



Report to: General Committee

Meeting Date: February 16, 2021

SUBJECT: Staff awarded contracts for January 2021
PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

1. THAT the report entitled “Staff Awarded Contracts for the Month of January 2021” be received; and
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution

PURPOSE:

Pursuant to Part III section 15 of the Procurement Bylaw (No. 2017-8), passed by Council on March 21, 2017, a report shall be submitted to Council on a monthly basis to advise of awarded contracts greater than \$50,000.

This report advises Council of all contracts, awarded by the Chief Administrative Officer or Commissioners, or Directors with a total cost exceeding \$50,000 for the month of January 2021 as per the authority provided in the Procurement Bylaw.

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	Exceptional Services by Exceptional People	267-T-20 - Roofing Maintenance and Repair Program	Lowest Priced Bidder	C&FS
2	Exceptional Services by Exceptional People	270-Q-20 Supply and Delivery of One 11ft Wide Area Mower	Lowest Priced Bidder	C&FS
3	Exceptional Services by Exceptional People	272-Q-20 Supply and Delivery of Two High Roof Cargo Vans	Lowest Priced Bidder	C&FS

Number	BMFT Objective	Description	Award Details	Commission
4	Safe & Sustainable Community	141-Q-20 St. Roberts Soccer Dome Spring Setup and Fall Takedown	Lowest Priced Bidder	C&FS
5	Safe & Sustainable Community	182-T-20 - Roof Replacement at Thornhill Recycling Depot and Fire Station No.92	Lowest Priced Bidder	C&FS
6	Safe & Sustainable Community	257-T-20 Grass Cutting and Maintenance Services for Cemeteries	Lowest Priced Bidder	C&FS
7	Safe & Sustainable Community	268-Q-20 Rouge River Community Centre Building Automation System Replacement	Lowest Priced Bidder	C&FS
8	Safe & Sustainable Community	188-R-20 Consulting Engineering Services for a Municipal Class Environmental Assessment Study for Denison Street Extension	Highest Ranked/ Lowest Priced Bidder	DS
9	Safe & Sustainable Community	271-S-20 Underground Infrastructure Locating Services	Non-Competitive Bidder	C&FS

Number	BMFT Objective	Description	Award Details	Commission
10	Stewardship of Money and Resources	240-T-20 Supply and Delivery of Two Three Ton Flatbeds (19,500 GVW) Equipped with 10 Ft Dump Body and Plow	Lowest Priced Bidder	C&FS
11	Stewardship of Money and Resources	259-T-20 Supply and Delivery of Sheeting Material	Lowest Priced Bidder	C&FS
12	Stewardship of Money and Resources	260-Q-20 Supply and Delivery of Plastics	Lowest Priced Bidder	C&FS

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

#1

**STAFF AWARD REPORT**

To:	Trinela Cane, Commissioner, Corporate Services
Re:	267-T-20 - Roofing Maintenance and Repair Program
Date:	January 18, 2021
Commission:	Corporate Services / Sustainability and Asset Management

BID INFORMATION

Bid closed on	January 6, 2021
Number picking up document	18
Number responding to bid	14

BACKGROUND

To obtain approval to award the contract for the Roofing Maintenance and Repair Program for one (1) year with an option to renew for three (3) additional one-year terms, at the same terms, conditions and pricing and subject to the satisfactory performance of the Contractor. The scope of work includes:

- Rooftop housekeeping: clearing of eaves troughs, drains and downspouts in fall and disposal of all debris
- Annual condition assessments
- On-demand roof repairs
- 24/7 response on all emergency leak repairs

RECOMMENDATION

Recommended bidder	Sproule Specialty Roofing Limited (lowest priced bidder)	
Current budget available	\$ 73,477.00	270-101-5399-21059 Roofing Maintenance and Repair
Less cost of award	\$ 51,551.62	Year 1 - 2021
	\$ 51,551.62	Year 2 - 2022*
	\$ 51,551.62	Year 3 - 2023*
	\$ 51,551.62	Year 4 - 2024*
	\$206,206.48	Total Award
Budget remaining after this award	\$ 21,925.38	**

* Subject to council approval of the annual capital budgets.

** Of the remaining budget of \$21,925.38, \$10,000.00 will be retained in the account for other as-required roof consulting work and \$11,925.38 will be returned to the original funding source. The favorable variance was mainly due to more competitive market pricing.

