



Report to: General Committee

Meeting Date: February 18, 2020

SUBJECT: Staff Awarded Contracts for the Month of January 2020
PREPARED BY: Alex Moore, Ext 4711

RECOMMENDATION:

1. That the report entitled “Staff Awarded Contracts for the Month of January 2020” 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 January 2020.

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.

Number	BMFT Objective	Description	Award Details	Commission
1	Engaged, Diverse and Thriving City	097-R-19: Transportation Sub-Consulting Services, Markham Centre Secondary Plan Update	Highest Ranked/ Lowest Priced Bidder	DS
2	Exceptional Services by Exceptional People	220-T-19 Window Cleaning Services	Lowest Priced Bidder	CS
3	Exceptional Services by Exceptional People	254-T-18 Replacement of Electronic Signage System at Selected Fire Stations - Contract Extension	Non-Competitive Bidder	CS
4	Safe & Sustainable Community	216-T-19 Block Tree Pruning Program -Year 1 of 3	Lowest Priced Bidder	C&FS
5	Safe & Sustainable Community	227-T-19 Underground Streetlight Cable Replacement/ Repair	Lowest Priced Bidder	C&FS
6	Safe & Sustainable Community	228-T-19 Curb Stop, Curb Box & Operating Rod Replacement by Vacuum Excavation	Lowest Priced Bidder	C&FS
7	Safe & Sustainable Community	242-T-19 Load, Haul (Off-site) and Disposal of Soils	Lowest Priced Bidder	C&FS

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

#1

**STAFF AWARD REPORT****Page 1 of 3**

To:	Andy Taylor, Chief Administrative Officer
Award:	097-R-19 Transportation Sub-Consulting Services, Markham Centre Secondary Plan Update
Date:	January 10, 2020
Commission:	Development Services

BID INFORMATION

Bid closed on	November 26, 2019
Number picking up bid document	12
Number responding to bid	6

PURPOSE

The purpose of the Markham Centre Secondary Plan Update (“Plan”) is to update the current Secondary Plan (OPA 21) for Central Area Planning District PD 33-1, approved by the Ontario Municipal Board in 1997. Many development projects have since been approved and built, altering the development pattern envisioned in the current Secondary Plan. The City of Markham and other public agencies have undertaken plans, policies and studies that have further defined growth and the urban fabric in Markham Centre.

The Secondary Plan update will provide specific policy directions for land use, built-form, infrastructure, public spaces, transportation, community services, digital strategies and environment and will be adopted as an amendment to the City of Markham Official Plan (OP 2014). This updated Plan will be informed by the land use designations and related policies established in the City of Markham Official Plan (OP 2014), the policies and plans established by the Region, and input from City staff, elected City officials, public stakeholder agencies, residents, landowners and the broader community.

The Markham Centre Secondary Plan area consists of the lands bounded by the Hydro Corridor and the Rouge River to the west, Highway 7 to the north, Kennedy Road to the east and Highway 407 to the south. It has a total area of approximately 1,000 acres, of which nearly 300 acres are part of the Greenway System.

Staff are seeking approval to award the transportation study component of the Markham Centre Secondary Plan. The transportation study will define the overall transportation network, road classification, road cross-sections, as well as the active transportation network, parking strategies and Transportation Demand Management (TDM) measures.

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RECOMMENDATION

Recommended bidder	Steer Davies Gleave. (highest ranked /lowest priced bidder)	
Current budget available	\$335,049.00	Markham Centre Secondary Plan Study – 620-101-5699-18026
Less cost of award	\$275,281.15	Award
	\$ 27,582.12	Contingency (10%)
	\$302,809.27	Total Award (Inclusive of HST)
	\$ 27,252.83	Internal Management Fee @ 9%
	\$330,062.10	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 4,986.90	*

* The remaining funds in the amount of \$ 4,986.90 will be returned to original funding source.

OPTIONS / DISCUSSIONS

Through a separate procurement process, the City retained Gladki Planning Associates Inc. (Gladki) to be both the lead consultant and lead project manager to deliver the Markham Centre Secondary Plan Update. Gladki's project team includes Greenberg Consultants Inc. who will have a key and central role in creating the vision and the development concept for Markham Centre; DTAH - who will lead urban design deliverables with strategic advice from Greenberg; and, Stantec for both the municipal servicing and digital strategy components.

