



Report to: General Committee

Meeting Date: January 18, 2021

---

**SUBJECT:** Staff awarded contracts for November and December 2020  
**PREPARED BY:** Alex Moore Ext, 4711

---

**RECOMMENDATION:**

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

**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	Safe & Sustainable Community	148-T-20 Supply and Delivery of Two (2) 3.5 Yard Articulating Wheel Loaders	Lowest Priced Bidder	C&FS
2	Safe & Sustainable Community	181-Q-20 Roof Replacement at Markham Train Station & Old Unionville Library	Lowest Compliant Bidder	CS
3	Safe & Sustainable Community	198-T-20 Flato Markham Theatre HVAC & BAS Replacement	Lowest Priced Bidder	CS
4	Safe & Sustainable Community	202-T-20 City Owned Entrance Features Rehabilitation and Replacement	Lowest Priced Bidder	C&FS
5	Safe & Sustainable Community	206-Q-20 Consulting Engineering Services for Dye Testing in Carlton Pumping	Lowest Priced Bidder	C&FS
6	Safe & Sustainable Community	209-Q-20 Supply and Delivery of Unshrinkable Fill	Lowest Priced Bidder	C&FS
7	Safe & Sustainable Community	212-T-20 Landscape Maintenance Activities	Lowest Priced Bidder	C&FS
8	Safe & Sustainable Community	214-T-20 Load, Haul (Off-site) and Disposal of Soils	Lowest Priced Bidder	C&FS
9	Safe & Sustainable Community	224-T-20 Supply and Delivery of Streetscape Planting Materials and Bedding Plants	Lowest Priced Bidder	C&FS
10	Safe & Sustainable Community	232-T-20 Block Tree Pruning Program – Year 2	Lowest Priced Bidder	C&FS
11	Safe & Sustainable Community	235-Q-20 Supply of Traffic Control Services	Lowest Priced Bidder	C&FS
12	Safe & Sustainable Community	236-S-20 Supply and Delivery of Footwear for Fire Services	Non-Competitive Bidder	C&FS

---

Number	BMFT Objective	Description	Award Details	Commission
13	Stewardship of Money and Resources	155-T-20 - Supply, Delivery, Installation Temporary Fuel Storage System, East Markham Works Yard	Lowest Priced Bidder	CS
14	Stewardship of Money and Resources	186-Q-20 Aldergrove Park Playground Curbs and Resurfacing	Lowest Priced Bidder	C&FS
15	Stewardship of Money and Resources	Corporate Automated Vehicle Location (AVL) System - Contract Extension	Non-Competitive Bidder	CS
16	Stewardship of Money and Resources	Audio Visual Support and Maintenance - Contract Extension	Non-Competitive Bidder	CS
17	Stewardship of Money and Resources	219-S-20 Consulting Services, Finance – Tax System (TXM) Upgrade	Non-Competitive Bidder	CS

**RECOMMENDED BY:**

Joel Lustig  
Treasurer

Trinela Cane  
Commissioner, Corporate Services

#1

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

To:	Andy Taylor, Chief Administrative Officer
Re:	148-T-20 Supply and Delivery of Two 3.5 Yard Articulating Wheel Loaders
Date:	November 11, 2020
Commission / Department:	Community & Fire Services / Operations

**BACKGROUND**

To obtain approval to award the contract for the supply and delivery of two (2), 3.5 yard articulating loaders (John Deere brand, model 544L).

One unit is for the new East Yard and one unit is to replace existing unit #1421 located at Miller Yard. These units will be utilized for loading aggregate materials into trucks throughout the year, and for loading sand and/or salt in support of winter maintenance crews through winter storm events.

The unit being replaced (#1421) will be sold upon delivery of the new unit in accordance with Purchasing By-Law 2017-8, Part V, Disposal of Personal Property. Proceeds will be posted to account 890 890 9305 (Proceeds from the Sale of Other Fixed Assets).

It is anticipated that vehicles will be delivered by January 2021. Even though the East Yard will not be open until later in 2021, staff recommend receiving both units in January. Operations will be separating their winter maintenance crews due to COVID into two locations (Miller Yard and Central Yard). The Central Yard will use the new unit for the 2020/21 winter season.

**RECOMMENDATION**

Recommended bidder	Brandt Tractor Ltd. (Lowest Priced Bidder)	
Current budget available	\$560,604.00	See Financial Considerations
Less cost of award	<u>\$524,878.08</u>	Total cost of award (Incl. of HST)
Sub-total	\$ 35,725.92	
Less cost of Markhamizing	<u>\$ 11,200.00</u>	
Budget remaining after this award	\$ 24,525.92	*

\* The remaining balance in the amount of \$24,525.92 will be returned to the original funding sources.

**OPTIONS/DISCUSSION**

There are multiple manufacturers who produce articulating wheel loaders, which include, but are not limited to, John Deere, Volvo, Caterpillar and Case. Some of these manufacturers sell their products through distributors, which serve a specific territory. Brandt Tractor Ltd. is the distributor for such vehicles for John Deere in Ontario.



**148-T-20 Supply and Delivery of One (1) 3.5 Yard Articulating Wheel Loader** **Page 2 of 2****BID INFORMATION**

Distributor Name	Company Name	Model	Unit Price (incl. of HST impact)	Sourcwell Vendor* (yes / no)
Brandt Tractors	John Deere Construction	John Deere 544 L	\$262,439.04	Yes
Strongco	Case Construction	Case 721 G	\$264,932.16	No
Strongco	Volvo Construction Equipment	Volvo L70H	\$266,226.55	Yes
Toromont CAT	Caterpillar Inc.	Caterpillar 930M	\$288,646.31	Yes

\* Procurement requested quotations (utilizing the Sourcwell pricing discounts) for comparable models of the articulated wheel loader. Sourcwell (NJPA – formerly the National Joint Powers Alliance) conducts cooperative purchasing on behalf of its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty US states, Canada, and internationally.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The operating budget will be increased by \$23,400 for fuel costs, parts and external vehicle maintenance relating to this new fleet addition, subject to Council approval of the 2021 operating budget. The vehicle will be added to the next Life Cycle Reserve Study update.