Sproule Specialty Roofing Limited is the current service provider at an hourly rate of \$105/hour. The existing roofing maintenance contract has been in place since 2017 and expires in February 2021. Under this new contract, the hourly rate has decreased to \$95/hour (9.5% decrease).

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

N/A

#2

**STAFF AWARD REPORT**

To:	Morgan Jones, Director, Operations
Award:	270-Q-20 Supply and Delivery of One (1) 11' Wide Area Mower
Date:	January 8, 2021
Commission / Department	Community & Fire Services / Operations

BID INFORMATION

Bid closed on	December 23, 2020
Number picking up bid document	2
Number responding to bid	2

RECOMMENDATION

Recommended bidder	Hutchinson Farm Supply Inc. (lowest priced bidder)	
Current budget available	\$91,800.00	057-5350-20225-005 New Fleet - Parks
Less cost of award	\$73,799.40	Total cost of award (Inclusive of HST)
Budget remaining after this award	\$18,000.60	*

*The remaining budget of \$18,000.60 will be used towards funding a 16ft deck trailer to transport the mower to various locations across the City. The trailer was also budgeted as part of this capital project - #20225 New Fleet – Parks. The surplus budget will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is incremental operating budget impact in the amount of \$2,700 associated with annual fuel, parts and maintenance requirements, which will be added to the 2022 operating budget, subject to Council approval. The new mower will be added to the 2021 Life Cycle Reserve Study update.

ENVIRONMENTAL CONSIDERATIONS

The unit in this award utilize the most current technology, reducing overall engine emissions.

#3

**STAFF AWARD REPORT**

To:	Morgan Jones, Director, Operations
Re:	272-Q-20 Supply and Delivery of Two High Roof Cargo Vans
Date:	January 11, 2021
Commission / Department	Community & Fire Services / Operations

BID INFORMATION

Bid closed on	January 6, 2021
Number picking up bid document	4
Number responding to bid	4

BACKGROUND

To obtain approval to award the contract for the supply and delivery of two (2) high roof cargo vans (2021 Ford Transit 250 Cargo Vans).

It is anticipated that the vehicles will be delivered by May 31, 2021.

RECOMMENDATION

Recommended bidder	Mohawk Ford Sales (1996) Limited (lowest priced bidder)	
Current budget available	\$85,519.00	057-6150-21185-005 New Fleet – By-Law Enforcement
Less cost of award	\$80,886.99	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 4,632.01	*

*The remaining budget of \$566.01 (\$4,632.01 - \$4,066.00) will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The 2021 operating budget includes costs funding for fuel costs, parts and external vehicle maintenance relating to these new fleet additions. The vehicles will be added to the next Life Cycle Reserve Study update.

ENVIRONMENTAL CONSIDERATIONS

N/A

#4

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	141-Q-20 St. Roberts Soccer Dome Spring Setup and Fall Takedown
Date:	December 11, 2020
Commission / Department	Community & Fire Services / Recreation

BID INFORMATION

Bids closed on	December 11, 2020
Number picking up bid documents	2
Number responding to bid	2*

* This is a niche market with limited local contractors who can provide this service. The City's previous contract in 2017 received only one (1) bidder.

BACKGROUND

To obtain approval to award the contract for the Spring take down and storage, followed by a Fall setup of the St. Roberts air supported Soccer Dome. The St. Roberts dome's approximate size is 65 x 40m, and was manufactured and installed in 2011 as part of the St. Roberts Artificial Turf and Dome project. The dome is seasonal and is set up each fall for indoor use (late October), and taken down each spring (late April) and stored for the summer to allow outdoor use of the full turf field.

RECOMMENDATION

Recommended bidder	Farley Manufacturing Inc. (lowest priced bidder)	
Current budget available	\$57,000.00	730-740-5399 – St. Roberts – Contracted Services
Less cost of award	\$51,597.45	Year 1 April 2021 – October 2021
	\$51,597.45	Year 2 April 2022 – October 2022
	\$51,597.45	Year 3 April 2023 – October 2023
	\$51,597.45	Year 4 April 2024 – October 2024
	\$51,597.45	Year 5 April 2025 – October 2025
	\$257,987.24	Total cost of award (Incl. HST)
Budget remaining after this award	\$ 5,402.55	

The contract term is for two (2) years with the option to extend for an additional three (3) years exercised in one (1) year periods. Prices will be fixed for the initial term of the contract and adjusted based on the Consumer Price Index All Items Canada (December to December).

