



Report to: General Committee

Meeting Date: April 23, 2019

---

**SUBJECT:** Staff Awarded Contracts for the Months of February and March 2019  
**PREPARED BY:** Alex Moore, Senior Manager, Procurement & A/P, Ext. 4711

---

**RECOMMENDATION:**

1. That the report entitled “Staff Awarded Contracts for the Months of February and March 2019” be received; and,
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution

**PURPOSE:**

Pursuant to Part III section 15 of the Procurement Bylaw (No. 2017-8), passed by Council on March 21, 2017, a report shall be submitted to Council on a monthly basis to advise of awarded contracts greater than \$50,000.

This report advises Council of all contracts, awarded by the Chief Administrative Officer or Commissioners, or Directors with a total cost exceeding \$50,000 for the month of February and March 2019.

**BACKGROUND:**

The Procurement By-Law delegates authority to staff to award contracts if the contract award meets specific criteria.

The following chart outlines the contract award approval authority:

Dollar threshold	Within Criteria*	Outside Criteria*
\$50,000 or greater, but less than \$100,000	Director	Commissioner
\$100,000 or greater, but less than \$350,000	Commissioner	CAO
\$350,000 or greater	CAO	Council

\* If one (1) of the below noted criteria is not met then the contract award is identified as outside criteria and the approval authority.

- 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.

**OPTIONS/ DISCUSSION:****Staff Awarded Contracts for the Month of February 2019**

Number	BMFT Objective	Description	Award Details	Commission
1	Exceptional Services by Exceptional People	070-T-18 Skylight Replacement, EIFS, and Re-Coating of Metal Roof at Milliken Mills Community Centre	Lowest Priced Bidder	CS
2	Exceptional Services by Exceptional People	242-S-18 Servicing of Fitness Equipment	Non-Competitive Bidder	C&FS
3	Exceptional Services by Exceptional People	041-S-19 Smart City Accelerator Research –Pilot Project	Non-Competitive Bidder	CS
4	Safe & Sustainable Community	178-T-18 - Security Gate Installation at Main Works Yard and Markham Museum	Lowest Priced Bidder	C&FS
5	Safe & Sustainable Community	262-Q-18 Furnace Replacement and Furnace Room Retrofit at Markham Museum	Lowest Priced Bidder	C&FS
6	Safe & Sustainable Community	018-S-19 Erosion Control and Bank Stabilization along Milne Creek	Non-Competitive Bidder	C&FS
7	Stewardship of Money and Resources	010-R-19 Corporate-Wide Supply & Delivery of Photocopy Paper	Sole Bidder	CS

**Staff Awarded Contracts for the Month of March 2019**

Number	BMFT Objective	Description	Award Details	Commission
8	Safe & Sustainable Community	232-T-18 Supply & Installation of Back-Up Generator at Aaniin Community Centre	Lowest Priced Bidder	CS
9	Safe & Sustainable Community	001-T-19 Concrete Maintenance	Lowest Priced Bidder	C&FS
10	Safe & Sustainable Community	013-Q-19 Servicing, Supply and Delivery of Parts to City Owned Pools on an as required basis	Lowest Priced Bidder	C&FS
11	Safe & Sustainable Community	020-T-19: Parking Lot Yarl Cedarwood Park - Construction	Lowest Priced Bidder	DS
12	Safe & Sustainable Community	024-T-19 Replacement of Ten CSP Culverts at Various Locations	Lowest Priced Bidder	C&FS
13	Safe & Sustainable Community	031-T-19 Arboriculture Services	Lowest Priced Bidder	C&FS
14	Safe & Sustainable Community	035-Q-19 Residential and Commercial Grass Cutting & Maintenance Services	Lowest Priced Bidder	CS

---

15	Stewardship of Money and Resources	003-T-19 Short Term Rental of Vehicles	Lowest Priced Bidder	C&FS
16	Stewardship of Money and Resources	004-T-19 Grass Cutting and Maintenance Services	Lowest Priced Bidder	C&FS
17	Stewardship of Money and Resources	254-S-18 Information Markham Service Agreement - Contract Extension	Non-Competitive Bidder	CS
18	Stewardship of Money and Resources	026-S-19 Parking Garage Remote Monitoring and Maintenance at Cornell C.C	Non-Competitive Bidder	C&FS
19	Stewardship of Money and Resources	027-S-19 Facility Rinkboards and Markham Life Magazine Advertising	Non-Competitive Bidder	C&FS

#1

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	070-T-18 Skylight Replacement, Exterior Insulating Finishing System, and Re-Coating of Metal Roof at Milliken Mills Community Centre

**BID INFORMATION**

Bid closed on	October 4, 2018
Number picking up document	12
Number responding to bid	4

**BACKGROUND**

These repairs are to address water penetration within the library that have been an ongoing issue. The work also includes the replacement of 15 skylights throughout the community centre. The work will commence in May 2019 with an estimated completion of September 2019 and will not disrupt building operations.

**RECOMMENDATION**

Recommended Supplier	Tower Restoration Ltd. (Lowest Priced Bidder)	
Current Budget Available	\$179,774.59	750-101-5399-18101 Roofing Replacement Projects
Less cost of award	\$255,417.60	(Includes HST)
	\$ 20,433.41	Contingency
	\$275,851.01	Total Cost of Award
Budget remaining after this award	(\$ 96,076.42)	*

\* The shortfall is mainly due to additional structural repairs required to address the bowing of the masonry wall at the library clerestory. These additional structural repairs were not included within the budget and cost an additional \$85,071 (including contingency), the remaining \$11,005.42 is due to market prices being higher than estimated.

