



Report to: General Committee

Meeting Date: February 7, 2023

SUBJECT: Staff Awarded Contracts For the Months of September, October 2022

PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

1. THAT the report entitled “Staff Awarded Contracts for the Months of September, October 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
- 25 contract awards totaling \$ 5,907,044.25 were approved during September & October 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 September & October 2022.

Procurement Activity	Number of Awards	Total Award Value September & October 2022
Request for Tender (T)	14	\$ 3,756,787.74
Request for Quotation (Q)	3	\$ 214,526.97
Request for Proposal (R)	0	\$ N/A
Non-Competitive Procurement (S)	8	\$ 1,935,729.54
Total Procurement Activity	25	\$ 5,907,044.25

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

Procurement by Commission	Number of Awards	Total Award Value June, July & August 2022
Development Services	7	\$1,685,095.71
Corporate Services	3	\$ 580,828.83
Community Services	14	\$2,566,167.18
Chief Administrative Office	1	\$1,074,952.53
Total Procurement Activity	25	\$5,907,044.25

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 # 204-T-22 Traffic Signal Assets Replacement Term: The work will be completed by November 2022.	Department	Engineering
	No. of Bids	4
	Vendor	Guild Electric Limited
	Budget	\$1,252,000.00
	Award Amount	\$823,585.91
	Variance	\$428,414.09
The project is for the replacement of traffic signal assets such as traffic signal heads, LED signal indicators, emergency vehicle pre-emption detectors, audible pedestrian signal stations, controller cabinets, vehicular pole assemblies, speed radar boards and solar panels.		
# 2		
Contract # 214-T-22 New Infill Residential Service Connections at eight (8) residential lots Term: The work will be completed within 45 calendar days.	Department	Engineering
	No. of Bids	5
	Vendor(s)	OJCR Construction & MAAD Excavation
	Budget	\$199,917.70
	Award Amount	\$199,917.70
	Variance	\$0.00
# 3		
Contract # 210-T-22 Construction of Pedestrian Crossovers (PXO's) on Copper Creek Drive at Boswell Road and Copper Creek Drive at Rizal Avenue Term: The work to be completed by November 30, 2022. The budget shortfall will be funded from Engineering DC Contingency Account.	Department	Engineering
	No. of Bids	3
	Vendor	Black & McDonald
	Budget	\$198,983.00
	Award Amount	\$269,272.29
	Variance	(\$70,289.29)
# 4		
Contract # 024-T-22 Flato Markham Theatre Backstage & Reception Sound System Replacement Term: The work to be completed by February 2023.	Department	Culture
	No. of Bids	3
	Vendor	RP Dynamics Inc.
	Budget	\$178,100.00
	Award Amount	\$156,710.40
	Variance	\$21,389.60
The remaining budget will be returned to the original funding source.		

# 5		
Contract # 257-S-22 MaRS Public Relations Support for Economic Development Term: Commencing November 1, 2022 to October 31, 2023.	Department	Economic Growth, Culture & Entrepreneurship
	No. of Bids	Non-Competitive
	Vendor	MaRS Discovery District
	Budget	\$90,807.85
	Award Amount	\$72,758.40
	Variance	\$18,049.45
	The project is to undertake public relations services to promote economic development opportunities and initiatives in the City. The remaining budget will be allocated to other advertising and marketing initiatives.	
# 6		
Contract # 240-T-22 New Infill Residential Service Connections at two (2) residential lots Various Locations Term: The work will be completed within 45 calendar days.	Department	Engineering
	No. of Bids	2
	Vendor	Nelli Construction
	Budget	\$47,623.68
	Award Amount	\$47,623.68
	Variance	\$0.00
# 7		
Contract # 195-T-22 Supply and Installation of Basketball Court at Grand Cornell Park Term: The work will be completed by October 2022 with the exception of the acrylic surfacing which will be completed by June 2023.	Department	Planning & Urban Design
	No. of Bids	6
	Vendor	Mopal Construction
	Budget	\$75,000.00
	Award Amount	\$115,227.33
	Variance	(\$40,227.33)
The budget shortfall will be funded from the Design Capital Contingency account.		
#8 Corporate Services Commission		
Contract # 190-S-22 Supply and Delivery of Office Supplies Term: The contract term will be for four (4) years with an option to extend for two (2) additional years.	Department	Financial Services
	No. of Bids	Non-Competitive
	Vendor	Staples Professional Inc.
	Budget	\$72,879.56
	Award Amount	\$72,879.56
	Variance	\$0.00

