



Report to: General Committee

Meeting Date: January 20, 2020

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**SUBJECT:** Staff Awarded Contracts for the Months of November and December 2019  
**PREPARED BY:** Alex Moore, Ext 4711

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**RECOMMENDATION:**

1. That the report entitled “Staff Awarded Contracts for the Months of November and December 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 months of November and December 2019.

**BACKGROUND:**

The Procurement ByLaw 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 Months of November and December 2019**

<b>Number</b>	<b>BMFT Objective</b>	<b>Description</b>	<b>Award Details</b>	<b>Commission</b>
1	Engaged, Diverse and Thriving City	205-R-19 Landscape Architectural Consulting Services, Box Grove Community Park	Highest Ranked/ Lowest Priced Bidder	DS
2	Exceptional Services by Exceptional People	222-S-19 Building Automation System (BAS) Service Contract for Johnson Controls Operated Systems	Non-Competitive Bidder	CS
3	Exceptional Services by Exceptional People	134-T-19 - Concrete Paving at Markham Civic Centre - Contract Extension -	Non-Competitive Bidder	CS
4	Safe & Sustainable Community	039-T-19 Traffic Controller Upgrades	Lowest Priced Bidder	DS
5	Safe & Sustainable Community	165-T-19 Rouge River Community Centre Mechanical Unit Replacement	Lowest Priced Bidder	C&FS
6	Safe & Sustainable Community	177-T-19 Removal and Replacement of City Owned Fences	Lowest Priced (Qualified) Bidder	C&FS
7	Safe & Sustainable Community	193-T-19 Milliken Mills Community Centre Storage Unit Replacement	Lowest Priced Bidder	C&FS
8	Safe & Sustainable Community	194-T-19 Northern Header Upgrades at German Mills Meadow and Natural Habitat	Lowest Priced Bidder	C&FS
9	Safe & Sustainable Community	196-Q-19 Rejuvenation of Community Centre Landscapes	Lowest Priced Bidder	C&FS
10	Safe & Sustainable Community	201-T-19 City-Wide Catch Basin Cleaning Services	Lowest Priced Bidder	C&FS
11	Safe & Sustainable Community	022-R-19 Consulting Engineering Services for the Detailed Design of Victoria Square Boulevard	Highest Ranked/Lowest Priced Bidder	DS

12	Safe & Sustainable Community	203-S-19 Arena Ice Plant Monitoring System	Non-Competitive Bidder	C&FS
13	Safe & Sustainable Community	230-S-19 Recreation Fitness Equipment – Six Treadmills	Non-Competitive Bidder	C&FS
14	Safe & Sustainable Community	233-S-19 Consulting Services for a Third Party Peer Review of Construction Oversight for Whistling Cessation – Package 4	Non-Competitive Bidder	DS
15	Safe & Sustainable Community	241-S-19 Pan Am Centre Daktronics Controller Replacement	Non-Competitive Bidder	C&FS
16	Stewardship of Money and Resources	167-T-19 Markham Public Library Courier Service	Lowest Priced Bidder	C&FS
17	Stewardship of Money and Resources	191-T-19 Fence (Backstop and Outfield) Replacement	Lowest Priced Bidder	C&FS
18	Stewardship of Money and Resources	035-S-15 Ice Resurfacing Machine for Crosby Arena	Non-Competitive Bidder	C&FS
19	Stewardship of Money and Resources	162-S-19 Supply and Delivery of Carbon Dioxide (co2)	Non-Competitive Bidder	C&FS
20	Stewardship of Money and Resources	239-S-19 Marketing Services for Flato Markham Theatre	Non-Competitive Bidder	DS

**RECOMMENDED BY:**

Joel Lustig  
Treasurer

Trinela Cane  
Commissioner, Corporate Services

#1

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

To:	Andy Taylor, Chief Administrative Officer
Award:	205-R-19 Landscape Architectural Consulting Services, Box Grove Community Park
Date:	November 11, 2019
Commission:	Development Services

**BID INFORMATION**

Bid closed on	October 29, 2019
Number picking up bid document	18
Number responding to bid	5

**BACKGROUND**

Box Grove Community Park is located at 210 Box Grove By-Pass, south of Copper Creek Drive and west of the Box Grove By-Pass and east of Pagnello Court.

Landscape architectural services shall include typical full scope of services, with substantial performance of constructed works anticipated in fall 2021. The vendor shall remain retained under this Award for a two (2) year warranty period after Substantial Completion to complete warranty inspection and handover services.

**RECOMMENDATION**

Recommended bidder	NAK Design Strategies (highest ranked /lowest priced bidder)	
Current budget available	\$280,004.00	081-5350-13012-005 - Box Grove Community Park, Design
Less cost of award	\$268,137.60	Award
	\$ 26,813.76	Contingency (10%)
	\$294,951.36	Total Award (Inclusive of HST)
	\$ 26,545.62	Internal Management Fee @ 9%
	\$321,496.98	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	(\$41,492.90)	*

\* The budget shortfall in the amount of \$37,343.61 (90%) will be funded from Design Capital Contingency project and \$4,149.29 (10%) from the Non DC Capital Contingency.

**PROPOSAL EVALUATION**

The Evaluation Team for this RFP was comprised of Staff from Urban Design with Procurement Staff acting as the facilitator.

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**205-R-19 Landscape Architectural Services - Box Grove Community Park      Page 2 of 2****Stage 1 – Qualifications and Technical Proposal**

During Stage 1, the proposals were evaluated against the pre-established evaluation criteria as outlined in the RFP: 20 points for Experience and Qualification of the Bidder and Proposed Project Team (Lead Project Manager; Discipline Leads; and, Key Personnel including any Sub-Consultants); 20 points for Project Understanding, Methodology and Approach, and; 30 points for Project Delivery and Management, totaling 70 points.

**Stage 2 – Financial Proposal**

Upon completion of Stage 1 of the evaluation, the Financial Proposal (Bid Form) provided by bidders who achieved a minimum score of 75%, or 52.5 points out of 70 proceeded to Stage 2 of the evaluation. Based on the results from Stage 1, four bidders received the required minimum percentage or points and proceeded to Stage 2. The Financial Proposal provided by the bidder was evaluated out of 30 points, based on the pre-established criteria outlined in the RFP.

