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

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**RECOMMENDATION:**

1. That the report entitled “Staff Awarded Contracts for the Month of February 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 February 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.

<b>Number</b>	<b>BMFT Objective</b>	<b>Description</b>	<b>Award Details</b>	<b>Commission</b>
1	Engaged, Diverse and Thriving City	024-Q-20 Consulting Services for the Construction of Tennis Domes at Reesor Park	Lowest Priced Bidder	CS
2	Exceptional Services by Exceptional People	032-T-20 Wireless Microphone and In Ear Monitor System Replacement	Lowest Priced Bidder	DS
3	Exceptional Services by Exceptional People	019-S-20 Privileged Access Management Solution (VOR # OSS-05522747)	Non-Competitive Bidder	CS
4	Safe & Sustainable	056-R-19 Fireworks Display for Canada Day	Highest Ranked/ Lowest Priced Bidder	CS
5	Safe & Sustainable Community	218-R-19 Consulting Engineering Services for Street-lighting Upgrades – Varley Village – Design and Contract Administration	Highest Ranked/ Lowest Priced Bidder	C&FS
6	Safe & Sustainable Community	219-R-19 Consulting Engineering Services for Structures Rehabilitation Works (5 Structures)	Highest Ranked/ Lowest Priced Bidder	C&FS
7	Safe & Sustainable Community	237-T-19 - Rehabilitation of Three Culverts	Lowest Priced Bidder	C&FS
8	Safe & Sustainable Community	026-Q-20 Supply and Delivery of Street Planters	Lowest Priced Bidder	C&FS
9	Safe & Sustainable Community	041-S-20 Removal and Installation of Hydro Infrastructure	Non-Competitive Bidder	DS
10	Stewardship of Money and Resources	243-Q-19 Supply and Delivery of Automotive Parts	Lowest Priced Bidder	C&FS

**RECOMMENDED BY:**

Joel Lustig  
Treasurer

Trinela Cane  
Commissioner, Corporate Services

**STAFF AWARD REPORT**

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To:	Graham Seaman, Director of Sustainability & Asset Management
Re:	024-Q-20 Consulting Services for the Construction of Tennis Domes at Reesor Park
Date:	January 31, 2020
Commission:	Corporate Services

**BID INFORMATION**

Bids closed on	January 31, 2020
Number picking up bid documents	4
Number responding to bid	4

**BACKGROUND**

To obtain approval to award the consulting services contract to allow for the construction of two seasonal tennis bubbles and other site modifications at Reesor Park. The cost of the award under this report is for the City's component of the project. The project is divided into 2 phases and will be executed in parallel as follows:

- Phase 1: Markham Tennis Clubhouse Winterization & Fire Separation
- Phase 2: Markham Tennis Club Bubbles

**Timeline:**

- Design completion by March 6, 2020.
- Construction between April 13, 2020 to June 12, 2020

**RECOMMENDATION**

Recommended Bidder	Landscape Planning Limited (lowest priced bidder)	
Current budget available	\$120,888.48	058-6150-20291-005 Seasonal Tennis Bubble - Consultant
Less cost of award	\$ 60,547.20 <u>\$ 6,054.72</u> \$ 66,601.92	Cost of City's share of the award * Contingency 10% Total Award (incl. HST impact)
Budget remaining after award	\$ 54,286.56	**

\*A cash allowance of \$2,035.20 is included for 3<sup>rd</sup> party material testing.

\*\*The remaining budget of \$54,286.56 will be retained in the account until the end of construction. Any unused amount will be returned to original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

This award is only for consulting services and thus operating budget and life cycle impacts are not applicable at this stage. Actual impacts will be identified at a later stage of project.

**ENVIRONMENTAL CONSIDERATIONS**

All design and specifications will be prepared with reference to industry best practices for the construction of a sustainable and energy efficient building. Where feasible, measures to support net zero emissions by 2050 will be applied.



