



Report to: General

Meeting Date: March 22, 2021

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<b>SUBJECT:</b>	Staff Awarded Contracts for the Month of February 2021
<b>PREPARED BY:</b>	Alex Moore, Ext. 4711

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**RECOMMENDATION:**

1. THAT the report entitled “Staff Awarded Contracts for the Month of February 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 February 2021.

**BACKGROUND:**

The Procurement By-law delegates authority to staff to award contracts if the contract award meets specific criteria. The following chart outlines the contract award approval authority:

Dollar threshold	Within Criteria*	Outside Criteria*
\$50,000 or greater, but less than \$100,000	Director	Commissioner
\$100,000 or greater, but less than \$350,000	Commissioner	CAO
\$350,000 or greater	CAO	Council

\* If one (1) of the below noted criteria is not met then the contract award is identified as outside criteria and the approval authority.

- The Contract Award is to the lowest priced or highest ranked (as applicable), compliant Bidder
- The expenses relating to the goods/ services being procured are included in the budget (Operating/Capital).
- The Contract Award is within the approved budget.
- The term of the Contract is for a maximum of four (4) years.
- There is no litigation between the Successful Bidder and the City at the time of Contract Award.
- There is no disqualified Bidder (which disqualified Bidder is also the lowest priced or highest ranked Bidder (as applicable) pursuant to the Quotation process) at the time of Contract Award.

<b>Number</b>	<b>BMFT Objective</b>	<b>Description</b>	<b>Award Details</b>	<b>Commission</b>
1	Engaged, Diverse and Thriving City	121-T-20 Construction of Two Seasonal Tennis Bubbles at Reesor Park	Lowest Priced Bidder	CS

<b>Number</b>	<b>BMFT Objective</b>	<b>Description</b>	<b>Award Details</b>	<b>Commission</b>
2	Safe & Sustainable Community	264-Q-20 Residential and Commercial Grass Cutting & Maintenance Services	Lowest Priced Bidder	CS
3	Safe & Sustainable Community	265-Q-20 Traffic Data Collection and Data Submission	Lowest Priced Bidder	DS
4	Safe & Sustainable Community	026-T-21 Tennis Court Fence Replacement	Lowest Priced Bidder	C&FS
5	Safe & Sustainable Community	053-Q-21 Supply and Delivery of Interspiro Self-Contained Breathing Apparatus Cylinders	Lowest Priced Bidder	C&FS

<b>Number</b>	<b>BMFT Objective</b>	<b>Description</b>	<b>Award Details</b>	<b>Commission</b>
6	Stewardship of Money and Resources	169-Q-19 Consulting Services, Left Turn Lane (LTL) on Ninth Line	Lowest Priced Bidder	CS

**RECOMMENDED BY:**

Joel Lustig  
Treasurer

Trinela Cane  
Commissioner, Corporate Services

To:	Andy Taylor, Chief Administrative Officer
Re:	121-T-20 Construction of Two Seasonal Tennis Bubbles at Reesor Park
Date:	February 3, 2021
Commission / Department	Corporate Services / Sustainability & Asset Management

**BID INFORMATION**

Bids closed on	October 9, 2020
Number picking up bid documents	5
Number responding to bid	5

**BACKGROUND**

To obtain approval to award the contract for the construction of two seasonal tennis bubbles at Reesor Park.

The cost of this project will be shared with the Tenant. The award under this report is only for the City's portion of work. The project is anticipated to start in early Spring 2021 and be completed by September 2021.

**RECOMMENDATION**

Recommended bidder	Rutherford Contracting Ltd. (lowest priced bidder)	
Budget available	\$260,000.00	070-6150-20291-005 Seasonal Tennis Bubble East West Pathway construction and utilities
	\$137,534.00	070-6150-20296-005 Seasonal Tennis Bubble Fire access route
	\$ 41,300.00	070-6150-20298-005 Seasonal Tennis Bubble Tree removal, stumping and replanting
	<u>\$111,936.00</u>	070-6150-20306-005 Seasonal Tennis Bubble Court Lighting
	\$550,770.00	Total budget available
Less cost of award	\$489,295.80	Cost of award*
	<u>\$ 48,929.58</u>	Contingency @ 10%
	\$538,225.38	Total cost of award (Inclusive of HST)
Budget remaining after this award	\$ 12,544.62	**

\*The cost of award includes cash allowances for a precast modular bunker (\$10,176.00) and material testing (\$15,264.00).