**FINANCIAL CONSIDERATIONS**

Account Name	Account #	Budget Allocated for this Award (A)	Cost of the Award (B)	Markhamizing Cost (C)	Budget Remaining/ (Shortfall) (D) = (A) - (B) - (C)
New Fleet - Roads	057-5350-20226-005	\$ 274,752.00	\$262,439.04	\$ 5,600.00	\$ 6,712.96
Corporate Fleet Replacement - Non-Fire	057-6150-21140-005	\$ 285,852.00	\$262,439.04	\$ 5,600.00	\$ 17,812.96
<b>Totals:</b>		<b>\$ 560,604.00</b>	<b>\$ 524,878.08</b>	<b>\$ 11,200.00</b>	<b>\$ 24,525.92</b>

The remaining balance in the amount of \$24,525.92 will be returned to the original funding sources.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#2

**STAFF AWARD REPORT**

To:	Trinela Cane, Commissioner, Corporate Services
Re:	181-Q-20 Roof Replacement at Markham Train Station & Old Unionville Library
Date:	November 16, 2020
Commission / Department:	Corporate Services / Asset Management

**BID INFORMATION**

Bids closed on	November 3, 2020
Number picking up bid documents	16
Number responding to bid	12

**BACKGROUND**

The scope of work includes roof replacement of cedar shingles and accessories at Markham Train Station & Old Unionville Library. The cedar shingles have deteriorated over time and replacement is warranted based on condition assessment.

The work will be completed by May 31, 2021.

**RECOMMENDATION**

Recommended bidder	Sproule Specialty Roofing (lowest compliant bidder)	
Current budget available	\$103,118.00	270-101-5699-20083 – Roofing Replacement
Less cost of award	\$80,136.00	Cost of award (Incl. of HST)*
	<u>\$8,013.60</u>	Contingency (10%)
	\$88,149.60	Total cost of award (Incl. of HST)
Budget remaining after this award	\$14,968.40	**

\*Award includes a cash allowance of \$4,070.40 for structural testing as necessary.

\*\*Remaining budget of \$14,968.40 will be utilized for permits required by Metrolinx when working close to the railway line. The cost for the application is \$1,800 for the permit and \$1,500 per day for a flag person for approximately 8 days totaling \$14,000 as an upset limit.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental impact to the operating budget. The Life Cycle Reserve Study will not be adjusted due to the consistent pricing. Staff will monitor and update accordingly.

**ENVIRONMENTAL CONSIDERATIONS**

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

#3

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

To:	Andy Taylor, Chief Administrative Officer
Re:	198-T-20 Flato Markham Theatre HVAC & BAS Replacement
Date:	October 26, 2020
Commission/ Department:	Corporate Services/ Sustainability & Asset Management

**BID INFORMATION**

Bids closed on	October 16, 2020
Number picking up bid documents	5*
Number responding to bid	5

\*This Request for Tender was by invitation only. Only the 5 contractors who were pre-qualified under Request for Pre-qualification #006-P-20 were eligible to submit a Bid.

**BACKGROUND**

To obtain approval to award the contract for HVAC & Building Automation System (BAS) replacement at the Flato Markham Theatre. The project is expected to be completed in September 30, 2021. The theatre will be temporarily closed during construction and commissioning from July to mid- September 2021 to accommodate the work. The Flato Markham Theatre will continue to have heating and cooling supplied by Markham District Energy via Unionville High School, this project is expected to reduce those costs.

**RECOMMENDATION**

Recommended bidder	Kelson Mechanical Inc. (lowest priced bidder)	
Budget available	\$1,750,000.00	056-6150-21063-005
Less cost of award	\$ 967,483.20	Cost of award*
	\$ 145,122.48	Contingency @ 15% **
	\$1,112,605.68	Total cost of award (Inclusive of HST)
Budget remaining after this award	\$ 637,394.32	***

\*The cost of award also includes the following:

1. Cash allowance for temporary heating or cooling that may be required as necessary to prevent damage to the facility from weather conditions while the HVAC is shutdown during the Work - \$30,528.00
2. Separately priced work scope to remove the existing housekeeping pads, patch, level and re-instate the concrete to match existing floors in 4 mechanical rooms - \$23,150.40

\*\*The standardized contingency of 10% is recommended to be increased to 15% due to:

1. Higher than typical risk of managing unforeseen designated substances during the Work of this project, due to the era of the facility's original construction.
2. Additional HVAC features to be added to reduce the risk of airborne disease transmission

\*\*\*The remaining budget of \$637,394.32 will be returned to the original funding source. The favourable variance can be attributable to the following:

---

**198-T-20 Flato Markham Theatre HVAC & BAS Replacement****Page 2 of 2****RECOMMENDATION (Continued)**

1. Original budget anticipated the need for some overtime/non-regular hours, but instead all work can be done during regular hours due to the closure of the facility.
2. Original budget anticipated the need for storage of the fabricated equipment, but instead installation can be done immediately following delivery due to the closure of the facility.
3. There are fewer projects available of this magnitude during COVID-19 pandemic, thereby increasing the supply vs. demand ratio in the marketplace and allowing for reduced prices.
4. The Flato Theatre has significant iconic status, thereby encouraging the bidders to bid for the Work aggressively, in an effort to add this project to their portfolio.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The new HVAC system is estimated to save \$24,400 in annual utilities cost (\$17,300 electricity and some cooling, \$7,100 heating). The maintenance of the system is covered under the Citywide Building Mechanical and HVAC Systems Maintenance contract and the cost is expected to remain unchanged.

The Life Cycle Reserve Study will be updated upon project completion.

**ENVIRONMENTAL CONSIDERATIONS**

The construction materials will be disposed of at an authorized dump, waste treatment site or recycling facility by the Contractor, and will be disposed of in accordance with applicable by-laws and regulations.

## #4

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	202-T-20 City Owned Entrance Features Rehabilitation and Replacement
Date:	November 16, 2020
Commission / Department:	Community & Fire Services / Operations

**BID INFORMATION**

Bid closed on	November 10, 2020
Number picking up bid document	14
Number responding to bid	8

**BACKGROUND**

To obtain approval to award the contract for the City owned entrance features rehabilitation and replacement as follows:

- Barristers Court / Bayview Avenue – reconstruction of north and south corners
- Carlton Road / Mansfield – reconstruction of walls (south east and south west corner) and repair of pillars; and
- Canning Court / 14<sup>th</sup> Avenue – reconstruction of north-east and north west corners.

It is anticipated that construction will commence following contract award (weather permitting) and be completed by June 30, 2021.

