



Report to: General Committee

Meeting Date: April 26, 2021

**SUBJECT:** Staff Awarded Contracts for the Month of March 2021  
**PREPARED BY:** Alex Moore, Ext. 4711

**RECOMMENDATION:**

1. THAT the report entitled “Staff Awarded Contracts for the Month of March 2021” be received; and
  
1. 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 March 2021

**BACKGROUND:**

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

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

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

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

<b>Number</b>	<b>BMFT Objective</b>	<b>Description</b>	<b>Award Details</b>	<b>Commission</b>
1	Engaged, Diverse and Thriving City	038-Q-21 - Landscape Architectural Services, Yonge and Grandview Park	Lowest Priced Bidder	DS
2	Engaged, Diverse and Thriving City	076-S Leading Community Platform Software Solution - 2021 Contract Extension	Non-Competitive Bidder	DS

<b>Number</b>	<b>BMFT Objective</b>	<b>Description</b>	<b>Award Details</b>	<b>Commission</b>
3	Safe & Sustainable Community	079-T-20 Play Equipment Replacement & Site Work at Various Parks	Lowest Priced Bidder	C&FS
4	Safe & Sustainable Community	007-T-21 Copper Creek Drive Road Reconfiguration	Lowest Priced Bidder	DS
5	Safe & Sustainable Community	011-Q-21 Drilling, Installation, Repair and Decommissioning of Monitoring Wells and Gas Probes	Lowest Priced Bidder	C&FS
6	Safe & Sustainable Community	019-T-21 Supply and Delivery of Top Dressing	Lowest Priced Bidder	C&FS
7	Safe & Sustainable Community	044-T-21 Artificial Turf Maintenance	Lowest Priced Bidder	C&FS
8	Safe & Sustainable Community	048-T-21 Supply and Delivery of Fertilizer	Lowest Priced Bidder	C&FS
9	Safe & Sustainable Community	055-T-21 Horticulture Boulevard Maintenance	Lowest Priced Bidder	C&FS
10	Safe & Sustainable Community	064-Q-21 Supply and Delivery of Six 60" Zero-Turn Mowers	Lowest Priced Bidder	C&FS
11	Safe & Sustainable Community	198-T-14, Napkin Disposal, Sanitizing & Air Freshening Service – Contract Extension	Non-Competitive Bidder	CS

<b>Number</b>	<b>BMFT Objective</b>	<b>Description</b>	<b>Award Details</b>	<b>Commission</b>
12	Stewardship of Money & Resources	269-Q-20 Printing and Distribution of Councillors Ward Newsletters	Lowest Priced Bidder	CS
13	Stewardship of Money & Resources	018-T-21 Supply and Delivery of One (1) Three Ton Flatbed Complete with Dump & Crane/winch	Lowest Priced Bidder	C&FS
14	Stewardship of Money & Resources	056-S-21 Development Charges Background Study and Community Benefits Charges Strategy and By-law	Non-Competitive Bidder	CS

**RECOMMENDED BY:**

Joel Lustig  
Treasurer

Trinela Cane  
Commissioner, Corporate Services

#1

**STAFF AWARD REPORT**

To:	Biju Karumanchery, Director, Planning & Urban Design
Award:	038-Q-21 - Landscape Architectural Services, Yonge and Grandview Park
Date:	March 24, 2021
Commission / Department:	Development Services / Planning & Urban Design

**BID INFORMATION**

Bid closed on	March 22, 2021
Number picking up bid document	5
Number responding to bid	4

**BACKGROUND**

Yonge and Grandview Park is located at South East Corner of Yonge Street and Grandview Avenue in Markham. The park is partially located above an underground garage that belongs to Vanguard Condominiums (7089 Yonge Street) and surrounded by glass windscreens on the north, west and south sides. The design of the park shall incorporate findings and recommendations of the Wind Study Report.

Landscape architectural services shall include typical full scope of services, with substantial performance of constructed works anticipated in spring 2022.

**RECOMMENDATION**

Recommended bidder	RK & Associates Consulting Inc. (lowest priced bidder)	
Current budget available	\$54,816.00	081-5350-21023-005 - Yonge & Grandview - Design & Construction
Less cost of award	\$47,521.92	Design
	<u>\$ 2,750.00</u>	Contingency
	\$50,271.92	Total (Inclusive of HST)
	<u>\$ 4,524.47</u>	Internal Management Fee @ 9%
	\$54,796.39	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 19.61	*

\*The remaining budget of \$19.61 will be returned to the original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The operating and life cycle impacts will be determined at time of construction award.

**ENVIRONMENTAL CONSIDERATIONS**

Environmental protection in the contract documents in order to meet or exceed regulatory environmental procedures during construction.

#2

**STAFF AWARD REPORT****Page 1 of 3**

To:	Andy Taylor, Chief Administrative Officer
Re:	076-S-21 Leading Community Platform Software Solution - Contract Extension
Date:	March 16, 2021
Commission / Departments:	Corporate Services / ITS and Corporate Communications & Community Engagement

**PURPOSE**

To obtain approval to extend the contract for the supply and implementation of a Leading Community Platform Software Solution for three years at the same 2020 itemized pricing.