**Overall Scoring**

The combined results from Stage 1 and Stage 2 are summarized below:

<b>Bidder</b>	<b>Score (out of 100)</b>
NAK Design Strategies	91.20

Prices ranged from \$268,137.60 to \$319,119.36 inclusive of HST.

**OPTIONS / DISCUSSIONS**

NAK Design Strategies (“NAK”) received the highest technical score, demonstrating a thorough understanding of the project and its requirements. Their proposal conveyed to the City’s satisfaction that they have the required resources, experience and qualifications as the lead consultant managing large, complex teams of sub-consultants on numerous park projects. Through the evaluation process, NAK’s submission also demonstrated a strong understanding of the project deliverables, key issues and challenges as reflected in their methodology and approach.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The operating and life cycle impacts will be determined at time of construction award.

**ENVIRONMENTAL CONSIDERATIONS**

Environmental protection in the contract documents in order to meet or exceed regulatory environmental procedures during construction.

#2

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

To:	Andy Taylor, Chief Administrative Officer
Re:	222-S-19 Building Automation System (BAS) Service Contract for Johnson Controls Operated Systems
Date:	November 28, 2019
Commission:	Corporate Services

**BACKGROUND**

To obtain approval to award the contract for planned service for Building Automation Systems (BAS) at the Civic Centre for Five (5) years and Markham Theatre for Two (2) years, starting January 1, 2020 with a 3% price escalation for Years 2 to 5.

A Building Automation System (BAS) controls all heating, ventilation and air conditioning (HVAC) systems in a facility. The HVAC systems, controlled through a BAS, maintain a proper indoor climate and improve energy usage. Due to the proprietary nature of the computer software that the BAS utilizes, only the original system provider (Johnson Controls) can maintain the equipment.

Regular timely maintenance and software upgrades are required for a BAS system to ensure that all the building mechanical components are running efficiently. Without planned maintenance, the BAS may lose its calibration causing malfunction of the mechanical systems, operational inefficiencies, improper indoor climate control and increased energy usage.

Monthly maintenance and system checks will ensure that the mechanical and ventilation systems of the facilities run effectively. The contract includes regular inspection of all equipment points, programs, and equipment schedules, re-calibration of alarm and system set points, backup programming and controls check. Based on the inspections, Johnson Controls will provide repair recommendations.

The program will provide the following:

- Markham Civic Centre (Year 1 to 5):
  - o Twelve (12) monthly, full-day BAS service per year.
  - o Two (2) full-day pneumatic service visits per year
- Markham Theatre (Year 1 and 2 only\*)
  - o Two (2) four-hour BAS service visits per year
  - o \*Note: The Theatre's BAS system upgrade is scheduled to be completed after Year 2 of this contract and servicing will be assumed by the new system provider.
- Emergency servicing, repairs and replacement parts are not included within the scope of this agreement, but will be provided on a "time & material" basis. The City will receive a discount of ten percent (10%) off listed labour rates.

**222-S-19 Building Automation System (BAS) Service****Page 2 of 2****RECOMMENDATION**

Recommended Bidder	Johnson Controls Canada LP (non-competitive procurement)	
Current budget available	\$ 23,282.69	See financial considerations
Less cost of award	\$ 23,282.69 \$ 23,980.76 \$ 22,766.76 \$ 23,449.57 <u>\$ 24,152.74</u> \$117,632.52	January 1, 2020 – December 31, 2020* January 1, 2021 – December 31, 2021* January 1, 2022 – December 31, 2022* January 1, 2023 – December 31, 2023* January 1, 2024 – December 31, 2024* Total Award
Budget remaining after this award	\$ 0.00	

\*Subject to Council approval of the annual Operating budgets.

Note: Staff was able to maintain the same 2019 itemized pricing for 2020. Pricing for 2021 to 2024 is subject to an annual price escalation of 3%.

Staff further recommends:

That the City's tender 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.

**FINANCIAL CONSIDERATIONS**

Account Name	Account #	Budget Available	Budget Remaining
Theatre, Building Maintenance	530-998-5410	\$ 1,822.50	\$ 0.00
Civic Centre, Other Contracted Services	750-751-5399	\$21,460.19	\$ 0.00
<b>TOTAL</b>		\$23,282.69	\$ 0.00

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental impact to the Life Cycle Reserve Study. Operating budget will be adjusted in coming years to reflect the price escalation.

**ENVIRONMENTAL CONSIDERATIONS**

The service contract will improve efficiency of the building HVAC system to reduce heating and cooling costs and subsequently, GHG emissions.

#3

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

To:	Andy Taylor, Chief Administrative Officer
Re:	134-T-19 - Concrete Paving at Markham Civic Centre - Contract Extension
Date:	Oct 21, 2019
Commission:	Corporate Services

**BACKGROUND**

To obtain approval to extend the contract for two additional concrete paving areas at the Anthony Roman Centre.

In September 2019, the City awarded tender 134-T-19 to the lowest priced bidder for the replacement of the existing interlock stones walkway with concrete pavers at two areas within the Anthony Roman Centre.

1. Lake level by the Sustainability & Asset Management Department
2. Around the peace flame

Staff identified within the award report for tender 134-T-19 that of the \$162,230 remaining funding, \$69,000 would be retained in the account for the additional two areas and \$93,230 would be returned to the original funding source. Under this report, staff are seeking approval to extend the current contract with Hylan Group Inc. to complete the additional two areas as identified under options/discussions section of this report.

The project will be completed by March 31, 2020.

**RECOMMENDATION**

Recommended Bidder	Hylan Group Inc. (Non-Competitive Procurement)	
Current budget available	\$69,000.00	270-101-5399-19072 Civic Centre Improvements
Less cost of award	\$62,378.88	Cost of Award
	\$ 6,237.89	Contingency (10%)
	\$68,616.77	Award Incl. of HST & Contingency (10%)
Budget remaining after this award	\$ 383.23	*

\* The remaining balance of \$383.23 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 Non- Competitive Procurement, item 11.1(c): "when the extension of an existing contract would prove more cost-effective or beneficial"



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**134-T-19 - Concrete Paving at Markham Civic Centre – Contract Extension Page 2 of 2****OPTIONS/DISCUSSIONS**

The two additional areas were not included within the original tender 134-T-19 as at that time, staff anticipated a higher removal and install rate due to the potential of work being done in winter conditions. However, the tender price came in lower than expected and tender 134-T-19 was awarded with a favourable balance of \$162,230.

