



Report to: General Committee

Meeting Date: February 14, 2022

**SUBJECT:** Staff Awarded Contracts for the Months of November & December 2021

**PREPARED BY:** Alex Moore, Ext, 4711

**RECOMMENDATION:**

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

Key Points:

- All purchases were in compliance with Procurement Bylaw 2017-8
- 18 contract awards totaling \$4,591,301.04 were approved during November & December 2021

**BACKGROUND:**

On a monthly basis, Procurement advises Council of all contracts awarded by the Chief Administrative Officer, Commissioners, or Directors with a total cost exceeding \$50,000.

In order to streamline the reporting process, Procurement has revised the monthly report to provide information pertinent to the contract award. The Procurement Bylaw delegates authority to staff to award contracts if the contract award meets specific criteria. The following chart outlines the award limits under the Procurement Bylaw:

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 is changed to either the Commissioner, CAO or Council.

- 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

The following table provides a synopsis of the procurement activities during November and December 2021.

<b>Procurement Activity</b>	<b>Number of Awards</b>	<b>Total Award Value November and December 2021</b>
Request for Tender (T)	4	\$2,810,740.24
Request for Quotation (Q)	6	\$ 319,561.17
Request for Proposal (R)	3	\$1,145,665.04
Non-Competitive Procurement (S)	5	\$ 315,334.59
<b>Total Procurement Activity</b>	<b>18</b>	<b>\$ 4,591,301.04</b>

The following table provides a synopsis of the procurement award amounts by Commission during November and December 2021.

<b>Procurement by Commission</b>	<b>Number of Awards</b>	<b>Total Award Value November and December 2021</b>
Development Services	6	\$3,846,328.73
Corporate Services	6	\$ 447,483.65
Community Services	5	\$ 264,488.66
Chief Administrative Office	1	\$ 33,000.00
<b>Total Procurement Activity</b>	<b>18</b>	<b>\$4,591,301.04</b>

**Request for Tender (T)** – is a method of procurement that is used when the exact specifications for the deliverables are known, there are two or more sources of supply and the vendors are only required to submit pricing information. Requests for Tenders are awarded to the low bidder unless reference checks or past performance warrants rationale for not awarding the contract.

**Request for Quotation (Q)** – is a method of procurement similar to a request for tender except the procurement is of a low dollar value (less than \$100,000) and may be issued to a limited number of bidders who are invited to submit bids. Requests for Quotations are awarded to the low bidder unless reference checks or past performance warrants rationale for not awarding the contract.

**Request for Proposal (R)** – is a method of procurement that is used where the deliverables are not clearly specified and it is anticipated that proponents may propose a variety of alternatives to fulfill the requirements. The evaluation of proposals includes both technical (70%) and financial (30%) evaluation and the award is made to the highest scoring proponent.

**Non-Competitive Procurement (S)** – is a method of procurement whereby the Treasurer and/or the Senior Manager, Procurement may, in consultation with the applicable Director negotiate a contract for the supply of goods and services without a competitive process. These awards are generally required under circumstances where: there is only one source of supply; extension of existing contract would be beneficial to the City; specialized equipment or vehicles are being acquired; or it is deemed to be in the City's best interest to not to solicit a competitive bid.