The 2022-2025 award is subject to council approval of annual operating budget.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The remaining balance of \$5,402.55 will be reported as a favourable variance at year-end in the 2021 operating results and will be adjusted accordingly in the 2022 Operating budget, subject to Council approval. There is no impact to the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A

#5

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	182-T-20 - Roof Replacement at Thornhill Recycling Depot and Fire Station No.92
Date:	December 9, 2020
Commission:	Corporate Services / Asset Management

BID INFORMATION

Bids closed on	November 12, 2020
Number picking up bid documents	17
Number responding to bid	12

BACKGROUND

To obtain approval to award the contract for replacement of the flat roofs at the Thornhill Recycling Depot and Fire Station No. 92 (10 Riviera Dr). The work will be completed by June 30, 2021.

RECOMMENDATION

Recommended bidder	Solar Roofing & Sheet Metal Ltd. (lowest priced bidder)	
Current budget available	\$121,951.00	500-101-4299-20083– Roof Replacement
Less cost of award	\$149,180.16	Cost of award (Incl. of HST)
	\$14,918.02	Contingency (10%)
	\$164,098.18	Total cost of award (Incl. of HST)
Budget remaining after this award	(\$42,147.18)	

The shortfall in the amount of \$42,147.18 will be funded from the Non-DC capital contingency account.

Bids received in response to this Request for Tender exceeded the City's budget. Consequently, Procurement staff entered into negotiations with the low bidder to reduce price to address the budget shortfall. Procurement staff were able to reduce the price by \$9,158.40, from \$158,338.56 to \$149,180.16, a 6% reduction.

Capital project # 20083 approved budget is \$410,700.00 for the roofing replacement at seven locations throughout the City.

Five roof replacements that were previously awarded through this capital budget, resulted in a favourable variance of \$44,762.14 which was returned to funding source. There is a net favourable variance of \$2,614.96 after award of the above project. This award will complete the remaining two projects.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget. The Life Cycle Reserve Study will be adjusted to the unfavourable variance in 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.

#6

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

To:	Morgan Jones, Director, Operations
Re:	257-T-20 Grass Cutting and Maintenance Services for Cemeteries
Date:	January 14, 2021
Commission / Department	Community & Fire Services / Operations

BID INFORMATION

Bid closed on	December 21, 2020
Number picking up bid document	23
Number responding to bid	18

BACKGROUND

To obtain approval to award the contract for grass cutting and maintenance services for various cemeteries within the City of Markham for one (1) term starting from April 15, 2021 to November 15, 2021 with an option to renew for three (3) additional terms from April 15 to November 15 of the renewal period.

This maintenance includes grass cutting, trimming, removal of debris and the mulching of leaves. The number of cuts required for each cemetery is approximate and may be increased or decreased at the discretion of the City.

RECOMMENDATION

Recommended bidder	North Country Property Maintenance (lowest priced bidder)	
Current budget available	\$26,442.00	210-210-5499 Cemetery Grass Cutting
Less cost of award	\$18,392.43	2021 Award (Incl. of HST)
	<u>\$ 2,289.60</u>	2021 Provisional Allowance*
	\$20,682.03	2021 Total Award
	\$18,392.43	2022 Award (Incl. of HST)*
	<u>\$ 2,289.60</u>	2022 Provisional Allowance *
	\$20,682.03	2022 Total Award
	\$18,392.43	2023 Award (Incl. of HST)*
	<u>\$ 2,289.60</u>	2023 Provisional Allowance *
	\$20,682.03	2023 Total Award
	\$18,392.43	2024 Award (Incl. of HST)*
	<u>\$ 2,289.60</u>	2024 Provisional Allowance *
	\$20,682.03	2024 Total Award
	\$82,728.12	Total cost of award (2021 to 2024)
Budget remaining after this award	\$ 5,759.97	**

*Subject to Council approvals of the 2022-2024 operating budgets.

The provisional allowance is for leaf pick up and disposal off site at Thornhill Cemetery on an as required basis.

257-T-20 Grass Cutting and Maintenance Services for Cemeteries**Page 2 of 2**

**The remaining budget of \$5,759.97 is subject to change based on actual requirements including additional grass cutting and/or maintenance. Finance will monitor the actual expenditure for 2021 and will recommend any impact to the 2022 operating budget during the 2022 operating budget process.

The renewal terms are subject to annual price increases based on the Consumer Price Index for All Items Ontario for the twelve (12) month period ending December 31 in the applicable year and shall not exceed 2%.