#9		
Contract # 222-T-22 Preventative Maintenance, Inspection, and Repairs for Overhead Doors Term: The term of the Contract is for one (1) year commencing on October 1 2022 and includes three (3) additional years to be exercised in (1) year periods. The overall annual operating budget is expected to be favorable by \$4,638.60.	Department	S&AM
	No. of Bids	6
	Vendor	Innisfil Overhead Doors
	Budget	\$76,125.00
	Award Amount	\$71,486.40
	Variance	\$4,638.60
#10		
Contract # 228-S-22 Automated Material Handling Equipment for Cornell, Milliken Mills, Unionville and Thornhill Community Centre Libraries Term: The work will be completed by June 2023.	Department	ITS
	No. of Bids	Non-Competitive
	Vendor	Bibliotheca Canada Inc.
	Budget	\$465,700.00
	Award Amount	\$436,462.87
	Variance	\$29,237.13
The remaining budget in the amount of \$29,237.13 remaining budget will be used for construction work (electrical) for the new sorter intake.		
#11 Community Services Commission		
Contract # 237-S-22 Consulting Services for Design of Huntington Park Pedestrian Bridge Term: The work will be completed by November 2022.	Department	Environmental Services
	No. of Bids	Non-competitive
	Vendor	Stephenson Engineering Limited
	Budget	\$41,200.00
	Award Amount	\$41,192.45
	Variance	\$7.55
#12		
Contract # 023-T-22 Milliken Mills Community Centre Mechanical Replacement Term: The work to be completed by November 2022. The shortfall will be funded from Non- DC Capital Contingency account	Department	Recreation Services
	No. of Bids	7
	Vendor	Smith and Long Limited
	Budget	\$113,901.00
	Award Amount	\$155,361.57
	Variance	(\$41,460.57)

#13

Contract # 199-Q-22

Consulting Engineering Services for Erosion Restoration Project

Term: Detailed Design phase will be completed by January 2023.

Department	Environmental Services
No. of Bids	3
Vendor (s)	Aquafor Beech Limited
Budget	\$69,093.00
Award Amount	\$82,828.16
Variance	(\$13,735.16)

The shortfall will be funded from the Development Fee Reserve - Citywide Hard (\$8,927.85) and the remaining amount of \$4,807.31 will be funded from the Non-DC Capital Contingency account.

#14

Contract # 084-T-22

Ditch Cleaning, Haulage & Disposal

Term: The term of the contract is for one (1) term starting from September 6, 2022 to October 31, 2022.

Department	Operations
No. of Bids	5
Vendor (s)	Rafat General Contractor Inc.
Budget	\$233,900.00
Award Amount	\$198,837.00
Variance	\$35,063.00

The remaining budget of \$35,063.00 will be retained within the Roads operating budgets and may be used for soil removal if there is an occurrence of soil contamination. If this funding is not required, it will be reported as favorable variance as part of the 2022 year end results of operations and addressed as part of the 2023 Operating budget process.

#15

Contract # 104-T-22

Hired Loaders for Winter Maintenance Services

Term: The term of the Contract is for one (1) winter season with the option to renew for a second winter season.

Department	Operations
No. of Bids	5
Vendor (s)	Coons Contracting
Budget	\$94,098.08
Award Amount	\$88,812.06
Variance	\$5,286.02

The budget remaining in the amount of \$5,286.02 will be adjusted for as part of the 2023 winter maintenance budget specifically for this award, subject to Council approval.