The Transportation Sub-Consultant, for the Markham Centre Secondary Plan Update recommended under this procurement process (RFP 097-R-19) shall be nominated by the City as the Transportation Sub-Consultant and report directly to Gladki.

PROPOSAL EVALUATION

The Evaluation Team for this RFP was comprised of Staff from Planning and Transportation, with Procurement Staff acting as the facilitator.

Stage 1 – Qualifications and Technical Proposal

During Stage 1, the proposals were evaluated against the pre-established evaluation criteria as outlined in the RFP: 28 points for Experience and Qualification of the Bidder and Proposed Project Team (Lead Project Manager; Discipline Leads; and, Key Personnel including any Sub-Consultants); 30 points for Project Understanding, Methodology and Approach, and; 12 points for Project Delivery and Management, totaling 70 points.

097-R-19: Transportation Sub-Consulting Services, Markham Centre Secondary Plan Update

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PROPOSAL EVALUATION (Continued)

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, two 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.

Score

Bidders	Score (out of 100)
Steer Davies Gleave	85.90

Prices ranged from \$275,281.15 to \$279,736.96

Steer Davies Gleave (“Steer”) demonstrated a thorough understanding of the project and its requirements. Their proposal conveyed to the City’s satisfaction that they have the required experience and qualifications to lead the Transportation Study component of the Markham Centre Secondary Plan Update. Steer has extensive experience delivering transportation strategies that balance the needs of multiple modes, integrate existing and future transportation initiatives, and deliver actionable policies.

Through the evaluation process, Steer’s submission also demonstrated a strong understanding of the project deliverables, key issues and challenges as reflected in their methodology and approach. The projects provided by Steer for evaluation demonstrated experience with working on secondary plans of similar scale and complexity, station area planning around GO rail or rapid transit stations and identifying the transportation infrastructure requirements to service intensification areas, all of which are relevant to the Markham Centre Secondary Plan Update.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

Markham Centre Secondary Plan Update will establish Greenway System policies for the management of the natural environment, based on the recently completed City of Markham Master Environmental Servicing Plan, which includes an assessment and recommendations for the management of natural resources.

#2

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

To:	Andy Taylor, Chief Administrative Officer
Award:	220-T-19 Window Cleaning Services
Date:	December 28, 2019
Department:	Sustainability & Asset Management

BID INFORMATION

Bid closed on	December 18, 2019
Number picking up document	8
Number responding to bid	8

BACKGROUND

To obtain approval to award the contract for window cleaning services for one (1) year with an option to renew the contract for two (2) additional two-year terms (5 years total). Year 1-3 will be at same itemized pricing, prices will be adjusted at Year 4 in accordance with the consumer price index (CPI) Canada all-items not to exceed a 3% price increase.

This contract is for the provision of window cleaning services at the following 10 locations:

- Markham Civic Centre
- 8100 Warden Avenue
- Markham Village Library
- Thornhill Village Library
- Unionville Library
- Museum – Mount Joy Schoolhouse (exterior only)
- Museum – Collections Building (exterior only)
- Varley Art Gallery
- McKay Arts Centre
- Works Yard – Main Building (exterior only)

The cleaning includes interior and exterior glass including partitions, flashing, frames, entrances and skylights. The contractor is required to use all the necessary safety equipment. All equipment including but not limited to safety harness, bosun chair, aerial lifts, etc. is to be supplied by the contractor for the higher areas.

220-T-19 Window Cleaning Services**Page 2 of 2****RECOMMENDATION**

Recommended bidder	Rain or Shine Window Cleaning (lowest priced bidder)	
Current budget available	\$ 26,154.23	various operating accounts
Less cost of award	\$ 25,236.48	Year 1 – 2020 (Jan 1 – Dec 31)
	\$ 25,236.48	Year 2 – 2021 (Jan 1 – Dec 31)*
	\$ 25,236.48	Year 3 – 2022 (Jan 1 – Dec 31)*
	\$ 25,993.57	Year 4 – 2023 (Jan 1 – Dec 31)*
	<u>\$ 25,993.57</u>	Year 5 – 2024 (Jan 1 – Dec 31)*
	\$127,696.58	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 917.75	**

* Year 2021-2024 Operating budgets are subject to Council approval.

