



Report to: General Committee

Meeting Date: June 11, 2019

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**SUBJECT:** Staff awarded contracts for May 2019  
**PREPARED BY:** Alex Moore Ext. 4711

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**RECOMMENDATION:**

1. That the report entitled "Staff Awarded Contracts for the Month of May 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 May 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.

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

<b>Number</b>	<b>BMFT Objective</b>	<b>Description</b>	<b>Award Details</b>	<b>Commission</b>
1	Safe & Sustainable Community	249-T-18 Pool Change Rooms Renovation at Milliken Mills Community Centre	Lowest Priced Bidder	CS
2	Safe & Sustainable Community	253-T-18 Installation and Commissioning of a Combined Heat and Power (CHP) System at Angus Glen Community Centre	Lowest Priced Bidder	CS
3	Safe & Sustainable Community	029-T-19 Sanitary Sewers - Rehabilitation	Lowest Priced Bidder	C&FS
4	Safe & Sustainable Community	045-T-19 Consultant to Audit Playground Equipment	Lowest Priced Bidder	C&FS
5	Safe & Sustainable Community	058-T-19 - Backflow Prevention Testing	Lowest Priced Bidder	CS
6	Safe & Sustainable Community	071-T-19 Roof Replacement at Box Grove Community Centre & Roof Re-coating at Fire Training Centre	Lowest Priced Bidder	C&FS
7	Safe & Sustainable Community	081-T-19 Roof Replacement at Centennial Community Centre & Fire Station No. 96	Lowest Priced Bidder	C&FS
8	Safe & Sustainable Community	082-T-19 Erosion Restoration at 32-34 Dalmeny Road	Lowest Priced Bidder	C&FS
9	Safe & Sustainable Community	251-S-18 Community Energy Plan Modelling Tool for the North District	Non-Competitive Bidder	CS
10	Safe & Sustainable Community	074-S-19 Consulting Services Markham Centre Trails (Phase 1, Area 3)	Non-Competitive Bidder	DS
11	Stewardship of Money and Resources	037-Q-19 Towel Laundry at Various Community Centres	Lowest Priced Bidder	C&FS
12	Stewardship of Money and Resources	035-T-15 Ice Resurfacing Machine for Thornhill Community Centre	Non-Competitive Bidder	C&FS
13	Stewardship of Money and Resources	104-S-19 Supply and Delivery of One (1) Dual Stream Haul-All Vehicle	Non-Competitive Bidder	C&FS

# #1



## STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Award:	249-T-18 Pool Change Rooms Renovation at Milliken Mills Community Centre
Date:	May 16, 2019

### BID INFORMATION

Bid closed on	April 3, 2019
Number picking up document	20
Number responding to bid	13

### BACKGROUND

Scope of work includes conversion of gender specific male and female change-rooms to universal change-rooms for Milliken Mills Community Centre's Aquatic Centre. The project will be completed by November 15, 2019.

### RECOMMENDATION

Recommended bidder	Hylan Group Inc. (lowest priced bidder)	
Current budget available	\$ 17,832.35 <del>\$1,479,300.00</del> \$1,497,132.35	500-101-5399-18151 Milliken Mills CC Universal Change Rm 500-101-5399-19137 Milliken Mills CC Universal Change Rm Total Budget Available
Less cost of award	\$1,418,981.13 <del>\$ 78,043.96</del> \$1,497,025.09	Cost of Award (Incl. of HST) Contingency (5.5%) Total cost of award (Inclusive of HST)
Budget remaining after award	\$ 107.26	*

\*The remaining budget of \$107.26 will be returned to the original funding source (19137)

### OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no impact to operating budget. Life cycle will be updated accordingly based on the award and cost of materials as well as new industry lifespan of materials.

### ENVIRONMENTAL CONSIDERATIONS

All construction waste will be properly sorted, recycled and disposed.

To:	Andy Taylor, Chief Administrative Officer
Award:	253-T-18 Installation and Commissioning of a Combined Heat and Power (CHP) System at Angus Glen Community Centre
Date:	April 23, 2019

**BID INFORMATION**

Bid closed on	April 12, 2019
Number picking up document	8
Number responding to bid	5

**BACKGROUND**

The installation and commissioning of a Combined Heat and Power (CHP) System at Angus Glen Community Centre & Library will be completed by September 2019.

