



Report to: General Committee

Meeting Date: June 20, 2022

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**SUBJECT:** Staff awarded contracts for the month of May 2022  
**PREPARED BY:** Alex Moore, Ext. 4711

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**RECOMMENDATION:**

1. THAT the report entitled “Staff Awarded Contracts for the Month of May 2022” 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
- 13 contract awards totaling \$4,047,270.51 were approved during May 2022

**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 May 2022.

<b>Procurement Activity</b>	<b>Number of Awards</b>	<b>Total Award Value May 2022</b>
Request for Tender (T)	5	\$2,375,318.84
Request for Quotation (Q)	1	\$ 50,371.20
Request for Proposal (R)	3	\$ 408,263.67
Non-Competitive Procurement (S)	4	\$1,1213,316.80
<b>Total Procurement Activity</b>	<b>13</b>	<b>\$4,047,270.51</b>

The following table provides a synopsis of the procurement award amounts by Commission during May 2022.

<b>Procurement by Commission</b>	<b>Number of Awards</b>	<b>Total Award Value May 2022</b>
Development Services	6	\$1,377,280.61
Corporate Services	3	\$ 918,426.54
Community Services	4	\$1,751,563.36
Chief Administrative Office	0	n/a
<b>Total Procurement Activity</b>	<b>13</b>	<b>\$4,047,270.51</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.

## # 1 Development Services Commission

Contract # 034-R-22

### Markham Innovation Exchange (MIX) – Developing Model Guidance Consultant

Term: All work to be completed by December 2022.

Department	Economic Growth, Culture & Entrepreneurship
No. of Bids	4
Vendor	N. Barry Lyon Consulting
Budget	\$75,000.00
Award Amount	\$71,190.28
Variance	\$3,809.72

The contract is to determine and recommend the most beneficial long-term development model strategy with respect to potential revenue generation, efficiency, attracting developers and site users for the MIX lands.

The remaining budget of \$3,809.72 will be returned back to its original funding source.

## # 2

Contract # 035-R-22

### Markham Innovation Exchange – Market Readiness Guidance Consultant

Term: All work to be completed by December 2022.

Department	Economic Growth, Culture & Entrepreneurship
No. of Bids	2
Vendor	Cushman & Wakefield Ltd.
Budget	\$75,000.00
Award Amount	\$72,921.22
Variance	\$2,078.78

The contract is to provide a detailed understanding of the potential development sector interest in pursuing employment-related development on the Markham Innovation Exchange (MiX) lands.

The remaining budget of \$2,078.78 will be returned back to its original funding source.

## # 3

Contract # 045-R-22

### Landscape Architectural Consulting Services, Rouge Side Promenade Park

Term: All work must to be completed by September 2024.

Department	Urban Design
No. of Bids	6
Vendor	Baker Turner Inc
Budget	\$414,211.00
Award Amount	\$264,152.17
Variance	\$150,058.83

The contract is for landscape architectural services for the Rouge Side Promenade Park which is located at 259 Rouge Side Promenade (from east of Verdale Crossing to west of Birchmount Road including existing Promenade Park) and 379 Rouge Side Promenade (from east of Birchmount Road to west of the Sheridan SWM pond including existing Dragonfly Park).

Staff recommend maintaining the favourable consultant funds in the account until the construction award and any funds remaining at that time will be returned to original funding source.

## # 4

Contract # 076-T-22

### New Infill Residential Service Connections at Various Locations

Term: All work to be completed within Forty-Five (45) Days from issuance of award.

Department	Engineering
No. of Bids	5
Vendor(s)	Utility Force Construction, MAAD Excavation and NSJ
Budget	\$582,793.74
Award Amount	\$582,793.74
Variance	\$0.00

The contract is for water, sanitary and storm sewer connections at 23 locations. Service connections are fully recoverable from homeowners and work does not commence until payment is received by the City.

**# 5**

Contract # 096-S-22

**Consulting Services, Streamlining Planning Approvals through a Community Planning Permit System in Markham**

Term: All work to be completed by February 2023.

Department	Planning
No. of Bids	Non-competitive
Vendor	Planscape Inc.
Budget	\$152,640.00
Award Amount	\$134,367.20
Variance	\$18,272.80

The contract is to undertake the preparation of a business case and recommendations for development of a Community Planning Permit System (CPPS) in Markham to streamline development approvals. The project will assess the opportunity and effectiveness of this planning tool.

That the remaining balance in the amount of \$18,272.80 be retained within the new capital project for any additional costs related to the project, and that authorization to approve expending of this amount up to the specified limit be in accordance with the Expenditure Control Policy.

**# 6**

Contract # 132-S-22

**Consulting Services, Development Application Process Review (Lean Approach)**

Term: All work to be completed by February 2023.

Department	Strategy & Innovation
No. of Bids	Non-Competitive
Vendor	KPMG LLP
Budget	\$1,000,000.00
Award Amount	\$251,856.00
Variance	\$748,144.00

The contract is to undertake the Development Application Process Review (Lean Approach), that involves a comprehensive assessment of specific development application types by using a Lean approach, concentrating on steps that add value, removing unnecessary steps or waste, and/or updating existing steps in the development review process.

The City has received \$500,000 from the Province to begin implementing the projects. Any remaining balance to a maximum total cost of up to \$1,000,000 will be reimbursed to the City once the City submits a Final Report back to the Province of the findings and recommendations by the February 28, 2023 (project deadline).