\*\*The remaining budget will be used for other elements of the project (if required).

**FINANCIAL CONSIDERATIONS**

<b>Account Name</b>	<b>Account #</b>	<b>Budget Amount Allocated for this Purchase</b>	<b>Cost of the Award</b>	<b>Contingency</b>	<b>Budget Remaining/ (Shortfall)</b>
Seasonal Tennis Bubble - East and West Pathway Construction and Utilities	070-6150-20291-005	\$ 260,000.00	\$ 291,711.65	\$ 29,171.16	\$ (60,882.81)
Seasonal Tennis Bubble - Fire Access Route	070-6150-20296-005	\$ 137,534.00	\$ 69,383.54	\$ 6,938.35	\$ 61,212.10
Seasonal Tennis Bubble - Tree Removal, Stumping and Replanting	070-6150-20298-005	\$ 41,300.00	\$ 26,440.61	\$ 2,644.06	\$ 12,215.33
Seasonal Tennis Bubble - Lighting Upgrade (South Court)	070-6150-20306-005	\$ 111,936.00	\$ 101,760.00	\$ 10,176.00	\$ 0.00
<b>Totals:</b>		<b>\$ 550,770.00</b>	<b>\$ 489,295.80</b>	<b>\$ 48,929.58</b>	<b>\$ 12,544.62</b>

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The estimated operating impact is \$4,026 per year mainly for the maintenance of the new pathways to be incurred by Operations - Park. The Life Cycle Reserve Study will be updated to reflect the new components and their respective useful lives based on the cost of this award 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.

**STAFF AWARD REPORT**

To:	Kimberley Kitteringham, Director, Legislative Services & Communications
Re:	264-Q-20 Residential and Commercial Grass Cutting & Maintenance Services
Date:	February 5, 2021
Commission/Department:	Corporate Services / By-Law Enforcement and Licensing

**BID INFORMATION**

Bids closed on	January 28, 2021
Number picking up bid documents	26
Number responding to bid	21

**BACKGROUND**

Residential grass cutting and maintenance services are required on City-wide private property (residential, commercial/industrial, and vacant lots) on an on-call hourly basis from April 1 to December 31 of each year. The frequency of the grass cutting requests is based on the number of violation calls received from the residents. The approximate annual on-call hours is 300 hours for residential, vacant, and commercial lots combined.

**RECOMMENDATION**

Recommended bidder	Corner Point Home Services (lowest priced bidder)	
Current budget available	\$ 13,432.32	310-323-4294 – Grass Cutting
Less cost of award	\$ 13,432.32	April 1, 2021 – December 31, 2021
	\$ 13,432.32	April 1, 2022 – December 31, 2022
	\$ 13,432.32	April 1, 2023 – December 31, 2023
	\$ 13,432.32	April 1, 2024 – December 31, 2024
	\$ 13,432.32	April 1, 2025 – December 31, 2025
	\$ 64,161.60	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 0.00	

The term of the contract is for two (2) seasons, commencing April 1, 2021 with an option to extend for an additional three (3) seasons at the same itemized pricing subject to Council's approval of the 2022-2025 operating budgets.

Program is cost recovery, all charges are billed back to property owners.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#3

**STAFF AWARD REPORT**

To:	Brian Lee, Director, Engineering
Re:	265-Q-20 Traffic Data Collection and Data Submission
Date:	February 2, 2021
Commission / Department:	Development Services / Engineering

**BID INFORMATION**

Bid closed on	January 29, 2021
Number picking up bid document	5
Number responding to bid	4

**BACKGROUND**

The annual traffic data collection program ensures that the City has the most current traffic data for City roads. Data collected consists of vehicular, pedestrian and cyclist traffic. This data is used for traffic analysis, informing transportation planning and capital projects and ensuring the City is meeting legislative requirements as set out in the Municipal Minimum Maintenance Standards Act.