**RECOMMENDATION**

Recommended bidder	Superior Boiler Works & Welding Ltd. (lowest priced bidder)	
Current budget available	\$1,021,625.36	043-5350-18083-005 AGCC Combined Heat and Power (CHP) System
Less cost of award	\$ 945,561.04	Cost of Award
	\$ 75,644.89	Contingency
	\$1,021,205.93	Total cost of award (Inclusive of HST)
Budget remaining after this award	\$ 419.43	*

\* The remaining balance of \$419.43 will be returned to the original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The expected service life of the new CHP is 25 years with an estimated annual net cost savings of \$270,000, which are calculated as estimated annual energy savings of \$390,000 less estimated operations and maintenance cost (O&M) of \$120,000, starting in 2020. The realized cost savings will be determined year-to-year through revenue-grade metering, and will vary depending on weather, facility operational changes, electricity and natural gas rates, and O&M contract pricing.

The capital investment is upfronted by the life cycle Replacement and Capital Reserve with a payback period of approximately 6.3 years from anticipated savings. Once the initial upfronted costs have been fully paid back, the estimated net savings of \$270,000 will be split 50% (\$135,000) to the MECO account to fund other energy management initiatives and 50% (\$135,000) as a reduction to the Angus Glen Community Centre operating budget.

In order for there not to be an operating budget impact, \$120,000 of the \$390,000 energy savings will be utilized to offset the operating budget increase of \$120,000 in O&M.

There is a one-time utility incentive of approximately \$646,000, of which 50% (\$323,000) will be received upon project completion and the remaining 50% will be received one year following in-service operation. The incentive will be returned to the life cycle as part of the capital investment payback.

There is an existing heat exchanger being replaced as part of the award. The estimated replacement cost of the new heat exchanger is \$37,711 and it has a useful life of 15 years. The incremental life cycle impact of the heat exchanger is an increase of \$4,906 over next 25 years. The incremental life cycle impact of the CHP system should be nominal, as its end of life replacement decision in 25 years will be based on a new business case at that time.

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**253-T-18 Installation and Commissioning of a Combined Heat and Power (CHP) System at Angus Glen  
Community Centre** **Page 2 of 2**

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**ENVIRONMENTAL CONSIDERATIONS**

The new CHP is projected to achieve significantly lower utility costs and will extend the useful life of the current heating system equipment due to reduced use. The CHP will improve community resilience, enhance grid reliability and flexibility, and help protect public health and the environment. CHP system is a strong example of how energy-efficient technologies can help achieve these significant benefits for end-user facilities, utilities, and communities.

#3

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	029-T-19 Sanitary Sewers - Rehabilitation
Date:	April 16, 2019

**BID INFORMATION**

Bid closed on	April 10, 2019
Number picking up document	9
Number responding to bid	6

**BACKGROUND**

This project addresses defects in sanitary sewer manholes, mainline pipes and laterals. Project will commence in May and will be completed by December of each year.

**RECOMMENDATION**

Recommended bidder	PipeFlo Contracting Corp (lowest priced bidder)	
Current budget available	\$1,070,600.00	053-6150-19249-005 Sanitary Sewers - Rehabilitation
Less cost of award	\$ 694,194.51	Year 1 (2019) Cost of Award (Inclusive of HST)
	\$ <u>27,767.78</u>	Year 1 (2019) Contingency (4%)
	\$ 721,962.29	Year 1 (2019) Award
	\$ 721,962.29	Year 2 (2020) (Inclusive of HST and contingency)*
	\$ <u>721,962.29</u>	Year 3 (2021) (Inclusive of HST and contingency)*
	\$2,165,886.87	Total cost of award (2019-2021)
Budget remaining after this award	\$ 348,637.71	**

\*The scope of work for 2020 and 2021 will be finalized based on the CCTV inspections in the prior year (2019 & 2020) at the same itemized pricing, subject to Council approval of the annual capital budget. The annual volume of work is expected to be similar to the 2019 program.