**The anticipated annual savings of \$917.75 will be adjusted in the 2021 Operating budget.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The anticipating savings of \$917.75 will be a favourable variance in the 2020 results of operations, and the 2021 operating budget will be adjusted accordingly. There is no impact to Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

The contractor will perform the work in the most careful and environmentally responsible fashion to minimize the effects on the environment, such as minimizing water use, employing the most environmentally sound process, material & equipment, avoid wastage through proper handling and use of cleaning materials.

#3

**STAFF AWARD REPORT**

To	Andy Taylor, Chief Administrative Officer
Re	254-T-18 Replacement of Electronic Signage System at Selected Fire Stations - Contract Extension
Date	January 8, 2020
Commission	S&AM / Corporate Services

BACKGROUND

Council approved the recommendation from the Emergency Planning Committee to install LED signs at the Markham Fire Stations as a way to inform the public in event of emergencies.

The City has nine (9) Fire Stations, however, since Fire Station 97 (209 Main St N) is in a heritage district and would require an exemption to the sign by-law, it was staffs recommendation to install LED signs at eight (8) Fire Stations.

In January 2019, the City awarded tender 254-T-18 to the lowest priced bidder (Libertevision Ontario Inc.) for the installation of four (4) LED signs at fire stations #91, #93, #94 and #96. The project has since been completed to the satisfaction of the City. During construction, Staff initiated discussion with Libertevision Ontario Inc. on maintaining their existing pricing to complete the remaining four (4) LED signs at Fire Stations #92, #95, #98 and #99.

Staff believe extension of contract 254-T-18 is cost-effective and beneficial to the City due to the following:

- Under tender 254-T-18, the City received 6 bids and Libertevision Ontario Inc. was 40% lower than the second lowest priced bidder and 52% lower than the consultants estimate
- In 2019, the City negotiated a further 3.8% or \$4,522.21 reduction from their existing 2019 pricing and received agreement from Libertevision Ontario Inc. that they would maintain this price for a 2020 construction period, subject to Council approval of the 2020 budget

Under this report, Staff are seeking approval to replace the remaining four (4) existing backlit exterior signs with 4 LED signs. The Fire Stations are as follows: FS 92 (10 Riviera Dr), FS 95 (316 Main Street unionville), FS 98 (650 Bur Oak Ave) and FS 99 (3255 Bur Oak Ave).

The work will be completed by April 19, 2020.

Replacement of Electronic Signage System at Four Fire Stations – Contract Extension Page 2 of 2
RECOMMENDATION

Recommended Bidder	Libertevision Ontario Inc. (Non-competitive procurement)	
Current Budget Available	\$133,500.00	270-101-5399-20073 Fire Station Signs – Ph 2 of 2
Less cost of award	\$114,410.80	Cost of Award
	\$ 11,441.08	Contingency (10%)
	\$125,851.88	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 7,648.12	*

* The remaining budget will be retained for media players and set-up services by the City's current contractor for content management system software.

Staff further recommend 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"

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no impact to the operating budget.

The 2020 Life Cycle Reserve Study will be adjusted to include the updated replacement cost and replacement cycle of the four signs.

ENVIRONMENTAL CONSIDERATIONS

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

#4

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

To:	Andy Taylor, Chief Administrative Officer
Re:	216-T-19 Block Tree Pruning Program – Year 1 of 3
Date:	January 15, 2020
Commission:	Community & Fire Services

BID INFORMATION

Bid closed on	January 13, 2020
Number picking up document	7
Number responding to bid	4

BACKGROUND

The City owns approximately 100,000 street trees. This 3-year (\$3.0M) capital program will address proactive street tree pruning of approximately 70,000 trees through contracted services to improve storm damage resistance and reduce resident complaints. Once the 70,000 trees have been pruned over the three-year period, the remaining 30,000 trees will be addressed as part of the regular operating budget.

In light of the large volume of work, the City issued the tender soliciting bids for block pruning of 24,059 street trees in seven (7) grid areas with the intent of awarding each grid area to lowest priced bidder. Under this report, due to the award amount exceeding approved budget for year 1, Staff are requesting approval to award six (6) grid areas with 21,572 trees or 90% of the tendered trees.

Staff brought a report to General Committee on February 3, seeking approval to award the remaining grid area and 2,487 trees or 10% of the tendered trees at a cost of \$241,349.06. The net year 1 shortfall of \$226,795.71 (\$241,349.06 - \$14,553.35) can be attributed to this tender including the high priority areas with the largest tree sizes. Although the first tender is over budget, Staff still anticipate the overall project will come within the \$3.0M budget.