**RECOMMENDATION**

Recommended bidder	Bang the Table Canada Ltd (non-competitive procurement)	
Current budget available	\$ 30,273.60	400-400-5361- ITS Computer Software
Less cost of award	\$ 30,273.60	Year 1 – April 2021 to March 2022*
	\$ 30,273.60	Year 2 – April 2022 to March 2023*
	\$ 30,273.60	Year 3 – April 2023 to March 2024*
	\$ 90,820.80	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 0.00	

\* Subject to Council approval of the 2022 - 2024 Operating Budget

Total Year 1 cost of the award includes:

- Annual subscription to Bang the Table Canada Ltd (Bang the Table) Online Community Engagement Software and Services. This includes EngagementHQ Annual License, unlimited engagement projects and 1 protected project, access to all Feedback Tools, Participant Relationship Management, Analytics and Reporting, 2-sites administrators, online training refreshers and updates, access to online webinars and articles, 24/5 helpdesk support and online chat, ongoing account management and strategy reviews, Engagement Manager and/or Practice Lead available by email and phone to provide support and strategic reviews.

Note: The annual subscription fees starting Year 1 will be charged to ITS Computer Software account #400-400-5361.

**BACKGROUND**

The City of Markham actively seeks feedback from residents in a variety of ways, including in-person consultations with Council and staff, open houses, resident advisory committees and through online surveys.

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**076-S-21 Leading Community Platform Software Solution - Contract Extension** **Page 2 of 3****BACKGROUND (Continued)**

In 2018, as part of the Markham Digital strategy initiative to ‘Promote collaboration using digital tools’, the City began to look at various civic engagement tools for engaging the citizens of Markham. A civic engagement platform allows citizens to share their ideas and opinions about local issues and projects, and allows the City to gain valuable insight into the public’s understanding of issues and projects. These platforms allows staff to retain control of the discussion and keep it from spiraling off into unproductive threads through forum monitoring, real-time analytics and reporting tools.

Determined to build a meaningful and sustainable community engagement program as part of the Digital Markham Strategy to engage and serve the community, and seeking a shared vision with our community and stakeholders, staff reviewed and trialed various public engagement platforms, including PlaceSpeak, Bang the Table, and others. Following this evaluation period, the City then embarked on a one year pilot program with *Bang the Table*.

In late 2018, the City launched its first ‘pilot project’ on the newly named Your Voice Markham platform. In March 2019, the City officially introduced Your Voice Markham as the City’s new online engagement platform. Since then, Your Voice Markham has:

- Launched **27 public YVM projects** for several departments, including Fire & Emergency Services, City Events, Public Realm, Engineering, Planning & Urban Design, Policy & Research, Flato Markham Theatre, Varley Art Gallery, Markham Museum and more (advertised on City pages, through social media, media outreach and digital advertising);
- Reached **3,032** registrant accounts (users who create an account to receive ongoing information on new projects);
- Received more than **70,000** site visits;
- Achieved above-average engagement rates, including 30+% engagement rate for the BMFT: 2020-2023 Strategic Plan public consultation;
- Prioritized **15 new projects** and consultations set to come online in 2021.

## Additional observations:

- Significant growth in activity began in May 2020 and can be attributed to two factors:
  - since the arrival of the pandemic, people are generally spending more time on digital devices (desktops, tablets, mobile devices);
  - Community engagement momentum is building as more departments begin to use the platform and the community becomes familiar with it.
- June 2020 had the highest community engagement of any single month since YVM launched: 27,600 page views, 8,700 unique visitors
- Year-over-year comparison:
  - From May 1, 2019 to April 30, 2020: 14.7K page views
  - May 1, 2020 to March 10, 2021 (March 10, 2021): 42.6K page views

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**076-S-21 Leading Community Platform Software Solution - Contract Extension Page 3 of 3****OPTIONS/DISCUSSIONS**

Staff is recommending extending the contract for the following reasons:

- Market Place & Industry Leader - Bang the Table's fundamental focus is on the Online Community Engagement industry and their experience working with the public sector (at the federal, provincial and municipal levels) to deliver solutions similar to the one the City is seeking, uniquely positions Bang the Table to support the City of Markham in providing a leading community platform software solution engagement initiatives.
- Accessibility - Bang the Table's Online Community Engagement software solution is compliant with version 2.0 of the Web Content Accessibility Guidelines (WCAG 2.0) to Level AA Standards. An independent third party carries out a comprehensive Accessibility audit for the software once a quarter. Results of the latest audit are available upon request.
- Organizational Reliability - Bang the Table is a North American wide company allowing for reliable (99.9% uptime) and accessible online help 24/5. Bang the Table utilizes a state-of-the-art hosting facility for our primary web-based service. This facility is secured and redundant, which provides reliable service to its users.
- Synergies / Consistency - Staff have been using the software exclusively for 2.5 years and have become proficient in its use. It has also been widely accepted in departments across the City as a valuable engagement tool. Transition to another software would require a significant amount of time, not only to transfer data, but to train staff on its function and use. Also, there is the further possibility that such a solution could be leveraged by additional/future online community engagement processes or other City departments.
- Support - Customer service with Bang the Table is exemplary, compared to very poor support with previously used PlaceSpeak.
- Value for money - Staff undertook an analysis of the prices provided to ascertain competitiveness; Bang the Table annual subscription rates (\$30,273 inclusive of tax) are competitive, as the City has found that annual subscription fees are typically within the range of \$25,000 to \$35,000 inclusive of tax, per unit. Vendor tools, support and functionality included in subscriptions vary widely and some additional features require monthly 'package upgrades.' The City has all the functionality and support it requires within Bang the Tables' annual subscription rate. Further, from the very limited niche of vendors, Bang the Table is the only provider of peer networking within the GTA and specialize with the frameworks designed for specific public sector needs.

