



Report to: General Committee

Meeting Date: June 15, 2020

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

RECOMMENDATION:

1. That the report entitled “Staff Awarded Contracts for the Month of May 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 May 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	Safe & Sustainable Community	049-T-20 Grass Cutting and Maintenance Services	Lowest Priced Bidder	C&FS
2	Safe & Sustainable Community	087-T-20 Milliken Mills Community Centre Board System Replacement	Lowest Priced Bidder	C&FS
3	Safe & Sustainable Community	093-T-20 Rehabilitation of Storm Sewers (2020)	Lowest Priced Bidder	C&FS
4	Safe & Sustainable Community	094-Q-20 Contract Administration Services for Rehabilitation of Storm Sewers	Lowest Priced Bidder	C&FS
5	Safe & Sustainable Community	105-R-20 Consulting Services for Water Quality Model Calibration	Highest ranked / lowest priced bidder	C&FS

Number	BMFT Objective	Description	Award Details	Commission
6	Stewardship of Money and Resources	099-T-20 Supply and Delivery of Field Line Marking Paint	Lowest Priced Bidder	C&FS

#1

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

To:	Andy Taylor, Chief Administrative Officer
Re:	049-T-20 Grass Cutting and Maintenance Services
Date:	April 19, 2020
Commission	Community & Fire Services

BID INFORMATION

Bid closed on	March 16, 2020
Number picking up bid document	19
Number responding to bid	7

BACKGROUND

To obtain approval to award the contract for 86.792 hectares of boulevard grass cutting and maintenance services for one (1) year. The vendor will provide labour, fuel, materials, tools and equipment required to complete 15 cuts per season.

Due to the large volume of work, the City issued the tender with the work divided into two routes.

- Route A – Total of 44.0393 Ha (278 locations)
- Route B – Total of 42.7527 Ha (178 locations)

It was the intent of the City to award to two (2) vendors based on the lowest price per route. However, the City reserved the right to award the contract based on the lowest price for both routes A and B combined. Staff recommend awarding the contract to one vendor in lieu of two as it reduces the award amount by \$98,137.45 (incl. of HST). The low bidder has confirmed they have the capacity for both areas.

RECOMMENDATION

Recommended bidder	Markham Property Services Ltd - Routes A and B (lowest priced bidder)	
Current budget available	\$167,500.00	730-730-5399 Contracted Services
Less cost of award	\$218,574.98	Year 1 – 2020 award (Incl. of HST)
Budget remaining after this award	(\$ 51,074.98)	

The bid is reflective of the challenges associated with this contract as the two previous contractors had both budget and service level challenges. The unfavorable variance of \$51,074.98 will be reported as part of the 2020 year-end results of operations. The 2021 operating budget will be amended accordingly.

The term of the Contract is for one (1) year starting with an option to renew for an additional three (3) years. Staff are only seeking approval for one (1) year under this staff award report. In October, staff will bring a report to Council for the subsequent renewal years (Years 2 – 4).

049-T-20 Grass Cutting and Maintenance Services

Page 2 of 2

OPERATING BUDGET AND LIFE CYCLE IMPACT

The 2021 operating budget will be amended based on this award. There is no incremental impact to the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A

#2

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	087-T-20 Milliken Mills Community Centre Rink Board System Replacement
Date:	April 14, 2020
Commission:	Community & Fire Services

BID INFORMATION

Bids closed on	April 8, 2020
Number picking up bid documents	3
Number responding to bid	2

BACKGROUND

The existing rink boards at the Milliken Mills Community Centre was installed in 1990. Replacement of the rink boards and frames at Milliken Mills Community Centre is warranted based on condition and safety assessment. The new rink boards will utilize longer lasting material and incarnate improved player safety features including impact absorbing rail systems.

The work will be deferred to commence in May 2021 for completion by August 2021.

RECOMMENDATION

Recommended bidder	Athletica Sport Systems Inc. (lowest priced bidder)	
Current budget available	\$205,379.00	500-101-5399-20132– Board Replacement
Less cost of award	\$193,242.24 \$ 11,594.53 \$204,836.77	Bid Price (Incl. of HST) Contingency (6%) Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 542.23	

*The remaining balance of \$542.23 will be returned to original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The life cycle reserve study will be updated to reflect the award cost of the equipment that will require replacement in 10 -12 years. There is no operating budget impact.

ENVIRONMENTAL CONSIDERATIONS

All waste will be sorted, recycled and disposed of at an authorized dump, waste treatment site or recycling facility. Existing boards will be sorted, assessed and reused at other facilities where applicable.

#3

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	093-T-20 Rehabilitation of Storm Sewers
Date:	April 30, 2020
Commission:	Community and Fire Services

BID INFORMATION

Bids closed on	April 28, 2020
Number picking up bid documents	11
Number responding to bid	4

BACKGROUND

To obtain approval to award the contract for rehabilitation of existing storm sewers at thirteen (13) locations. Based on the closed-circuit television (CCTV) inspection for storm sewer pipes, it was determined that storm sewer pipes at thirteen (13) locations require repairs / rehabilitation by CIPP lining trenchless method.

The construction period is scheduled from June to August 2020.