\*\*The remaining balance of 348,637.71 is due to favourable pricing and will be returned to the original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The unit costs for sanitary sewer rehabilitation will be addressed during the next reserve study update. There is no incremental operating budget impact.

**ENVIRONMENTAL CONSIDERATIONS**

Timely rehabilitation of the sanitary sewer pipes will prevent groundwater infiltration into pipes, which compromises pipe bedding leading to settlement of road surface and causing safety risk to the vehicular traffic. During positive pressure, sanitary sewage may spill out to the ground and contaminate the surrounding environment.

#4

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner – Community & Fire Services
Award:	045-T-19 Consultant to Audit Playground Equipment
Date:	May 1, 2019

**BID INFORMATION**

Bid closed on	April 23, 2019
Number picking up bid document	7
Number responding to bid	7

**RECOMMENDATION**

Recommended bidder	PARCS Ltd. (lowest priced bidder)	
Current budget available	\$ 38,500.00	730-739-5399 Contracted Service
Less cost of award	\$ 24,292.59	2019 – (Inclusive of HST)
	\$ 2,429.26	2019 – (10% Contingency)
	\$ 26,721.85	2019 – Total (Inclusive of HST and contingency)
	\$ 26,721.85	2020 – Total (Inclusive of HST and contingency)
	\$ 26,721.85	2021 – Total (Inclusive of HST and contingency)
	\$ 26,721.85	2022 – Total (Inclusive of HST and contingency)
	\$106,887.40	Total cost of award (2019-2022)
Budget remaining after this award	\$ 11,778.15	*

Note: The term of the Contract is for one (1) term starting June 1, 2019 to August 31, 2019, with an option to renew for an additional three (3) terms from June 1 to August 31 of the renewal period. The renewal terms 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. Years 2 – 4 are subject to Council approval of the 2020-2022 budgets.

\* The remaining budget in the amount of \$11,778.15 will be reported as part of the 2019 year-end results of operations and the 2020 operating budget will be adjusted accordingly.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The 2020 operating budget will be reduced by \$11,778.15 based on this award. There is no incremental impact to the life cycle Reserve Study.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#5

**STAFF AWARD REPORT**

To:	Graham Seaman, Director, Sustainability & Asset Management
Award:	058-T-19 - Backflow Prevention Testing
Date:	April 25, 2019

**BID INFORMATION**

Bid closed on	April 24, 2019
Number picking up document	13
Number responding to bid	11

**BACKGROUND**

This project includes annual testing of backflow prevention devices and a one-time cross connection control survey at 81 locations throughout the City. Project will commence in May and will be completed by September of each year.

**RECOMMENDATION**

Recommended bidder	Newmarch Technical Systems (lowest priced bidder)	
Current budget available	\$56,100.00	750-101-5399-19079 Municipal Building Backflow Prevention Surveying and Testing
Less cost of award	\$23,404.80 <u>\$ 2,340.48</u> \$25,745.28 \$18,945.17 \$18,945.17 <u>\$18,945.17</u> \$82,580.78	Year 1 (2019) Cost of Award (Inclusive of HST) Year 1 (2019) Contingency (10%) Year 1 (2019) Award Inclusive of HST and contingency) Year 2 (2020) (Inclusive of HST and contingency)* Year 3 (2021) (Inclusive of HST and contingency)* Year 4 (2022) (Inclusive of HST and contingency)* Total cost of award (2019-2022)
Budget remaining after this award	\$30,354.72	**

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

\*\* The remaining balance of \$30,354.72 was due to favourable market pricing and will be returned to the original funding source.

Note: Year 1 includes the performance of a one-time cross connection control survey at 81 locations throughout the City. This occurs every five years and will be completed in year 1 of this contract. Pricing under this contract remains the same for the four (4) year period.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

The City's Backflow Prevention Program helps to ensure the quality of water in the City's domestic potable water supply infrastructure.



#6

**STAFF AWARD REPORT**

To:	Trinela Cane, Commissioner, Corporate Services
Award:	071-T-19 Roof Replacement at Box Grove Community Centre & Roof Re-coating at Fire Training Centre (John Street)
Date:	May 8, 2019

**BID INFORMATION**

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

**BACKGROUND**

The roof replacement at Box Grove Community Centre & roof re-coating at Fire Training Centre (John Street) will be completed by July 31, 2019.