Staff recommend extending the contract for the following two areas: A & B:



Since Hylan Group Inc. is onsite working around the peace flame, they are able to seamlessly continue their work into the additional areas. The two areas are in a deteriorated condition and by awarding this contract now, the City is able to accelerate the replacement of the staircase and railings from spring 2020 to 2019.

Under tender 134-T-19, the City received 6 bids and Hylan Group Inc.'s unit rates were 34% lower than the 2<sup>nd</sup> lowest priced bidder. Since Hylan Group Inc. is mobilized on site, staff is able to leverage this additional work and negotiated further unit rate savings.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental impact to the operating budget. The life cycle reserve study will be adjusted in the next update.

**ENVIRONMENTAL CONSIDERATIONS**

All waste will be properly sorted, recycled and disposed of at an authorized dump, waste treatment site or recycling facility.

#4

**STAFF AWARD REPORT**

	Brian Lee, Director, Engineering
Re:	039-T-19 Traffic Controller Upgrades
Date:	December 18, 2019
Commission:	Development Services

**BID INFORMATION**

Bid closed on	Dec. 6, 2019
Number picking up bid document	8
Number responding to bid	6

**BACKGROUND**

To obtain approval to award the contract for traffic controller upgrades at twelve (12) intersections and for the supply/installation of global positioning system (GPS) timing clocks and timing adjustments at twenty-three (23) intersections on segments of Main Street Markham and Denison Street.

The project will be completed by March 2020.

**RECOMMENDATION**

Recommended bidder	Black & McDonald Limited (lowest priced bidder)	
Current budget available	\$123,033.00	083-5350-18057-005 Traffic Signal Controller
Less cost of award	\$ 89,492.41 \$ 8,949.24 \$ 98,441.65	(Incl. of HST) Contingency @ 10% Total Construction Award (Incl. of HST)
Budget remaining after this award	\$ 24,591.35	*

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

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental budget impact to the operating budget. The GPS timing clocks has a 10-year life cycle, which will be replaced at an estimated cost of \$21,900 and the traffic controller upgraded units will be replaced every 20 years at an estimated cost of \$73,900. These changes will be incorporated in the 2020 Life Cycle Reserve Study update.

**ENVIRONMENTAL CONSIDERATIONS**

Not applicable.

#5

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

To:	Andy Taylor, Chief Administrative Officer
Re:	165-T-19 Rouge River Community Centre Mechanical Unit Replacement
Date:	November 20, 2019
Commission:	Community & Fire Services

**BID INFORMATION**

Bids closed on	August 23, 2019
Number picking up bid documents	8
Number responding to bid	5

**BACKGROUND**

The initial capital request was based on a third party estimate provided in 2017 to replace five (5) rooftop units, one (1) air handling unit and one (1) water heater in the amount of \$121,675. Prior to issuing the tender, the consultant identified the budget was insufficient for the amount of work required. It was deemed at the time that the estimate provided by the third party underestimated the cost to replace these rooftop units, air handling unit and water heater. Therefore, the tender was issued seeking the replacement of four (4) roof top units that are in critical condition.

Removal and replacement of four (4) roof top units at the Rouge River Community Centre is warranted based on condition assessment. Work includes all associated roof curb connections, electrical, fire alarm, building controls and air and water balancing.

Since the price received for the four (4) roof top units exceeds the available budget, the recommendation is to defer the remaining equipment to 2021 and utilize the budget allocated in the amount of \$47,820.96 to negate the budget impact.

The following are recommended to be deferred until 2021:

One (1) Roof Top Unit (RTU # 5):

RTU #4 and #5 directly ventilate the lobby area at Rouge River CC. The recommendation is to defer RTU # 5 until 2021 as this unit serves the lobby which is also ventilated by RTU #4. In the event that RTU # 5 does go down, there will be a back-up with RTU #4.

One (1) Air Handling Unit

The air handling unit provides air circulation for the pool change rooms and is lightly used only two months out of the year. The recommendation is to defer until 2021 as there have not been any issues with the air handling unit in 2019 and in the event there is failure, there are alternative options such as plug in fans or opening the outside main doors to remedy the lack of air circulation for these two months.

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**165-T-19 Rouge River Community Centre Mechanical Unit Replacement** **Page 2 of 2**
**BACKGROUND (Continued)**One (1) Water Heater

The water heater primary function is to supply showers with hot water during July and August. Since Rouge River CC currently has two water heaters that supply hot water to the showers, in the event there is failure, there will still be hot water available, just at a lower capacity. Rouge River CC has lower than average traffic, so staff does not foresee an issue.

**RECOMMENDATION**

Recommended bidder	FXD Performance Contracting Inc. (lowest priced bidder)	
Current budget available	\$109,047.00	500-101-4299-19154 (Rouge River Mechanical Replacement)
Less cost of award	\$150,009.50	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	(\$40,962.50)	*

\*The shortfall of \$40,962.50 will be funded from the Non-DC Capital Contingency account.

As outlined in Section 17.2 of the City's General Terms and Conditions, "The City reserves the right, in its sole discretion, to negotiate with the lowest priced / highest ranked bidder in the event that the bid prices submitted by the bidders exceed the City's budget". Consequently, staff reviewed potential opportunities and entered into negotiations with FXD Performance Contracting Inc. to reduce the price in order to better meet the City's approved budget. Staff were able to reduce the price by \$10,506.72, from \$160,516.22 to \$150,009.50, a 7% reduction.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The Life Cycle Reserve Study will be updated to reflect the higher unit pricing and the deferred units will be reflected in the 2020 Life Cycle Reserve study update. There is no operating budget impact.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#6

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

To:	Andy Taylor, Chief Administrative Officer
Re:	177-T-19 Removal and Replacement of City Owned Fences
Date:	November 11, 2019
Commission:	Community & Fire Services

**BID INFORMATION**

Bid closed on	October 31, 2019
Number picking up bid document	15
Number responding to bid	9

**BACKGROUND**

The four locations with the estimated volumes are as follows:

Wetherby Circle along rail corridor

Remove and dispose of +/- 278 lm existing acoustical fence and posts and replace with new acoustical fence and posts.

