



Report to: General Committee

Meeting Date: November 29, 2021

SUBJECT: Staff awarded contracts for the month of October 2021
PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

1. THAT the report entitled “Staff Awarded Contracts for the Month of October 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 October 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	Safe & Sustainable Community	020-T-21 - Intersection Improvements at John Street and Steelcase Road West	Lowest priced bidder	Development Services
2	Safe & Sustainable Community	137-Q-21 Engineering Consulting Services for Building Demolition	Highest ranked bidder / 2 nd lowest priced bidder	Corporate Services
3	Safe & Sustainable Community	203-Q-21 Supply and Delivery of One (1) Service Body Sign Truck	Lowest priced bidder	Community Services
4	Safe & Sustainable Community	204-Q-21 Interior Plant Maintenance	Lowest priced bidder	Community Services
5	Safe & Sustainable Community	217-Q-21 Supply and Delivery of Two (2) Low Roof Cargo Vans	Lowest priced bidder	Community Services
6	Safe & Sustainable Community	228-Q-21 New Infill Residential Service Connections at Various Locations	Lowest priced bidder	Development Services
7	Safe & Sustainable Community	169-T-21 Supply and Delivery of High Performance HVAC Filters	Lowest priced bidder	Corporate Services
8	Safe & Sustainable Community	208-Q-21 Markham Public Library Furniture Replacement	Lowest priced bidder	Community Services

RECOMMENDED BY:

Joel Lustig
Treasurer

Trinela Cane
Commissioner, Corporate Services

#1

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	020-T-21 - Intersection Improvements at John Street and Steelcase Road West
Date:	August 18, 2021
Commission / Department	Development Services / Engineering

BID INFORMATION

Bid closed on	August 10, 2021
Number picking up bid document	15
Number responding to bid	7

PURPOSE/BACKGROUND

To obtain approval to award the contract for intersection improvements at the intersection of John Street and Steelcase Road West. The scope of work includes the following:

- New left turn lane on both sides of John Street.
- Removal and replacement of existing concrete sidewalk on the north side of John Street
- Modification of the traffic signal at the intersection
- Modification to the street lights on John Street.

The construction work will commence in September 2021 and be completed by December 18, 2021, weather permitting. The landscaping work will be completed by June 17 2022.

RECOMMENDATION

Recommended bidder	Rafat General Contractor Inc. (Lowest priced bidder)	
Current budget available	\$2,001,841.00	083-5350-19036-005 Intersection Improvement
Less cost of award	\$1,400,142.13	Cost of Award (Incl. of HST)
	\$ 54,982.96	Provisional Items*
	<u>\$ 145,512.51</u>	Contingency @ 10%
	\$1,600,637.60	Total Cost of award (Incl. of HST)
	<u>\$ 249,086.11</u>	Internal Management Fees
	\$1,849,723.70	Total Project Cost
Budget remaining after this award	\$ 152,117.30	**

*The provisional items are for the supply and placement of limestone, restoration of irrigation systems, supply and installation of a construction fence and labor and equipment. Any unused funds will be returned to the original funding source.

**The remaining budget in the amount of \$30,000 will be reserved for the inspection of the lighting levels following completion of construction to ensure it meets design specifications. The remaining budget in the amount of \$122,117.30 will be returned to the original funding source.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The incremental operating/maintenance budget impact for the addition of approximately 180 meters of multi-use pathway is \$1,453 per year.

ENVIRONMENTAL CONSIDERATIONS

The Toronto and Region Conservation Authority (TRCA) was consulted during the detailed design stage of this project. A permit has been granted by TRCA to undertake the proposed intersection improvements at the John Street and Steelcase Road West.

#2

**STAFF AWARD REPORT**

To:	Trinela Cane, Commissioner, Corporate Services
Re:	137-Q-21 Engineering Consulting Services for Building Demolition
Date:	September 20, 2021
Commission / Department:	Corporate Services / Sustainability & Asset Management

BID INFORMATION

Bids closed on	July 13, 2021
Number picking up bid documents	5
Number responding to bid	3

PURPOSE/BACKGROUND

To obtain approval to award the contract for engineering consulting services of building demolition at 55 and 85 Torbay Road.

The work will be carried out in phases as follows:

- PHASE 1 – Project Planning, Design and Tendering Documentation Preparation – commence upon contract award
- PHASE 2 - Tender and Construction Administration
 - a. Above-grade demolition – commence in Summer 2022 to Summer 2023 (tentative)
 - b. Below-grade demolition - commence in Summer 2023 (tentative)
- PHASE 3 – Post Construction Administration

All works will be completed by December 2023.