Staff met with the consultant and Tower Restoration Ltd. and negotiated a 2% or \$5,088.00 cost reduction from the original bid price as allowed under the Purchasing By-Law.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

To reduce the environment impact of the work environmentally friendly products were specified. As specified in the bid document, all construction materials will be disposed of at an authorized dump, waste treatment site or recycling facility by the Contractor, and will be disposed of in accordance with applicable by-laws and regulations.

The EIFS installation will provide some energy savings as the system includes the placement of insulation onto the clerestory masonry walls.

#2

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	242-S-18 Servicing of Fitness Equipment at Fire Stations, Civic Centre, 8100 Warden Ave, Aaniin, Centennial, Thornhill, and Cornell Community Centres

**BACKGROUND**

The contract is for servicing of City fitness equipment at various city locations for a period of three (3) years commencing on January 1, 2019, at the same itemized pricing. Service and repair to fitness equipment on an on-call basis is necessary to extend product life, minimize equipment downtime, and ensure safe use for fitness members. Preventative maintenance and inspection on all equipment is scheduled four times a year at a minimum for facilities such as fire stations, Civic Centre, 8100 Warden Ave, and up to once a month for large facilities: Aaniin, Centennial, Thornhill, and Cornell Community Centres.

**RECOMMENDATION**

Recommended Supplier	Advantage Fitness Sales Inc. (Non-Competitive Procurement)	
Current Budget Available	\$26,968.44	
Less cost of award	\$26,968.44 January 1 – December 31, 2019 \$26,968.44 January 1 – December 31, 2020* <u>\$26,968.44</u> January 1 – December 31, 2021* \$80,905.32 Total Cost of Award (Inclusive of HST)	
Budget Remaining after this award	\$ 0.00	*

\*Subject to Council's approval of the 2020-2021 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 (h) which states "Where it necessary or in the best interest of the City to acquire non-standard items or 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**

Advantage Fitness Sales Inc. (Advantage Fitness) has been the awarded supplier of this contract since 2005 for preventative maintenance and service repairs (sole or lowest priced bidder). Approximately 80% of City fitness equipment has been sourced from Advantage Fitness that include treadmills, elliptical, strength trainers, bikes, motion trainers, and stair masters. The 80% is not inclusive of dumbbells, medicine balls, benches, or strength bands. In 2012, staff approved the award of contract (238-Q-12) to Advantage Fitness for a period of three (3) years (2013-2015). This award was further extended for an additional three (3) years for the period between 2015-2018.

Staff tendered the Servicing of City Fitness Equipment at Various City Locations on three (3) separate occasions (2005, 2009 and 2012). Advantage Fitness has been the lowest priced supplier or sole bidder on all three (3) of these competitive tenders and was 33% and 37% lower than the 2nd lowest bidder respectively in 2005 and 2012.

Year	Number of Bids Received	Lowest Priced Bidder
2005	2	Advantage Fitness
2009	1	Advantage Fitness
2012	2	Advantage Fitness

**OPTIONS/DISCUSSIONS Continued**

Fitness Equipment maintenance and repair is a specialized industry with few competent contractors in the marketplace. In reviewing the market, a combination of factors resulted in the lack of bid responses. Advantage Fitness is an exclusive dealer of Life Fitness equipment and has the necessary certifications to service Cybex and Precor cardio and strength equipment which makeup approximately 80% of all City equipment. As a result, it is beneficial for the City to use the manufacturer to provide preventative maintenance services as it ensures consistent warranty on parts and labour on standardized equipment.

Over the course of the contract, there has been no increase in hourly service rate to the City from Advantage Fitness however, staff recommend a second preventative maintenance technician at Cornell and Centennial during their monthly site visit. Furthermore, Aaniin Community Centre was added to the preventative maintenance schedule therefore resulting in an increase of \$2,791 per year from the previous contract.

**OPERATING BUDGET AND LIFE CYCLE RESERVE IMPACT**

<b>Facility</b>	<b>Operating Account</b>	<b>2019 Budget</b>	<b>Cost of Award (Inclusive of HST)*</b>	<b>Balance Remaining**</b>
Centennial Community Centre	503-941-5314	\$10,000.00	\$6,324.38	\$3,675.62
Cornell Community Centre	505-941-5314	\$7,000.00	\$5,412.61	\$1,587.39
Thornhill Community Centre	501-941-5314	\$10,000.00	\$4,386.87	\$5,613.13
Fire Department	420-599-5425	\$91,690.00	\$4,386.87	\$87,303.13
Pan Am Centre	506-941-5314	\$10,000.00	\$3,666.41	\$6,333.59
Aaniin Community Centre	509-941-5314	\$10,000.00	\$2,791.28	\$7,208.72
<b>Total</b>		<b>\$138,690.00</b>	<b>\$26,968.44</b>	<b>\$111,721.56</b>

\*The award estimate is based on 2019 requirements.

\*\*The remaining budget will be used for other arena maintenance service agreements as budgeted for in the respective accounts.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#3

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	041-S-19 Smart City Accelerator Research –Pilot Project

**BACKGROUND**

The pilot project contract for the Smart City platform installation, configuration, hosting, support and licensing for one year with a six (6) month pilot phase.

**RECOMMENDATION**

Recommended Supplier	Bell Mobility Inc. (Non Competitive Procurement)	
Current Budget Available	\$800,495.00	75-5350-16254-005 Digital Markham
Less cost of award	\$203,520.00	Cost of Award (Inclusive of HST)
Budget available after this award	\$596,975.00	

\*Budget remaining will be used for other initiatives for Digital Markham strategy.

Staff recommends that the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 7 Non Competitive Procurement, item 1 (g) where it is in the City's best interest not to solicit a competitive Bid and (h) "Where it necessary or in the best interest of the City to acquire non-standard items from a preferred supplier."