**RECOMMENDATION**

Recommended bidder	Top Contracting Services Inc. (lowest priced bidder)	
Current budget available	\$280,800.00	050-6150-20182-005 City Owned Entrance Features*
Less cost of award	\$117,654.91	Award (Incl. of HST)
	\$ 11,765.49	Contingency @ 10%
	\$129,420.40	Total cost of award (Incl. of HST)
Budget remaining after this award	\$151,379.60	**

\*The original project scope for 2020 included locations at Markham Road & Bur Oak, Kennedy & Angus Glen and Major Mackenzie & Jennings Gate. Following the internal staff review, it was determined that these locations did not require repairs. As well, only minor repairs/reconstruction such as replacement of external cladding are required at all other locations, and not a full rebuild as included in budget.

\*\*The remaining budget of \$151,379.60 will be returned to the original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental impact to the operating budget. The Life Cycle Reserve Study will be updated to reflect the deferral of the three sites.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#5

**STAFF AWARD REPORT**

To:	Phoebe Fu, Director of Environmental Services
Re:	206-Q-20 Consulting Engineering Services for Dye Testing in Carlton Pumping Station Catchment Area
Date:	October 21, 2020
Commission/ Department:	Community and Fire Services / Environmental Services

**BID INFORMATION**

Bids closed on	October 14, 2020
Number picking up bid documents	2
Number responding to bid	2

**BACKGROUND**

To obtain approval to award the contract for dye testing to confirm downspouts connection status at 222 residential properties within the Carlton pumping station catchment area. The work will commence upon award and be completed by June 30, 2021.

**RECOMMENDATION**

Recommended Bidder	Civica Infrastructure Inc. (lowest price bidder)	
Current budget available	\$101,800.00	750-101-5699-20260 <b>I/I Investigation - Carlton Pump Station Catchment Area</b>
Less cost of award	\$ 67,512.67 <u>\$ 6,751.27</u> \$ 74,263.94	Award (incl. HST impact) Contingency 10% Total Award (incl. HST impact)
Budget remaining after award	\$ 27,536.06	*

\*The remaining budget of \$27,536.06 will be returned to original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental impact to the operating budget. There is no impact to the life cycle reserve study as this is a one-time project.

**ENVIRONMENTAL CONSIDERATIONS**

Not applicable.

#6

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

To:	Andy Taylor, Chief Administrative Officer
Re:	209-Q-20 Supply and Delivery of Unshrinkable Fill
Date:	October 27, 2020
Commission / Department:	Community & Fire Services / Waterworks

**BID INFORMATION**

Bid closed on	October 15, 2020
Number picking up bid document	3
Number responding to bid	3

**BACKGROUND**

To obtain approval to award the contract for the supply and delivery of unshrinkable fill. The supplied unshrinkable fill must be available 24 hours per day, 7 days per week to cover waterworks repairs and delivered to the job site within two (2) hours from the time of request.

The contract commences January 1, 2021, expires on December 31, 2023, and includes the following three (3) components:

1. Material (Unshrinkable Fill) – 450 tonnes/year
2. Winter Handling Fee (Nov 1 - April 15) – 200 tonnes/year
3. After hours / Plant Opening – 20 occurrences/year

**RECOMMENDATION**

Recommended bidder	Pick-A-Mix Concrete Limited (lowest priced bidder)	
Current budget available	\$ 54,136.00	760-100-5300 Watermain Breaks
Less cost of award	\$ 78,100.80	2021 Cost of Award (Incl. of HST)*
	\$ 78,100.80	2022 Cost of Award (Incl. of HST)*
	<u>\$ 78,100.80</u>	2023 Cost of Award (Incl. of HST)*
	\$162,408.96	Total
Budget remaining after this award	(\$ 23,964.80)	*

\*Subject to Council approval of the 2021-23 operating budget. The budget shortfall will be included as part of the 2021 waterworks operating budget, subject to Council approval.

**PRICE SUMMARY (Incl. of HST)**

Bidder	Bid Price (Incl. of HST)
Pick-A-Mix Concrete Limited	\$ 78,100.00*
Ontario RediMix	\$109,900.80
Cemix Concrete Limited	\$198,024.96

---

**209-Q-20 Supply and Delivery of Unshrinkable Fill****Page 2 of 2****PRICE SUMMARY (Continued)**

Note: The prices for all three components identified above have increased since the previous (2018-2020) contract. The material (Unshrinkable Fill) is the largest component of this contract and has increased by 21%. However, this is the first increase the City have received since 2012 and the price will be maintained until 2023. The cost increase can be attributed to shortages in raw material production (i.e. cement).

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The 2021 operating budget will be increased by \$23,964.80 from \$54,136.00 to \$78,100.80 in 2021, subject to Council approval.

There is no incremental Life Cycle Impact.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#7

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

To:	Andy Taylor, Chief Administrative Officer
Re:	212-T-20 Landscape Maintenance Activities
Date:	November 10, 2020
Commission / Department:	Community & Fire Services / Operations

**BACKGROUND**

To obtain approval to reimburse York Region for the costs associated with the 2020 - 2024 landscape maintenance work located at South Town Centre Boulevard between Cedarland Drive and Highway 7.

In November 2009, an agreement was made between York Region, York Region Rapid Transit Corporation and the City of Markham to construct the VIVA Next Rapid Transit ways along South Town Centre Boulevard and Cedarland Drive. As part of this agreement, the landscape maintenance work including the following: watering of various planters, weed removal in planters, contour pruning of shrubs and yearly care of ornamental grasses and perennials within the landscaped centre medians and planting beds.

A competitive bid was issued and awarded to the lowest priced bidder by York Region on behalf of the City of Markham, the City of Richmond Hill and the Town of Whitchurch-Stouffville. Under the agreement, the Region pays the vendor directly and invoices each municipality for their expense in Q4 of each year.

**RECOMMENDATION**

Recommended bidder	York Region (Lowest Priced Bidder)	
Current budget available	\$35,362.00	730-745-5399 York Reg VIVA Landscape Mtce – Contracted Service
Less cost of award	\$ 32,043.73	Year 1 - 2020 Award (Incl. of HST)
	\$ 32,043.73	Year 2 - 2021 Award (Incl. of HST)
	\$ 32,043.73	Year 3 - 2022 Award (Incl. of HST)
	\$ 32,043.73	Year 4 - 2023 Award (Incl. of HST)
	\$ 32,043.73	Year 5 - 2024 Award (Incl. of HST)
	\$160,218.65	Total Cost of Award (Incl. of HST)
Budget remaining after this award	\$ 3,318.27	**

\* The remaining balance of \$3,318.27 will be reported as part of the 2020-year end results. The 2021 operating budget will be adjusted accordingly as part of the 2021 budget process, subject to Council approval.