Compared to the 2018-2020 firm contract pricing, this contract represents a decrease of 5.64% per hectare.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the Life Cycle Reserve Study. Finance will monitor the actual expenditure for 2021 and will recommend any impact to the 2022 operating budget during the 2022 operating budget process.

ENVIRONMENTAL CONSIDERATIONS

N/A

#7

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	268-Q-20 Rouge River Community Centre Building Automation System Replacement
Date:	December 21, 2020
Commission:	Community & Fire Services / Recreation

BID INFORMATION

Bids closed on	December 18, 2020
Number picking up bid documents	3
Number responding to bid	3

BACKGROUND

The obtain approval to award the contract for the building automation replacement at Rouge River Community Centre. This includes the removal of all existing direct digital controls and pneumatic controls, including controllers, operators, control valves (not including radiators valves), wiring throughout the facility, thermostats and all other existing sensors, relays and devices that currently operate the mechanical systems in the building.

All work is expected to be completed by March 2021.

RECOMMENDATION

Recommended bidder	Viridian Automation Inc. (lowest priced bidder)	
Current budget available	\$86,130.00	070-6150-20156-005 BAS Replacement (Rouge River Community Centre)
Less cost of award	\$89,447.04 \$ 9,944.70 \$98,381.74	Cost of award (Incl. of HST) Contingency (10%) Total cost of award (Incl. of HST)
Budget remaining after this award	(\$12,251.74)	

The budget shortfall in the amount of \$12,251.74 will be funded from the Non-DC capital contingency account.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The replacement of devices, controllers, wiring and software as required to operate all existing rooftop units, exhaust fans, domestic hot water heater, make-up air unit, and boiler plant will result in an annual hydro savings of \$2,259 starting in 2021.

ENVIRONMENTAL CONSIDERATIONS

N/A

#8

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

To:	Andy Taylor, Chief Administrative Officer
Re:	188-R-20 Consulting Engineering Services for a Municipal Class Environmental Assessment Study for Denison Street Extension
Date:	November 23, 2020
Commission / Department	Development Services / Engineering

BID INFORMATION

Bid closed on	Oct. 30, 2020
Number picking up bid document	10
Number responding to bid	5

BACKGROUND

To obtain approval to award the contract to undertake a Municipal Class Environmental Assessment Study ('MCEA' or 'Study') to identify alternative design concepts and a preferred solution for the potential Denison Street Extension from east of Markham Road to Ninth Line (which will begin from the end of the existing terminus approximately 1.02km east of Markham Road).

The Study is to be conducted in accordance with the planning and design process as outlined in the Municipal Engineers Association Municipal Class Environmental Assessment (October 2000, as amended in 2007, 2011 and 2015). The Study will also implement the objectives and recommendations related to community structure and key policy directions, transportation, water, wastewater, natural environment, cultural heritage, and social and economic environments.

It is anticipated that the study will commence following contract award and be completed by February 2022.

RECOMMENDATION

Recommended bidder	Parsons Inc. (Highest ranked / lowest priced bidder)	
Current budget available	\$560,700.00	083-5350-20033-005 Denison Street Ext.
Less cost of award	\$406,816.13	Consulting Services (Incl. of HST)
	\$ 25,440.00	Allowances*
	\$432,256.13	Bid Price (Incl. of HST)
	\$ 43,225.61	Contingency @ 10%
	\$475,481.74	Cost of award (Incl. of HST)
	\$60,058.00	Engineering Fees
	\$535,539.74	Total Project Cost
Budget remaining after this award	\$ 25,160.26	**

* The allowance will cover the requirement for an additional topographic survey.

** During the project, the consultant will identify the environmental permits or approvals that will be needed to complete the detail design and proceed to construction based on consultation with granting authorities. The remaining budget will be used for these permits as budgeted for in this account.

188-R-20 Consulting Engineering Services for a Municipal Class Environmental Assessment Study for Denison Street Extension

Page 2 of 2**PROPOSAL EVALUATION**

The Evaluation Team was comprised of staff from the Engineering Department and facilitated by staff from the Procurement Division. The technical evaluation was based on pre-established evaluation criteria as outlined in the Request for Proposal: 10% qualifications and experience of the consulting firm, 15% qualifications and experience of the project manager and team, 45% demonstrated understanding of the project, project methodology, schedule and work plan, and 30% price, totaling 100%.