## STAFF AWARD REPORT

To:	Arvin Prasad, Commissioner, Development Services
Re:	032-T-20 Wireless Microphone and In Ear Monitor System Replacement
Date:	February 21, 2020
Commission:	Development Services

### BID INFORMATION

Bids closed on	February 18, 2020
Number picking up bid documents	5
Number responding to bid	2

### BACKGROUND

In December 2019, the City was made aware that the Government of Canada auctioned various frequency ranges to telecommunications companies for digital TV and cellular services. Our current inventory of wireless microphones and wireless in ear monitoring systems, which musicians use to hear themselves are both within the range of the sold bandwidth. As such, effective May 2, 2020 the City would not be able to operate within the sold bandwidth range with our existing wireless microphone systems.

Therefore, under this report, Staff are seeking approval to award the contract for the supply and delivery of a new wireless microphone and in ear monitoring systems to ensure reliable technology that can be used for professional productions at the Flato Markham Theatre.

All the work will be completed by April 1, 2020.

### RECOMMENDATION

Recommended bidder	RP Dynamics Inc. (lowest priced bidder)	
Current budget available	\$156,710.40	510-101-5399-20011– System Replacement
Less cost of award	\$142,464.00	Bid Price (Incl. of HST)
	<u>\$ 14,246.40</u>	Contingency (10%)
	\$156,710.40	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 0.00	

### OPERATING BUDGET AND LIFE CYCLE IMPACT

The Life Cycle Reserve study will be updated to reflect the addition of the equipment that will require replacement in 8-10 years. There is no Operating budget impact.

### ENVIRONMENTAL CONSIDERATIONS

N/A

To:	Andy Taylor, Chief Administrative Officer
Re:	019-S-20 Privileged Access Management Solution (VOR # OSS-5522747)
Date:	January 31, 2020
Commission:	Corporate Services

### PURPOSE AND BACKGROUND

To obtain approval to award the contract for CyberArk's Privileged Access Management system through the Ontario Provincial Government Vendor of Record contract #OSS-05522747 to efficiently and securely manage privileged accounts (accounts with elevated permissions), their credentials, user access rights, and to proactively monitor and control privileged activity. This new system will be a critical layer to IT security to protect highly confidential information, infrastructure and assets across the enterprise for on premise and services provided by a third party.

### RECOMMENDATION

Recommended bidder	Information Systems Architects Inc. (non-competitive procurement)	
Current budget available	\$151,338.17	049-6150-17304-005 Core IT Infrastructure – IS Enhancement
Less cost of award	\$144,546.46 \$ 15,245.59 \$ 15,245.59 \$ 15,245.59 \$ 15,245.59 \$205,528.82	Year 1 – Feb 2020 to Jan 2021* Year 2 – Feb 2021 to Jan 2022** Year 3 – Feb 2022 to Jan 2023** Year 4 – Feb 2023 to Jan 2024** Year 5 – Feb 2024 to Jan 2025** Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 6,791.71	***

\*Year 1 one-time cost includes the Licenses, software, installation, configuration, deployment, professional services, training and Year 1 Maintenance Fees

\*\*Recurring annual fees for software maintenance and on-going technical support fees. Years 2021 to 2025 will be subject to Council approval of the operating budget.

\*\*\*The remaining balance of \$6,791.71 will be returned to the original funding source.

Note: The costs for maintenance and on-going support fees starting Year 2 will be charged to ITS Computer Software Maintenance account, GL #400-404-5461.

### Further, Staff recommends:

That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 7 Non Competitive Procurement, item 1 (g) which states “Where it is in the City’s best interest not to solicit a competitive bid”;

That staff can amend the purchase order amounts in years 2021 - 2025 to accommodate business needs for the purchase of additional licenses and adjust the maintenance fees through operating budgets as approved by Council during the annual budget process.

**OPTIONS/DISCUSSION**

Privileged accounts and the associated access levels represent one of the largest security vulnerabilities an organization faces today. Privilege accounts (super-user accounts) are accounts that have elevated permission than standard accounts. These powerful accounts exist in every piece of hardware and software on a network. These accounts are required for installing software, configuring hardware, facilitating automated processes, safeguarding sensitive information, performing day-to-day software and hardware maintenance and ensuring business continuity. However, if compromised, through a cyber-attack, for example, these accounts can be used to gain access and steal sensitive data, take control of critical IT infrastructure and/or cause significant damage to the business. Global IT research and advisory firms, such as Gartner, Forrester and InfoTech, estimate that at least 80% of data breaches have a connection to compromised privileged account credentials.