**RECOMMENDATION**

Recommended bidder	Industrial Roofing Services Limited (lowest priced bidder)	
Current budget available	\$122,085.99	270-101-5399-19085 Roofing Replacement Projects
Less cost of award	\$ 96,859.24	Cost of Award (Inclusive of HST)
	\$ <u>9,685.92</u>	Contingency (10%)
	\$106,545.16	Total cost of award (Inclusive of HST)
Budget remaining after this award	\$ 15,540.83	*

\* The remaining budget in the amount of \$15,540.83 will be returned to original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

To reduce the environment impact of the work environmentally friendly products were specified. As specified in the bid document, the old/existing roofs 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.

#7

**STAFF AWARD REPORT**

To:	Trinela Cane, Commissioner, Corporate Services
Award:	081-T-19 Roof Replacement at Centennial Community Centre & Fire Station No. 96
Date:	May 13, 2019

**BID INFORMATION**

Bid closed on	May 7, 2019
Number picking up document	10
Number responding to bid	7

**BACKGROUND**

The roof replacement at Centennial Community Centre & Fire Station #96 will be completed by July 31, 2019.

**RECOMMENDATION**

Recommended bidder	Trinity Roofing Ltd. (lowest priced bidder)	
Current budget available	\$118,094.85	270-101-5399-19085 Roofing Replacement Projects
Less cost of award	\$106,853.09	Cost of Award (Inclusive of HST)
	<u>\$ 10,685.31</u>	Contingency (10%)
	\$117,538.40	Total cost of award (Inclusive of HST)
Budget remaining after this award	\$ 556.45	*

\* The remaining budget in the amount of \$556.45 will be returned to the original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental operating budget impact. There is no incremental impact to the life cycle Reserve Study.

**ENVIRONMENTAL CONSIDERATIONS**

To reduce the environment impact of the work environmentally friendly products were specified. As specified in the bid document, the old/existing roofs 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.

#8

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner of Community and Fire Services
Award:	082-T-19 Erosion Restoration at 32-34 Dalmeny Road
Date:	May 14, 2019

**BID INFORMATION**

Bid closed on	May 10, 2019
Number picking up document	9
Number responding to bid	7

**BACKGROUND**

The eroded site located at 32-34 Dalmeny Road within the East Don River tributary requires immediate restoration as it poses a risk to private property. This site qualifies for City funding under Group '1' (Public ownership) and Category 'A' (Erosion problems within private property which are the results of altered flow regimes due to upstream development) as per Council resolution dated August 11, 2016. The project will be completed by September 2019.

**RECOMMENDATION**

Recommended bidder	Hawkins Contracting Services Limited (lowest priced bidder)	
Current budget available	\$ 96,247.00	750-101-5699-19232 Erosion Restoration Program
Less cost of award	\$ 87,385.96	Cost of Award (Inclusive of HST)
	\$ 8,738.60	Contingency (10%)
	\$ 96,124.56	Total cost of award (Inclusive of HST)
Budget remaining after award	\$ 122.44	*

\*The remaining balance of \$122.44 will be returned to the original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The next restoration at these sites are anticipated to be beyond 25 years and therefore there is no incremental life cycle impact. There is no incremental operating budget impact.

**ENVIRONMENTAL CONSIDERATIONS**

Erosion restoration reduces downstream sedimentation and improves water quality and fish habitat while contributing to a sustainable, healthy ecosystem that is in line with the City's Greenprint initiative. The restoration construction will endeavour to restore the natural form and function of the East Don River system while limiting the hazards to existing infrastructure and private property.

#9

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

To:	Andy Taylor, Chief Administrative Officer
Re:	251-S-18 Community Energy Plan Modelling Tool for the North District
Date:	May 9, 2019

**BACKGROUND**

To obtain approval to award the contract for the development of the Community Energy Plan (CEP) modelling tool to evaluate energy and emissions in the Future Urban Area, now known as the North District (ND).