**OPTIONS/DISCUSSIONS**

As part of our Digital Markham strategy, the City have engaged with the industry to identify potential opportunities to test new Smart City technologies. Our strategy includes the establishment of "living labs" to test new and innovative technology capabilities to improve efficiency and enhance City services. The Bell Smart City Accelerator Research Program aligns with the City's goal of being a platform for innovation.

The Smart City initiative is being developed for the purpose of research and study as a pilot project. The data collected via sensors located on equipment such as water mains, hydrants, temperature / humidity sensors, and on buildings. The field testing data collected by these sensors will help guide decisions on the management of City operations and equipment in the future. In addition, the project will help identify potential efficiencies and service delivery enhancement presented through these technologies. The pilot will also help the city to assess how such Smart City Platforms could enable data-driven decisions.

The pilot project will be for six months period starting in May 2019. The scope of the planned pilot primarily include asset management; water leak detection; storm/flood water monitoring; environmental monitoring; and, energy management.

**IBM and Bell Partnership**

The partnership leverages the benefit of private sector investment and expertise, while advancing our digital agenda for the City. Bell has partnered with Markham, Ontario based IBM Canada to integrate IBM's data and analytics technology into internet of things (IoT) systems on the Bell Smart City platform. Supported by Bell's broadband networks, IBM technology will collect data from the above listed assets and infrastructure through sensors, along with the City's open data, to provide a single, consolidated digital dashboard view of city operations. This will allow staff across City departments to collaborate in real-time, and will lead to better-informed decisions regarding management of city operations, and delivery of services for residents.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental operating budget or life cycle reserve study impact resulting from this pilot project.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#4

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	178-T-18 - Security Gate Installation at Main Works Yard and Markham Museum

**BID INFORMATION**

Bids closed on	January 28, 2019
Number picking up bid documents	6
Number responding to bid	4

**BACKGROUND**

The scope of work includes:

- Supply and installation of 1 (one) vehicle and 1 (one) pedestrian gate at Main Works Yard (555 Miller Avenue Markham)
- Supply and installation of 1 (one) vehicle gate at Markham Museum (9350 Markham Rd, Markham)

It is anticipated the project will be completed by October 31, 2019.

**RECOMMENDATION**

Recommended Supplier	P & C General Contracting Ltd. (Lowest Priced Bidder)	
Current Budget Available	\$117,500.00	270-101-5399-18091 - Corporate Security Operations & System Upgrades
Less cost of award	\$106,764.84	Cost of Award (Inclusive of HST)
	<u>\$ 10,676.48</u>	Contingency (10%)
	\$117,441.33	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 58.67	*

\*The remaining balance of \$58.67 will be returned to original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental operating budget impact. There is no incremental life cycle impact over the next 25 years.

**ENVIRONMENTAL CONSIDERATIONS**

N/A



#5

**STAFF AWARD REPORT**

To:	Graham Seaman, Director of Sustainability & Asset Management
Award:	262-Q-18 Furnace Replacement and Furnace Room Retrofit at Markham Museum

**BID INFORMATION**

Bids closed on	February 6, 2019
Number picking up bid documents	8
Number responding to bid	7

**BACKGROUND**

This project will be completed by May 31, 2019.

**RECOMMENDATION**

Recommended Supplier	Dontex Construction Ltd. (Lowest Priced Bidder)	
Current Budget Available	\$29,900.00 <u>\$25,100.00</u> \$55,000.00	073-6150-16080-005 Markham Site and Facility Maintenance 510-101-5399-17024 Museum Facility Improvements Total Budget Available
Less cost of award	\$48,226.10 <u>\$ 4,822.61</u> \$53,048.71	Cost of Award Contingency (10%) Total Award
Budget Remaining after this award	\$ 1,951.29	*

\*The remaining balance of \$1,951.29 will be returned to original funding source (510-101-5399-17024).

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The new units qualify for an incentive of \$200/furnace totaling \$400. The 2 new units are more efficient and will result in estimated gas savings of \$750/year per furnace, or \$1,500/year in total.

There is no incremental life cycle impact.

**ENVIRONMENTAL CONSIDERATIONS**

New units are more efficient in comparison to the existing units. Enbridge estimates approximately 2,512 m<sup>3</sup>/year per unit gas savings.

#6

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	018-S-19 Erosion Control and Bank Stabilization along Milne Creek

**BACKGROUND**

This property is located on land owned by the Toronto and Region Conservation Authority ('TRCA') and under management agreement with the City, which indicates all maintenance work and associated costs are under City's responsibility. The project will be completed by March 31, 2019, in order to comply with environmental regulations to avoid construction work during fisheries timing windows.

**RECOMMENDATION**

Recommended Supplier	Toronto and Region Conservation Authority "TRCA" (Non-Competitive Procurement)	
Current Budget Available	\$66,000.00	750-101-5399-19232 Erosion Restoration Program
Less cost of award	\$59,885.76 <u>\$ 5,988.58</u> \$65,874.34	Award Contingency (10%) Total Cost of Award
Budget Remaining after this award	\$ 125.66	*

\*Remaining funds of \$125.66 will be returned to original funding source.

Staff further recommends:

THAT the Tender process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11, item 2 (e) which states "Request for Tenders, Requests for Proposals and Requests for Quotations may not be required for goods and services to be provided by Toronto and Region Conservation Authority (TRCA).

**OPTIONS/DISCUSSION**

Staff recommends a non-competitive contract award to TRCA based on the following rationale:

**Cost Savings**

As TRCA reviews and is the permitting agency under "O. Reg. 166/06; Toronto and Region Conservation Authority (Regulation of Development, interference with wetlands and Alterations to Shorelines and Watercourses). TRCA has the authority to do work within watercourses which would otherwise require a permit from TRCA and take a considerable amount of time to obtain given the pre-existing site conditions. The permit cost is \$5,500 and will be waived by TRCA.