RECOMMENDATION

Recommended bidders	W.M. Weller Tree Service Ltd. (3 grid areas) – lowest priced* Davey Tree Expert Co. of Canada Ltd (3 grid areas) – lowest priced*	
Current budget available	\$1,017,600.00	Block Pruning - Year 1 of 3 (059-6150-20197-005)
Less cost of award	\$ 473,027.50 \$ 530,019.15 \$1,003,046.65	W.M. Weller Tree Service Ltd. Award Davey Tree Expert Co. of Canada Ltd. Award Total Award (inclusive of HST)*
Budget remaining after award	\$ 14,553.35	**

* The bid document allowed the City to award the contract the lowest priced bidder for each grid area. **The remaining budget of \$14,553.35 will be retained in the account until the end of the program. Any unused amount will be returned to the original funding source.

216-T-19 Block Tree Pruning Program – Year 1 of 3**Page 2 of 2****OPERATING BUDGET AND LIFE CYCLE IMPACT**

The operating budget will be increased by \$50,000 per year for 3 years, starting in 2021. This phase-in of \$150,000 provides the budget required by 2023, to address the remaining 30,000 trees identified in the background section above. There is no incremental impact to the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

Trees collectively enhance ecology in urbanized areas; however, they require regular pruning to clear traffic signs, streetlights, and provide clearance for pedestrians and vehicles. Pruning will reduce the risks associated with poor structure to protect people and properties. The pruning is also to help maintain the health of the tree by removing dead or dying branches

#5

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

To:	Andy Taylor, Chief Administrative Officer
Re:	227-T-19 Underground Streetlight Cable Replacement/ Repair
Date:	January 10, 2020
Commission:	Community & Fire Services

BID INFORMATION

Bid closed on	December 19, 2019
Number picking up document	19
Number responding to bid	11

BACKGROUND

The City has an underground streetlight cable condition inspection program scheduled every 5 years. As of 2016, 254 km of 1,005 km (or 25%) of streetlighting cables has been inspected. Out of the 254 km inspected cables, 66 km were recommended for replacement and out of the 66 km, 56 km has been replaced to-date.

Under this report, the City is awarding the contract for replacement of 11.6 km (not 10 km) of underground streetlight cables in older areas based on condition assessment.

The locations are as follows:

- Area A (2.0 km): Dalmeny Rd, Delair Cres, Almond Ave, Grandview Ave, Pinevale Rd, Elspeth Pl, Courtham Ave, Brightbay Cres, Henderson Ave, Rayneswood Cres.
- Area B (5.1 km): Lambert Rd, Lang Rd, Huntington Park Dr, Livingstone Rd, Whittington Ct, Prince Edward Blvd, , Peterborough Ave, Brookshire Cir, Brewsland Cres, Hashbury Place.
- Area C (4.5 km): Gladiator Rd, Southdale Dr, Walkerton Dr, Valleycrest Ave, Lakevista Ave, Drakefield Rd, Bakerdale Rd, Jolyn Ct, Conservation Ave.

The project is expected to commence in March 2020 and be completed by July 2020.

RECOMMENDATION

Recommended bidder	Avertex Utility Solutions Inc. (lowest priced bidder)	
Current budget available	\$1,107,867.59	058-6150-19229 -005 Streetlights Underground Cable Replacement/ Repair*
Less cost of award	\$1,023,659.35 \$ 81,892.75 \$1,105,552.10	Award (Incl. of HST) 8% Contingency Total Award incl. of HST
Budget remaining after award	\$ 2,315.49	**

*The budget amount was based on 10 km to be replaced, however, after design completion; the length of cable replacement was required to be increased by 1.6 km to 11.6 km. The increase is due to looping the cable system and installation of pedestals per new Electrical Safety Authority requirements. The City is able to absorb the additional kilometres within the allocated budget.

**The remaining budget of \$2,315.49 will be returned to the original funding source.

227-T-19 Underground Streetlight Cable Replacement/ Repair

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OPERATING BUDGET AND LIFE CYCLE IMPACT

The 2020 lifecycle reserve study will be updated to reflect current market rates. There is no operating budget impact.