#7 Corporate Services Commission		
<b>Contract # 088-T-22</b> <b>Roof Replacement at Rouge River Community Centre &amp; Crosby Community Centre</b> Term: All work to be completed by September 2023.	Department	S&AM
	No. of Bids	8
	Vendor	Top-Line Roofing & Sheet Metal Inc.
	Budget	\$260,537.00
	Award Amount	\$229,144.15
	Variance	\$31,392.85
The contract is for roof replacement at Rouge River Community Centre (two roof areas) & Crosby Community Centre (one roof area).  The remaining budget of \$31,392.85 will be returned to the original funding source.		
#8		
<b>Contract # 134-T-22</b> <b>City-wide Pest Control Services</b> Term: One (1) year - commencing June 01, 2022 to May 31, 2023, with an option to renew for three (3) additional years at the same itemized pricing.	Department	S&AM
	No. of Bids	10
	Vendor	Professional PCO Services
	Budget	\$15,783.00
	Award Amount	\$12,028.03
	Variance	\$3,754.97
The contract is for monthly pest control services including prevention and inspection services at 82 City facilities in conformance with the current Pest Control Products Act (PCPA) as legislated by Health Canada's Pest Management Regulatory Agency (PMRA); and on-demand services and equipment on an as-required basis.  The annual operating budget is expected to be favourable by \$3,754.97, however the volume of services required for on-demand calls was estimated and can fluctuate year-to-year. As such, staff recommend maintaining the operating budget to ensure appropriate budget for these service fluctuations and for the addition of new facilities.		
#9		
<b>Contract # 078-S-22</b> <b>Purchase of Multi-Function Devices and Single Purpose Printers and Maintenance and Support Services (Click Charges) through the Ontario Provincial Government via OPS VOR arrangement - Workplace Print and Services (Tender # 11359)</b> Term: Six (6) years effective July 1, 2022 at the same itemized prices.	Department	ITS
	No. of Bids	Non-Competitive
	Vendor	Ricoh Canada Inc.
	Budget	\$736,987.00
	Award Amount	\$677,254.36
	Variance	\$59,732.64
The contract is for the purchase of 97 Multi-Function Devices (56 black and white multifunction devices + 41 colour multifunction devices), 13 single function device printers (excluding print room printers); and, for the Maintenance and Support Services (Click Charges; and, Annual Support). In comparison to the previous contract, this is a reduction of units from 123 to 110 units, consolidation from 9 different printer models to 5 and a reduction in fax lines from 22 to 5.  The remaining capital budget of \$10,018.11 will be returned to original funding source. The operating budget of Photocopier Expenses will be favourable in 2022 and the 2023 budget will be reduced accordingly by \$49,714.53.		

#10 Community Services Commission		
Contract # 071-T-22 <b>Rehabilitation of Storm and Sanitary Sewers (2022)</b> Term: All work must be completed by December 2022.	Department	Environmental Services
	No. of Bids	5
	Vendor	Sewer Technologies Inc.
	Budget	\$1,456,370.56
	Award Amount	\$1,109,037.82
	Variance	\$347,332.74
The contract is for rehabilitation of existing storm and sanitary sewers at numerous locations. Based on the closed-circuit television (CCTV) inspection, it was determined that the storm and sanitary sewer pipes at these locations require repairs/ rehabilitation by CIPP lining trenchless method.		
The remaining budget of \$347,332.74 will be returned to the original funding source.		
#11		
Contract # 092-T-22 <b>Boulevard and Park Tree Replacement</b> Term: All the work for Spring tree planting is expected to begin early May 2022 & to be completed by June 30th, 2022. Fall tree planting is expected to begin October 1st, 2022 & to be completed by November 1st, 2022. Additional maintenance ("Newly Planted Tree Maintenance Program") is expected to begin August 1st, 2023 & to be completed no later than September 30th, 2023.	Department	Operations
	No. of Bids	10
	Vendor	The Gordon Company
	Budget	\$442,331.00
	Award Amount	\$442,315.10
	Variance	\$15.90
the contract is for the supply, delivery, installation and two (2) year maintenance and warranty of 992 street/boulevard and park trees.		
#12		
Contract # 154-Q-22 <b>Replacement of damaged expansion joint of John St / CN Rail Overpass Bridge (B042)</b> Term: All work to be completed by October 2022.	Department	Environmental Services
	No. of Bids	3
	Vendor	Safa Builders & Contractors
	Budget	\$50,371.20
	Award Amount	\$50,371.20
	Variance	\$0.00
The contract is for the replacement of the damaged expansion joint of John St / CN Rail Overpass Bridge (B042). Work includes full removal and replacement of the expansion joint from edge of driving lane from sidewalk curb edge to parapet wall complete with new checker plate and joint sealant to ensure the asset remains in a state of good repair		
#13		
Contract # 157-S-22 <b>Arboricultural Services (Emergency Non-Competitive Procurement)</b> Term: Under contract for 2-3 weeks.	Department	Operations
	No. of Bids	Emergency Purchase
	Vendor (s)	WM Weller Service Ltd. Ontario Line Clearing Asplundh Tree Experts
	Budget	\$0.00
	Award Amount	\$149,839.24
The contracts are for curbside debris removal and park and trail tree work due to the May 21 wind storm. All wind storm related expenses and expenses will be tracked through a new cost centre created for the storm.		

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**RECOMMENDED BY:**

Joel Lustig  
Treasurer

Trinela Cane  
Commissioner, Corporate Services