Also, Staff negotiated with the incumbent, maintaining a fixed annual subscription fee of \$30,273 inclusive of tax, discounted as part of a three-year package. This will allow for consistent and projected budgeting into 2024.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The award maintains cost at 2020 level and negates annual increases until March 2024. There is no incremental impact to the operating budget and the Lifecycle Replacement and Capital Reserve Fund.

**ENVIRONMENTAL CONSIDERATIONS:**

Your Voice Markham is 100% digital, thereby eliminating the need to use traditional paper surveys and distribution.

**#3**



**STAFF AWARD REPORT**

**Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	079-T-20 Play Equipment Replacement & Site Work at Various Parks
Date:	February 26, 2021
Commission / Department:	Community & Fire Services / Operations

**BID INFORMATION**

Bid closed on	March 26, 2020*
Number picking up bid document	18
Number responding to bid	16

\*Due to the COVID-19 pandemic, the City only awarded two (2) (James Edward South and Bayview Glen Park) of the fourteen (14) tendered parks in 2020, with the remaining twelve (12) parks to be awarded in 2021 at the City’s sole discretion. The work completed in 2020 has been satisfactorily completed by the vendor.

**BACKGROUND**

Under this report, Staff are requesting approval to award the contract for play equipment replacement & site work of the remaining twelve (12) parks. The locations are as follows:

1. Royal Orchard Park	2. Reesor Park	3. Bishops Cross Park
4. Carlton Park	5. Cedar Grove Park	6. German Settlers Park
7. Monarch Park	8. John Canning Park	9. Milton Fierheller Park
10. Victoria Square North Park	11. Railside Park	12. Rayneswood Park

The Work will consist of the following:

- Temporary fences;
- Removal & stockpiling of existing sand and EWF (engineered wood fibre) safety surface;
- Removal & disposal of existing play equipment;
- Coordination for supply and install of new play equipment;
- Place back of stockpiled sand and EWF safety surface;
- Site restoration; and
- Coordination of CSA inspections.

All efforts are made to ensure that a like-for-like replacement strategy is implemented with specific attention given to replacing the same number of play elements as the equipment that is being removed.

As the play equipment manufacture and delivery can range between 8 to 12 weeks, staff approval for the work for the remaining twelve (12) parks is being requested now for completion by September 15, 2021.

**079-T-20 Play Equipment Replacement and Site Work at Various Parks Page 2 of 2****RECOMMENDATION**

Recommended bidder	J. Hoover Ltd. (lowest priced bidder)	
Current budget available	\$613,176.75	059-6150-20210-005 Playstructure Replacement
Less cost of award	\$552,081.26	Cost of award (inclusive of HST)
	<u>\$ 33,124.88</u>	Contingency (6%)
	\$585,206.14	Total cost of award (inclusive of contingency and HST)
Budget remaining after this award	\$ 27,970.61	

The remaining budget of \$27,970.61 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 accordingly.

**ENVIRONMENTAL CONSIDERATIONS**

All trees and plants to be protected during the work, with the installation of protective fencing to protect existing trees and shrubs.

#4

**STAFF AWARD REPORT**

To:	Arvin Prasad, Commissioner, Development Services
Re:	007-T-21 Copper Creek Drive Road Reconfiguration
Date:	March 9, 2021
Commission / Department:	Development Services / Engineering

**BID INFORMATION**

Bid closed on	February 23, 2021
Number picking up bid document	8
Number responding to bid	3

**BACKGROUND**

Copper Creek Drive is a 4-lane collector road with bicycle lanes and a 50 km/h speed limit. Local residents have expressed concerns about vehicular speeding and pedestrian safety along this corridor. The scope of work under this project is to convert the existing 4-lane cross section to a 3-lane cross section (one through lane per direction with a centre turning lane), including protected bicycle lanes. The modifications will be implemented through the conversion of the existing pavement markings. In addition, a pedestrian crossover is to be implemented on Copper Creek, between 9th line and Stonechurch Crescent, consisting of overhead signs, pedestrian actuated flashing beacons and a “zebra” striped crosswalk. It is anticipated that work will commence in April and be completed by May 2021.

**RECOMMENDATION**

Recommended Bidder	Guild Electric Limited (lowest priced bidder)	
Current Budget Available	\$156,200.00	083-5350-21024-005 Copper Creek Drive
Less cost of award	\$122,363.86	Cost of Award (Incl. of HST)
	\$ 12,236.39	Contingency
	\$134,600.24	Cost of Award (Incl. of HST)
	\$ 19,152.03	Internal Fees
	\$153,752.27	Total Project Cost
Budget Remaining after this award	\$ 2,447.73	*

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

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental operating budget impact. The Life Cycle Reserve Study will be adjusted accordingly to include new traffic signal assets as they relate to the pedestrian crossover being constructed.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#5

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

To:	Morgan Jones, Director, Operations
Re:	011-Q-21 Drilling, Installation, Repair and Decommissioning of Monitoring Wells and Gas Probes
Date:	March 1, 2021
Commission / Department:	Community & Fire Services / Operations

**BID INFORMATION**

Bid closed on	February 2, 2021
Number picking up bid document	3
Number responding to bid	3

**BACKGROUND**

To obtain approval to award the contract for the drilling, installation, repair and decommissioning of monitoring wells and gas probes.

The scope of work includes the following:

- Installation of four (4) new monitoring wells at Bayview Golf & Country Club (BGCC);
- Installation of two (2) soil vapour probes at BGCC;
- Installation of one (1) new monitoring well and one (1) new gas probe at closed Sabiston Landfill;
- Decommissioning of one (1) monitoring well and one (1) gas probe
- Repairing three (3) landfill gas probes.