City staff from Planning & Urban Design, Engineering and Sustainability & Asset Management have been working with York Region staff, ND landowners and developers to develop a process to complete the pilot Community Energy Plan for the ND, a new component for all Secondary Plans. It was agreed by all stakeholders that a modelling tool will help to identify energy and emissions opportunities and goals for the CEP.

The modelling tool will:

- Analyze and recommend the energy and greenhouse gas (GHG) emissions targets for the North District
- Improve alignment of CEPs with the requirements of the Municipal Energy Plan (MEP), York Region Official Plan (2016) and the City's Official Plan (2014). Requirements include:
  - o Minimize the use of electricity, natural gas and gasoline consumption and resulting GHG emissions through compact urban design;
  - o Address energy-efficient building operation, design and construction; and,
  - o Identify opportunities for on-site energy generation, district energy and renewable energy options
- Improve accuracy and speed of CEP approval within the proposed Secondary Plan review

The scope of work includes:

- Data collection and processing from City and stakeholders
- Model development
- Energy and emissions analysis for each of the four Secondary Plans within the ND
- Reporting on methods, assumptions analysis and recommendations for each of the Secondary Plans
- Staff training on the use of the tool

The pilot project will commence upon award and be completed in 4 months.

**RECOMMENDATION**

Recommended bidder	Sustainability Solutions Group "SSG" (Non-competitive procurement)	
Current budget available	\$145,000.00	270-101-5399-14065 Integrated Community Energy Plan*
Less cost of award	\$131,728.32	Consultation & Modelling Tool
	\$ 13,271.68	Contingency
	\$145,000.00	Total cost of award (inclusive of HST)
Budget remaining after this award	\$ 0.00	

\*The budget is funded by external developer(s).

Staff further recommends that the City's Tender process be waived in accordance with Purchasing By-Law 2017-18, 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/DISCUSSION**

The CEP is a new requirement for Secondary Plans. Energy modelling for each new community will include the development of energy and emissions optimization scenarios to inform CEP targets. ND stakeholders and City staff agreed to pioneer the development of the modelling tool. Utilizing the current draft CEP, Secondary Plans and Community Design Plans available, the modelling tool will estimate the potential energy and emissions reduction within each of the four Secondary Plans within the ND. The use of the tool can be potentially expanded to review other Secondary Plans submitted for other community areas in the future.

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**251-S-18 Community Energy Modelling Tool for the Future Urban Area****Page 2 of 2****OPTIONS/DISCUSSION (Continued)**

Staff recommend waiving the City's Tender process due to the following rationale:

**Proven Track Record**

SSG was awarded the contract to develop Markham's MEP in 2015 (017-R-15) as the highest ranked and lowest priced supplier through a competitive bid process. Staff is satisfied with the level of service, professionalism and technical expertise provided by the supplier. SSG has also successfully completed CEP related work for other public organizations.

**Technical Expertise**

Founded in 2001, SSG has established itself as a leader of community energy planning in Canada, with a key focus area of integrated community energy systems.

**Qualifications of Project Team**

The proposed lead consultant is SSG's Principal with 15 years of experience in modelling energy and emissions trajectories for more than 40 municipalities, including Region of Durham, City of Edmonton and City of Toronto. He has served as technical advisor to 1000 cities for carbon freedom with the United Nations Development Programme (UNDP), advisor to the United Nations Environment Programme (UNEP) and as an active participant in United Nations Framework Convention on Climate Change (UNFCCC) negotiations.

The proposed project team includes strong and experienced staff members with qualifications in the practice of strategic planning, stakeholder and public consultation, energy and environmental consulting, energy conservation and demand management, scenario analysis, forecasting, custom modelling, energy planning, integrated resource recovery, sustainability, local improvement charges and social equity.

**Niche Market**

As reflected in the City's previous bid results in 2015, of the 3 consulting companies that submitted a bid, only 1 met the technical threshold and specializes in this field of work.

**Cost Savings, Efficiency & Interchangeability**

The experience and knowledge gained by SSG through the MEP development can be applied and transferred to this project. Cost savings and efficiencies are expected through knowledge transfer and minimizing any duplication of efforts and costs that would be associated with engaging another consultant.

All of the proposed staff have previously worked on the development of the City's MEP and are familiar with the milestone targets the City needs to reach in order to meet the net zero emissions objective by 2050.