To mitigate the risk of privilege accounts being compromised, enterprises are implementing a Privileged Access Management (PAM) solution that specifically addresses their privileged access exposure. CyberArk's PAM solution provides the comprehensive protection, monitoring, detection, alerting, and reporting required to stay one-step ahead of the attackers and to safeguard an organization's most critical assets.

The opportunity to acquire technology equipment and services through the competitive Vendor of Record process, which is administered by the Ontario Government and is offered to broader public services organizations including municipalities, provides tremendous value to the City in terms of accessing tested technology without the significant staff effort that would be required to proceed with a separate RFP. The City will also realize measurable financial benefits through this approach due to the Province's extensive purchasing power. Based on these factors, staff recommend that the City use Information Systems Architects Inc. to acquire CyberArk's PAM solution to secure and mitigate risks related to privileged accounts.

Through the Ontario Provincial Government (VOR # OSS-05522747), the City has access to the Information Systems Architects Inc. discounted pricing of 63% Off Manufacturer List Pricing (MLP). The recommended award also includes a complete solution with the installation, configuration, deployment, professional services, training for technical staff and five year software maintenance and support. Combined, this will assist in enhancing the City's logical security posture and mitigate risks as per the City's cyber security program.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The annual incremental operating budget impact is \$15,245.59, inclusive of HST impact, to be reviewed and adjusted annually based on business needs. There is no incremental impact to the Life Cycle Reserve Study.

**ENVIRONMENTAL CONSIDERATION**

Not applicable.

To:	Andy Taylor, Chief Administrative Officer
Re:	056-R-19 Fireworks Display for Canada Day
Date:	January 21, 2020
Commission:	Corporate Services

## BACKGROUND

To obtain approval to award the contract for a federally licensed pyrotechnic company to design, deliver, and execute a professional fireworks display at the Canada Day event held at Milne Dam Conservation on July 1, 2020 Canada Day with the option to renew for each subsequent Canada's Day event.

The fireworks show will be choreographed to audio and is expected to be a captivating display lasting 15 minutes in duration including a dramatic 5 minute finale.

## BID INFORMATION

Bids closed on	December 4, 2019
Number picking up bid documents	7
Number responding to bid	6

## RECOMMENDATION

Recommended bidder	GFA Pyro (highest ranked / lowest priced bidder)	
Current budget available	\$ 30,528.00	Canada Day Fireworks Display (025 2100016)
Less cost of award	\$ 30,528.00 \$ 30,528.00 \$ 30,528.00 \$ 30,528.00 <u>\$ 30,528.00</u> \$ 52,640.00	July 1, 2020* July 1, 2021 July 1, 2022 July 1, 2023 July 1, 2024 Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 0.00	*

\*The term of the Contract is for one (1) year commencing July 1, 2020 with the option to renew for four (4) additional periods at the same itemized pricing, terms and conditions.

## PROPOSAL EVALUATION

The evaluation team was comprised of staff from Fire & Emergency Services, Park Operations, Corporate Communications, and facilitated by staff from the Procurement Department. Bidders were assessed against pre-determined technical criteria as outlined in the RFP: 20% for qualifications/performance of the contractor, 20% for qualifications/experience of the project team, 30% for approach and methodology, 25% for project safety plan, and 5% for value add components, totaling 100 points.

**PROPOSAL EVALUATION (Continued)**

The three highest ranked bidders were shortlisted, invited for an interview, and assessed against a computerized visual rendering of the proposed show and pre-determined questions and criteria with the resulting score as follows:

<b>Bidder</b>	<b>Stage 1</b>	<b>Stage 2</b>	<b>Total</b>	<b>Overall Ranking</b>
	<b>Technical</b>	<b>Interview</b>	<b>Score</b>	
	<b>(100 points)</b>	<b>(10 points)</b>	<b>(110 points)</b>	
<b>GFA Pyro</b>	<b>85.00</b>	<b>10.00</b>	<b>95.00</b>	<b>1</b>

\*GFA Pyro showed a strong understanding of the project and has a qualified project team with over 20 years of related experience. In addition to executing Canada Day fireworks displays in Toronto, Brampton, Richmond Hill, Burlington, Mississauga, and several more, GFA Pyro's notable displays also include Vancouver Winter Olympics 2010, Pam Am Games Opening and Closing Ceremonies 2015, and Cavalcade of Light and New Year's Eve at Nathan Philips Square 2013 to 2019.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

To ensure a safe environment and to comply with the standards of the Explosives Regulatory Division (Natural Resources Canada), GFA Pyro has put in place safety procedures that are applied at all times during a pyrotechnic operation. This includes but is not limited to a weather contingency plan, safety monitoring, site-security plan, cease-firing controls, and emergency plans.