It is anticipated that work will commence upon contract award and be completed by April 15, 2021.

**RECOMMENDATION**

Recommended bidder	Orbit Garant Drilling Services Inc. (lowest priced bidder)	
Current budget available	\$100,000.00	See Financial Considerations
Less cost of award	\$ 73,893.02	Award
	<u>\$ 5,902.08</u>	Provisional Allowance*
	\$ 79,795.10	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 20,204.90	**

\*The provisional allowance is to be utilized if disposal of the soil contains hazardous materials.

\*\*Of the remaining total budget of \$20,204.90, \$14,580.90 will be returned to the original funding source in project #18256. The remaining \$5,624.00 will be retained within project #20227 for any ad-hoc repairs which may arise up until the end of this year

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**011-Q-21: Drilling, Installation, Repair and Decommissioning of Monitoring Wells and Gas Probes** **Page 2 of 2**

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**FINANCIAL CONSIDERATIONS**

Account Name	Account #	Budget Allocated for this Purchase	Cost of Award	Budget Remaining/ (Shortfall)
German Mills Meadow - Equipment Maintenance	051-5350-18256-005	\$ 94,376.00	\$ 79,795.10	\$ 14,580.90
German Mills Meadow - Equipment Maintenance	700-101-5399-20227	\$ 5,624.00	-	\$ 5,624.00
<b>Totals:</b>		<b>\$ 100,000.00</b>	<b>\$ 79,795.10</b>	<b>\$ 20,204.90</b>

Of the remaining total budget of \$20,204.90, \$14,580.90 will be returned to the original funding source in project #18256. The remaining \$5,624.00 will be retained within project #20227 for any ad-hoc repairs which may arise up until the end of this year.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

There will be no environmental impact. The construction in landfill is planned to be completed before the banned construction time. All the work will be completed as per the applicable regulations and is in line with Ministry of Environment requirements.

#6

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

To:	Andy Taylor, Chief Administrative Officer
Re:	019-T-21 Supply and Delivery of Top Dressing
Date:	March 3, 2021
Commission / Department:	Community & Fire Services / Operations

**BID INFORMATION**

Bid closed on	February 15, 2021
Number picking up bid document	6
Number responding to bid	4

**BACKGROUND**

To obtain approval to award the contract for the supply and delivery of top dressing for one (1) term from April 1 to November 30, 2021 with an option to renew for three (3) additional terms from April 1 to November 30 of the applicable renewal year.

**RECOMMENDATION**

Recommended bidder	Rice Aggregates Limited (lowest priced bidder)	
Current budget available	\$166,607.00	See Financial Considerations
Less cost of award	\$150,060.38	Year 1 – 2021 award (Incl. of HST)
	\$150,060.38	Year 2 – 2022 award (Incl. of HST)*
	\$150,060.38	Year 3 – 2023 award (Incl. of HST)*
	<u>\$150,060.38</u>	Year 4 – 2024 award (Incl. of HST)*
	\$600,241.52	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 16,546.62	**

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

\*\*The remaining budget of \$16,546.62 will be utilized for other sportsfield maintenance requirements as budgeted within this GL account code in the Parks 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%.

Compared to the 2018-2020 firm contract pricing, this contract represents a decrease of 8.13%.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**019-T-21 Supply and Delivery of Top Dressing****Page 2 of 2****FINANCIAL CONSIDERATIONS**

<b>Account Name</b>	<b>Account #</b>	<b>Budget Amount Allocated for this Purchase</b>	<b>Cost of Award</b>	<b>Budget Remaining/ (Shortfall)</b>
Sportsfield Maintenance and Reconstruction	700-101-4299-21134	\$ 140,300.00	\$ 140,300.00	\$ -
Sportsfield Maintenance	730-732-5415	\$ 26,307.00	\$ 9,760.38	\$ 16,546.62
<b>Totals:</b>		<b>\$ 166,607.00</b>	<b>\$ 150,060.38</b>	<b>\$ 16,546.62</b>

The remaining budget of \$16,546.62 will be utilized for other sportsfield maintenance requirements as budgeted within this GL account code in the existing Parks operating budget.

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#7



**STAFF AWARD REPORT**

**Page 1 of 3**

To:	Andy Taylor, Chief Administrative Officer
Re:	044-T-21 Artificial Turf Maintenance
Date:	March 8, 2021
Commission / Department:	Community & Fire Services / Operations

**BID INFORMATION**

Bid closed on	March 4, 2021
Number picking up bid document	8
Number responding to bid	4

**BACKGROUND**

To obtain approval to award the contract for the artificial turf maintenance for one (1) year with an option to renew for three (3) additional years, at one year increments (from January 1 to December 31 of the applicable renewal year) at the same itemized pricing.

The scope includes maintenance work of the artificial turf fields at St. Roberts Catholic High School (soccer and football fields), Bill Crothers High School (2 fields), Mount Joy Community Centre (1 field), Yarl Cedarwood (3 wickets) and McCowan Reservoir (2 wickets). The scope of work includes the following on an as required basis and may be done numerous times throughout the year (scheduled April, July, October):

1. Ultra Violet Disinfect and Brush
  - This process sanitizes the artificial field to destroy any germs or bacteria build up in the artificial turf;
2. Deep Grooming
  - This process is done to brush fibres and redistribute infill levels to ensure a smooth surface free of debris and undesirable materials;
3. Deep Cleaning
  - This process keeps the surfaces intended play and performance characteristics throughout the year. Deep cleaning decompacts the infill, lifts and opens up the carpet pile, extracts a degree of contamination build up from the infill, and redistributes the infill over the entire system;
4. Groom with Brush
  - This process grooms the field in two intersecting directions to brush fibres and redistribute infill levels to ensure a smooth surface;
5. Supply Rubber Crumb
  - Crumb rubber is often used in artificial turf as cushioning;
6. Install Rubber Crumb
  - Crumb rubber is often used in artificial turf as cushioning;

**044-T-21 Artificial Turf Maintenance**

**BACKGROUND (Continued)**

- 7. Gmax Testing
  - o Impact testing (commonly referred to as g-max testing) measures the shock-attenuation performance of sports surfaces - including synthetic (artificial) turf and natural turf athletic fields; and
- 8. Turf Repairs to be completed as required.