**Efficiency & Interchangeability**

In 2016, TRCA was retained by the City to carry out emergency remedial works at Bronte Road to address a failed stream bank that was threatening a City owned sanitary sewer. The work completed ahead of targeted estimated completion date and under budget because TRCA was able to expedite the permitting process internally and are familiar with this type of work.

**Technical Expertise**

TRCA has the resources and equipment to carry out some of the restoration work required and has long standing history and demonstrated expertise in conducting crossing and channel restoration works.

**Proven Track Record**

TRCA has successfully completed numerous projects for the City's Engineering, Waterworks and Operations Departments.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

The eroded stream bank will be restored as part of the project. TRCA will consult with the Ministry of Natural Resources and Forestry and the Department of Fisheries and Oceans regarding endangered species and Fisheries Act requirements.

#7

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	010-R-19 Corporate-Wide Supply & Delivery of Photocopy Paper

**BID INFORMATION**

Bids closed on	November 30, 2018
Number picking up bid documents	7
Number responding to bid	1

**BACKGROUND**

The contract is for supply and delivery of photocopy paper for four (4) years with renewal options every six (6) months due to price fluctuation on paper. Rates will be adjusted based on mutually agreed rates. The City of Markham leverages the volumes from the school boards to achieve competitive pricing. The RFP included requirements for various types of white/coloured recycled paper with 30%, 50% or 100% recycling content.

The York Catholic District School Board, on behalf of the York Purchasing Co-Operative, issued a Request for Proposal (CRFP 2018-10) for the Supply and Delivery of Paper. All 9 municipalities in York Region, as well the following organizations participated in this bid:

1. York Catholic District School Board
2. York Region District School Board
3. York Region
4. York Regional Police

**RECOMMENDATION**

Recommended Bidder	Ariva, Division of Domtar Inc. (Sole Bidder)	
Current Budget Available	\$ 28,874.99	User Departments' Annual Office Supplies Operating Account #4002
Less cost of award	\$ 28,874.99 \$ 28,874.99 \$ 28,874.99 \$ 28,874.99 \$115,499.96	January 1, 2019 – December 31, 2019* January 1, 2020 – December 31, 2020* January 1, 2021 – December 31, 2021* January 1, 2022 – December 31, 2022* Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 0.00	*

\*Subject to Council approval of the annual operating budget.

**EVALUATION SUMMARY**

The evaluation was based on pre-established evaluation criteria as outlined in the RFP:

<b>Sole Bidder</b>	<b>Score</b>
Ariva, Division of Domtar Inc.	<b>90.50</b>

Compared to the previous contract pricing (July – December 2018), the new pricing under this contract for the majority of our paper purchases has remained the same.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental impact to the Operating budget.

**ENVIRONMENTAL CONSIDERATIONS**

The paper will be Forest Stewardship Council (FSC) certified which is an organization established to promote the responsible management of the world's forests. The City uses 100% recycled photocopy paper which is recognized by Environment Canada and is displayed on products that meet or exceed established criteria for greenhouse gas emissions, water consumption, and use recycled fiber.

#8

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	232-T-18 Supply & Installation of Back-Up Generator at Aaniin Community Centre

**BID INFORMATION**

Bids closed on	February 19, 2019
Number picking up bid documents	25
Number responding to bid	9

**BACKGROUND**

The scope of work includes the supply and installation of back-up generator at Aaniin Community Centre to enable the facility to provide heated or cooled shelter space to residents in the event of an emergency power outage. This project will be completed by December 31, 2019.

**RECOMMENDATION**

Recommended Bidder	Supply Point Inc. (Lowest Priced Bidder)	
Current Budget Available	\$553,022.16	056-5350-16204-005 Aaniin CC Emergency Reception Centre - Power Supply
Less cost of award	\$526,302.72 \$ 26,315.14 \$552,617.86	Cost of Award * Contingency (5%) Total Award
Budget Remaining after this award	\$ 404.30	**

\*The Bid Price includes a cash allowance of \$11,193.60 for BAS programming testing and commissioning by the City's current contractor and for utility service to de-energize and re-energize the main power supply for any modification within the building's main power switchboard.

\*\*The remaining balance of \$404.30 will be returned to the original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is an annual operating budget impact of \$1,000, which will be addressed in the 2020 budget. There is no incremental impact to life cycle.

**ENVIRONMENTAL CONSIDERATIONS**

The contractor will apply to Ministry of Environment (MOE) for approval of the generator exhaust system and sound emissions to suit code requirements.

The engine will comply with Tier 2 emission limit of U.S. EPA New Source Performance Standards for stationary emergency engines.

#9

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	001-T-19 Concrete Maintenance

**BID INFORMATION**

Bid closed on	February 11, 2019
Number picking up bid document	12
Number responding to bid	7

**RECOMMENDATION**

Recommended Bidder	Epic Paving & Contracting Ltd. (Lowest Priced Bidder)	
Current Budget Available	\$1,356,600.00	Various Accounts (See Financial Considerations)
Less cost of award	\$1,181,077.44 \$1,181,077.44 \$1,204,698.99 <u>\$1,228,792.97</u> \$4,795,646.84	2019 – Year 1 (Inclusive of HST) 2020 – Year 2 (Inclusive of HST)* 2021 – Year 3 (Inclusive of HST)* 2022 – Year 4 (Inclusive of HST)* Total Cost of Award
Budget Remaining after this award	\$ 175,522.56	**

\* The contract term is one (1) year term with an option to renew the contract for three (3) additional one (1) year periods. Years 3 and 4 are subject to an annual price increase based on the Consumer Price Index for All Items Canada for the twelve (12) month period ending October in the applicable year. Years 2 – 4 are subject to Council approval of the 2020-2022 budgets.