Furthermore, the contractor will be responsible for removing all fireworks materials, equipment and debris (boxes, carton, shell casings, waste, etc.) from the fenced fireworks launch zone at Milne Dam Conservation Park in addition to filling holes, and damage done to existing space on the day following the fireworks display.



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

To:	Andy Taylor, Chief Administrative Officer
Re:	218-R-19 Consulting Engineering Services for Street-lighting Upgrades – Varley Village – Design and Contract Administration
Date:	January 22, 2020
Commission:	Community and Fire Services

**BID INFORMATION**

Bids closed on	December 20, 2019
Number picking up bid documents	10
Number responding to bid	4

**BACKGROUND**

To obtain approval to award the contract for the design and contract administration for underground street-lighting upgrades at Varley Village Area. The existing system was installed in 1960s consists of post-top mounted HPS fixtures on 3.8m high metal poles. As the existing system is at the end of service life, the City is proposing to replace the street-lighting system including poles, underground cables and fixtures.

**Timeline:**

- Design completion by October 2020
- Construction between March 2021 to November 2021

**RECOMMENDATION**

Recommended Bidder	IBI Group Professional Services (Canada) Inc. (Highest Ranked/Lowest Priced Bidder)	
Current budget available	\$362,000.00	058-6150-20239-005 Streetlight Poles & Cable Replacement – Varley Village
Less cost of award	\$100,192.90 \$173,114.11 \$ 10,019.29 <u>\$ 34,622.82</u> \$317,949.12	Detailed Design Services* Contract Administration & Construction Inspection Contingency 10% (Design) Contingency 20% (CA & CI) ** Total Award (incl. HST impact)
Budget remaining after award	\$ 44,050.88	***

\*A cash allowance of \$5,088.00 is included in the bid for utility coordination.

\*\*The standard contingency is 10%. Staff requests an additional 10% for the contract administration and construction inspection component as it is calculated as a fee per construction week (estimated at 30 weeks). The construction period may change subject to detailed design and therefore the purchase order is subject to change.

\*\*\*The remaining budget of \$44,050.88 will be returned to original funding source.

**PROPOSAL EVALUATION**

The two-staged evaluation was based on pre-determined criteria as detailed in the Request for Proposal: 15% for experience/past performance, 25% for qualification and experience of the project manager and team, 30% for project delivery, project understanding and experience on similar/related projects, and 30% for price, totaling 100%.

Bidder	Score
IBI Group Professional Services (Canada) Inc.	90.5

\*Total Bid prices for Design and CA ranged from \$273,307.01 to \$370,742.21.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

On completion of the works, there will be \$7,260 in incremental energy savings to the operating budget. The life cycle reserve study will be updated to reflect the new poles and luminaries' quantity and cost.

**ENVIRONMENTAL CONSIDERATIONS**

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

**STAFF AWARD REPORT**

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To:	Andy Taylor, Chief Administrative Officer
Re:	219-R-19 Consulting Engineering Services for Structures Rehabilitation Works (5 Structures)
Date:	February 19, 2020
Commission:	Community and Fire Services

**BID INFORMATION**

Bids closed on	January 15, 2020
Number picking up bid documents	18
Number responding to bid	9

**BACKGROUND**

To obtain approval to award consulting engineering services for rehabilitation of five (5) structures as identified in the 2017-2018 condition inspection program:

1. P005: Pedestrian Bridge at Pomona Mills Park, 295m west of Park Brook Pl
2. P012: Pedestrian Bridge at Markham Civic Centre, 15m west of Warden Ave
3. P083: Pedestrian Bridge at Apple Creek North Park, 60m northwest of Hoodview Crt
4. P091: Pedestrian Bridge at Toogood Pond, 140m south of Normandale Rd and Delhi Cres
5. C089: Culvert at Bur Oak Ave, 245m east of Hwy 48

The Bid was issued requesting pricing for the following:

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

Timeline:

- Stage 1 & 2 work will commence in June 2020 and be completed by December 2020.
- Stage 3 work will commence in June 2021 and be completed by October 2021.