The term of the Contract is for one (1) year, with an option to renew for four (4) additional years. Years 2 – 5 are subject to Council approval of the 2021-2024 budgets. The renewal years are subject to a price escalation based on the lesser of 2.5% or the Consumer Price Index (CPI).

---

**212-T-20: Landscape Maintenance Activities**

**Page 2 of 2**

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

Since the planters have a useful life of 35 years, the impact to the Life Cycle Reserve will be addressed outside the 25-year period.

The 2021 operating budget will be adjusted accordingly, subject to Council approval of the 2021 operating budget.

**ENVIRONMENTAL CONSIDERATIONS**

All organic materials removed from this site with respect to weed removal or contour pruning is recycled as organic materials in keeping with The Regional Municipality of York's specifications. Litter and waste are separated and disposed of in the appropriate manner in keeping with The Regional Municipality of York's specifications.

#8

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	214-T-20 Load, Haul (Off-site) and Disposal of Soils
Date:	October 28, 2020
Commission / Department:	Community & Fire Services / Operations

**BID INFORMATION**

Bid closed on	October 16, 2020
Number picking up bid document	23
Number responding to bid	18

**BACKGROUND**

To obtain approval to award the contract for the load, haul and disposal of approximately 3,000 tonnes of soil at 555 Miller Avenue. The City accumulates excavated soil/granular material from sources that include the annual ditching program and from various repair works made to linear infrastructure within the City's Right of Way. This quantity is based on survey and is an estimate only. It should be noted that precipitation can also increase tonnages and for this reason the project will be completed within two (2) weeks following contract award.

**RECOMMENDATION**

Recommended bidder	GFL Environmental Inc. (lowest priced bidder)	
Current budget available	\$ 0.00	700 507 5760 Operations Tipping Fees*
Less cost of award	\$ 80,772.00	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ (80,772.00)	*

\*The annual budget for Operations – Tipping Fees is \$85,000 and has already been spent due to an earlier occurrence of soil load and haul delayed from 2019 (Staff Award 242-T-19).

This award is for the second occurrence of soil load and haul in 2020. The operating budget is based on one occurrence per year. The 2020-year end operating forecast included an estimate for this second occurrence. The unfavourable variance will be reported as part of the year end results of operations.

**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.

**ENVIRONMENTAL CONSIDERATIONS**

All material 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.

#9

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

To:	Andy Taylor, Chief Administrative Officer
Re:	224-T-20 Supply and Delivery of Streetscape Planting Materials and Bedding Plants
Date:	November 20, 2020
Commission / Department:	Community & Fire Services / Operations

**BID INFORMATION**

Bid closed on	November 19, 2020
Number picking up bid document	6
Number responding to bid	2

**BACKGROUND**

To obtain approval to award the contract for the supply and delivery of streetscape planting materials and bedding plants for a period of one (1) year from January 1 to December 31, 2021 with an option to renew for two (2) additional years at one (1) year increments.

**RECOMMENDATION**

Recommended bidder	Valleyview Gardens (lowest priced bidder)	
Current budget available	\$ 43,000.00	See Financial Considerations
Less cost of award	\$ 42,299.60	Year 1 – 2021 award (Incl. of HST)*
	\$ 42,299.60	Year 2 – 2022 award (Incl. of HST)*
	\$ 42,299.60	Year 3 – 2023 award (Incl. of HST)*
	\$126,898.80	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 700.40	**

\*Subject to Council approvals of the 2021-2023 operating budgets.

\*\*The remaining budget of \$700.40 will be utilized for other horticulture and streetscape requirements as budgeted within these GL account codes in the Parks operating budget, subject to Council approval of the 2021 operating budget.

The renewal terms (2022 and 2023) are subject to annual price increases based on the Consumer Price Index for All Items Canada for the twelve (12) month period ending October 31 in the applicable year and shall not exceed 2.5%.

Compared to 2018-2020 firm contract pricing, this contract represents an increase of 12.6%. This is due to pricing being 3 years old and increase in costs related to seed, soil, fertilizer and minimum wage.

---

**224-T-20 Supply and Delivery of Streetscape Planting Material and Bedding Plants Page 2 of 2****FINANCIAL CONSIDERATIONS**

Account Name	Account #	Budget Amount Allocated for this Purchase	Cost of Award	Budget Remaining/ (Shortfall)
Horticultural Materials	730-735-4400	\$ 20,000.00	\$ 19,149.20	\$ 850.80
Steetscapes	730-735-4431	\$ 23,000.00	\$ 23,150.40	\$ (150.40)
Total		\$ 43,000.00	\$ 42,299.60	\$ 700.40

The remaining budget of \$700.40 will be utilized for other horticulture and streetscape requirements as budgeted within these GL accounts in the Parks operating budget, subject to Council approval of the 2021 operating budget.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#10

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

To:	Andy Taylor, Chief Administrative Officer
Re:	232-T-20 Block Tree Pruning Program – Year 2 of 3
Date:	December 9, 2020
Commission / Department	Community & Fire Services / Operations

**BID INFORMATION**

Bid closed on	November 30, 2020
Number picking up bid document	6
Number responding to bid	5

**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.

Year 1 was completed in 2020 with the pruning of 24,059 street trees in seven (7) grid areas. Under this report, Staff are awarding Year 2 with the pruning of 24,840 street trees in six (6) grid areas. It is anticipated that year 2 work will commence upon contract award with the majority of the work to be completed by June 1, 2021 with the remainder of the work to be completed by December 1, 2021.

**RECOMMENDATION**

Recommended bidder	W.M. Weller Tree Service Ltd. (6 grid areas) (lowest priced bidder)	
Current budget available	\$1,017,600.00	700-101-5399-21119 Block Pruning – Year 2 of 3
Less cost of award	\$ 459,190.15	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 558,409.85	

The remaining budget of \$558,409.85 will be returned to the original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The operating budget will be increased by \$50,000 per year for 3 years, starting in 2020. This phase-in of the \$150,000 provides the budget required by 2023, in the Parks operating budget, to address the remaining 30,000 trees identified in the background section above. There is no incremental impact to the Life Cycle Reserve Study.