**RECOMMENDATION**

Recommended Bidder	Ontario Traffic Inc (lowest priced bidder)	
Current Budget Available	\$25,763.00	740-998-5399 TODEP Other Contracted Service
Less cost of award	\$13,813.92	2021 Cost of Award (Incl. of HST)
	\$13,813.92	2022 Cost of Award (Incl. of HST)
	\$13,813.92	2023 Cost of Award (Incl. of HST)
	\$13,813.92	2024 Cost of Award (Incl. of HST)
	\$13,813.92	2025 Cost of Award (Incl. of HST)
	\$69,069.60	Total
Budget Remaining after this award	\$11,949.08	*

\* The remaining budget in the amount of \$11,949.08 will be reported as part of the 2021-year end results. The 2022 operating budget will be adjusted accordingly as part of the 2022 budget process, subject to Council approval.

The term of the contract is two (2) years, with an option to renew for three (3) additional years. The optional years 2023-2025 are subject to Council approval of the operating budget and a price escalation based on the Consumer Price Index (CPI). As compared to the current price, this contract represents a decrease of 43%. The reduction is attributed to a reduced scope of work and technological advancements that have reduced manpower/vehicle requirements.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

N/A

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#4

**STAFF AWARD REPORT**

To:	Morgan Jones, Director, Operations
Re:	026-T-21 Tennis Court Fence Replacement
Date:	February 19, 2021
Commission / Department:	Community & Fire Services / Operations

**BID INFORMATION**

Bid closed on	February 8, 2021
Number picking up bid document	15
Number responding to bid	10

**BACKGROUND**

To obtain approval to award the contract for tennis court fence replacement at the following locations:

1. Pomona Tennis Club, Pomona Mills Park;
2. Highgate Tennis Club, Highgate Park; and
3. Bayview Glen Park.

It is anticipated that construction will commence on March 1, 2021 and be completed by May 1, 2021.

**RECOMMENDATION**

Recommended bidder	Anthony Furlano Construction Inc. (lowest priced bidder)	
Current budget available	\$135,800.00	059-6150-21125-005 Fence (Tennis Courts)
Less cost of award	\$ 78,355.20	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 57,444.80	*

\*The remaining budget of \$57,444.80 will be returned to the original funding source. Following a condition assessment with several contractors, the fence posts and associated footings are in good condition at the Pomona and Highgate Tennis Clubs and removing them would result in unnecessary cost. The galvanized posts and footings will not be replaced, but rather the posts will be sleeved over with new galvanized posts with new galvanized mesh installed. Footings will need to be replaced in the next cycle at the full cost in life cycle. For the Bayview Glen location, new posts and footings are only required to be installed on one side of the court due to the severe lean of the posts. The remaining posts will be sleeved with galvanized posts and new mesh installed. These footings will need to be replaced in the next cycle at the full cost in life cycle.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

Existing fencing will be removed and recycled in keeping with best practices.

#5

**STAFF AWARD REPORT**

To:	Adam Grant, Fire Chief, Fire Services
Re:	053-Q-21 Supply and Delivery of Interspiro Self-Contained Breathing Apparatus Cylinders
Date:	February 10, 2021
Commission / Department:	Community & Fire Services / Fire & Emergency Services

**BID INFORMATION**

Bid closed on	February 9, 2021
Number picking up bid document	2*
Number responding to bid	2

\*There are only two authorized distributors for Interspiro Fire Services Products in the province of Ontario.

Canadian Safety Equipment Inc. was granted distribution rights in 2020. Prior to 2020, ResQtech Systems, Inc. was the only distributor of Interspiro Fire Services Products in Ontario.

**BACKGROUND**

To obtain approval to award the contract for the supply and delivery of forty-seven (47) Interspiro Self-contained breathing apparatus (SCBA) 45+ cylinders.

It is anticipated that the goods will be delivered by April 15, 2021.

**RECOMMENDATION**

Recommended bidder	Canadian Safety Equipment Inc. (lowest priced bidder)	
Current budget available	\$101,700.00	067-6150-21064-005 Air Cylinders 45+Minute
Less cost of award	\$ 70,114.68	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 31,585.32	*

\*The remaining budget of \$31,585.32 will be returned to the original funding source.