ENVIRONMENTAL CONSIDERATIONS

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

#6

**STAFF AWARD REPORT**

	Brenda Librecz, Commissioner, Community & Fire Services
Re:	228-T-19 Curb Stop, Curb Box & Operating Rod Replacement by Vacuum Excavation
Date:	January 3, 2020
Commission	Community & Fire Services

BID INFORMATION

Bid closed on	December 20, 2019
Number picking up bid document	12
Number responding to bid	10

BACKGROUND

To obtain approval to award the contract for curb stop, curb box and operating rod replacement by vacuum excavation for one (1) year with an option to extend the contract for two (2) additional years at the same terms, conditions and pricing. The contract will commence upon contract award.

RECOMMENDATION

Recommended bidder	Southview Hydro Vac Inc. (lowest priced bidder)	
Current budget available	\$147,781.00	760-111-5300 TDR Construction
Less cost of award	\$109,849.92	2020 Cost of award (Incl. of HST)
	\$109,849.92	2021 Cost of award (Incl. of HST)*
	<u>\$109,849.92</u>	2022 Cost of award (Incl. of HST)*
	\$329,549.76	Total cost of award
Budget remaining after this award	\$ 37,931.08	**

*The cost of award is subject to Council approval of the 2021-2022 operating budgets.

** The remaining budget in 2020 will be used for any additional curb stop, curb box and operating rod requirements. Any unused funds in 2020 will be reported as a favourable variance and will be included as part of the 2020 results of operations. The 2021 operating budget will be reduced from \$147,781 to \$109,850 to reflect the cost of award.

Note: As compared to the previous contract (2014 – 2019), pricing remains unchanged and is firmed fixed for three (3) years.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The 2021 operating budget will be adjusted to reflect the award amount. There is no incremental life cycle impact.

ENVIRONMENTAL CONSIDERATIONS

The use of hydro excavation allows repairs to be completed in less time than traditional methods, which reduces the carbon footprint.

#7

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

To:	Andy Taylor, Chief Administrative Officer
Re:	242-T-19 Load, Haul (Off-site) and Disposal of Soils
Date:	January 17, 2020
Commission	Community & Fire Services

BID INFORMATION

Bid closed on	December 17, 2019
Number picking up bid document	17
Number responding to bid	14

BACKGROUND

To obtain approval to award the contract for the load, haul and disposal of 3,450 tonnes of soil at 555 Miller Avenue (2,250 tonnes) and 8100 Warden Avenue (1,200 tonnes). The project will be completed within one (1) month following contract award.

RECOMMENDATION

Recommended bidder	Rafat General Contractor Inc. (lowest priced bidder)	
Current budget available	\$109,434.00	See Financial Considerations
Less cost of award	\$165,003.84	2020 Cost of award (Incl. of HST)
Budget remaining after this award	(\$55,569.84)	*

*As compared to the previous contract, pricing has increased from \$27.00 to \$47.00 per tonne (75% increase). The unit price is higher due to lower quantities (2018 - 7,500 tonnes vs. 2019 3,450 tonnes) and because the concentration of certain contaminants overall is higher for the 2020 stockpile as compared to last year. Only 10% of the volume can be reused as clean fill compared to 60% last year. The City is dependent on what contaminants levels are identified within the stockpiles and the quantities being disposed, which will alter prices received.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Current Budget Available	Cost of Award	Budget Remaining/(Shortfall)
Waterworks Construction	760-100-5300	26,644.80	40,174.85	(13,530.05)
Waterworks Construction	760-511-5300	11,419.20	17,217.79	(5,798.59)
Operations Tipping Fees	700-507-5760	71,370.00	107,611.20	(36,241.20)
Totals:		109,434.00	165,003.84	(55,569.84)

Staff will make every effort to mitigate the effect of the budget shortfall on their year-end operating results.

OPERATING BUDGET AND LIFE CYCLE IMPACT

Staff will continue to monitor fluctuations in price and volumes and at this time are not recommending any change to the 2021 operating budget. There is no impact on the Life Cycle Reserve Study.

242-T-19 Load, Haul (Off-site) and Disposal of Soils

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ENVIRONMENTAL CONSIDERATIONS

The soils will be disposed at an approved Ministry of the Environment Conservation and Parks (“MOECP”) site duly authorized to receive such materials. The City specifies the use of triaxle / truck and trailer units in order to maximize haulage and reduce the carbon footprint of the operation through fewer vehicle trips.