**RECOMMENDATION**

Recommended bidder	Stephenson Engineering Ltd. (highest ranked / lowest priced bidder)	
Current budget available	\$150,000.00	058-6150-20245-005 Structures Rehabilitation (5 Structures)
Less cost of award	\$ 31,708.42 \$ 11,702.40 \$ 78,660.48 \$ 5,088.00 \$ 12,715.93 \$ 139,875.23	Stage 1 Award Stage 2 Award* Stage 3 Award** Cash Allowance for Geotechnical Investigation Contingency 10% Total Award (Incl. of HST)
Budget remaining after award	\$ 10,124.77	***

**RECOMMENDATION (Continued)**

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

\*\*The contract administration and construction inspection (Stage 3) award amount is calculated as a fee per construction week, based on an estimated construction period of 15 work weeks. The construction period may change subject to detailed design and therefore the purchase order for Stage 3 is subject to change.

\*\*\*The remaining balance of \$10,124.77 will be returned to original funding source.

**PROPOSAL EVALUATION**

The two-staged evaluation was based on pre-determined criteria as detailed in the Request for Proposal: 15% for experience/past performance, 25% for qualification and experience of the project manager and team, 30% for project delivery, project understanding and experience on similar/related projects, and 30% for price, totaling 100%.

Bidder	Score
Stephenson Engineering Ltd.	87.8

\*Total Bid prices ranged from \$127,159.30 to \$280,603.2 (Including Cash Allowance).

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

Not Applicable.

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

To:	Andy Taylor, Chief Administrative Officer
Re:	237-T-19 - Rehabilitation of Three Culverts
Date:	February 19, 2020
Commission:	Community & Fire Services

**BID INFORMATION**

Bid closed on	February 10, 2020
Number picking up document	26
Number responding to bid	16

**BACKGROUND**

To obtain approval to award the contract for rehabilitation of three (3) culverts:

1. Culvert C072 – 19th Avenue - 150m West of McCowan Road
2. Culvert C082 – Edward Jeffery's Ave. - 55m West of Petunia Street
3. Culvert C088 - Wilfrid Murison Ave. - 50m West of Glenbrook Drive

This project will be completed by September 29, 2020.

**RECOMMENDATION**

Recommended bidder	Hawkins Contracting Services Limited (lowest priced bidder)	
Budget available	\$594,600.00	058-6150-19223-005 Culverts Rehabilitation
Less cost of award	\$484,982.11	Cost of Award (Incl. of HST)
	<u>\$ 48,498.21</u>	Contingency (10%)
	\$533,480.32	Total Award Inclusive of HST
Budget remaining after award	\$ 61,119.68	*

\*Of the remaining balance of \$61,119.68, \$25,000.00 will be retained for geotechnical investigation during construction and \$36,119.68 will be returned to the original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

Construction will be scheduled within the allowable TRCA/MNRF fisheries time window.

**STAFF AWARD REPORT**

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To:	Morgan Jones, Director, Operations
Re:	026-Q-20 Supply and Delivery of Street Planters
Date:	February 18, 2020
Commission	Community & Fire Services

**BID INFORMATION**

Bid closed on	February 14, 2020
Number picking up bid document	2
Number responding to bid	2

**BACKGROUND**

To obtain approval to award the contract for the supply and delivery of 388 street planters (self-watering planters) for the City's Streetscape program.

All planters are to be delivered by March 1, 2020.

**RECOMMENDATION**

Recommended bidder	Equinox Industries Ltd. – lowest priced bidder	
Current budget available	\$80,000.00	See Financial Considerations below
Less cost of award	\$75,497.78	Total Award (Incl. of HST)
Budget remaining after this award	\$ 4,502.22	*

\* The remaining budget of \$4,502.22 will be used for other City park furniture and amenities on an as-required basis in 2020.