**Price Competitiveness**

Staff negotiated with SSG a 6% or \$8,853.12 cost reduction from the original bid price (\$140,581.44) as allowed under the Purchasing By-Law. Staff confirmed that the proposed project schedule and unit rates are reasonable.

**FINANCIAL CONSIDERATIONS**

The ROPA 3 Landowners Group Inc. agreed to fund the modelling exercise to a maximum of \$145,000, in accordance with the North Markham Development Area – Future Urban Area Expansion and Master Plan Funding, Credit and Reimbursement Agreement dated March 25, 2014. Senior staff from Finance, Engineering, Planning & Urban Design and Sustainability & Asset Management departments have been involved in this agreement.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

The residential sector has proven to be the largest consumer of energy and producer of GHG emissions among other sectors, based on the analysis in City's MEP. As such, development in the North District represents a key opportunity to make significant gains in support of the MEP objective of Net Zero emissions by 2050 and the Greenprint's Energy & Climate priority.

#10

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

To:	Andy Taylor, Chief Administrative Officer
Award:	074-S-19 Consulting Services Markham Centre Trails (Phase 1, Area 3)
Date:	April 29, 2019

**BACKGROUND**

To obtain approval to award the contract for consulting services for the design of a trail system on Markham Centre from Warden Avenue to Birchmount Road. As part of the scope of work, the consultant will obtain environmental permits and prepare the tender documents.

**RECOMMENDATION**

Recommended bidder	Schollen & Company Inc (Non-competitive procurement)	
Current budget available	\$123,800.00	083-5350-19262-005 Markham Centre Trails
Less cost of award	\$ 26,323.53 \$ 12,769.35 \$ 60,542.88 <u>\$ 7,970.86</u> \$ 107,606.62  <u>\$ 15,912.79</u> \$ 123,519.41	Detailed Design (Schollen & Company Inc) Contract Administration (Schollen & Company Inc) Allowances* (MECP and TRCA) Contingency @ 8.0% Total  Internal Management Total cost of award (Inclusive of HST)
Budget remaining after award	\$ 280.59	**

\* The alignment of the proposed Markham Centre Greenland's trail in Area 3, Phase 1 encroaches into the regulated Red Side Dace Habitat and permits from the Ministry of Environment, Conservation and Parks (MECP), the Toronto Region and Conservation Authority (TRCA) and the Department of Fisheries and Oceans (DFO) are required. The allowances will also be used for utility locates, geotechnical investigations and technical consultations as required.

\*\*The remaining budget will be returned to the original funding source.

**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 1 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 or Consulting and Professional Services from a supplier who has a proven track record with the City in terms of pricing, quality and service."

**OPTIONS/DISCUSSIONS**

The Markham Greenlands Master Plan was prepared by Schollen and Company Inc. and endorsed by Council in principle in June 2004. The Master Plan sub-divided the Markham Greenlands into three (3) areas stretching from Apple Creek to Main Street Unionville. Conceptual Trail locations for the entire Markham Greenlands were proposed in the Master Plan with ultimate locations to be determined through a Class Environmental Assessment (EA) Study.

Schollen & Company Inc. was retained by the City's Parks and Open Space Development in 2010 to prepare the Implementation Strategy Plan for the Markham Centre Greenland Area 3 from Warden Avenue to Main Street Unionville (See Appendix A). In November 2016, Schollen & Company Inc. was retained by the City's Urban Design Group to finalize the Implementation Strategy for Area 3, Phase 1 from Warden Avenue to Birchmount Road, north of the Rouge River. Phase 1, Area 3 is not subject to a Class EA Study since there are no proposed crossings across the Rouge River. Schollen & Company Inc. delivered the conceptual drawings of the Implementation Plan to the City in June 2018.

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**074-S-19 Consulting Services Markham Centre Trails (Phase 1, Area 3)****Page 2 of 2****OPTIONS/DISCUSSIONS (Continued)**

Given Schollen and Company Inc.'s familiarity with the project, Staff are recommending extending the contract so that they can complete the design. If the City were to hire a new consultant to complete the design, Staff estimate this cost would be double (estimate of \$50,000 compared with \$26,323). The contract administration task in the amount of \$12,769 is to prepare the tender documents and on-site work during construction and these costs are competitive to industry pricing.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The Operating budget for the maintenance of the trail system and its life cycle impact will be determined by Operations Department once design is complete and prior to construction.