**Project Financial Overview**

Year	Tender #	Number of Trees	Budget	Actual	Variance
1	216-T-19	24,059	\$1,017,600.00	\$1,244,395.71	(\$226,795.71)
2	232-T-20	24,840	\$1,017,600.00	\$459,190.15	\$558,409.85
<b>Total</b>		<b>48,899</b>	<b>\$2,035,200.00</b>	<b>\$1,703,585.86</b>	<b>\$331,614.14</b>

---

**232-T-20 Block Tree Pruning Program – Year 2 of 3****Page 2 of 2****Project Financial Overview (Continued)****Year 1**

Trees selected for pruning were based on the high priority areas within the City based on ACR backlog, resulting in a \$226,795.71 budget shortfall due to size distribution of selected trees.

**Year 2**

Trees selected for pruning were based again on ACR volume in the City, however the 2021 segment has notably smaller tree sizes. Therefore, there is a budget surplus of \$558,409.85 (\$1,017,600.00 - \$459,190.15) for this award.

After year 2, the City is \$331,614.14 favourable compared to the anticipated project costs.

**Year 3**

Due to the new grant program called “Investing in Canada Infrastructure Program (ICIP)” the year 3 funding as part of the 2022 budget in the amount of \$1,017,600 will not be required. Staff will be issuing a tender to the market for year 3 (remaining trees) in Q1 2021 utilizing the funding from ICIP.

**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

#11

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

To:	Andy Taylor, Chief Administrative Officer
Re:	235-Q-20 Supply of Traffic Control Services
Date:	December 7, 2020
Commission / Department:	Environmental Services / Waterworks

**BID INFORMATION**

Bid closed on	Nov. 26, 2020
Number picking up bid document	11
Number responding to bid	9

**BACKGROUND**

To obtain approval to award the contract for the supply of traffic control services on an 'as required' basis for one (1) year with an option to extend the contract for two (2) additional years at the same itemized pricing. The requirement of traffic control services is for general maintenance and emergency repairs required by Operations and Waterworks. This contract will commence immediately following award.

**RECOMMENDATION**

Recommended Bidder(s)	Aceis Group Ltd. (Lowest Priced Bidder)	
Current Budget Available	\$ 48,641.00	Various (see Financial Considerations)
Less cost of award	\$ 47,066.04	2021 Inclusive of HST*
	\$ 47,066.04	2022 Inclusive of HST*
	<u>\$ 47,066.04</u>	2023 Inclusive of HST*
	\$141,198.11	Total Cost of Award
Budget Remaining after this award	\$ 1,574.96	**

\*Subject to Council approval of the 2021-2023 operating budgets.

\*\*The remaining budget will be used for other operating requirements as budgeted for in the respective accounts

Note: In comparing pricing against the 2018-2020 contract, the award under this contract is 17% higher compared to the low bidder and awarded contractor. However, the previous contract was terminated in late 2020 due the contractor failing to provide emergency services as required. The contractor advised they could not provide services at the agreed unit prices.

As a result of termination, Staff believe the pricing from the 2<sup>nd</sup> low bidder under the previous contract is a more accurate reflection of the costs associated with traffic control services. In comparing the 2<sup>nd</sup> low bidders price from the previous contract, the price under this contract is 7% higher, however, the pricing under this contract will remain fixed for three (3) years.

**235-Q-20 Supply of Traffic Control Services****Page 2 of 2****FINANCIAL CONSIDERATIONS**

<b>Account Name</b>	<b>Account #</b>	<b>Budget Allocated for this Award</b>	<b>Cost of Award</b>	<b>Budget Remaining</b>
Watermain Breaks	760-100-5300	16,641	15,066	1,575
T&D Residential Services	760-111-5300	2,000	2,000	-
T&D ICI Services	760-112-5300	4,000	4,000	-
T&D Valves	760-113-5300	2,000	2,000	-
T&D Hydrants	760-115-5300	2,000	2,000	-
T&D Main Line	760-510-5300	6,000	6,000	-
T&D Residential Services	760-511-5300	4,000	4,000	-
T&D ICI Services	760-512-5300	2,000	2,000	-
Special Events	700-995-4290	6,000	6,000	-
ROW - Contracted Services	700-501-5501	4,000	4,000	-
<b>Totals</b>		<b>48,641</b>	<b>47,066</b>	<b>1,575</b>

The remaining budget will be used for other operating requirements as budgeted for in this account.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental impact to the Operating Budget and Life Cycle Reserve Study.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#12

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

To:	Andy Taylor, Chief Administrative Officer
Re:	236-S-20 Supply and Delivery of Footwear for Fire Services
Date:	November 5, 2020
Commission / Department:	Community & Fire Services / Fire Services

**BACKGROUND**

To obtain approval to extend the contract for the supply and delivery of footwear for Markham Fire and Emergency Services (MFES) for a period of three (3) years (June 1, 2021 to May 31, 2024) at the same itemized pricing for 16 of the 20 styles and a 2% increase for the remaining 4 styles. The award includes various types of women's and men's steel toe work boots and shoes for the Fire Department personnel.

**RECOMMENDATION**

Recommended bidder	Work Authority (non-competitive procurement)	
Current budget available	\$ 23,100.00	420-599-4260 Uniforms*
Less cost of award	\$ 13,475.00	Jun 1 – Dec 31, 2021**
	\$ 23,100.00	Jan 1 – Dec 31, 2022**
	\$ 23,100.00	Jan 1 – Dec 31, 2023**
	\$ 9,625.00	Jan 1 – May 31, 2024**
	\$ 69,300.00	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 9,625.00	***

\*The total budget in account 420-599-4260 is \$139,264 of which \$23,100 is allocated for the purchase of footwear.

\*\*Subject to Council approvals of 2021-2024 operating budgets.

\*\*\*The remaining budget of \$9,625 will be utilized for footwear purchases from January 1, 2021 to May 31, 2021.

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

**OPTIONS/DISCUSSION**

After a competitive market bid process in 2018, Work Authority was the low bidder (12% lower) and selected as the vendor to provide footwear for personnel across all divisions of MFES from June 1, 2018 to May 31, 2021. Only two companies were able to meet the criteria of in store and mobile service. While some employees visit stores located through the GTA, most receive footwear through the mobile service while on duty.

Work Authority has proven to be a dependable and adaptive vendor. Work Authority have worked closely with Fire Administrative staff to implement better data collection and has been very responsive to market changes. MFES Admin can now generate in house reports resulting in better product tracking. The mobile service has been very responsive, which is highly important on a 24 hour shift schedule.