Bidder	Score
Parsons Inc.	90

* Bid prices ranged from \$432,256 to \$882,763 inclusive of HST and allowance.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

N/A

#9

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

To:	Andy Taylor, Chief Administrative Officer
Re:	271-S-20 Ontario One Call – Underground Infrastructure Locating Services
Date:	January 19, 2021
Commission / Department	Community & Fire Services / Waterworks

PURPOSE

To obtain approval to extend the contract with Ontario One Call for underground infrastructure locating services for a period of four (4) years (January 1, 2021 to December 31, 2024).

RECOMMENDATION

Recommended bidder	Ontario One Call (Non-Competitive Procurement)	
Current budget available	\$ 57,000.00	See Financial Considerations
Less cost of award	\$ 57,000.00	Jan 1 – Dec 31, 2021
	\$ 57,000.00	Jan 1 – Dec 31, 2022*
	\$ 57,000.00	Jan 1 – Dec 31, 2023*
	<u>\$ 57,000.00</u>	Jan 1 – Dec 31, 2024*
	\$171,000.00	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 0.00	

*Subject to Council approval of the 2022-2024 operating budgets.

Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11.2 (d) which states “Request for Tenders, Requests for Proposals and Requests for Quotations may not be required for goods and services provided by: Municipalities and special purpose bodies within the City when similar goods or services are not available from any other source;”

BACKGROUND

Infrastructure owners such as the City of Markham must register buried pipes, cables with Ontario One Call so that when someone contacts Ontario One Call for excavation purposes, the City would be notified, and have the ability to respond in order to provide clear markings and avoid any damage to the City’s underground infrastructure.

Ontario One Call is a not for profit corporation established to operate a call system which receives excavation requests for the location of underground infrastructure in Ontario. Ontario One Call has a defined obligation to adhere to the Ontario Underground Infrastructure Notification System Act 2012 and they provide the following benefits for owners and the public:

- Improved digging safety with less damage events
- Increased public safety
- Increased worker safety
- Increased awareness of digging activity in your jurisdiction

When residents or contractors contact Ontario One Call, the relevant City department(s) are notified to provide utility locate(s) within five (5) business days.

271-S-20 Ontario One Call – Underground Infrastructure Locating Services **Page 2 of 2**
BACKGROUND (Continued)

Ontario One Call is a member-funded organization and payment is determined by calculating the amount of revenue required to run the organization and then divided among the membership based on the proportion of overall notifications received in the previous calendar year. This amount is then divided into 12 equal monthly bills for each member. Ontario One call has informed members that there will be a 2% increase for 2021 (2020 - \$8.9M and \$9,078M in 2021). At the beginning of each year, members are given a \$500.00 credit on their account and this amount is reset at the start of each year.

FINANCIAL CONSIDERATIONS

Account Description	Account Number	Original Budget	Budget allocated to this project	Cost of Award	Budget Remaining after this Award
Waterworks – Ontario One Call	760-998-5452	\$ 25,500	\$ 25,500	\$ 25,500	-
Operations - Ontario One Call	720-720-5452	\$ 26,500	\$ 26,500	\$ 26,500	-
Traffic Operations – Ontario One Call	740-998-5452	\$ 5,000	\$ 5,000	\$ 5,000	-
Totals		\$ 57,000	\$ 57,000	\$ 57,000	-

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**

To:	Andy Taylor, Chief Administrative Officer
Re:	240-T-20 Supply and Delivery of Two Three Ton Flatbeds (19,500 GVW) Equipped with 10 Ft Dump Body and Plow
Date:	January 15, 2021
Commission / Department	Community & Fire Services / Operations

BID INFORMATION

Bid closed on	December 9, 2020
Number picking up bid document	10
Number responding to bid	5

BACKGROUND

To obtain approval to award the contract for the supply and delivery of two three-ton flatbeds (19,500 GWV) equipped with 10 ft. dump body and plow (2022 Ford F-550).

It is anticipated that the vehicles will be delivered by October 31, 2021.

The units being replaced (#3323 and 3324) will be sold upon delivery of the new units in accordance with Procurement 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).

RECOMMENDATION

Recommended bidder	Downtown Autogroup (lowest priced bidder)	
Current budget available	\$179,623.00	057-6150-20223-005 Corporate Fleet Replacement – Non-Fire
Less cost of award	\$183,639.09	Total cost of award (Incl. of HST)*
Budget remaining after this award	(\$ 4,016.09)	**

*Bids received in response to this Request for Tender exceeded the City's budget. Consequently, Procurement entered into negotiations with the low bidder (Downtown Autogroup) for revised pricing in order to reduce the budget shortfall. Staff were able to obtain a price reduction of \$407.04 per vehicle, which resulted in a savings of \$814.08 (\$184,453.17 - \$183,639.09).