**RECOMMENDATION**

Recommended bidder	Dol Turf Restoration Ltd. (lowest priced bidder)	
Current budget available	\$ 76,000.00	See Financial Considerations
Less cost of award	\$ 60,736.00	2021 award (Incl. of HST)
	\$ 15,264.00	2021 Provisional Allowance (Incl. of HST)*
	\$ 76,000.00	2021 Total Award
	\$ 76,000.00	2022 award (Incl. Provisional Allowance & HST)*&**
	\$ 76,000.00	2023 award (Incl. Provisional Allowance & HST)*&**
	\$ 76,000.00	2024 award (Incl. Provisional Allowance & HST)*&**
	\$304,000.00	Total cost of award (2021 to 2024) (Incl. of HST)
Budget remaining after this award	\$ 0.00	

\* The provisional allowance is to be utilized for any turf repairs required.

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

Compared to the Jun 2017 – Jun 2020 firm contract pricing, this contract represents a decrease of 22.22%. Two additional locations, Yarl Cedarwood (3 wickets) and McCowan Reservoir (2 wickets) and turf repairs were added to this contract and are not included in this comparison.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**FINANCIAL CONSIDERATIONS**

Account Name	Account #	Budget Allocated for this Purchase	Cost of Award	Budget Remaining/ (Shortfall)
Contracted Services	730-732-5399	\$ 60,000.00	\$ 60,000.00	\$ -
Contracted Services	730-740-5399	\$ 16,000.00	\$ 16,000.00	\$ -
<b>Totals:</b>		<b>\$ 76,000.00</b>	<b>\$ 76,000.00</b>	<b>\$ -</b>

**044-T-21 Artificial Turf Maintenance**

**Page 3 of 3**

**ENVIRONMENTAL CONSIDERATIONS**

The cleaning and disinfecting work uses an ultra violet light, which is more environmentally friendly with no VOCs and/or use of chemicals. The crumb rubber is recycled rubber produced from automotive and truck scrap tires.

#8

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

To:	Andy Taylor, Chief Administrative Officer
Re:	048-T-21 Supply and Delivery of Fertilizer
Date:	March 1, 2021
Commission / Department:	Community & Fire Services / Operations

**BID INFORMATION**

Bid closed on	February 25, 2021
Number picking up bid document	7
Number responding to bid	7

**BACKGROUND**

To obtain approval to award the contract for the supply and delivery of fertilizer for one (1) term from April 1 to November 30, 2021 with an option to renew for three (3) additional terms from April 1 to November 30 of the applicable renewal year.

**RECOMMENDATION**

Recommended bidder	Holmes Agro (lowest priced bidder)	
Current budget available	\$ 67,668.00	730-732-4410 Fertilizer
Less cost of award	\$ 66,413.66	Year 1 – 2021 award (Incl. of HST)
	\$ 66,413.66	Year 2 – 2022 award (Incl. of HST)*
	\$ 66,413.66	Year 3 – 2023 award (Incl. of HST)*
	\$ 66,413.66	Year 4 – 2024 award (Incl. of HST)*
	\$265,654.64	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 1,254.34	**

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

\*\*The remaining budget of \$1,254.34 may be used based on actual requirements. The award is based on an estimated quantity of a total of 50,000 tonnes; 35,000 tonnes of 10-25-10 fertilizer and 15,000 tonnes of 33-3-6 fertilizer.

The term of the Contract is for one (1) term starting April 1, 2021 to November 30, 2021 with an option to renew for an additional three (3) terms from April 1 to November 30 of the renewal period. The renewal terms (2022-2024) are subject to annual price increase 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 an increase of 3.43%.

**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:	055-T-21 Horticulture Boulevard Maintenance
Date:	March 19, 2021
Commission / Department:	Community & Fire Services / Operations

**BID INFORMATION**

Bid closed on	March 8, 2021
Number picking up bid document	13
Number responding to bid	9

**BACKGROUND**

To obtain approval to award the contract to provide weed removal and plant maintenance of existing City Horticulture features (58 locations or 10,118.2 m<sup>2</sup>) recurring on 6 rotations annually. The contract term is for one (1) term from May 1 to October 31, 2021 with an option to renew for three (3) additional terms from May 1 to October 31 of the applicable renewal year.

**RECOMMENDATION**

Recommended bidder	Municipal Maintenance Inc. (lowest priced bidder)	
Current budget available	\$ 28,356.00	730-735-5399 PKHSC Other Contracted Service
Less cost of award	\$ 30,466.94	Year 1 – 2021 award (Incl. of HST)*
	\$ 30,466.94	Year 2 – 2022 award (Incl. of HST)**
	\$ 30,466.94	Year 3 – 2023 award (Incl. of HST)**
	\$ 30,466.94	Year 4 – 2024 award (Incl. of HST)**
	\$121,867.76	Total cost of award (Incl. of HST)
Budget remaining after this award	(\$ 2,110.94)	***

\*Bids received in response to this Request for Tender exceeded the City's budget. The City was unsuccessful in negotiating a reduction on the original bid price.