**236-S-20 Supply and Delivery of Footwear for Fire Services****Page 2 of 2****OPTIONS/DISCUSSION (Continued)**

The current three- year footwear contract expires on May 31<sup>st</sup>, 2021. Through ongoing communication, there is an opportunity to extend Work Authority for an additional three years with minimal changes to the existing contract terms. Across 6 Divisions, 20 styles of footwear are offered to staff. Work Authority has agreed to a 0% increase for an additional 3 years on 16 of the 20 styles that are priced in the range from \$82 to \$104/pair. A 2% annual increase over three years would be offered on the Swat style boot that is currently priced at \$135/pair.

An analysis of the footwear styles purchased from the current contract (035-Q-18) for the period of June 1, 2018 to October 25, 2020 has been provided in the table below. The table shows a decreasing trend of staff ordering the Swat styles over any other style of footwear.

<b>Footwear Style Purchased</b>	<b>Jun 1, 2018 to May 31, 2019</b>	<b>Jun 1, 2019 to May 31, 2020</b>	<b>Jun 1, 2020 to Oct 25, 2020</b>
Swat styles*	40.8%	29.7%	14.5%
Other styles**	59.2%	70.3%	85.5%

\*SWAT styles are to be increased by 2% annually over an additional three years.

\*\*Other styles are to be maintained at the same price provided in the current contract (0% increase) for an additional three years.

Staff believe it's fiscally prudent to lock down the down the pricing and supply of footwear for an additional three (3) years.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#13

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

To:	Trinela Cane, Commissioner, Corporate Services
Re:	155-T-20 - Supply, Delivery, Installation Temporary Fuel Storage System, East Markham Works Yard
Date:	October 22, 2020
Commission / Department:	Corporate Services / Sustainability & Asset Management

**BID INFORMATION**

Bids closed on	October 1, 2020
Number picking up bid documents	4
Number responding to bid	4

**BACKGROUND**

To obtain approval to award the contract for Supply, Delivery, Installation of a Fuel Storage System at the new East Markham Works Yard (located at 10192 9th Line Markham ON). The award will include the supply, delivery and installation of a 10,000L Gasoline Fuel Storage System and Pump System, a 10,000L Diesel Fuel Storage System and Pump System, and all costs associated with the administration of this work, and any required coordination meetings with City staff and the General Contractor (as awarded via separate procurement process).

The facility will be used for the winter road season (Oct. – April) each year by approximately 1/3 of the Roads fleet. Operations will maintain the fuel storage system utilizing the annual maintenance budget that will be established as part of overall budget for East Markham Works Yard (EMWY) facility.

Work to be completed and permitted by December 15, 2020

**RECOMMENDATION**

Recommended bidder	Claybar Contracting Inc (lowest priced bidder)	
Current budget available	\$ 250,000.00	056-5350-19288-005- 10192 - 9th Line - East Works Yard - Fuel Storage System
Less cost of award	\$ 200,060.16	Bid Price (Incl. of HST)*
	\$ 20,006.02	Contingency (10%)
	\$ 220,066.18	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 29,933.82	**

\* Award includes a cash allowance of \$10,684.80 for inspections and testing as necessary.

\*\* Remaining budget of \$29,933.82 will be retained to fund any additional costs associated with the construction work for the EMWY.

---

**155-T-20 - Supply, Delivery, Installation Temporary Fuel Storage System, Markham Works Yard (located at 10192 9th Line Markham ON)**

---

**Page 2 of 2****OPERATING BUDGET AND LIFE CYCLE IMPACT**

The two main pieces of equipment are the tanks and the pumps. The tanks have an expected life of 25-30 years, while the pumps have an expected life of 15 years. There is a standard 1 year warranty on the entire installation by the mechanical contractor upon substantial performance. The fuel storage system will be added to the Life Cycle Reserve Study of the EMWY which will be created for the entire yard in 2021.

The operating budget impact will be paid by Operations as part of operating the EMWY facility. As there is currently no maintenance contract or program for the existing Operations fuel systems, the operating impact of this award is estimated per a quotation from Western Oil, which is \$1800 pre-tax per fuel site per year for annual preventative maintenance. This would cover general inspection of dispensers, hanging hardware, emergency shut downs and fuel monitoring systems. Only parts included would be a fuel filter change and nozzle change. The final operating impact will be determined through Operation's review and procurement of a maintenance contract that will be added to the ramp up budget for the EMWY. These costs will be included in the 2022 operating budget of the EMWY.

**ENVIRONMENTAL CONSIDERATIONS**

During construction, the consultants have specified the codes and regulations the contractor must follow for installation, testing, and inspection. The fuel storage tanks are above ground tanks with double-wall construction, and protected by a jersey barriers and bollards.

- The contractor is required to provide startup test reports of the systems and assist The Mitchell Partnership (TMP) with commissioning of the system as described in our spec.
- We have had the contractors include cash allowances for permit, TSSA inspection, and OBT1 inspection
- As noted in our spec, the contractors are required to meet the fuel handling code and obtain TSSA (AHJ) approval

Operations will operate and maintain the system as part of their ongoing protocols given the tanks are above ground outdoor tanks, there is no above-ground testing required by code. The fuel station will be connected to the back up generator in case of power failure.

#14

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

To:	Morgan Jones, Director Operations
Re:	186-Q-20 Aldergrove Park Playground Curbs and Resurfacing
Date:	December 14, 2020
Commission / Department	Community & Fire Services / Operations

**BID INFORMATION**

Bid closed on	November 16, 2020
Number picking up bid document	23
Number responding to bid	19

**BACKGROUND**

To obtain approval to award the contract for the playground resurfacing and various works at Aldergrove Park playground. The scope of work includes:

- Supply and installation of concrete curbs around the play area;
- Supply and installation of two (2) accessible poured concrete ramps;
- Supply and installation of two (2) asphalt pathways to access the playground;
- Replacement of playground surface from sand to certified playground engineered wood fibre mulch; and
- Supply and installation of a sand table to the playground equipment.

It is anticipated that work will be completed by June 30, 2021.

**RECOMMENDATION**

Recommended bidder	Wyndale Paving Co. Ltd. (lowest priced bidder)	
Current budget available	\$76,373.00	See Financial Considerations
Less cost of award	\$71,501.66	Award (Incl. of HST)
	\$ 4,290.10	Contingency @ 6%
	\$75,791.76	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 581.24	

Bids received in response to this Request for Tender exceeded the City's budget. Consequently, Procurement staff entered into negotiations with the low bidder (Wyndale Paving Co. Ltd.) to reduce price in order to meet the City's approved budget. Procurement staff were able to negotiate a price reduction, which resulted in a savings of \$1,526.40 (\$73,028.06 - \$71,501.66).