\*\* The remaining budget in the amount of \$175,522.56 will address additional concrete deficiencies on an as required basis. Concrete maintenance requirements are anticipated to increase due to the freeze thaw cycles caused by the frequent temperature fluctuations experienced in the 2018/2019 winter season.

**FINANCIAL CONSIDERATIONS**

Account Name	Account #	Budget Available for this item	Cost of Award	Budget Remaining
Asphalt Maintenance	700-501-5304	\$450,000.00	\$391,777.13	\$58,222.87
Localized Repairs – Curb & Sidewalk	050-6150-19179-005	\$886,600.00	\$771,888.00	\$114,712.00
Localized Repairs – Parking Lots	050-6150-18211-005	\$10,000.00	\$8,706.16	\$1,293.84
Railway Crossings	050-6150-18213-005	\$10,000.00	\$8,706.16	\$1,293.84
<b>TOTAL</b>		<b>\$1,356,600.00</b>	<b>\$1,181,077.44</b>	<b>\$175,522.56</b>

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#10

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner Community & Fire Services
Award:	013-Q-19 Servicing, Supply and Delivery of Parts to City Owned Pools – “as required” basis

**BID INFORMATION**

Bids closed on	February 22, 2019
Number picking up bid documents	4
Number responding to bid	4

**RECOMMENDATION**

Recommended Supplier	Superior Pool Spa & Leisure Ltd. (Lowest Priced Supplier)	
Current Budget Available	\$ 79,950.00	Various Accounts - See Financial Considerations
Less cost of award	\$ 79,950.00	April 1, 2019 – March 31, 2020*
	\$ 79,950.00	April 1, 2020 – March 31, 2021**
	\$ 79,950.00	April 1, 2021 – March 31, 2022**
	\$ 79,950.00	April 1, 2022 – March 31, 2023**
	\$ 319,800.00	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 0.00	**

\* The term of the contract is for one (1) year commencing on April 1, 2019 with an option to extend for an additional three (3) one year periods.

\*\*Subject to Council's approval of the 2020-2023 operating budgets.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**FINANCIAL CONSIDERATIONS**

Facility	Operating Account	2019 Budget Available	Cost of Award *
Centennial Community Centre	503-921-5414	\$ 12,300.00	\$ 12,300.00
Angus Glen Community Centre	504-921-5414	\$ 6,150.00	\$ 6,150.00
Milliken Mills Community Centre	502-921-5414	\$ 12,300.00	\$ 12,300.00
Morgan Pool	503-912-5414	\$ 3,075.00	\$ 3,075.00
Thornhill Community Centre	501-921-5414	\$ 6,150.00	\$ 6,150.00
Rouge River Community Centre	503-972-5414	\$ 3,075.00	\$ 3,075.00
Cornell Community Centre	505-921-5414	\$ 8,200.00	\$ 8,200.00
Pan Am Centre	506-921-5414	\$ 8,200.00	\$ 8,200.00
Thornlea Pool	501-911-5399	\$ 12,300.00	\$ 12,300.00
Aaniin Community Centre	509-921-5414	\$ 8,200.00	\$ 8,200.00
Total		\$ 79,950.00	\$ 79,950.00

\*The award estimate is based on 2018 requirements.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#11

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	020-T-19: Parking Lot Yarl Cedarwood Park - Construction

**BID INFORMATION**

Bid closed on	February 21, 2019
Number picking up document	24
Number responding to bid	18

**BACKGROUND**

The scope of work consists of the following: temporary construction fencing; site preparation and grading of site; top soiling of site; planting and sodding; concrete curbs; asphalt paving; line painting; and 22 new parking spots. The tender specified that the contractor will complete this park by June 2019.

**RECOMMENDATION**

Recommended Bidder	Mopal Construction Limited (Lowest Priced Bidder)	
Current Budget Available	\$114,699.60	081-5350-18035-005 "Parking Lot Yarl Cedarwood Park – Construction
Less cost of award	\$121,537.05	Construction
	\$ 8,507.59	Contingency (7%)
	\$130,044.64	Total (Inclusive of HST)
	\$ 11,704.02	Internal Management Fee @ 9%
	\$141,748.66	Total Cost of Award (Inclusive of HST)
Budget shortfall after this award	(\$27,049.06)	*

\*The budget shortfall in the amount of (\$27,049.06) will be funded from the Design Capital Contingency \$24,344.15 (90%) and the Non-DC Capital Contingency \$2,704.91 (10%).

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The incremental operating budget impact is \$1,878 which has been included in the 2019 Operating budget.

The incremental life cycle impact is \$22,000 over the next 25 years. Staff will update the Life Cycle Reserve Study at the next update to incorporate the various components of the park.

The Operations Department has reviewed the project and the future maintenance requirements. Future requirements for Parking Lot Yarl Cedarwood Park includes line marking and sweeping, litter pick-up, garbage disposal and inspections.

**ENVIRONMENTAL CONSIDERATIONS**

Included Specification Section 01561 – Environmental Protection in the contract documents in order to meet or exceed regulatory environmental procedures during construction:

- Park grading is designed to minimize the amount of import and/or export of soils
- Plant materials ( i.e., shrubs and trees are non-invasive and many of which are native species)



#12

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Award:	024-T-19 Replacement of Ten (10) CSP Culverts at Various Locations

**BID INFORMATION**

Bid closed on	March 1, 2019
Number picking up document	20
Number responding to bid	12

**BACKGROUND**

The replacement of the ten (10) Corrugated Steel Pipe (CSP) culverts as identified in the annual structures inspection program will be completed by August 2019.