RECOMMENDATION

Recommended bidder	Englobe Corp. (highest ranked bidder / 2 nd lowest priced bidder)	
Current budget available	\$18,150.00	044-6200-21204-005 85 Torbay Road
	<u>\$18,150.00</u>	044-6200-21207-005 55 Torbay Road
	\$36,300.00	Total Budget Available
Cost of award	\$53,113.04	Cost of award (Incl. of HST)
	<u>\$ 5,311.30</u>	Contingency (10%)
	\$58,424.35	Total cost of award (Incl. of HST)
Budget remaining	(\$22,124.35)	*
Budget available for shortfall	\$ 22,124.35	044-6200-21204-005 85 Torbay Road
Remaining budget	\$0.00	

*The budget shortfall of \$22,124.35 was mainly due to cost under-estimation. The budget was based on previous above-grade demolition project awarded prior to the pandemic and did not include cost impact associated with pandemic and tendering the above- and below-grade demolition work separately. Staff will revisit feasibility to consolidate during Phase 1 of project. There is sufficient funding in project accounts to cover the entire shortfall.

PROPOSAL EVALUATION

The Evaluation Team was comprised of staff from the Sustainability & Asset Management and facilitated by staff from the Procurement Department. Bidders were assessed against pre-determined criteria as outlined in the RFP; Experience/ Past Performance/ Resource of the Company 20%, Project

Team 20%, Project Understanding, Methodology & Delivery Management 30% and Price 30%, totaling 100%.

Bidder	Total Score (100 points)
Englobe Corp.	91.7

The original bid prices ranged from \$58,817.28 to \$60,705.95, inclusive of HST. However, through negotiation with Englobe Corp., the bid price was reduced by 13% or \$7,592.90, from \$60,705.95 to \$53,113.04 without affecting the project intent.

OPERATING BUDGET AND LIFE CYCLE IMPACT

This is a consultant only award. There is no incremental impact to the operating budget or Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

The consultant will oversee the demolition contract and review, monitor and ensure compliance with contractor environmental submissions.

#3

**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	203-Q-21 Supply and Delivery of One (1) Service Body Sign Truck
Date:	October 4, 2021
Commission / Department:	Community Services / Operations

BID INFORMATION

Bid closed on	September 14, 2021
Number picking up bid document	4
Number responding to bid	2

PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply and delivery of one (1) service body sign truck. It is anticipated that the vehicle will be delivered by October 31, 2022, however could be delayed due to supply issues with computer chips and production being reduced due to COVID-19.

The unit being replaced (#1243) 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	Winegard Motors Limited (lowest priced bidder)		
Current budget available	\$ 100,354.34	057-6150-21140-005	Corporate Fleet Replacement – Non-Fire*
Less cost of award	\$117,699.69	Total cost of award (Incl. of HST)**	
Budget remaining after this award	(\$ 17,345.35)	***	

*This total budget amount of \$100,354.34.00 is net of Markhamizing costs of \$1,788.00

** Bids received in response to this Request for Quotation exceeded the City's budget. Consequently, Staff attempted to enter into negotiations with the low bidder (Winegard Motors Limited) to reduce the budget shortfall, however they were unable to adjust their pricing.

***The budget shortfall of \$17,345.35 will be funded from the Life Cycle Capital and Replacement Reserve.

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.

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

#4

**STAFF AWARD REPORT**

To:	Morgan Jones, Commissioner, Community Services
Re:	204-Q-21 Interior Plant Maintenance
Date:	October 7, 2021
Commission / Department:	Community Services / Operations

BID INFORMATION

Bid closed on	September 29, 2021
Number picking up bid document	4
Number responding to bid	3

PURPOSE/BACKGROUND

To obtain approval to award the contract for the interior maintenance of plants located at the Markham Civic Centre, Miller Yard and 8100 Warden Avenue. The term of the Contract is for one (1) year starting on November 1, 2021 with an option to renew for an additional three (3) separate one (1) year terms.

