$23.00
	Total	\$51,796.00	\$51,500.00	\$ 296.00

*The award estimate is based on 2018 requirements.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating budget impact and no life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

N/A



To:	Andy Taylor, Chief Administrative Officer
Re:	259-S-18 Marketing Services for Flato Markham Theatre
Prepared by:	Eric Lariviere, Manager, Markham Theatre, Ext.7546 Darius Chung, Senior Buyer, Ext. 2025

PURPOSE/BACKGROUND

To obtain approval to extend the marketing services contract for the Flato Markham Theatre for one (1) year. Pricing shall remain firm for the term of the contract.

The work includes but is not limited to:

- Marketing collaboration and planning and strategy for 2019 subscription;
- Development of the marketing communication plan for the diamond season
- Public relations/publicity;
- Media planning and buying;
- Facilitating surveys and advertising;
- Social media and digital marketing;
- Brand development and creative design;
- Database management, copywriting and content development;

RECOMMENDATION

Recommended Supplier	Interkom Inc. (Non-Competitive Procurement)	
Less cost of award	\$ 108,069.12	January 1, 2019 – December 31, 2019* (Inclusive of HST)

*The cost of award will be funded from the Manager, Marketing vacant position and subject to Council approval of annual Operating Budget. This position will not be filled at this time and the recommended supplier will carry out work associated with this position for 2019. The budget for this position is \$120,775 (\$94,726 salary + benefits) which results in a savings of \$12,705.88 which will be reported as part of the year end results of operations

Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1 Non-Competitive Procurement, item (c) “where the extension of an existing contract would prove more cost-effective or beneficial

And

(h) “Where it is necessary or in the best interests of the City to acquire non-standard items or Consulting and Professional Services from a preferred supplier or from a supplier who has a proven track record with the City in terms of pricing, quality and service.”

OPTIONS/DISCUSSIONS

Due to the absence of a marketing manager, Interkom Inc. (Interkom) is the ideal candidate to continue this work as they managed the theatre’s dynamic marketing portfolio during the last marketing transition in 2016 and again in 2018. Staff is satisfied with the level of service provided by the supplier, who has demonstrated a good understanding of the City’s requirements and processes.

Interkom Inc. is a full-service agency providing communications and marketing solutions for the Flato Markham Theatre since January 2018 in replacement of the marketing manager’s position. Interkom has extensive experience, knowledge of current branding and a solid understanding of the entertainment/theatre industry.

Staff is recommending that the one (1) year extension achieved through the negotiation process with Interkom ensures the continuity of existing services without incurring significant inconvenience to the City. In 2019, Staff will review the options of issuing a RFP to the market for this contract if the marketing manger’s position has not been filled.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental operating impact and life cycle impact.

ENVIRONMENTAL CONSIDERATION

N/A