The Capital cost estimate for the 830m Area 3, Phase 1 trail system from Warden Avenue to Birchmount Road under the conceptual design stage was estimated to be \$930,000.

**ENVIRONMENTAL CONSIDERATIONS**

The encroachment of the proposed trail system into the Red Side Dace habitat would require permit under clause 17(2)(c) of the Endangered Species Act (ESA), 2007. The jurisdiction for the ESA used to be with the Ministry of Natural Resources and Forestry (MNR) but has since been transferred to the Ministry of Environment, Conservation and Parks (MECP) under the new provincial government.

The Red Side Dace habitat are also subject to the Species at Risk Act (SARA) under the jurisdiction of the Department of Fisheries and Oceans (DFO). A screening and submission process to obtain the SARA permit is required for this project.

#11

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	037-Q-19 Towel Laundry at Various Community Centres
Date:	May 7, 2019

**BACKGROUND**

Used towel pick up, laundering, and delivery is required on a weekly basis at Centennial, Cornell, and Thornhill Community Fitness Centres.

**BID INFORMATION**

Bids closed on	April 29, 2019
Number picking up bid documents	3
Number responding to bid	3

**RECOMMENDATION**

Recommended bidder	Comfy Cotton Diaper Service Inc. (lowest priced bidder)	
Current budget available	\$17,197.44	Various Operating Accounts
Less cost of award	\$19,525.71	July 1, 2019 – June 30, 2020*
	\$19,525.71	July 1, 2020 – June 30, 2021*
	\$19,525.71	July 1, 2021 – June 30, 2022*
	\$19,525.71	July 1, 2022 – June 30, 2023**
	\$19,525.71	July 1, 2023 – June 30, 2024**
	<u>\$97,628.54</u>	Total cost of award (2019-2024)
Budget remaining after this award	(\$2,328.27)	***

\* The term of the Contract is for three (3) years commencing on July 1, 2019 and ending on June 30, 2022 with the option to renew for two (2) additional one year periods subject to Council's approval of the 2020-2024 operating budgets. Prices are firm fixed for the first three years.

\*\* The remaining two (2) years 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 March in the applicable year.

\*\*\* Shortfall will be funded by an increase in towel usage fees: 505-9418826, 503-9418826, 501-9418826, totaling an annual revenue budget of \$29,444 for 2019.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

Operating budget shortfall in 2019 will be \$1,162.15 and in years 2020-2024 will be \$2,328.27. This will be offset by the revenue increases for towel usage service starting in 2020. There is no incremental life cycle impact.

**ENVIRONMENTAL CONSIDERATIONS**

N/A



## #12

**STAFF AWARD REPORT**

To:	Mary Creighton, Director, Recreation Alex Moore, Senior Manager, Procurement & Accounts Payable
Award:	035-T-15 Ice Resurfacing Machine for Thornhill Community Centre
Date:	May 10, 2019

**BACKGROUND**

To obtain approval to purchase one (1) ice resurfacing machine for Thornhill Community Centre.

Council at its April 15<sup>th</sup>, 2015 meeting resolved that Zamboni Company Ltd. be established as the City's preferred supplier for ice resurfacing machines for the next five years (2015–2019). Additionally, Council approved the following recommendation:

*That the Director of Recreation and Senior Manager of Purchasing be authorized to approve annual purchases of new ice resurfacing machines in years 2015-2019 subject to 1.75% annual increase;*

Upon delivery of the new ice resurfacing machine, unit number 520-8165 will be traded in with the proceeds from the sale posted to account 890-890-9305 (proceeds from the sale of other fixed assets) in accordance with the Purchasing By-Law 2017-08.