**FINANCIAL CONSIDERATIONS**

Account Name	Account #	Current Budget Available	Estimated Cost of Purchase	Budget Remaining/ (Shortfall)
Main St. Markham Streetscape	059-6150-18334-005	\$ 26,431.00	\$ 26,431.00	\$ -
Main St. Unionville Streetscape	059-6150-18333-005	\$ 6,651.00	\$ 6,651.00	\$ -
Yonge St. Heritage Streetscape	059-6150-18335-005	\$ 24,116.00	\$ 24,116.00	\$ -
City Park Furniture/Amenities	059-6150-20201-005	\$ 22,802.00	\$ 18,299.78	\$ 4,502.22
<b>Totals:</b>		<b>\$ 80,000.00</b>	<b>\$ 75,497.78</b>	<b>\$ 4,502.22</b>

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

Streetscape planters with water reservoirs (self-watering planters) reduce the frequency of the watering schedule and the impacts of a large City vehicle being on main streets during summer months. In filling the reservoir versus surface watering, substantially less water is lost to evaporation as the watering takes place from the bottom up.

#9

**STAFF AWARD REPORT**

To:	Arvin Prasad, Commissioner, Development Services
Award:	041-S-20 Removal and Installation of Hydro Infrastructure
Date:	February 14, 2020
Commission:	Development Services

**BACKGROUND**

To obtain approval to award the contract for the removal and installation of hydro infrastructure as part of the John Street Multi-use Pathway construction project. All infrastructure under this award is owned and operated by Alectra Utilities and construction activities must be completed by their work force. The scope of work includes the following:

1. Anchors (3 removals, 4 installs)
2. Down guys (5 removals, 6 installs)
3. Poles (3 removals, 3 installs)
4. Span guys (5 removals, 7 installs)
5. Strut guys (2 installs)

It is anticipated that work will commence in spring 2020 and be completed by summer 2020.

**RECOMMENDATION**

Recommended Bidder	Alectra Utilities (non-competitive procurement)	
Current budget available	\$55,222.15	083-5350-19037-005 John Street Multi-Use Pathways (MUP) - Construction
Less cost of award	\$ 50,201.96	Award (Incl. of HST)
	\$ 5,020.19	Contingency @ 10%
	\$ 55,222.15	Total cost of award (Incl. of HST)
Budget remaining after award	\$ 0.00	

**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 2 (a) which states "Requests for Quotations may not be required for goods and services to be provided by Hydro Electric Corporations;"

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#10

**STAFF AWARD REPORT**

To:	Morgan Jones, Director, Operations
Re:	243-Q-19 Supply and Delivery of Automotive Parts
Date:	February 5, 2020
Commission	Community & Fire Services

**BID INFORMATION**

Bid closed on	February 4, 2020
Number picking up bid document	6
Number responding to bid	4

**BACKGROUND**

To obtain approval to award the contract for the supply and delivery of automotive parts to satisfy the requirements of the City's Fleet department. The list of parts were split into two separate groups, Group A (10 types of parts) and Group B (120 types of parts). The contract is being awarded based on the lowest price per group.

**RECOMMENDATION**

Recommended bidders	BDS Fleet Service (Group A) – lowest priced bidder Uni-Select Canada Inc. (Group B) – lowest priced bidder	
Current budget available	\$22,000.00	750-752-4320 FMDIR Vehicle Parts
Less cost of award	\$21,437.53	Feb 13, 2020 – Dec 31, 2020 (Incl. of HST)
	\$21,437.53	Jan 1 – Dec 31, 2021 (Incl. of HST)*
	\$21,437.53	Jan 1 – Dec 31, 2022 (Incl. of HST)*
	<u>\$21,437.53</u>	Jan 1 – Dec 31, 2023 (Incl. of HST)*
	\$85,750.12	Total Award (Incl. of HST)
Budget remaining after this award	\$ 562.47	**

\* The term of the Contract is for a period starting from February 13, 2020 to December 31, 2020 with an option to renew for an additional three (3) year period at the same itemized pricing. Years 2-4 are subject to Council approval of the 2021-2023 budgets.

\*\* The remaining budget of \$562.47 will be used for other vehicle parts purchases as required in 2020.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

N/A