**RECOMMENDATION**

Recommended Bidder	Municipal Maintenance Inc. (Lowest Priced Bidder)	
Current Budget Available	\$ 333,900.00	058-6150-19222-005 Culverts Replacement
Less cost of award	\$ 211,014.12	Cost of Award (Incl. of HST)
	<u>\$ 21,101.41</u>	Contingency (10%)
	\$ 232,115.53	Total Award Inclusive of HST
Budget Remaining	\$ 101,784.47	*

\*The remaining budget of \$101,784.47 will be returned to the original funding source. The favorable variance was mainly due to removal of two (2) culverts from original budget scope, C138 at Miller Ave will be replaced as part of Miller Ave road improvement project (to be completed by Engineering Department) and C156 is not required at this time, based on condition assessments.

**OPERATING BUDGET AND LIFECYCLE IMPACT**

The existing corrugated steel pipes (CSP) with a service life of 30 years are being replaced with High Density Polyethylene (HDPE) pipes with a service life of 50 years, and therefore there is no incremental impact to the Life Cycle reserve over the next 25 years. The Life Cycle Reserve Study will be updated to reflect the change in useful life from 30 years to 50 years.

There is no incremental Operating budget impact.

**ENVIRONMENTAL CONSIDERATIONS**

The contractor will ensure compliance to the Environmental Protection Act, the Ontario Water Resources Act and the Fisheries Act while undertaking this work.

#13

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	031-T-19 Arboriculture Services

**BID INFORMATION**

Bid closed on	March 12, 2019
Number picking up bid document	5
Number responding to bid	4

**RECOMMENDATION**

Recommended Bidder	Weller Tree Service (Lowest Priced Bidder)	
Current Budget Available	\$141,524.35	730-734-5399 Parks / Forestry Contracted Service
Less cost of award	\$141,524.35	2019 – Year 1 (Inclusive of HST)
	\$141,524.35	2020 – Year 2 (Inclusive of HST)*
	\$141,524.35	2021 – Year 3 (Inclusive of HST)*
	<u>\$141,524.35</u>	2022 – Year 4 (Inclusive of HST)*
	\$566,097.40	Total Cost of Award
Budget Remaining after this award	\$ 0.00	

\* The contract term is for one year with an option to renew the contract for three additional one-year periods. The price will remain fixed for the first two (2) years. The remaining two (2) years (2021/22) will be subject to an annual price increase based on the Consumer Price Index for All Items Canada for the twelve (12) month period ending September 30 in the applicable year. Years 2-4 are subject to Council approval of the 2020-2022 operating budgets.

Note: The award amount is based on hourly rates for a two or three crew member team with a bucket truck and chipper or a knuckle crane truck and stumper machine. The yearly estimate is 1,315 hours.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental impact to the Life Cycle Reserve Study over the next 25 years.

**ENVIRONMENTAL CONSIDERATION**

The maintenance and preservation of the City's tree canopy is an integral part of the greenspace component of parks and open space lands. The benefits of a healthy tree canopy reach far beyond affording shade and provide many social and economic benefits to residents and businesses alike.

#14

**STAFF AWARD REPORT**

To:	Kimberley Kitteringham, Director, Legislative Services & Communications
Re:	035-Q-19 Residential and Commercial Grass Cutting & Maintenance Services

**BID INFORMATION**

Bids closed on	March 8, 2019
Number picking up bid documents	19
Number responding to bid	14

**BACKGROUND**

Residential grass cutting and maintenance services are required on citywide private property (residential, commercial/industrial, and vacant lots) on an on-call hourly basis from April 1 to December 31 of each year. The frequency of the grass cutting requests is based on the number of violation calls received from the residents. The approximate annual on-call hours is 300 hours per year for residential, vacant, and commercial lots combined.

**RECOMMENDATION**

Recommended Supplier	ViRi Property Services Inc. (Lowest Priced Supplier)	
Current Budget Available	\$22,285.44	310-323-4294
Less cost of award	\$22,285.44	April 1, 2019 – December 31, 2019*
	\$22,285.44	April 1, 2020 – December 31, 2020**
	<u>\$22,285.44</u>	April 1, 2021 – December 31, 2021**
	\$66,856.32	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 0.00	***

\*The term of the contract is for one (1) season commencing on April 1, 2019 with an option to extend for an additional two (2) seasons at the same itemized pricing.

\*\*Subject to Council's approval of the 2020-2021 operating budgets.

\*\*\*Program is cost recovery. All charges will be billed back to property owners and/or contractors.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#15

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	003-T-19 Short Term Rental of Vehicles for Seasonal Requirements

**BID INFORMATION**

Bid closed on	February 22, 2019
Number picking up bid document	6
Number responding to bid	5

**RECOMMENDATION**

Recommended Bidder	Somerville National Leasing & Rentals Ltd. (Lowest Priced Bidder)	
Current Budget Available	\$166,954.00	Various accounts (See Financial Consideration)
Less cost of award	\$166,948.47	2019 Inclusive of HST*
	\$166,948.47	2020 Inclusive of HST*
	\$166,948.47	2021 Inclusive of HST*
	\$166,948.47	2022 Inclusive of HST*
	\$667,793.88	Total Cost of Award
Budget Remaining after this award	\$ 5.53	

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

Note: The seasonal requirements are for 45 vehicles over a period of 4 – 9 months. The contract term is for one (1) year from April 1, 2019 to December 31, 2019, with an option to renew for an additional three (3) years (2020 – 2022) at the same itemized pricing. As compared to the previous contract (2015-2018), the monthly cost of 2500-series trucks decreased by 2.66% and the monthly cost of 1500-series trucks increased by 8.25%.