Development Services Commission		
<b>Contract # 190-S-21</b> <b>Fire Alarm Replacement at Museum Collections Building</b>  Term: The work will be completed by February 28, 2022.	Department	Culture
	No. of Bids	Non-Competitive
	Vendor	Alarmstat Fire & Security
	Budget	\$71,056.00
	Award Amount	\$67,460.47
	Variance	\$3,595.53
The remaining funds in the amount of \$3,595.53 will be returned to the original funding source.		
<b>Contract # 194-T-21</b> <b>Maintenance of Traffic Control Devices</b>  Term: The contract is for one (1) year commencing on January 1, 2022 with the option to renew for three (3) additional years.	Department	Engineering
	No. of Bids	4
	Vendor	Guild Electric Ltd.
	Budget	\$217,650.00
	Award Amount	\$217,650.00
	Variance	\$0.00
The contract is being awarded to the full budget amount as the 453 items that may be required during the contract term are on an as required basis.		
<b>Contract # 031-R-21</b> <b>Consulting Services, Markville Secondary Plan Study</b>  Term: The work will be completed by January 2023.	Department	Planning
	No. of Bids	7
	Vendor	WSP Canada Inc.
	Budget	\$928,511.00
	Award Amount	\$922,806.16
	Variance	\$5,704.84
The remaining funds in the amount of \$5,705.84 will be returned to the original funding source.		
<b>Contract # 032-T-21</b> <b>Construction - Wismer Community Park Maintenance Building and Washroom Pavilion. South-east of Kennedy Road / Beckett Avenue</b>  Term: The work will be completed by June 2022.	Department	Urban Design
	No. of Bids	4
	Vendor	Loc-Pave Construction
	Budget	\$2,206,767.00
	Award Amount	\$2,196,267.10
	Variance	\$10,499.90
The remaining funds in the amount of \$10,499.90 will be retained for the cost of utility permits.		
<b>Contract # 251-S-21</b> <b>Yonge-Steeles OLT Transportation Peer Review</b>  Term: The contract is for external transportation consulting services to undertake a peer review and represent the City of Markham as an expert witness.	Department	Engineering
	No. of Bids	Non-Competitive
	Vendor	Parsons Inc.
	Budget	\$247,500.00
	Award Amount	\$102,170.13
	Variance	\$145,329.87
The remaining funds in the amount of \$145,329.87 will be retained for any additional costs associated with this contract, including additional expert testimony, analysis or studies and site specific reviews.		
<b>Contract # 188-T-21</b> <b>Construction of Berczy Beckett Park (Cherna Ave) located at the west end of Cherna Avenue, south-east of Kennedy Road and Beckett Avenue intersection</b>  Term: The work will be completed by June 2022.	Department	Urban Design
	No. of Bids	16
	Vendor	Melfer Construction Inc.
	Budget	\$455,496.00
	Award Amount	\$339,974.87
	Variance	\$115,521.13
Out of the remaining balance of \$115,521.13, \$1,500 will be retained for additional permits and the remaining balance of \$114,021.13 will be returned to the original funding source.		

<b>Corporate Services Commission</b>		
<b>Contract # 147-T-21</b> <b>Preparation, Printing, Insertion and Mailing of Municipal Tax Bills</b>  Term: One (1) year commencing on January 1, 2022, with the option to renew for three (3) additional years.  The budget shortfall in the amount of \$12,569.27 will be addressed through budget reallocation as part of the 2022 Operating Budget process.	Department	Finance
	No. of Bids	3
	Vendor	Data Direct Group Inc.
	Budget	\$44,279.00
	Award Amount	\$56,848.27
	Variance	(12,569.27)
<b>Contract # 220-R-21</b> <b>Consulting Services for Community Centres Carbon Neutral Retrofit Roadmaps</b>  Term: The work will be completed by May 2022.  The remaining funds in the amount of \$77,541.12 will be returned to the original source.	Department	S&AM
	No. of Bids	8
	Vendor	WalterFedy
	Budget	\$254,400.00
	Award Amount	\$176,858.88
	Variance	\$77,541.12
<b>Contract # 245-S-21</b> <b>Enhanced Analytics &amp; Social Media Community Management Pilot</b>  Term: The contract is for one (1) year commencing on January 1, 2022.  The cost of the upgraded services for this one-year pilot will be charged to the Digital Markham Strategy Capital project and will not impact the 2022 operating budget.	Department	Communications
	No. of Bids	Non-Competitive
	Vendor	Sprout Social
	Budget	\$54,619.32
	Award Amount	\$54,619.32
	Variance	\$0.00
<b>Contract # 247-S-21</b> <b>Continuous Electrical Safety Services Program</b>  Term: The contract is for five (5) years at the same itemized pricing (2022 -2026).  The budget shortfall of (\$5,084.67) will be included as part of the 2022 operating budget subject to Council approval.	Department	S&AM
	No. of Bids	Non-Competitive
	Vendor	Electrical Safety Authority
	Budget	\$53,000.00
	Award Amount	\$58,084.67
	Variance	(\$5,084.67)
<b>Contract # 215-R-21</b> <b>Wildlife Education, Rehabilitation and Rescue Services</b>  Term: The term of the contract is for four (4) years with the option of the City to renew for two (2) additional years.  The remaining balance of \$4,000.00 will be retained in the account to accommodate emergency services such as veterinary care and euthanasia, which are variable expenses paid out of this account.	Department	By-Law Enforcement
	No. of Bids	2
	Vendor	Shades of Hope Wildlife
	Budget	\$50,000.00
	Award Amount	\$46,000.00
	Variance	\$4,000.00
<b>Contract # 241-Q-21</b> <b>Landscape Architectural Consulting Services, Kirkham Community Communal &amp; Allotment Gardens</b>  Term: The opening of the community garden spaces will be June 2022.  The remaining balance in the amount of \$895.49 will be kept in the project to fund the construction after the design has been completed.	Department	S&AM
	No. of Bids	3
	Vendor	Baker Turner Inc.
	Budget	\$55,968.00
	Award Amount	\$55,072.51
	Variance	\$895.49