RECOMMENDATION

Recommended bidder	Sewer Technologies Inc. (lowest priced bidder)	
Current budget available	\$548,385.00	760-101-5699-20236 Storm Sewer Pipes - Rehabilitation
Less cost of award	\$491,653.42 \$ 49,165.34 \$540,818.76	Cost of award Contingency @10% Total cost of award (Inclusive of HST)
Budget remaining after this award	\$ 7,566.24	*

*The remaining budget of \$7,566.24 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The stormwater pipes and associated infrastructure is estimated to last 100 years. As such, there is no incremental impact to the Life Cycle Reserve Study over the next 25 years. There is no incremental operating budget impact.

ENVIRONMENTAL CONSIDERATIONS

Trenchless technology is less invasive and has a vastly reduced impact on its surroundings.

#4

**STAFF AWARD REPORT**

To:	Phoebe Fu, Director of Environmental Services
Re:	094-Q-20 Contract Administration Services for Rehabilitation of Storm Sewers
Date:	April 30, 2020
Commission:	Community and Fire Services

BID INFORMATION

Advertised	By invitation
Bids closed on	April 22, 2020
Number picking up bid documents	5
Number responding to bid	4

BACKGROUND

To obtain approval to award the contract administration and construction inspection services for repairs of existing storm sewers at thirteen (13) locations. Based on the closed-circuit television (CCTV) inspection for storm sewer pipes, it was determined that storm sewer pipes at thirteen (13) locations require repairs / rehabilitation by CIPP lining trenchless method.

The period of contract administration services for the storm sewers construction is from June to August 2020.

RECOMMENDATION

Recommended bidder	Exp Services Inc. (lowest priced bidder)	
Current budget available	\$96,672.00	760-101-5699-20236 Storm Sewer Pipes - Rehabilitation
Less cost of award	\$55,425.62	Cost of Award
	<u>\$ 5,542.56</u>	Contingency @ 10%
	\$60,968.18	Total cost of award (Inclusive of HST)
Budget remaining after this award	\$35,703.82	*

*Of the remaining budget of \$35,703.82, \$300 will be required for legal costs in order to acquire easement at 1 location. The remaining budget of \$35,403.82 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The stormwater pipes and associated infrastructure is estimated to last 100 years. As such, there is no incremental impact to the Life Cycle Reserve Study over the next 25 years. There is no incremental operating budget impact.

ENVIRONMENTAL CONSIDERATIONS

Not applicable

#5

**STAFF AWARD REPORT**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	105-R-20 Consulting Services for Water Quality Model Calibration
Date:	May 15, 2020
Commission	Community & Fire Services

BID INFORMATION

Bid closed on	April 21, 2020
Number picking up bid document	6
Number responding to bid	3

BACKGROUND

The City updates the water quality model once every 5 years. The model identifies water flush optimization and water turnover while assuring high water quality is maintained at all times. The model also identifies strategies to remove and flush potential contaminants in the system.

It is anticipated that the project will commence following contract award and be completed by September 2021.

RECOMMENDATION

Recommended bidder	HydraTek & Associates (highest ranked / lowest priced bidder)	
Current budget available	\$212,700.00	760-101-5699-20254 Calibration of Water Quality
Less cost of award	\$172,737.60 \$ 17,273.76 \$190,011.36	Award (Incl. of HST) Contingency @ 10% Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 22,688.64	*

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

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

N/A

#6

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

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	099-T-20 Supply and Delivery of Field Line Marking Paint
Date:	May 14, 2020
Commission	Community & Fire Services or Development Services

BID INFORMATION

Bid closed on	May 13, 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 field line marking paint.

The term of the Contract will be from contract award to November 30, 2020, with the option to renew for three (3) additional terms (from April 1 to November 30 for each applicable term).

RECOMMENDATION

Recommended bidder	Dulux Paint \ PPG Architectural Coatings Inc. (lowest priced bidder)
Current budget available	\$66,000.00 730-732-5415 PKSMT Sportsfield Maintenance
Less cost of award	\$ 65,999.87 Year 1 – 2020 award (Incl. of HST)* \$ 69,277.95 Year 2 – 2021 award (Incl. of HST)** \$ 69,277.95 Year 3 – 2022 award (Incl. of HST)** <u>\$ 69,277.95</u> Year 4 – 2023 award (Incl. of HST)** \$273,833.72 Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 0.13

*Due to the ongoing pandemic, the estimated annual quantity for 2020 has been reduced from 64,500L to 61,448L of paint as the fields are not yet open to the public. Operations Parks will only order the paint when the fields are open and any remaining amount from the budget will be a favourable variance to the 2020 year-end results of operations. For any option terms exercised, the full estimated annual quantity will remain at 64,500L and the 2021 operating budgets will be amended accordingly.

**The term of the Contract will commence from contract award to November 30, 2020, with an option to renew for three (3) additional one year terms. The optional extension terms (from April 1 to November 30 of each applicable year) will be subject to an annual price increase/decrease 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 2%. Years 2 to 4 are subject to budget approvals. Compared to the 2017 – 2019 contract, the new contract pricing represents a 5.6% increase.

099-T-20 Supply and Delivery of Field Line Marking Paint

Page 2 of 2

OPERATING BUDGET AND LIFE CYCLE IMPACT

The 2021 operating budget will be increased by \$3,278 based on this award. There is no incremental impact to the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services