RECOMMENDATION

Recommended bidder	Stems Interior Landscaping Inc. (lowest priced bidder)	
Current budget available	\$17,755.00	730-735-5399 Interior Plant Maintenance
Less cost of award	\$18,634.29	Year 1 - Nov 1, 2021–Oct 31, 2022 (Incl. of HST)* &***
	\$18,634.29	Year 2 - Nov 1, 2022–Oct 31, 2023 (Incl. of HST)**
	\$18,634.29	Year 3 - Nov 1, 2023–Oct 31, 2024 (Incl. of HST)**
	<u>\$18,634.29</u>	Year 4 - Nov 1, 2024–Oct 31, 2025 (Incl. of HST)**
	\$74,537.16	Total cost of award (Incl. of HST)
Budget remaining after this award	(\$ 879.29)	***

*Bids received in response to this Request for Quotation exceeded the City's budget. As outlined in Section 17.2 of the City's General Terms and Conditions. Consequently, Staff entered into negotiations with the low bidder (Stems Interior Landscaping Inc.) to reduce the monthly rate by \$151.62, which resulted in a savings of \$1,819.47 (\$20,453.76 - \$18,634.29).

**Subject to Council approval of the 2022-2025 operating budgets.

***The budget shortfall of \$879.29 will be absorbed as part of the existing Parks operating budget.

Compared to the previous contract 2018-2021 monthly rate, this contract represents an increase of 4.95%.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

N/A

#5



MARKHAM
STAFF AWARD REPORT

To:	Morgan Jones, Commissioner, Community Services
Re:	217-Q-21 Supply and Delivery of Two (2) Low Roof Cargo Vans
Date:	October 12, 2021
Commission / Department:	Community Services / Operations

BID INFORMATION

Bid closed on	September 28, 2021
Number picking up bid document	2
Number responding to bid	2

PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply and delivery of two (2) low roof design regular length cargo vans (2022 Ford Transit T150). These units are new and for use by By-Law Enforcement staff for animal services. Prior to use by By-Law Enforcement staff, the vehicles will need to be sent to a third party contractor for up-fitting and accessorizing (including adding vehicle lighting packages, onboard computer terminals and interior kennel systems). It is anticipated that the vehicles from this tender will be delivered by March 2022.

RECOMMENDATION

Recommended bidder	Mohawk Ford Sales (1996) Limited (lowest priced bidder)	
Current budget available	\$74,636.00	See Financial Considerations
Less cost of award	\$79,334.13	Total cost of award (Incl. of HST)*
Budget remaining after this award	(\$ 4,698.13)	**

*Bids received in response to this Request for Quotation exceeded the City's budget. Consequently, Staff attempted to enter into negotiations with the low bidder (Mohawk Ford Sales (1996) Limited), however they were unable to reduce their pricing.

**The net budget shortfall of \$4,698.13 will be funded from the Life Cycle Capital and Replacement Reserve.

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.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Amount Allocated for this Purchase	Estimated Cost of Purchase	Budget Remaining/ (Shortfall)
Fleet Replacement - Non-fire Unit 5121	22170	\$ 34,936.00	\$ 39,667.07	\$ (4,731.07)
New Fleet - Asset Management	22172	\$ 39,700.00	\$ 39,667.07	\$ 32.93
Totals:		\$ 74,636.00	\$ 79,334.13	\$ (4,698.13)

The budget shortfall of \$4,731.07 in project #22170 will be funded from the Life Cycle Capital and Replacement Reserve and the budget surplus of \$32.93 in project #22172 will be returned to the original funding source, subject to Council approval of the 2022 capital budgets.

ENVIRONMENTAL CONSIDERATIONS

N/A

#6

**STAFF AWARD REPORT**

To:	Arvin Prasad, Commissioner, Development Services
Re:	228-Q-21 New Infill Residential Service Connections at Various Locations
Date:	October 12, 2021
Commission / Department	Development Services / Engineering

BID INFORMATION

Bid closed on	October 12, 2021
Number picking up bid document	7
Number responding to bid	5

PURPOSE/BACKGROUND

To obtain approval to award the contract for water, sanitary and storm sewer connections at 1 Tuscahy Court and 11 Worsley Court. Upon receipt of applications from City of Markham property owners, the City issues a bid to the market for the installation of water, storm and/or sanitary service connections to service residential lots.

RECOMMENDATION

Recommended bidder	MAAD Excavation (lowest priced bidder)	
Budget allocated to award	\$56,427.96	083-5350-21205-005 Residential Water Service*
Less cost of award	\$56,427.96	Construction (Incl. of HST)**
Budget remaining after this award	\$ 0.00	

* Service connections are fully recoverable from homeowners and work does not commence until payment is received by the City. The issuance of a Purchase Order is contingent upon receipt of payment from homeowners.