Community Services Commission		
<p>Contract # 231-Q-21 <b>Supply and Delivery of Ice Melt Material</b></p> <p>Term: The contract is for one (1) year commencing on January 1, 2022 with the option to renew for three (3) additional years.</p> <p>The shortfall of \$443.27 will be managed through existing winter maintenance accounts in 2022 and addressed as part of the overall winter maintenance budget as part of the 2023 Operating budget process.</p>	Department	Operations
	No. of Bids	4
	Vendor	J B & D Company Ltd.
	Budget	\$25,002.43
	Award Amount	\$25,445.70
	Variance	(\$443.27)
<p>Contract # 235-Q-21 <b>Supply of Granular Materials for Waterworks and Operations</b></p> <p>Term: The contract is for one (1) year commencing on January 1, 2022 with the option to renew for three (3) additional years.</p> <p>The contract is being awarded to the budget amount.</p>	Department	Waterworks
	No. of Bids	4
	Vendor	D. Crupi & Sons Limited
	Budget	\$85,032.00
	Award Amount	\$85,032.00
	Variance	\$0.00
<p>Contract # 232-Q-21 <b>Supply &amp; Delivery of Oils and Lubricants</b></p> <p>Term: The contract is for one (1) year commencing on January 1, 2022 with the option to renew for three (3) additional years.</p> <p>The shortfall of \$2,063.74 will be managed through existing fleet operating accounts in 2022 and addressed as part of the overall operating budget as part of the 2023 Operating budget process.</p>	Department	Operations
	No. of Bids	3
	Vendor	Safety-Kleen Systems, Inc.
	Budget	\$14,700.00
	Award Amount	\$16,763.74
	Variance	(\$2,063.74)
<p>Contract # 234-Q-21 <b>Concrete, Asphalt, Topsoil, Interlock and Sod Spot Repairs at Various Locations</b></p> <p>Term: The contract is for one (1) year with the option to renew for three (3) additional years.</p> <p>The 2022 Waterworks operating budget was reduced by \$23,405 and is primarily due to a review of historic average use of this contract in the last 5 years.</p>	Department	Waterworks
	No. of Bids	13
	Vendor	Forest Ridge Landscaping
	Budget	\$98,005.00
	Award Amount	\$74,600.00
	Variance	\$23,405.00
<p>Contract # 230-Q-21 <b>Rehabilitation of Sixpenny Crt Pedestrian Bridge (P051)</b></p> <p>Term: The work will be completed by January 2022 (Weather permitting).</p> <p>Of the remaining balance of \$39,112.78, \$23,000 will be retained for geotechnical testing during construction and \$16,112.78 will be returned to the original funding source.</p>	Department	Environmental Services
	No. of Bids	4
	Vendor	Environmental Contracting
	Budget	\$101,760.00
	Award Amount	\$62,647.22
	Variance	\$39,112.78

Chief Administrative Office		
Contract # 209-S-21 <b>Contract Extension - Supply and Delivery of Fire Department Dress Uniforms</b>  Term: The contract extension is for two (2) years and five (5) months (Jan 1, 2022 - May 31, 2024).  Uniform replacements are ordered on an as needed basis.	Department	Fire Services
	No. of Bids	Non-Competitive
	Vendor	Loc-Pave Construction
	Budget	\$33,000.00
	Award Amount	\$33,000.00
	Variance	\$0.00

**RECOMMENDED BY:**

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 Joel Lustig  
 Treasurer

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 Trinela Cane  
 Commissioner, Corporate Services