Compared to the 2020 contract pricing, this contract represents a decrease of 31.81%.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

N/A



#6

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

To:	Andy Taylor, Chief Administrative Officer
Award:	169-Q-19 Consulting Services, Left Turn Lane (LTL) on Ninth Line
Date:	February 01, 2021
Commission / Department:	Corporate Services / Sustainability & Asset Management

**PURPOSE**

To award the contract for architect, civil, electrical and engineering consulting services including contract administration for the new Left Turn Lane (LTL) on Ninth Line for the south entrance to the new East Markham Works Yard at 10192 Ninth Line.

**RECOMMENDATION**

Recommended bidder	Counterpoint Engineering (non-competitive procurement)	
Current budget available	\$110,000.00	056-5350-19288-005 – Markham Works Yard
Less cost of award	\$ 46,015.87	Design
	\$ 36,226.56	Contract Administration
	\$ 4,945.54	Locates
	\$ 20,606.40	Provisional – Construction by Separate GC (not Orin)
	\$107,794.37	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 2,205.63	*

\*The remaining budget in the amount of \$2,205.63 will be used for permits for the LTL as well as the potential for additional consultant fees.

It is anticipated that construction will be completed by October 2021.

**Staff recommends:**

That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 7 Non-Competitive Procurement, item 1 (c) “when the extension of the existing contract would prove more cost-effective” and this contract be awarded to Counterpoint Engineering, which is currently providing similar services for the East Markham Works Yard.

**BACKGROUND**

In 2019, LEA Consulting Group were retained by the City to conduct a traffic impact assessment of Ninth Line and the site plan for internal vehicle circulation as part of the design and permit applications for the new works yard at 10192 Ninth Line. In the LEA report that was submitted to both the City and the Region, LEA recommended that a Left Turn Lane (LTL) be installed at the south entrance of the site, which is the closest entrance of the site to the intersection of Major Mackenzie Drive and 9th Line. After reviewing the LEA report, the Region of York required the City to install one (1) northbound Left Turn Lane on 9th Line at the south entrance to reduce the potential for road crew vehicles to back up traffic during a weather event. The Region has afforded the City one (1) year to install the LTL, requiring it to be completed prior to the winter of 2021.

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**169-Q-19 Contract Extension, Consulting Services New Works Yard**

**Page 2 of 2**

**BACKGROUND (Continued)**

As per Contract 169-R-19, Counterpoint Engineering (“Counterpoint”) and their sub-consulting team (+VG Architects, LEA Consulting Group, and Snow Larc Landscaping), currently provide consulting services for the design and contract administration for the New East Markham Works Yard (“EMWY”). With internal expertise and existing knowledge of the work site, there are efficiencies to extend the contract to include the new Left Turn Lane (LTL), as required by the Region of York on Ninth Line for the south entrance to the new Markham Works Yard at 10192 Ninth Line. The incumbent’s familiarity with the Region’s existing design standards, requirements and existing challenges, provide for synergies which will expedite the design for the Region’s approval.

**Cost Competitiveness:**

**Design and contract administration:** The design and contract administration costs proposed by Counterpoint (\$82,242.43 inclusive of HST impact) are comparable with similar consulting services for a road widening/ left turn lane. Procurement staff have reviewed the daily and weekly rates proposed by Counterpoint and found them to be aligned with other similar engineering projects.

**Locates:** \$4,945.54 inclusive of HST impact, represent disbursement allowance for locates.

**Provisional Fee:** \$20,606.40 inclusive of HST impact. In the event that staff are not successful in negotiating a competitive price from the current General Contractor on site, the City will be required to tender this work publicly. If this occurs, the City will require Counterpoint to provide additional services, which will be paid from the provisional fee allowance. The City’s preferred method is to have the current General Contractor on site to provide this additional work, thus eliminating this additional fee.

Over the course of the discussion with the consultants for the design and contract administration for this project, Procurement staff negotiated a cost reduction of \$17,309.12 inclusive of HST impact.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The staff award pertains to consulting services only. There is no incremental impact to the operating budget and Life Cycle Reserve Study.

**ENVIRONMENTAL CONSIDERATIONS**

Environmental protection in the contract documents in order to meet or exceed regulatory  
Environmental procedures