14<sup>th</sup> Lane and Summerdale Drive

Remove and dispose of +/- 22 lm of five foot (5') high chain link fence and posts and replace with new galvanized 9 gauge, 50 mm mesh chain link fence and posts.

Drakefield Road (Banfield Avenue eastbound to opening for pedestrian pathway)

Remove and dispose of +/- 46 lm of existing green coated chain link fence and posts, and replace with new green vinyl coated 9 gauge, 50 mm mesh chain link fence and posts.

Kennedy Road (Between Winston Castle Drive and Madison Heights Boulevard)

Remove and dispose of +/- 660 lm of ornamental fence. Fence will not be replaced, however, the masonry pillars to remain undisturbed.

The project will completed by June 2020.

**RECOMMENDATION**

Recommended bidder	M&E General Contracting Inc. (lowest qualified priced bidder)	
Current budget available	\$126,400.00	059-6150-19174-005 City Owned Fence Replacement
Less cost of award	\$101,320.40 \$ 10,132.04 \$111,452.44	Award Contingency (10%) Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 10,132.04	*

\*The remaining budget of \$10,132.04 will be returned to the original funding source.

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**177-T-19 Removal and Replacement of City Owned Fences**

**Page 2 of 2**

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

Existing fencing will be removed and recycled in keeping with best practices.

#7

**STAFF AWARD REPORT**

To:	Mary Creighton, Director, Recreation Services
Re:	193-T-19 Milliken Mills Community Centre Storage Unit Replacement
Date:	October 22, 2019
Commission:	Community and Fire Services

**BID INFORMATION**

Bids closed on	October 15, 2019
Number picking up bid documents	12
Number responding to bid	6

**BACKGROUND**

Replacement of the existing storage units is warranted based on condition assessment. The storage units are frequently used by staff and users to secure program supplies and personal belongings. Storage units were installed in 1989 and have since deteriorated whereby they are unable to close and lock. The contractor will provide the millwork, fabrication, laminate, plumbing, painting, and electrical work required to replace storage units in program rooms A, B, aerobics studio, and relocation of existing PA Rack and water filter from the general office.

The project will be completed by December 2019.

**RECOMMENDATION**

Recommended bidder	ONIT Construction Inc. (lowest priced bidder)	
Current budget available	\$108,000.00	500-101-5399-19134 (Storage Unit Replacement)
Less cost of award	\$74,605.66	Cost of award (Incl. of HST)
	\$3,730.28	Contingency (5%)
	\$78,335.94	Total cost of award (Incl. of HST)
Budget remaining after this award	\$29,664.06	*

\*The remaining balance of \$29,664.06 will be returned back to its original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#8

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

To:	Andy Taylor, Chief Administrative Officer
Re:	194-T-19 Northern Header Upgrades at German Mills Meadow and Natural Habitat
Date:	November 4, 2019
Commission	Community & Fire Services

**BID INFORMATION**

Bid closed on	November 1, 2019
Number picking up bid document	5
Number responding to bid	4

**BACKGROUND**

To obtain approval to award the contract for the northern header upgrades to the gas collection system at German Mills Meadow and Natural Habitat.

The work entails undertaking upgrades to one existing gas collection system header at the former Sabiston Landfill in the German Mills Meadow and Natural Habitat. The upgrades include the replacement of the header pipes and connection to the existing gas wells. The purpose of the header replacement is to repair the landfill collection system such that it operates efficiently as designed and intercepts landfill gas generated inside the landfill waste.

The project will be completed by December 31, 2019.

**RECOMMENDATION**

Recommended bidder	Ground Force Environmental Inc. (lowest priced bidder)	
Current budget available	\$502,500.00	051-6150-19216-005 German Mills Meadow
Less cost of award	\$407,879.56 \$ 48,844.80 <u>\$ 45,672.44</u> \$502,396.80	Award (Incl. of HST) Cash Allowance* 10% Contingency Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 103.20	**

\*The cash allowance include costs related to restoration of the site, such as tree and bush replacements after completion of the header pipes. This work is required, however, the exact quantity is not known at this time. Any unused funds from the cash allowance will be returned to the original funding source.

\*\*The remaining budget of \$103.20 will be returned to the original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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



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**194-T-19 Northern Header Upgrades at German Mills Meadow and Natural Habitat Page 2 of 2**

**ENVIRONMENTAL CONSIDERATIONS**

Minor vegetation including potential tree removal will be required. Disturbed areas of the cultural meadow will be restored to their pre-construction state or better.

Multiple Eastern Meadowlarks were identified on the subject lands by Toronto and Region Conservation Authority. To ensure no disturbance occurs during Eastern Meadowlark nesting period, site work will only be undertaken between September 1 and March 31.

#9

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

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	196-Q-19 Rejuvenation of Community Centre Landscapes
Date:	October 29, 2019
Commission	Community & Fire Services

**BID INFORMATION**

Bid closed on	October 21, 2019
Number picking up bid document	13
Number responding to bid	8

**BACKGROUND**

The project includes landscape modifications to rejuvenate three City locations (1. R.J. Clatworthy Arena 2. Centennial Community Centre 3. Markham Museum).

The scope of work is as follows:

- Removal of existing material
- Strip dead sod and re-sod;
- Backfill or top dress of top soil.
- Supply and install filter cloth and mulch
- Supply and install specified plants, shrubs, and ornamental grass

The project will be completed by December 2019.

**RECOMMENDATION**

Recommended bidder	Bam Bam Construction Inc. (lowest priced bidder)	
Current budget available	\$60,000.00	700-101-5399-19196 Rejuvenation of Community Centre Landscapes
Less cost of award	\$67,123.20	Total cost of award (Incl. of HST)
Budget remaining after this award	(\$7,123.20)	*

\*The original budget for this 3-year program was not developed from a site specific scope of work, which varies greatly based on each location. The locations from the previous year (Milliken Mills, Mount Joy and Armadale Community Centres) came within budget and returned \$20,676.88 to the original funding source. The budget shortfall in the amount of \$7,123.20 will be funded from the Non-DC capital contingency (project 6395) with a current balance of (\$619,929) (this includes the draw of \$262,391 for the salt barn construction approved through staff award 128-Q-19).