The remaining budget of \$581.24 will be returned to the original funding source.

**FINANCIAL CONSIDERATIONS**

Account Name	Account #	Budget Allocated for this Award	Cost of Award	Contingency	Budget Remaining/ (Shortfall)
Public Realm - Markha's Shared Places Our Spaces	059-5350-17158-005	\$ 16,500.00	\$ 15,566.04	\$ 933.96	\$ -
Growth Related Park Improvements	055-5350-20231-005	\$ 19,800.00	\$ 18,679.25	\$ 1,120.75	\$ -
Growth Related Park Improvements	700-101-5399-16170	\$ 40,073.00	\$ 37,256.37	\$ 2,235.38	\$ 581.24
<b>Totals:</b>		<b>\$ 76,373.00</b>	<b>\$ 71,501.66</b>	<b>\$ 4,290.10</b>	<b>\$ 581.24</b>

The budget surplus of \$581.24 will be returned to the original funding source

---

**186-Q-20 Aldergrove Park Playground Curbs and Resurfacing**

**Page 2 of 2**

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental impact to the operating budget. The Life Cycle Reserve Study will be updated accordingly as part of the next update to reflect this award.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#15

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

To:	Andy Taylor, Chief Administrative Officer
Re:	Corporate Automated Vehicle Location (AVL) System - Contract Extension
Date:	November 26, 2020
Commission / Department:	Corporate Services/ Information Technology Services

**BACKGROUND**

To obtain approval to extend the contract for the Corporate Automated Vehicle Location (AVL) System for three (3) additional one (1) year terms (January 01, 2021 to December 31, 2023), at the same 2020 itemized pricing for the three renewal years (2021-2023).

The Waterworks, Operations, By-Laws and Markham Fire Emergency Services department utilize the AVL system, installed on 240 City owned vehicles and 45 City rentals. In addition, the City has existing winter maintenance vehicles contracts with Crupi, VTA and De Ferrari; and, contracts with Donaldson, MPS, Wilson, Clifford, Larkin, Defina, Griffith and Curtis, which include an additional 173 vehicles that also utilize AVL services. Data is hosted by AAT, and City staff use these systems by logging into a web account setup up by the vendor.

The recommended vendor will continue to provide the following services with the contract extension: a full warranty and support model with a local and dedicated customer service assigned to our account with phone and email access; all parts & labour; Software Customization, Setup & Programming; remote software updates, and an articulated service level agreement (SLA) relating to customer service timing solutions; and special discounting being presented as part of this award.

**RECOMMENDATION**

Recommended Bidder(s)	Air Automotive Tracking Inc. (AAT) (non-competitive procurement)	
Current budget available	\$ 87,065.86	400-404-5460 Maintenance for Communication Equipment
Less cost of award	\$ 87,065.86	Jan.2021 – Dec.2021 (Warranty and Support) *
	\$ 87,065.86	Jan.2022 – Dec 2022 (Warranty and Support) *
	\$ 87,065.86	Jan.2023 – Dec 2023 (Warranty and Support) *
	\$261,197.57	Total Award (Inclusive of HST)
Budget remaining after this award	\$ 0.00	*

\*Subject to Council approval of the 2021-2023 operating budgets.

**Staff further recommends:**

That the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (c) "When the extension of an existing contract would prove more cost-effective or beneficial;" and, (h) "Where it is necessary or in the best interests of the City to acquire non-standard items and Professional Services from a supplier who has a proven track record with the City in terms of pricing, quality and service".

---

**Corporate Automated Vehicle Location (AVL) System - Contract Extension Page 2 of 2****OPTIONS / DISCUSSIONS**

In 2013, Staff awarded the contract to Air Automotive Tracking Inc. ("AAT") for the hardware/software, warranty, support and maintenance of the Corporate Automated Vehicle Location ("AVL") System for a period of 7 years (2013-2020).

With a minimum of 3 years life remaining in the current AVL system (based on a 10 year life cycle), staff do not recommend a change in the support and maintenance provider at this time as it may disrupt the service level received by the City. Additionally, the City would have to expend capital dollars to procure new hardware (AVL's), installation and commissioning at an estimated cost of \$100 per AVL (458 AVL's x \$100 = \$45,000).

AAT has provided satisfactory AVL support services which meets City requirements. Through recent negotiations, AAT has maintained the 2013 airtime unit pricing (\$20/month pre-tax); and, have agreed to upgrade the system to reflect real time tracking (from near real timing) at no additional charge to the City. Therefore, to ensure the systems are maintained, Staff recommended extending the contract with AAT for a further 3 years.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

Starting in 2021, the total warranty, support and maintenance fees will increase by \$4,334.98 inclusive of HST (or 5.24%), from \$82,730.88 to \$87,065.86, mainly due to the addition of 32 vehicles that require AVL system, from 426 units to 458 units. The additional 32 vehicles comprises of: 15 units of apparatus based vehicles from the City's Fire and Emergency Services, 5 units from growth of the City's own fleet and 12 units based on growth from City contractors for winter maintenance operations.

The increase will be funded by the transfer of existing operating budget from Operations to ITS. The budget transfer will be effective for the 2021 operating budget, subject to Council approval of the 2021 operating budget.

There is no incremental impact to the Life Cycle Reserve Study; the AVL units are not currently included within the Fleet Life Cycle. For City owned fleet, the AVL units are transferred from the old vehicle to the new one upon a new vehicle purchase. The approximate cost of a new unit is \$100 per unit. The extension of this current contract will result in a significant cost saving relating to the hardware and software costs of the AVL units. Depending upon the terms of the individual winter maintenance contracts, the cost of the unit may be the responsibility of the City.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#16

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

To:	Andy Taylor, Chief Administrative Officer
Re:	Audio Visual Support and Maintenance - Contract Extension
Date:	November 25, 2020
Commission / Department:	Corporate Services/ Information Technology Services

**BACKGROUND**

To obtain approval to extend the contract for the audio visual equipment support and maintenance in the Canada Room, Council Chamber and the Great Hall for two (2) additional one (1) year terms (January 01, 2020 to December 31, 2022).

The recommended vendor will provide the following services: Warranty and support model which includes a dedicated customer service representative; remote virtual private network (VPN) support; all parts and labour; software and programming; loaner equipment; mission critical spare inventory; 24 hours x 7 days on-site replacements or repair and all related shipping and logistics costs, and an articulated service level agreement (SLA) ensuring quick service turnaround time, local and dedicated support teams; and special price discount.