#16		
Contract # 053-T-22 City Owned Entrance Features Rehabilitation and Replacement Term: The work will be completed by October 2022.	Department	Operations
	No. of Bids	7
	Vendor (s)	Tops Contracting
	Budget	\$188,800.00
	Award Amount	\$158,087.21
	Variance	\$30,712.79
The remaining budget will be returned to the original funding source.		
#17		
Contract # 178-Q-22 Supply, Fabricate & Installation of Sea Can Training Prop Term: The work will be completed by October 2022.	Department	Operations
	No. of Bids	2
	Vendor (s)	1000047596 Ontario Inc.
	Budget	\$71,476.40
	Award Amount	\$97,435.20
	Variance	(\$25,958.80)
The budget shortfall will be funded from the Non- DC Capital Contingency account.		
#18		
Contract # 106-T-22 Play Equipment Replacement and Site Work at Various Parks Term: The work will be completed by December 2022.	Department	Operations
	No. of Bids	7
	Vendor (s)	J. Hoover Ltd.
	Budget	\$896,700.00
	Award Amount	\$1,090,925.59
	Variance	(\$194,225.59)
The budget shortfall will be funded from the Non-DC Capital Contingency account.		
#19		
Contract # 012-T-22 Supply & Delivery of Two (2) Full Size One (1) Ton 4x4 Crew Cab Pick Up Trucks Term: The vehicles will be delivered by March 2023.	Department	Operations
	No. of Bids	2
	Vendor (s)	Winegard Motors
	Budget	\$121,880.00
	Award Amount	\$131,868.75
	Variance	(\$9,988.75)
The budget shortfall will be funded from the Non-DC Capital Contingency account.		

#20		
Contract # 147-T-22 Supply and Delivery of Six (6) Compact SUV Hybrids Term: The vehicles will be delivered by March 2023.	Department	Operations
	No. of Bids	3
	Vendor (s)	Winegard Motors
	Budget	\$232,752.00
	Award Amount	\$249,071.85
	Variance	(\$16,319.85)
The budget shortfall will be funded from the Non-DC Capital Contingency account		
#21		
Contract # 230-S-22 Phragmite Management at Swan Lake Term: The work will be completed by June 2023.	Department	Operations
	No. of Bids	Non-competitive
	Vendor (s)	TRCA
	Budget	\$127,200.00
	Award Amount	\$66,167.72
	Variance	\$61,032.28
The remaining budget will be retained in the project for other services required for the Swan Lake Shoreline Restoration.		
#22		
Contract # 196-Q-22 Winter Loader Rentals Term: The term of the Contract is for one (1) term from November 1, 2022 to March 31, 2023, with an option to renew for one (1) additional term (November 1, 2023 to March 31, 2024).	Department	Operations
	No. of Bids	2
	Vendor (s)	United Rental of Canada, Inc.
	Budget	\$189,413.00
	Award Amount	\$34,263.61
	Variance	\$155,149.39
The remaining balance of \$155,149.39 will be utilized for other winter maintenance equipment and any resulting variance will be reported as part of the 2022 year-end operating results.		
#23		
Contract # 236-S-22 Thornhill Community Centre Dectron Unit Replacement (Emergency) Term: (Emergency Replacement)	Department	Recreation Services
	No. of Bids	Non-Competitive
	Vendor (s)	SIG Mechanical Services
	Budget	\$0.00
	Award Amount	\$59,417.66
	Variance	(\$59,417.66)
The emergency award will be funded from Non-DC Capital Contingency account.		

#24		
Contract # 228-S-22 Automated Material Handling Equipment for Cornell, Milliken Mills, Unionville and Thornhill Community Centre Libraries Term: The work will be completed by June 2023.	Department	Recreation Services
	No. of Bids	9
	Vendor (s)	Energy Network Services Inc.
	Budget	\$68,294.00
	Award Amount	\$111,898.35
	Variance	(\$43,604.35)
The budget shortfall will be funded from the Non-DC Capital Contingency account.		
# 25 Chief Administrative Office		
Contract # 209-S-22 Supply & Delivery of One (1) Pumper Rescue And Supply & Delivery of One (1) Air/Light Rescue Truck Term: The delivery will be in late 2023.	Department	Fire & Emergency Services
	No. of Bids	Non-Competitive
	Vendor	Safetek Emergency Vehicles Ltd.
	Budget	\$1,618,796.04
	Award Amount	\$1,074,952.53
	Variance	\$543,843.51
The favorable budget in the amount of \$543,843.52 will be retained in the project and utilized to fund the shortfall for the purchase of an air / light rescue truck (unit 9920). The remaining budget in the amount of \$7,712.15 will be returned to the original funding source.		

RECOMMENDED BY:

 Mark Visser
 Acting Treasurer

 Trinela Cane
 Commissioner, Corporate Services