**FINANCIAL CONSIDERATION**

Account Name	Account #	Budget Available	Amount to Allocate to this project	Cost of Award	Budget Remaining
Fleet Vehicle Rental	750-7525500	168,184.10	149,556.00	149,782.58	- 226.58
Recreation	500-9987899	5,620.00	5,620.00	5,470.62	149.38
Engineering	640-9985500	5,000.00	4,552.00	4,661.63	- 109.63
Waterworks	760-9985421	261,200.00	7,226.00	7,033.65	192.35
<b>Totals:</b>		<b>440,004.10</b>	<b>166,954.00</b>	<b>166,948.47</b>	<b>5.53</b>

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#16

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	004-T-19 Grass Cutting Services and Maintenance Services

**BID INFORMATION**

Bid closed on	February 13, 2019
Number picking up bid document	14
Number responding to bid	7

**RECOMMENDATION**

Recommended Bidder	2659974 Ontario Inc. (Crixus Property Services) (Lowest Priced Bidder)	
Current Budget Available	\$192,000.00	730-730-5399 Contract Services Weed Removal
Less cost of award	\$152,466.91 \$152,466.91 \$152,466.91 <u>\$152,466.91</u> \$609,867.64	2019 (April – Nov 2019) Inclusive of HST* 2020 (April – Nov 2020) Inclusive of HST* 2021 (April – Nov 2021) Inclusive of HST* 2022 (April – Nov 22) Inclusive of HST* Total Cost of Award
Budget Remaining after this award	\$ 39,533.09	**

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

\*\*The remaining budget in the amount of \$39,533.09 will be reported as part of the 2019 results of operations and reduced from the 2020 Operating Budget.

Note: The contract term is one (1) year term starting April 22, 2019 to November 4, 2019 with an option to renew the contract for three (3) additional years. The renewal terms are subject to an annual price increase based on the Consumer Price Index for All Items Canada for the twelve (12) month period ending September 30 in the applicable year.

The contract is for 84.45 hectares of boulevards to be cut 15 times per season. As compared to the previous contract, under this contract the price per hectare has decreased by 10.6%.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The remaining budget in the amount of \$39,533.09 will be reported as part of the 2019 results of operations and reduced from the 2020 Operating Budget. There is no incremental impact to the Life Cycle Reserve Study.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#17

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	254-S-18 Information Markham Service Agreement - Contract Extension

**BACKGROUND**

To obtain approval to renew the contract with Information Markham for a 3 year period from January 1, 2019 to December 31, 2021. As in previous years, the contract terms include the provision of general reception, welcome centre and switchboard services as required. The hours of service are as follows:

- General Reception Services during the hours of 8:30am to 4:30pm, Monday to Friday (excluding statutory holidays) at the Great Hall Kiosk and Thornhill Kiosk of the Markham Civic Centre.
- General Reception and Switchboard Services during the hours of 10:00am to 3:00pm, Saturdays and Sundays, and during the hours of 4:30pm-8:30pm, Monday to Friday (excluding the statutory holidays) at the Great Hall Kiosk of the Markham Civic Centre.

**RECOMMENDATION**

Recommended Supplier	Information Markham (Non-Competitive Procurement)	
Current Budget Available	\$ 87,284.47	310 331 5640 Temp. Employee Services (2019)
Less cost of award	\$ 87,284.47 \$ 87,284.47 <u>\$ 87,284.47</u> \$261,853.41	January 1, 2019 – December 31, 2019* January 1, 2020 – December 31, 2020* January 1, 2021 – December 31, 2021* Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 0.00	**

\*The contract includes an annual increase based on Consumer Price Index (CPI) rate for the preceding 12 months based on the CPI (Toronto, All Items Excluding Energy) from November to November. This price adjustment will be made in 2020 and 2021.

**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 1 (c) when the extension of an existing contract would prove more cost-effective or beneficial.

And

(h) "Where it 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."

**FINANCIAL CONSIDERATIONS**

Under this contract the annual cost for Information Markham services is \$87,284.47 which represents a 7.5% increase from \$81,170.60 from the 2015-2018 award. This is a result of Bill 148 for increased minimum wage in addition to revisions to scope of work. Weekly paid hours have been reduced by 9 hours per week to offset increased costs.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#18

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	026-S-19 Parking Garage Remote Monitoring and Maintenance at Cornell C.C

**BACKGROUND**

The contract for remote monitoring and maintenance of the parking garage at Cornell Community Centre (Cornell).

**RECOMMENDATION**

Recommended Supplier	Precise Parklink (Non-Competitive Procurement)	
Net Budget for this item	\$ 36,000.00	505-921-5314 Facility Maintenance (Cornell CC)
Less cost of award	\$ 64,736.00	See 'Financial Considerations'
Budget Remaining after this award	(\$ 28,736.00)	
Revenue	\$ 30,000.00	Based on historical trending
Budget Remaining after Revenue	\$ 1,264.00	
Cost of award net of Revenue	\$ 34,736.00	Year 1 - 2019*
	\$ 34,736.00	Year 2 - 2020**
	\$ 34,736.00	Year 3 - 2021**
	\$ 34,736.00	Year 4 - 2022**
	\$ 34,736.00	Year 5 - 2023**
	\$ 173,680.00	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 1,264.00	*

\*Cost of award is based on historic volume, subject to change based on actual requirements.

\*\*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;"

**OPTIONS/DISCUSSIONS**

Controlled access to the parking garage is a necessity to protect the needs of Community Centre and Library users. Without this parking equipment, there would be limited controls to manage the use of parking spaces by Markham Stouffville Hospital users. Staff believe this would result in a lack of available parking for visiting patrons, which in turn could negatively impact registration and participation in Recreation and Library programs at Cornell. Expenses are offset by revenue gained by patrons visiting longer than 3 hours.