Even though meetings are undertaken remotely, the audio visual (AV) setup is currently in use for all committee meetings. The Zoom solution is integrated with the AV system and eScribe for public Audio/Video Streaming.

**RECOMMENDATION**

Recommended Bidder(s)	MacLean Media Systems Inc. (Non-Competitive Procurement)	
Current Budget Available	\$35,744.22	400-404-5460 Computer Hardware Mtce.
Less cost of award	\$ 38,617.92 <u>\$ 42,094.04</u> \$ 80,711.96	Jan.2021 – Dec.2021 (Warranty and Support) * Jan.2022 – Dec 2022 (Warranty and Support) * Total Award (Inclusive of HST)
Budget Remaining after this award	(\$2,873.70)	**

\* Subject to Council approval of the 2021 and 2022 Operating Budgets

\*\* Comparing to current budget, the shortfall in 2021 and 2022 operating budgets will be \$2,873.70 and \$3,476.12, respectively.

Note: The increase in maintenance cost is due to the age of the equipment (8 years).

**Staff further recommends:**

That the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (c) "When the extension of an existing contract would prove more cost-effective or beneficial;" and, (h) where it is necessary or in the best interests of the City to acquire non-standard items from a supplier who has a proven track record with the City in terms of pricing, quality and service.

---

**Audio Visual Support and Maintenance - Contract Extension****Page 2 of 2****OPTIONS / DISCUSSIONS**

In 2012, Staff awarded the contract to MacLean Media Systems Inc (“MacLean”) for the hardware/software, warranty, support and maintenance of the audio visual (“AV”) systems in the Canada Room, Council Chambers and the Great Hall for a period of 6 years (2013-2018) and last extended in 2019 for an additional 2 years (2019-2020).

Based on the condition assessment and low usages, staff are recommending extending the AudioVisual hardware replacement by two years. The capital cost to replace this type of equipment would exceed \$500,000.

Staff do not recommend a change in the support and maintenance provider at this time as it may disrupt the service level received by the City. Additionally, Maclean has proven track record with the City, and has provided satisfactory Audio Visual support services that exceeds the City requirements. Therefore, to ensure the systems are maintained, Staff recommended extending the contract with Maclean for a further 2 years.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The incremental operating impact is (\$2,873.70) and (\$3,476.12) for 2021 and 2022, respectively. Subject to Council approval, the 2021 and 2022 operating budget will be adjusted accordingly. There is no impact to Life Cycle Reserve Study.

**ENVIRONMENTAL CONSIDERATIONS**

N/A.

#17

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

To:	Andy Taylor, Chief Administrative Officer
Re:	219-S-20 Consulting Services, Finance – Tax System (TXM) Upgrade
Date:	November 30, 2020
Commission / Department:	Corporate Services / Information Technology Services

**BACKGROUND**

The City currently uses a system called TXM developed by the City of Mississauga to manage and administer all commercial and residential property taxes. Major enhancements to the property tax system have been made by the City of Mississauga, bringing the system up to date with an upgrade to the software; and, an upgrade to the database from Oracle 12C to 19C.

The maintenance agreement for the TXM system stipulates that system upgrades must be implemented within six months of release. In order to receive continued support from the City of Mississauga's IT Support team, all participating municipalities using their software shall commence the upgrade no later than December 2020.

**RECOMMENDATION**

Recommended bidder	DesTech Canada (non-competitive procurement)	
Current budget available	\$95,613.70	See financial considerations
Less cost of award	\$95,613.70	Award (Incl. of HST)
Budget remaining after this award	\$0.00	

**Staff further recommends:**

That the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (b) which states "Where there is only one source of supply for the goods to be purchased;"

**DISCUSSION**

An upgrade to the TXM system is a complex and time-consuming effort. It will take longer than six months to complete the upgrade if we do not retain a consultant to assist with the upgrade due to internal resource constraints.

DesTech Canada (Destech) has been authorized by the City of Mississauga as the sole provider to perform the upgrades for all participating Municipalities that utilize the TXM Software. The upgrade will include the migration from the old system to the new, with the following activities:

- Setup new test environment
- Install new Software and databases
- Migrate all data to the new test environment
- Data clean up and verification
- Application verification
- Support of Acceptance testing
- Updates as necessary to Minitax<sup>i</sup> refresh process (incl. multiple rounds of testing)
- All required documentation
- Support Markham ITS staff in the production implementation
- Warranty Support

**219-S-20 Consulting Services, Finance – Tax System (TXM) Upgrade****Page 2 of 2****DISCUSSION (Continued)**

The new version is compatible with Windows 10 Operating system and also has enhanced security features that will be an additional benefit to the City of Markham. The upgrade will not impact the existing annual maintenance fee.

The recommended upgrade of the TXM system also aligns with the current ITS strategy: software to be no more than two major versions behind the current production release. This will ensure that the security of the software continues to be maintained at current levels. The implications of not moving forward with this recommended award will result in no support for the migration from the old system to the new; and, security concerns related to out of date java version.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The upgrade will not impact the existing annual maintenance fee. There is no impact to the Life Cycle Reserve Study.

**FINANCIAL CONSIDERATIONS**

Account Name	Account #	Budget Available for this item	Cost of Award	Budget Remaining
Finance – Tax System Upgrade	19053 – Finance Tax System Upgrade	\$50,900.00	\$50,900.00	\$0.00
IT System Consulting	400-998-5652	\$44,713.70	\$44,713.70	\$0.00
<b>TOTAL</b>		<b>\$95,613.70</b>	<b>\$95,613.70</b>	<b>\$0.00</b>

Staff are seeking \$95,613.70 inclusive of HST as the upset limit fee. This will ensure any additional data refresh cycles required to complete the necessary testing are covered with the recommended award. If the project effort is less than expected, any remaining funds will be returned to the original funding source upon completion of the project.

The upgrade was initially planned to commence prior to September 2020 with an estimated placeholder cost of \$50,900. However, due to unforeseen issues experienced by DesTech Canada while carrying out similar upgrades for the City of Mississauga and City of Brampton, they were able to better determine the exact work required to ensure the success of the upgrade. This resulted in an increase in the total estimated placeholder cost of the work from \$50,900 to \$95,613.70 – an increase of \$44,713.70 or 88%. Staff recommend that the incremental cost be funded from the existing ITS operating budget.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

---

<sup>i</sup> Minitax is a process developed to move production data to test, for loading the test environment for tax billing testing and verification, prior to running the billing in the production environment. This is a verification step that is run prior to every tax billing cycle.