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**196-Q-19 Rejuvenation of Community Centre Landscapes****Page 2 of 2**

Bids received in response to this project exceeded the City's budget. As outlined in Section 17.2 of the City's General Terms and Conditions, "The City reserves the right, in its sole discretion, to negotiate with the lowest priced Bidder / highest ranked Bidder in the event that the Bid prices submitted by the bidder exceed the City's budget". Consequently, Staff entered into negotiations with the low bidder (Bam Bam Construction Inc.) to reduce price in order to reduce the budget shortfall. Staff were able to negotiate a price reduction, which resulted in a savings of \$19,880.58 (\$87,003.78 - \$67,123.20).

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

Shrubs, ornamental grasses, and perennial flowering plants are ideal for both winter and summer climates. They are adaptable and require minimal maintenance once fully established. Filter cloth and mulch will reduce weed growth and help with water retention adding to healthier plants.

#10

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

To:	Andy Taylor, Chief Administrative Officer
Re:	201-T-19 City-Wide Catch Basin Cleaning Services
Date:	December 16, 2019
Commission	Community & Fire Services

**BID INFORMATION**

Bid closed on	November 11, 2019
Number picking up bid document	6
Number responding to bid	4

**BACKGROUND**

To obtain approval to award the contract for citywide catch basin cleaning services. The scope of work for this project includes; catch basin structure and ditch inlet cleaning, including disposal of collected liquid and solid materials.

In previous years, the City would hydrovac every catch basin and decant the liquid waste into the Region's sanitary system. Commencing in 2020, the City is required to dispose of the liquid and solid waste at a Ministry of the Environment Conservation and Parks (MECP) approved disposal site. This change resulted in an increase to the cost per catch basin cleaning and as part of the 2020 budget process, the catch basin cleaning budget was increased by \$387,672.

At the time of the request for the budget increase, Staff estimated the City had 18,000 catch basins and by changing the service level from an annual program to once every two years, 9,000 catch basins could be cleaned each year. In October 2019, after further analysis through the City's Geographic Information System (GIS), the actual number of catch basins is 24,000. Therefore, Staff will work within the allotted budget in 2020, which will enable the cleaning of 8,326 catch basins (based on award prices). The 2021 budget will be increased by \$324,734.58 from \$737,183.00 to \$1,061,917.58 to accommodate the cleaning of all catch basins on a two-year cycle.

Staff reviewed the option to move the cleaning of catch basins from a two-year cycle to three years, however, this not recommended due to the risk of damage to the City's infrastructure.

**RECOMMENDATION**

Recommended bidder	Flow Kleen Technology Ltd. (lowest priced bidder)	
Current budget available	\$ 686,487.00 <u>\$ 50,696.00</u> \$ 737,183.00	700-507-5305 Catch Basin Cleaning 700-507-5760 Tipping Fees
Less cost of award	\$ 737,183.00 \$1,061,917.58 \$1,061,917.58 <u>\$1,061,917.58</u> \$3,922,935.74	Mar 1 to Oct 31, 2020* Mar 1 to Oct 31, 2021* Mar 1 to Oct 31, 2022* <u>Mar 1 to Oct 31, 2023*</u> Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 0.00	

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**201-T-19: City-Wide Catch Basin Cleaning Services****Page 2 of 2****RECOMMENDATION (Continued)**

\* Subject to Council approval of the 2020-2023 operating budgets. The contract term is for two (2) years with an option to renew the contract for an additional two (2) years. The price will remain fixed for the first two (2) years. The remaining (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 December 31 in the applicable year and shall not exceed 3%. Additionally, the award in years 2021-2023 will be adjusted based on additional growth.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental impact to the Life Cycle Reserve Study. The operating budget will be increased by \$324,734.58 from \$737,183.00 to \$1,061,917.58 in 2021 as part of the budget process, subject to Council approval.

**ENVIRONMENTAL CONSIDERATIONS**

The Contractor is to haul all collected material to a Ministry of the Environment Conservation and Parks (MECP) approved waste processing plant to process and dispose of material in an environmentally responsible and approved manner in accordance with applicable laws. The Contractor shall not dewater the catch basin and ditch inlet cleanout material into sanitary or storm systems out in the field.

#11

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

	Andy Taylor, Chief Administrative Officer
Re:	022-R-19 Consulting Engineering Services for the Detailed Design of Victoria Square Boulevard
Date:	November 07, 2019
Commission:	Development Services Commission

**BACKGROUND**

To obtain approval to award the contract for consulting engineering services for the detailed design of Victoria Square Boulevard from the intersection at Woodbine Avenue (south) to the intersection of Woodbine Avenue (north). The detailed design will be completed spring 2021.

**RECOMMENDATION**

Recommended Bidder	Ainley & Associates Ltd. (highest ranked / lowest priced bidder)	
Current budget available	\$809,900.00	640-101-5699-18059 Victoria Square Boulevard
Less cost of award	\$503,712.00	Detailed Design (Incl. of HST)
	\$137,376.00	Allowances *
	\$ 64,108.80	Contingency @ 10%
	\$705,196.80	Cost of Award (Incl. of HST)
	\$ 81,467.71	Capital Administration Fee
	\$786,664.51	Total Project Cost
Budget remaining after award	\$ 23,235.49	**

\* The allowance is for additional geotechnical investigation, sub-surface utility engineering, topographic survey, legal plans and permit application fees that are required during the detailed design phase.

\*\*The remaining budget of \$23,235.49 will be returned to the original funding source.

**BID INFORMATION**

Bid closed on	September 26, 2019
Number picking up bid document	16
Number responding to bid	7

**PROPOSAL EVALUATION**

The evaluation was based on pre-established evaluation criteria as outlined in the Request for Proposal: 5% qualifications and experience of the consulting firm, 15% qualifications and experience of the project manager and team, 50% project understanding, methodology, schedule and work plan and 30% price, totaling 100%.

Bidder	Score
<b>Ainley &amp; Associates Ltd.</b>	<b>91%</b>

Note: Prices for detailed design ranged from \$641,088 to \$987,114.18(Incl. of HST).

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**022-R-19 Detailed Design of Victoria Square Boulevard**

**Page 2 of 2**

**PROPOSAL EVALUATION**

Staff is recommending the highest ranked / lowest priced bidder as their proposal demonstrated their experience and capability to undertake projects of similar size and scope. They have a comprehensive understanding of the project requirements and provided a thorough methodology and work plan.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The operating and lifecycle cost impacts will be determined upon completion of the detailed design.