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

\*\*\*The budget shortfall in the amount of \$2,110.94 will be reported as an unfavourable variance in the 2021 operating results for Parks.

The renewal terms (2022-2024) are subject to annual price increase 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%.

**055-T-21 Horticulture Boulevard Maintenance****Page 2 of 2****RECOMMENDATION (CONTINUED)**

The 2018 request for quotation included horticulture boulevard maintenance services for an area of 3,410.20 m<sup>2</sup> and was a City pilot. Operations Parks determined that the services from this pilot was excellent value for the City and the department. After thorough analysis, the service area was increased to 10,118.2 m<sup>2</sup>. Such increase in area requires additional trucks, crew and time required to complete the work, resulting in additional costs. Compared to the 2018-2020 pricing, this contract represents an increase of 8.9% per m<sup>2</sup>.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

#10

**STAFF AWARD REPORT**

To:	Morgan Jones, Director, Operations
Re:	064-Q-21 Supply and Delivery of Six 60" Zero-Turn Mowers
Date:	March 11, 2021
Commission / Department:	Community & Fire Services / Operations

**BID INFORMATION**

Bid closed on	March 11, 2021
Number picking up bid document	11
Number responding to bid	6

**BACKGROUND**

To obtain approval to award the contract for the supply and delivery of six (6), 60" zero-turn mowers.

The units being replaced (#3471, 3472, 3493, 3494, 4036 and 4141) will be sold upon delivery of the new units 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 the units will be delivered by May 1, 2021.

**RECOMMENDATION**

Recommended bidder	BE Larkin Equipment (lowest priced bidder)	
Current budget available	\$97,300.00	057-6150-21140-005 Corporate Fleet Replacement – Non-Fire
Less cost of award	\$93,313.92	Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 3,986.08	*

\*The remaining budget of \$3,986.08 will be returned to the original funding source.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

N/A

#11



## STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	198-T-14, Napkin Disposal, Sanitizing & Air Freshening Service - Contract Extension
Date:	March 3, 2021
Commission / Department:	Corporate Services / Sustainability & Asset Management

**BACKGROUND**

To obtain approval to extend the contract for napkin disposal, diaper disposal, washroom air freshener, and drip sanitizer at 35 facilities for one (1) additional year at the same 2014 itemized prices and terms as per the original bid document.

**RECOMMENDATION**

Recommended bidder	Citron Hygiene LP (Non-Competitive Procurement)	
Current budget available	\$48,205.62	Various operating accounts
Less cost of award	\$48,205.62	2021 (Apr-Dec) *
	<u>\$16,068.54</u>	2022 (Jan-Mar)**
	\$64,274.16	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$0	

\*The cost of award requested is an upset limit based on regular operations. As services at most facilities are currently suspended, City will be billed based on actual number of service calls rendered at the contracted prices.

\*\*Subject to Council approval of the 2022 operating budget for the services from January 2022 to March 2022 award.

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 11.1: (c) “when the extension of an existing contract would prove more cost-effective or beneficial”

**OPTION/DISCUSSION**

In 2014, Staff awarded Tender 198-T-14 to sole bidder, Citron Hygiene LP (“Citron”, previously known as Cannon Hygiene Canada Limited), effective October 1, 2014 and is set to expire on March 31, 2021. Citron was contacted regarding a possible one-year extension and, subject to approval, have agreed to continue provide contracted services at the 2014 itemizing prices.

While preparing to issue a bid to the market, Staff identified benefits in extending the existing contract with Citron for an additional year (2021/2022).

Citron has a proven track record, is very familiar with all service locations, has the resources available to respond quickly to changing service needs and has been very supportive with numerous service change requests during the pandemic. The extension of the current contract will ensure the continuity / consistency of existing services during this uncertain time.

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**198-T-14, Napkin Disposal, Sanitizing & Air Freshening Service - Contract Extension Page 2 of 2****OPTION/DISCUSSION (CONTINUED)**

Due to the pandemic impacts, Staff believes it is not an appropriate time to transition the service contract to a new vendor, reduced staff at many facilities while services are currently suspended due to closure may lead to coordination challenges with new equipment likely supplied by a new vendor.

Staff will review and refresh service requirements for the new tender, as we continue to review and plan for any necessary adjustments to the delivery of City services and facility operations, in accordance with recommendations from public health, the Government of Ontario's *COVID-19 response framework: keeping Ontario safe and open* and the *City of Markham's Response, Recovery & Reinvention Plan*.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

As the cost of award is estimated based on regular operations, there is no incremental impact to the operating budget. There is no incremental impact to the Life Cycle Reserve Study. Any favourable variance due to service suspension and facility closure will be reported as part of the 2021 operating budget results.

Due to the pandemic impacts, services were reduced to \$19,146.42 in 2020, slightly less than 40% of the usual annual cost.

**ENVIRONMENTAL CONSIDERATIONS**

All sanitary waste generated through sanitary disposal service will to be diverted from landfill and sent to a waste to energy conversion center. All batteries from equipment are recycled at the end of its life cycle through Stewardship Ontario program.