Remote monitoring allows for constant supervision and immediate 3<sup>rd</sup> party customer service in the event patrons require assistance leaving or entering the garage. Security Cameras are used to capture and report cases of vandalism, mischief, and accidents to the police caused by cars colliding with the gates or ticket machines.

Precise Parklink (Precise) has been providing gated, remote monitoring, and maintenance services at the Cornell garage since September 2013 and is the only company that can monitor, provide maintenance and replacement parts for their equipment. There are 307 parking spaces including 9 accessible spaces averaging 20,000 cars per month not including special events which allow patrons to park for 3 hours free of charge.

**FINANCIAL CONSIDERATIONS**

Net Budget for this item	\$ 36,000.00	505-921-5314 Facility Maintenance (Cornell CC)
Less: Fixed Annual Maintenance Cost	\$ 47,736.00	(a) Includes remote monitoring, maintenance, insurance, collection/replacement (\$3,978/month)
Less: Variable Operating Costs*	\$ 17,000.00	Includes Internet costs for credit card processing, tickets, and credit card charges, and repairs from vandalism
Total Award	\$ 64,736.00	(b) Inclusive of HST
Revenue*	\$ 30,000.00	(c)
Net cost of award after Revenue	\$ 34,736.00	
Budget Remaining after this award	\$ 1,264.00	

\*The projected variable costs and revenues are based on historic volume and are subject to change.

**OPERATING BUDGET AND LIFE CYCLE RESERVE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

N/A



#19

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Award:	027-S-19 Facility Rinkboards and Markham Life Magazine Advertising

**BACKGROUND**

The contract is for selling of advertising space in the “Markham Life” magazine, on the City’s community centre rink boards, on the waste/recycling bins, and on any such other City advertising assets as agreed to in writing from the City.

The scope of work is to include the following:

- Collect signed advertising contracts from advertising clients for submission to the City of Markham on a weekly basis;
- Request approval from the City’s graphic designer to ensure advertising layouts and artwork is appropriate;
- Track all sales in tracking sheet provided by City on a weekly basis;
- Where possible, collect up-front payments from Clients for all advertisement sales;
- Submit invoices to the City each quarter for all commissions earned in accordance with the “Consultant Commission Structure” provision;

**RECOMMENDATION**

Recommended Supplier	Christine Rogers (Non-Competitive Procurement)	
Original Budget Available	\$ 70,000.00	795-796-8859 (Markham Life Expense)
	\$ 40,000.00	795-796-4772 (Facility Advertising Expense)
Less cost of award	\$ 110,000.00	February 1 – January 31, 2019*
	\$ 110,000.00	February 1 – January 31, 2020**
	\$ 110,000.00	February 1 – January 31, 2021**
	\$ 333,000.00	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 0.00	

\*2019 advertising expense is benchmarked on 2018 commission total for both Markham Life and Facility Advertising. Commission expense represents 25% of total advertising revenue for the City.

\*\*2020 and 2021 subject to council approval of the annual operating budget.

Note: The City invoices all clients on receipt of signed advertising contracts and reconcile the consultant’s invoice for payable commission against paid and placed advertisements quarterly, on receipt of the consultant’s invoice. The City will pay a one-time 25% commission payment to the consultant for each advertisement sold and paid in full by the Client.

**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 (h) which states “Where it necessary or in the best interest of the City to acquire non-standard items or 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**

Christine Rogers has been selling advertisements for the City of Markham since 2016 and staff have been pleased with her quality of service and sales results. Christine’s knowledge and longstanding relationships with the City and Markham clients has been proven advantageous in driving corporate communication’s sales revenue. Facility advertising revenue growth is expected to grow significantly over the next 5 years. Furthermore, corporate communications is looking to enhance and diversify their facility advertising offerings to include ballpark/sports fields in addition to digital screen advertising. Christine Rogers is authorized by Corporate Communications to

provide discounts of up to 10% off the published advertising price for advertising insertions of four issues or more in Markham Life Magazine. Discounts greater than 10% must be approved in writing by the City.

Since mid-2016, Christine has been able to substantially increase ad sales year over year by over 150% from 2016-2018 as shown below. Christine's 25% commission for ad sales is below the industry rate as an ad sales person who receives commission without a base salary is typically between 40% - 50%.

**Total Sale Figures from 2016-2018 and 2019 estimated target:**

<b>Year</b>	<b>Markham Life Ad Sales</b>	<b>Facility Advertising Sales</b>
2019 (Target)	\$280,000.00	\$160,000.00
2018	\$279,172.44	\$105,434.48
2017	\$238,141.16	\$35,260.00*
2016	\$95,530.20**	\$41,801.92*

\*These figures represent sales in 2017 & 2016, before Christine Rogers was hired for facility advertising.

\*\*Christine Rogers started until mid-2016. As a result, her 2016 sales figures were significantly lower than 2017 and 2018.

**Total Commission Figures from 2016-2018 and 2019 estimated target:**

<b>Year</b>	<b>Markham Life Ad Sales Commission (25%)</b>	<b>Facility Advertising Sales Commission (25%)</b>
2019 (Target)	\$70,000.00	\$40,000.00
2018	\$69,793.11	\$26,358.62*
2017	\$59,535.29	n/a
2016	\$23,882.55	n/a

\*2018 is the first year Christine Rogers was authorized to secure facility advertising.

**OPERATING BUDGET AND LIFE CYCLE RESERVE IMPACT**

Staff will continue to monitor facility advertising growth for the duration of the contract and adjust commission based on increased sales.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

**RECOMMENDED BY:**

---

Joel Lustig  
Treasurer

---

Trinela Cane  
Commissioner, Corporate Services