**ENVIRONMENTAL CONSIDERATIONS**

The environmental site assessments (ESA) of twelve (12) properties on Victoria Square Boulevard that were identified in the Environmental Assessment (EA) Study to be contaminated are to be carried out as part of the detailed design.

Identification of potential environmental concerns along the Victoria Square Boulevard right of way is part of the consultant's mandate for detailed design.

#12

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

To:	Andy Taylor, Chief Administrative Officer
Re:	203-S-19 Arena Ice Plant Monitoring System
Date:	November 22, 2019
Commission:	Community & Fire Services

**BACKGROUND**

Arena ice plant monitoring systems provide staff with real-time access to data pertaining to the performance of integrated refrigeration equipment. In 2008, eight arena plant monitoring systems were replaced by CIMCO Refrigeration (CIMCO). The arena monitoring systems have since reached their useful life cycle and require replacement based on condition assessment. All seven arena monitoring systems with the exception of Markham Village Community Centre are integrated with CIMCO manufactured condensers, compressors, chillers, and brine pumps and conflict with third party integration. Markham Village has since transitioned to a non-ammonia based refrigerant that includes an arena monitoring system covered under warranty and a separate service agreement. Replacement monitoring systems are newly equipped with remote monitoring and control, BACNet capability for future infrastructure upgrades, emergency alarm triggers, and reoccurring program scheduling.

The seven ice plant monitoring systems locations are as follows:

1. Angus Glen Community Centre
2. Centennial Community Centre
3. Crosby Community Centre
4. Milliken Mills Community Centre
5. Thornhill Community Centre
6. Clatworthy Arena
7. Mount Joy Arena

**RECOMMENDATION**

Recommended supplier	CIMCO Refrigeration (Non Competitive Procurement)	
Current budget available	\$131,100.00	070-6150-19110-005 (Ice Plant Monitoring Systems)
Less cost of award	\$190,497.00	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	(\$59,398.00)	*

\*The shortfall of \$59,398.00 will be funded from the Non-DC Capital Contingency account.

The capital budget requested in 2018 was to replace existing CIMCO model 6000E (like for like). Since the budget submission in 2018, the existing 6000E model has been discontinued and will no longer be supported by the end of the year 2020. CIMCO have replaced the 6000E with a CIMCO SMART Hub which utilizes an entirely new operating platform resulting in increased cost of each arena monitoring system and to the overall project.



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**203-S-19 Arena Ice Plant Monitoring System****Page 2 of 2****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 from a supplier who has a proven track record with the City in terms of pricing, quality and service.”

**FINANCIAL CONSIDERATIONS**

CIMCO arena monitoring systems are specifically designed to maximize efficiencies in CIMCO refrigeration equipment currently used in the seven arena locations. While there are third party ice monitoring systems that exist in the market place, staff do not recommend pursuing third party ice monitoring systems for the following reasons:

- Existing CIMCO Servicing of Arena Refrigeration Equipment agreement is effective until May 31, 2021 and the agreement includes the maintenance of arena plant monitoring systems;
- Conflict with existing refrigeration equipment still under warranty (024-T-19 – Clatworthy Compressor, 133-Q-18 – Mt. Joy Condenser);
- Installation of third party ice monitoring systems will restrict access and diagnostics from CIMCO technicians;
- Competitive pricing – Staff compared pricing from a third party automation contractor which is priced 15% higher (\$218,389.62 vs. \$190,497.00)

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The Life Cycle Reserve Study will be updated to reflect the higher unit pricing in the 2020 Life Cycle Reserve study update. There is no operating budget impact.

**ENVIRONMENTAL CONSIDERATIONS**

CIMCO SMART Hub gathers information from maintenance and performance related data in real-time and makes the optimal efficiency adjustments based on the available data. The self-learning central hub analyses operating data to optimize system efficiency, predict equipment maintenance, and improve refrigeration plant safety.

#13

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

To:	Andy Taylor, Chief Administrative Officer
Re:	230-S-19 Recreation Fitness Equipment – Six Treadmills
Date:	November 15, 2019
Commission:	Community & Fire Services

**BACKGROUND**

Replacement of select treadmills at Centennial, Cornell, and Thornhill fitness centres is warranted based on condition assessment. A total of 6 treadmills, two at each centre, will be traded-in replacing treadmills like for like.

**RECOMMENDATION**

Recommended bidder	Advantage Fitness Sales Inc. (Non-Competitive Procurement)	
Current budget available	\$106,137.00	070-6150-19147-005
Less cost of award	\$ 76,995.50	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 29,141.50	*

\*The remaining balance of \$29,141.50 will be utilized as part of the 2019 capital budget to replace other fitness equipment.

**Staff further recommends:**

That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11 Non Competitive Procurement, (h) where it is necessary or in the best interest of the City of acquire non-standard items 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 provided Life Fitness products to the City for over thirteen (13) years, with a high success rate in durability, ease of use, facility design and attention to detail. The Life Fitness product is inviting, safe, and easy to manage.

Advantage Fitness is the sole supplier of Life Fitness equipment that represents one of the standard lines of equipment for City Fitness Centres. Approximately 80% of City fitness equipment has been sourced from Advantage Fitness which includes treadmills, elliptical, strength trainers, bikes, motion trainers, and stair masters.

These treadmills will provide entertainment-enhanced fitness experience. The integrated 21" LCD touch screen features enhanced interaction, internet connectivity, wireless connection, IOS and android compatible. The treadmill includes media applications such as, Netflix, Pandora and RunSocial.

Based on a proven track record in existing Markham fitness facilities; Life Fitness treadmills have proven to be excellent value in terms of performance, durability and member satisfaction. Markham is a preferred customer and has received a 14% discount compared to regular commercial rates, this amounts represents a \$12,185.05 reduction. Additionally, the City will receive in \$1,700 trade in value for the existing treadmills.

**230-S-19 Recreation Fitness Equipment – Six Treadmills**

**Page 2 of 2**

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

Life Fitness has the largest integrated Certified Pre-Owned program. Through this program, 50-75% of parts from its commercial cardio products are reused to create a durable line of CPO products. Through this program, Life Fitness keeps materials out of landfills and cuts down on manufacturing footprint.