#12

**STAFF AWARD REPORT****Page 1 of 3**

To:	Kimberley Kitteringham, Director, Legislative Services & Communications & Engagement
Re:	269-Q-20 Printing and Distribution of Councillors Ward Newsletters
Date:	February 22, 2021
Commission/Department:	Corporate Services / Clerks

**BID INFORMATION**

Bid closed on	January 15, 2021
Number picking up bid document	10
Number responding to bid	9

**BACKGROUND**

Printing and distribution of Councillors Ward newsletters is required twice a year in the Spring/Summer and Fall/Winter with the exception of election years where one newsletter is printed and distributed. The quantities of newsletters is represented in the following table:

Ward	Distribution Fall/Winter	Distribution Spring/Summer	Total
Ward 1	18,200	18,200	36,400
Ward 2	13,000	13,000	26,000
Ward 3	17,300	17,300	34,600
Ward 4	17,000	17,000	34,000
Ward 5	15,400	15,400	30,800
Ward 6	12,200	12,200	24,400
Ward 7	12,900	12,900	25,800
Ward 8	17,000	17,000	34,000

Councillors will engage the contractor for print, distribution, and/or design services for their Ward newsletters. The scope of work includes:

Printing for 16 seasonal newsletters, full colour throughout, no bleeds, on 80lb text enviro 100 – 100% PCW (Post-Consumer Waste) and FSC (Forest Stewardship Council) certified paper:

- 8 in the Spring (by request by Ward Councillor);
- 8 in the Fall (by request by Ward Councillor);
- Overruns will not exceed 2% and delivered to the respective Ward Councillor.

Two different sizing options:

- 8.5”x11” double-sided, folded in half to final mailing size 8.5”x5.5”;
- 11”x17” double-sided and folded in half, folded in half again to final mailing size 8.5”x 5.5”.

**269-Q-20 Printing and Distribution of Councillors Ward Newsletters**

**BACKGROUND (CONTINUED)**

Management and delivery to Canada Post:

- Packaging and paperwork required by Canada Post to arrange for the non-addressed mailing of a Ward newsletter;
- Confirmation that quantities provided by the Clerk’s Department for each Ward matches postal quantities listed by Canada Post at time of mailing;
- Delivery of newsletters to all Canada Post installation delivery depots as required by Canada Post.

Pricing shall include a maximum of 3 author revisions/minor corrections per newsletter. Full design services and/or flooding of new content in an existing template including the provision of two design options is an additional cost with established itemized pricing.

**RECOMMENDATION**

Recommended bidder	The AIIM Group (highest ranked / lowest priced bidder)	
Current budget available	\$ 26,500.00	310-998-4010 External Printing
Less cost of award	\$ 16,410.02	Year 1, Spring/Summer & Fall/Winter 2021
	\$ 8,205.01	Year 2, Spring/Summer 2022
	\$ 16,410.02	Year 3, Spring/Summer & Fall/Winter 2023
	\$ 16,410.02	Year 4, Spring/Summer & Fall/Winter 2024
	\$ 16,410.02	Year 5, Spring/Summer & Fall/Winter 2025
	\$ 8,205.01	Year 6, Spring/Summer 2026
	\$ 82,050.10	Total cost of award (inclusive of HST)
Budget remaining after this award	\$ 10,089.98	

Cost of award is based on pre-established template printing and distribution of standard the 8.5”x11” size double-sided and folded to final mailing size of 8.5”x5.5 multiplied by volumes for all 8 Wards.

The remaining budget of \$10,089.98 will be retained to accommodate the larger print option of 11”x17” and design services as requested.

The term of the contract is for two (2) years commencing on April 1, 2021 with an option to extend for an additional four (4) years at the same itemized pricing subject to Council’s approval of the 2022-2026 operating budgets and vendor’s performance.

**PROPOSAL EVALUATION**

The evaluation team was comprised of staff from the Clerks Department and Procurement Staff acting as the facilitator. The evaluation was based on pre-established evaluation criteria as detailed in the Request for Proposal: 30 points for experience and qualification, 20 points for demonstrated understanding of the project, 20 points for project delivery, and 30 points for price, totaling 100 points with the resulting score as follows:

Bidder	Total Score (100 points)
The AIIM Group	83

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**269-Q-20 Printing and Distribution of Councillor Ward Newsletters****Page 3 of 3****PROPOSAL EVALUATION (CONTINUED)**

The evaluation confirmed The AIIM Group to be the highest ranked/lowest priced bidder in the combined technical and financial scoring. Established in 1990 and based in Aurora, The AIIM Group has a number of major clients in both the public and private sector including Ministry of Transportation, Ministry of Government & Consumer Services, Ontario Power Generation, York University, Sick Kids Foundation, LCBO, TD Bank, and Metrolinx.

The evaluation team examined and compared sample printed newsletters from The AIIM Group and were satisfied with the quality of work, delivery lead-time, and customer service. Pricing to print and distribute newsletters is 46% less per year than in 2016-2020. In addition, provisional pricing for full design is lowered to \$200 (from \$250) per template. The quoted prices for 8.5”x11” newsletters ranged from \$16,410.02 to \$58,646.73 (inclusive of HST).

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

The paper to be utilized will be 100% post-consumer waste.

#13

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

To:	Andy Taylor, Chief Administrative Officer
Re:	018-T-21 Supply and Delivery of One (1) Three Ton Flatbed Complete with Dump & Crane/winch
Date:	March 4, 2021
Commission / Department:	Community & Fire Services / Operations

**BID INFORMATION**

Bid closed on	February 12, 2021
Number picking up bid document	12
Number responding to bid	6

**BACKGROUND**

To obtain approval to award the contract for the supply and delivery of one (1) three-ton flatbed complete with dump and crane/winch (2021 Ram 5500 Regular Cab).

It is anticipated that the vehicle will be delivered by July 15, 2021.