**RECOMMENDATION**

Recommended bidder	Zamboni Company Ltd. (non-competitive procurement)	
Current budget available	\$98,300.00	057-6150-19209-005 Ice Resurfacing Machine Replacement
Less cost of award	\$98,081.38	Total cost of award (Inclusive of HST)
Budget remaining after this award	\$218.62	*

\*The remaining budget in the amount of \$218.62 will be returned to the original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental impact to the operating budget and life cycle Reserve Study.

**ENVIRONMENTAL CONSIDERATIONS**

Staff reviewed zero-emission electric ice resurfacing options provided by Zamboni. The cost estimate provided was \$145,000 per unit, inclusive of transport costs. The technology has improved, and the units have the ability to maintain single and twin pad facilities. The traditional resurfacing machine requires approximately \$2,250 of fuel per year. As such, the cost savings from fuel is still significantly less than the increased capital required to transition. Therefore, transition to electric ice resurfacing machines is not supported at this time.

## #13

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Award:	104-S-19 Supply and Delivery of One (1) Dual Stream Haul-All Vehicle
Date:	May 21, 2019

**BACKGROUND**

To obtain approval to award the contract for the supply and delivery of one (1) dual stream Haul-All vehicle for the dual stream collection of waste in all community and destination parks throughout the City.

**RECOMMENDATION**

Recommended bidder	Haul-All Equipment Ltd. (non-competitive procurement)	
Current budget available	\$151,680.00	057-6150-19207-005 Corporate Fleet Replacement*
Less cost of award	\$148,555.78	Total cost of award (Inclusive of HST)
Budget remaining after this award	\$3,124.22	**

\*The budget available for this purchase excludes Markhamizing costs of \$1,664.00.

\*\*The balance remaining of \$3,124.22 shall be returned to the original funding source.

**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;

and

That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.1 (e)

"Where the City is acquiring equipment...in which case the sources of supply may be identified based on technical specifications prepared by the User Department".

**OPTIONS/DISCUSSIONS**

Haul-All Equipment Ltd. is the only vendor that builds a small garbage vehicle suited for use in parks and open space environments. Due to the vehicle being smaller in size and weight compared to other garbage vehicles, it can be used to access park and open space areas without damaging walkways, driveways, trees and turf.

The dual stream Haul-All vehicle is a patented product and is the only low side waste collection unit with compaction as well as dump features, a 16 cubic yard body capacity design and a body weight of 4,500lbs. The 19,500 gross vehicle weight rating (GVWR) chassis allows for a gas/CNG (Compressed Natural Gas) prepared engine that eliminates costly repairs experienced with the diesel DPF systems due to the increased idling hours encountered while the vehicle and staff are performing their daily collection duties.

This patented design allows for operators maintaining a Class G licence to operate the vehicle as opposed to a higher GVWR requiring a minimum Class DZ driver's license. This allows both Parks full-time permanent staff and temporary/seasonal staff to operate the vehicle and provides cost savings associated with the Class DZ licence. In addition, as more staff are qualified to operate this vehicle, it will ensure maximum usage of the vehicle.

Alternative units were investigated; however, the chassis size, weight capability, maneuverability, impacts to the parks environment and operator training did not meet the requirements of the City.

Staff research revealed that the majority of municipalities procure the Haul-All product through a non-competitive process (Ajax, Oshawa, Pickering, Whitby, Richmond Hill, Toronto). The City of Richmond Hill awarded a similar unit with fewer specifications, in 2018 at a cost of \$144,710.29 (exclusive of taxes). In 2018, the City replaced unit 3346, via a non-competitive procurement, at a cost of \$145,986.43 (exclusive of taxes) for the same model as Richmond Hill, with higher specifications, including a reverse camera for additional safety.

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**104-S-19: Supply and Delivery of One (1) Dual Stream Haul-All Vehicle**

**Page 2 of 2**

**OPTIONS/DISCUSSIONS (Continued)**

Unit 3345 was purchased in 2008 with a life expectancy of 10 years and requires replacement. Unit 3345 will be sold upon delivery of the new unit 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).

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental impact to the operating budget or life cycle Reserve Study.

**ENVIRONMENTAL CONSIDERATIONS**

The unit in this award utilizes the most current technology, reducing overall engine emissions.

**RECOMMENDED BY:**

Joel Lustig  
Treasurer

Trinela Cane  
Commissioner Corporate Services