#14

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

To:	Andy Taylor, Chief Administrative Officer
Award:	233-S-19 Consulting Services for a Third Party Peer Review of Construction Oversight for Whistling Cessation – Package 4
Date:	November 22, 2019
Commission:	Development Services

**BACKGROUND**

To obtain approval to award the contract for consulting services for a 3rd party peer review of construction oversight for whistling cessation Package 4 (Phase 4) at the following locations:

1. Elgin Mills Road
2. Ninth Line
3. 19<sup>th</sup> Avenue

It is anticipated that construction of the final phase of the Markham whistle cessation program on the Stouffville Line (Phase 4) will commence in spring 2020 and be completed by Spring/Summer 2020

**RECOMMENDATION**

Recommended Bidder	AECOM Canada Ltd. (non-competitive procurement)	
Current budget available	\$130,341.00 \$ 43,159.00 \$173,500.00	Funded portion of the project York Region Funding (unfunded)* 083-5350-19260-005 Anti-Whistling (Phase 4)
Less cost of award	\$ 52,915.20 \$ 5,291.52 \$ 58,206.72  \$ 8,731.00 \$ 66,937.72	Award (Incl. of HST) Contingency @ 10% Total cost of award (Incl. of HST)  Internal management fee Total project cost (Incl. of HST)
Budget remaining after award	\$106,562.28	**

\*York Region funding is pending finalization and execution of the memorandum of understanding (MOU) in early 2020. Any potential shortfall will be addressed as part of the January 2020 DSC report on Whistle Cessation – Financial Update.

\*\*The remaining budget will be used for construction of the whistling cessation program.

**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 (b) which states, “where there is only one source of supply for the goods to be purchased”

AECOM Canada Ltd. (“AECOM”) is the only consultant acting on behalf of GO Transit / Metrolinx Railway Corridor Management Office for the third party review work on or near GO Transit / Metrolinx owned railway corridors. AECOM was awarded the contract by GO Transit / Metrolinx through a competitive bid process. Staff reviewed the hourly rates and confirm that they are comparable to the industry average.

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**233-S-19 Consulting Services for a Third Party Peer Review of Construction Oversight  
for Whistling Cessation – Package 4** **Page 2 of 2**

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**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#15

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	241-S-19 Pan Am Centre Daktronics Controller Replacement
Date:	November 28, 2019
Commission:	Community & Fire Services

**BACKGROUND**

The network/media controller is used to transmit event specific information, results, and scores to a large display in the aquatics centre. The display is a mandatory requirement for provincial, national and international events held at the Pan Am Centre and has deteriorated since installation in 2014.

**RECOMMENDATION**

Recommended supplier	Daktronics Canada (Non-Competitive Procurement)	
Less cost of award	(\$77,826.05)	Total cost of award (Incl. of HST)*

\*The shortfall of \$77,826.05 will be funded from the Non-DC Capital Contingency account.

**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 (h) "Where it is necessary or in the best interests of the City to acquire non-standard items 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**

After the initial 3 year warranty, the network/media controllers began experiencing issues and was sent for repair on three separate occasions from 2017-2019. Staff suspect the ongoing issue is due high levels of humidity and chlorinated air within the pool environment and recommend replacing the failed controller in addition to relocating the controller to an alternate air and temperature controlled room.

The inability to display event information will impact 8 upcoming provincial and national level events which generate an average revenue of \$24,000.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental operating impact and life cycle impact.

**ENVIRONMENTAL CONSIDERATION**

N/A

#16

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

To:	Andy Taylor, Chief Administrative Officer
Re:	167-T-19 Markham Public Library Courier Service
Date:	September 19, 2019
Commission:	Community & Fire Services

**BID INFORMATION**

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

**BACKGROUND**

The Contractor will provide inter-branch courier services between eight (8) Markham Public Library locations. The scope of work involves picking up and delivering packaged bins consisting of books, CDs, DVD's from one branch to other branches within the City of Markham.

**RECOMMENDATION**

Recommended bidder	Jim Clifford Moving Services Inc. (lowest priced bidder)	
Current budget available	\$ 83,931.00	998 200 5111 (Courier Service)
Less cost of award	\$110,267.14	January 1, 2020 – December 31, 2020
	\$109,829.57	January 1, 2021 – December 31, 2021
	\$109,829.57	January 1, 2022 – December 31, 2022
	\$109,829.57	January 1, 2023 – December 31, 2023
	<u>\$109,829.57</u>	January 1, 2024 – December 31, 2024
	\$549,585.42	Total cost of award (Incl. of HST)
Budget remaining after this award	(\$26,336.14)	*

\*The shortfall has been incorporated into the 2020 Operating Budget, subject to Council approval.

The initial (2) year contract term will be at the same itemized pricing. Price per day is \$437.57 and 2020 requires an additional service day (252 service days due to leap year). The remaining (3) 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 December 31 in the applicable year. 2020-2024 are subject to Council approval of the annual budgets.

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**167-T-19 Markham Public Library Courier Service**

**Page 2 of 2**

**FINANCIAL CONSIDERATIONS**

This contract represents a 31% annual increase in service costs from the previous year. Jim Clifford Moving Services Inc. has been the incumbent providing courier services since 2010 and have provided a satisfactory level of service for the Markham Public Library. Bids ranged from \$430.00 per day to \$700.00 per day with the second lowest bid being 14% higher.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

N/A



#17

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

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	191-T-19 Fence (Backstop and Outfield) Replacement
Date:	October 30, 2019
Commission	Community & Fire Services

**BID INFORMATION**

Bid closed on	October 30, 2019
Number picking up bid document	8
Number responding to bid	5

**BACKGROUND**

To obtain approval to award the contract for the replacement of backstop and outfield fences at the following baseball diamonds:

- Centennial Park (#1 and #2);
- Lincoln Park (#1);
- Morgan Park (#1); and
- Raybeck Park (#1).

The project will be completed by March 31, 2020.