The unit being replaced (#2197) 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).

**RECOMMENDATION**

Recommended bidder	Blue Mountain Chrysler Ltd. (lowest priced bidder)	
Current budget available	\$107,755.00	057-6150-20224-005 Corporate Fleet Replacement – Waterworks*
Less cost of award	\$120,881.72	Total cost of award (Incl. of HST)
Budget remaining after this award	(\$ 13,126.72)	*

\*Bids received in response to this Request for Tender exceeded the City's budget. Consequently, Procurement entered into negotiations with the low bidder meeting specifications (Blue Mountain Chrysler Ltd.) for revised pricing in order to reduce the budget shortfall. The bidder and the City agreed on a reduction in some of the optional requirements resulting in a savings of \$2,238.72 (\$123,120.44 - \$120,881.72).

The budget shortfall of \$13,126.72 will be funded from Waterworks Capital Contingency account.

**Budget Shortfall**

Recent vehicle tenders have received bids with delivery schedules longer than anticipated and pricing greater than originally budgeted. This is mostly attributed to the impacted supply chains restricting availability due to the COVID-19 pandemic.

Additionally, during the budget process, Operations Staff may have underestimated the load rating (upgrade 3500-series to 5500-series chassis) and the winch/crane requirements for this vehicle.

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**018-T-21 Supply and Delivery of One (1) Three Ton Flatbed Complete with Dump & Crane/winch** **Page 2 of 2**

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**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

#14

**STAFF AWARD REPORT****Page 1 of 3**

To:	Andy Taylor, Chief Administrative Officer
Re:	056-S-21 Development Charges Background Study and Community Benefits Charges Strategy and By-law
Date:	March 1, 2021
Commission / Department:	Corporate Services / Financial Services

**BACKGROUND**

To obtain the approval to award the contract for the following two projects:

**1. Development Charges (DC) Background Study (includes a study for the hard services, soft services and area specific development charge)**

The DC background study will be prepared under the new requirements of the DCA and associated regulations. The new DC By-law will repeal the existing rates enacted under By-laws 2017-116 to 2017-136 that expire in December 2022. The contract will require the consultant to produce a comprehensive DC background study (including AMP) and By-law, development a DC policy review that can be used to make well-informed decisions.

The scope of works includes the following:

- Prepare development forecast;
- Conduct policy review and benchmark analysis;
- Compile historical service levels and interview Staff;
- Prepare development related capital program;
- Calculate DC rates and hold information sessions;
- Public consultation; and
- By-law considerations for Council approval.

**2. Community Benefits Charges Strategy and By-law**

The consultant will prepare a Community Benefits Charges (CBC) Strategy and By-law with some of the following key areas of the CBC analysis.

- Development forecasts (population, households (by type), employment and non-residential GFA and developed land area;
- Assessment of service levels by service;
- Establish development related capital programs by service;
- Treatment of existing DC reserves and debt for CBC services;
- Allocation of benefit to different types of development (residential and non-residential);

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**056-S-21 Development Charges Background Study and Community Benefits Charges Strategy By-Law** **Page 2 of 3**

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**2. Community Benefits Charges Strategy and By-law (Continued)**

- Examination and evaluation of alternative CBC rate structure to ensure maximum recoveries;
- Cash flow analysis;
- Development of policies and practices;
- Public consultation;
- Assist legal with the development of CBC By-law; and
- By-law considerations for Council approval.

**RECOMMENDATION #1 - Development Charges (DC) Background Study**

Recommended bidder	Hemson Consulting Ltd. (Non-Competitive Procurement)		
Current budget available	\$122,100.00	410-101-5699-21045	Development Charges Background Study
Less cost of award	\$ 82,425.60	Award (Incl. of HST)	
	<u>\$ 10,000.00</u>	Disbursements	
	\$ 92,425.60	Total cost of award (Incl. of HST)	
Budget remaining after this award	\$ 29,674.40	*	

\*The remaining budget of \$29,674.40 will remain in the account until the completion of the project to support any further work if appeals are received.

**RECOMMENDATION #2 – Community Benefits Charges Strategy and By-law**

Recommended bidder	Hemson Consulting Ltd. (Non-Competitive Procurement)		
Current budget available	\$129,200.00	410-101-5699-20062	Bill 108 Community Benefits Charges Strategy and By-law
Less cost of award	\$ 41,721.60	Award (Incl. of HST)	
	<u>\$ 5,000.00</u>	Disbursements	
	\$ 46,721.60	Total cost of award (Incl. of HST)	
Budget remaining after this award	\$ 87,478.40	*	

\*The remaining budget of \$87,478.40.40 will remain in the account until the completion of the project to support any further work if appeals are received.

**Staff further recommends:**

That the tendering process be waived in accordance with Purchasing By-Law 2017-8, Part II, Section 11 Non Competitive Procurement, (h) where it is necessary or in the best interest of the City to acquire Consulting Services from a supplier who has a proven track record with the City in terms of pricing, quality and service.

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**056-S-21 Development Charges Background Study and Community Benefits Charges  
Strategy By-Law** **Page 3 of 3**

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**OPTIONS / DISCUSSIONS**

There are only two firms available who specialize in this type of consulting service (Hemson Consulting Ltd and Watson & Associates Economics Ltd.). Hemson Consulting Ltd. has provided the same services with a proven track record of success in the past. They have an in-depth knowledge of City Council and By-Laws with comparable hourly rates in the industry. The award of both consulting projects to their firm will result in synergies and having the studies completed in a timely manner.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

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

**ENVIRONMENTAL CONSIDERATIONS**

N/A