**The budget shortfall of \$4,016.09 will be funded from the Non-DC Capital Contingency account.

OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget. The Life Cycle Reserve Study will be monitored and any adjustments deemed necessary will be made in the future based on staff awards.

ENVIRONMENTAL CONSIDERATIONS

N/A

#11

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	259-T-20 Supply and Delivery of Sheeting Material
Date:	January 7, 2021
Commission / Department	Community & Fire Services / Operations

BID INFORMATION

Bid closed on	December 17, 2020
Number picking up bid document	3
Number responding to bid	2

BACKGROUND

To obtain approval to award the contract for the supply and delivery of sheeting material used by the sign shop for a period of one (1) year from January 1 to December 31, 2021 with an option to renew for three (3) additional one year periods.

RECOMMENDATION

Recommended bidder	3M Canada Company (lowest priced bidder)	
Current budget available	\$ 59,023.00	700-505-4580 WRSD Traffic Signs/Supplies
Less cost of award	\$ 47,119.20	Year 1 – 2021 award (Incl. of HST)
	\$ 47,119.20	Year 2 – 2022 award (Incl. of HST)*
	\$ 47,119.20	Year 3 – 2023 award (Incl. of HST)*
	\$ 47,119.20	Year 4 – 2024 award (Incl. of HST)*
	\$188,476.80	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 11,903.80	**

*Subject to Council approvals of the 2022-2024 operating budgets.

**The remaining budget of \$11,903.80 will be retained in the account and monitored during 2021. The department recently reallocated existing budgets from other operating accounts, increasing the budget by \$11,023, from \$48,000 to \$59,023 based on increased signage requests received during 2020. These requests are often ad-hoc and are determined by the business requirements of other internal departments. Finance will review the expenditure in Q4 2021 and recommend and action any operating budget impacts at that time.

The renewal terms (2022-2024) are subject to annual price increases based on the Consumer Price Index for All Items Ontario for the twelve (12) month period ending October 31 in the applicable year and shall not exceed 2%. Compared to the 2018-2020 firm contract pricing, this contract represents a decrease of 14.35%.

OPERATING BUDGET AND LIFE CYCLE IMPACT

Staff will re-assess the impact to the operating budget during the 2022 Budget process. There is no impact to the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

N/A

#12

**STAFF AWARD REPORT**

To:	Morgan Jones, Director, Operations
Re:	260-Q-20 Supply and Delivery of Plastics
Date:	December 24, 2020
Commission / Department	Community & Fire Services / Operations

BID INFORMATION

Bid closed on	December 18, 2020
Number picking up bid document	7
Number responding to bid	4

BACKGROUND

To obtain approval to award the contract for the supply and delivery of plastics for a period of one (1) year from January 1 to December 31, 2021 with an option to renew for three (3) additional one year periods.

RECOMMENDATION

Recommended bidder	Certa Opportune Inc. (lowest priced bidder)	
Current budget available	\$12,854.00	700-505-4580 WRSD Traffic Signs/Supplies
Less cost of award	\$12,816.90	Year 1 – 2021 award (Incl. of HST)*
	\$12,816.90	Year 2 – 2022 award (Incl. of HST)**
	\$12,816.90	Year 3 – 2023 award (Incl. of HST)**
	<u>\$12,816.90</u>	Year 4 – 2024 award (Incl. of HST)**
	\$51,267.60	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 37.10	***

*Bids received in response to this Request for Quotation exceeded the City's budget. Consequently, Procurement Staff entered into negotiations with the low bidder (Certa Opportune Inc.) to reduce unit prices in order to meet the City's approved budget. Staff were able to negotiate unit price reductions by 1%, which resulted in savings of \$129.47 (\$12,946.37 - \$12,816.90).

**Subject to Council approvals of the 2022-2024 operating budgets.

***The remaining budget of \$37.10 will be utilized for other traffic sign and supply requirements as budgeted within this GL account code in the Roads operating budget.

The renewal terms (2022-2024) are subject to annual price increases based on the Consumer Price Index for All Items Ontario for the twelve (12) month period ending October 31 in the applicable year and shall not exceed 2%.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

N/A