**RECOMMENDATION**

Recommended bidder	D.C. Fence & Contracting Inc. (lowest priced bidder)	
Current budget available	\$214,400.00	See Financial Considerations
Less cost of award	\$213,288.96	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 1,111.04	See Financial Considerations

**FINANCIAL CONSIDERATIONS**

Account Name	Account #	Budget allocated for this award	Cost of Award	Budget Remaining/ (Shortfall)
Fence (Backstop & Outfield)	059-6150-19189-005	\$ 167,400.00	\$ 166,224.96	\$ 1,175.04
Morgan Park Ball Diamond	059-6150-18242-002	\$ 47,000.00	\$ 47,064.00	\$ (64.00)
<b>Totals:</b>		<b>\$ 214,400.00</b>	<b>\$ 213,288.96</b>	<b>\$ 1,111.04</b>

Of the \$1,175.04 budget remaining in project 19189, \$64.00 will be used to cover the shortfall in project 18242 and \$1,111.04 (\$1,175.04 - \$64.00) will be returned to the original funding source.

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**191-T-19 Fence (Backstop and Outfield) Replacement**

**Page 2 of 2**

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

All materials removed (steel, aluminum, concrete) will be recycled through an appropriate scrap metal or aggregate recycling facility consistent with best practices.

#18

**STAFF AWARD REPORT**

To:	Mary Creighton, Director, Recreation Alex Moore, Senior Manager, Procurement & Accounts Payable
Re:	035-S-15 Ice Resurfacing Machine for Crosby Arena
Date:	December 13, 2019
Commission	Community & Fire Services

**BACKGROUND**

To obtain approval to purchase one (1) ice resurfacing machine for Crosby Arena.

Council, at its April 15, 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 520-7311 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	\$100,200.00	057-6150-20222-005 Ice Resurfacing Machine Replacement
Less cost of award	\$98,081.38	Total cost of award (Incl. of transport costs and HST)
Budget remaining after this award	\$ 2,118.62	*

\*The remaining budget in the amount of \$2,118.62 will be returned to the original funding source.

The City procured an ice-resurfacing machine earlier in 2019 that was approved through the 2019 capital budget process. Since the cost of the ice-resurfacing machine typically increases in January of each year by 2%, Staff were able to negotiate the same unit price procured earlier in 2019 for the 2020 required unit.

**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.

#19

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

To:	Andy Taylor, Chief Administrative Officer
Re:	162-S-19 Supply and Delivery of Carbon Dioxide (co2)
Date:	October 24, 2019
Commission:	Community & Fire Services

**BACKGROUND**

To obtain approval to harmonize the contract for supply and delivery of bulk Carbon Dioxide (co2) at the City's 10 pool facilities across the City to one vendor for 5 years at the same itemized pricing.

**RECOMMENDATION**

Recommended supplier	Praxair Inc. (Non-Competitive Procurement)	
Current budget available	\$ 58,596.46	City-Wide Supply and Delivery of Carbon Dioxide (co2)
Less cost of award	\$ 52,050.02 \$ 52,050.02 \$ 52,050.02 \$ 52,050.02 \$ 52,050.02 \$260,250.08	Nov 1, 2019 – Oct 31, 2020 (Incl. of HST)* Nov 1, 2020 – Oct 31, 2021 (Incl. of HST) Nov 1, 2021 – Oct 31, 2022 (Incl. of HST) Nov 1, 2022 – Oct 31, 2023 (Incl. of HST) Nov 1, 2023 – Oct 31, 2024 (Incl. of HST) Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 6,546.44	*

\*The remaining budget will generate a favourable variance that will be included as part of the 2019 results of operations and will be incorporated into the 2020 operating budget.

**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 (c) which states "when the extension of an existing Contract would prove more cost-effective or beneficial".

**OPTIONS/DISCUSSIONS**

Procurement Staff completed a spend analysis on this product requirement by collecting, classifying and analyzing expenditure data with the purpose of reducing costs and improving efficiency. Through the spend analysis process it was noted that 7 of the 10 pool facilities had individual long term service agreements expiring at various dates with Praxair Inc. The remaining 3 facilities are being serviced on a month to month basis by another provider without any service agreement.

Staff recommend harmonizing all 10 facilities into one service agreement with Praxair Inc. effective November 1, 2019 and competitively tender the product in 2024. By consolidating the requirements for co2 under one contract, the City is able reduce the current service agreement pricing for 7 pool locations under Praxair by 9% (\$0.43c per lbs. to \$0.39c per lbs.) and 54% (\$0.85c lbs. to \$0.39c per lbs.) for the remaining 3 pool locations supplied by another provider.

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**162-S-19 Supply and Delivery of Carbon Dioxide (co2)**

**Page 2 of 2**

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The operating budget will be reduced accordingly as part of the 2020 operating budget process. There is no incremental life cycle impact. The total estimated savings over the 5-year term is \$32,732.22 (\$6,546.44 annually).

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#20

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

To:	Andy Taylor, Chief Administrative Officer
Re:	239-S-19 Marketing Services for Flato Markham Theatre
Date:	November 28, 2019
Commission:	Development Services

**BACKGROUND**

To obtain approval to extend the marketing services contract for the Flato Markham Theatre for eight (8) months for the period January 1, 2020 – August 31, 2020 at the same 2019 itemized pricing.

The work includes but is not limited to:

- Marketing collaboration and planning and strategy for 2020 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;

Staff is recommending an eight (8) month extension to ensure the continuity of existing services and to align the end date with the contract for Creative Design Services for Markham Theatre (309-R-12). In 2020, staff will issue a RFP to consolidate both creative design and marketing services.

**RECOMMENDATION**

Recommended supplier	Interkom Inc. (Non-Competitive Procurement)	
Current budget available	\$ 0.00	530-534-5699 (Marketing Services)
Less cost of award	\$72,046.08	Total cost of award (Incl. of HST)
Budget remaining after this award	(\$72,046.08)	*

\*The cost of award will be funded from the Manager, Marketing vacant position in account 530-534-3006 with an 8 month budget of \$78,222 (inclusive of benefits) and subject to Council approval of the 2020 operating budget. This position will not be filled at this time and the recommended supplier will carry out work associated with this position in 2020.

The savings of \$6,176.10 (\$78,222.00 - \$72,046.08) will be reported as part of the 2020 year end results of operations.

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**239-S-19 Marketing Services for Flato Markham Theatre****Page 2 of 2****RECOMMENDATION (Continued)**

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 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. 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.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATION**

N/A