**The City will be collecting the tendered cost and the 1.76% HST impact from homeowners for the service connections.

OPERATING BUDGET AND LIFE CYCLE IMPACT

N/A

ENVIRONMENTAL CONSIDERATIONS

N/A

#7



MARKHAM
STAFF AWARD REPORT

To:	Trinela Cane, Commissioner, Corporate Services
Re:	169-T-21 Supply and Delivery of High Performance HVAC Filters
Date:	September 23, 2021
Commission:	Corporate Services / Sustainability & Asset Management

BID INFORMATION

Bids closed on	September 22, 2021
Number picking up bid documents	11
Number responding to bid	3

PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply and delivery of high performance HVAC filters at all City-owned facilities which use HVAC. These filters are MERV-13 and MERV-15 rated, respectively, to improve indoor air quality and thereby reduce the risk of airborne disease transmission.

The City has received confirmation of funding under the Investing in Canada Infrastructure Project (ICIP): COVID-19 Resilience Infrastructure stream – Local Government Intake to implement indoor air quality improvements at various City facilities. The main objectives of the project are to enhance Health and Safety at City facilities to protect all users and to continue to safely operate all facilities during pandemic and post-pandemic.

The supply and delivery will begin in 2022 and end in 2023.

RECOMMENDATION

Recommended bidder	Delta M Incorporated (lowest priced bidder)	
Cost of award	\$ 154,297.93	Cost of award (Incl. of HST)
	<u>\$ 15,429.79</u>	Contingency (10%)
	\$ 169,727.72	Total cost of award (Incl. of HST)
ICIP funding	\$ 166,792.18	Enhancing Indoor Air Quality (270-101-5399-21211)
Budget remaining	(\$ 2,935.54)	

The cost of award includes supply and delivery of filters for facilities throughout 2022-2023.

The project will be funded from the ICIP funding (case number 2020-11-1465600634) within the available budget allocated for this component. All project costs other than HST impact will be eligible for reimbursement by the Province after they are incurred and paid for by the City. The cost of award is up fronted until the reimbursement is received. The budget shortfall of (\$2,935.54) represents ineligible HST and it will be funded from Facility Ramp-Up Reserve as part of the Capital Contingency project.

OPERATING BUDGET AND LIFE CYCLE IMPACT

The high performance HVAC filters procured in this award will substitute the standard filters that are included in the City's Mechanical and HVAC Systems maintenance contract (023-R-18). The credit is expected to be minor and will be realized in the Facility/Building Maintenance accounts for 31 locations over the next 2 years. The budget will be reviewed as part of the annual budget review process. There is no incremental impact to the Life Cycle Reserve Study.

ENVIRONMENTAL CONSIDERATIONS

Not applicable.

#8

**STAFF AWARD REPORT**

To:	Michelle Sawh, Director, Admin & Operational Support
Re:	208-Q-21 Markham Public Library Furniture Replacement
Date:	October 13, 2021
Commission:	Community Services / Markham Public Library

BID INFORMATION

Bid closed on	September 17, 2021
Number picking up bid document	4
Number responding to bid	3

PURPOSE/BACKGROUND

To obtain approval to award the contract to replace furniture at various Markham Public Library locations based on condition assessment. Furniture includes chairs, work surfaces and sketch boards.

Supply and delivery will be completed by December 2021.

RECOMMENDATION

Recommended bidders	POI Business Interiors (lowest priced bidder - 2 items/3 units) Staples Advantage (lowest priced bidder - 7 items/28 units) HNI Canada (lowest priced bidder - 11 items/39 units)	
Current budget available	\$70,011.00	076-6150-21100-005 (Library FF&E)
Less cost of award	\$ 2,031.13 \$28,996.39 <u>\$34,249.24</u> \$65,276.76	POI Business Interiors (Incl. of HST) Staples Advantage (Incl. of HST) HNI Canada (Incl. of HST) Total cost of award (Incl. of HST)
Budget remaining after this award	\$ 4,734.24	

The remaining balance of \$4,734.24 will be retained in project #21100 to procure other library furniture as required based on condition assessment in 2021.

OPERATING BUDGET AND LIFE CYCLE IMPACT

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

ENVIRONMENTAL CONSIDERATIONS

Not Applicable.