



Report to: General Committee

Meeting Date: March 7, 2023

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**SUBJECT:** Staff awarded contracts for the Months of November and December 2022

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

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**RECOMMENDATION:**

1. THAT the report entitled “Staff Awarded Contracts for the Months of November & December 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 \$4,104,818.65 were approved during November & December 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.

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 & December 2022.

<b>Procurement Activity</b>	<b>Number of Awards</b>	<b>Total Award Value November &amp; December 2022</b>
Request for Tender (T)	7	\$ 965,049.78
Request for Quotation (Q)	8	\$ 539,565.00
Request for Proposal (R)	3	\$ 1,416,847.79
Non-Competitive Procurement (S)	7	\$ 1,183,356.08
<b>Total Procurement Activity</b>	<b>25</b>	<b>\$ 4,104,818.65</b>

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

<b>Procurement by Commission</b>	<b>Number of Awards</b>	<b>Total Award Value November &amp; December 2022</b>
Development Services	5	\$ 928,013.72
Corporate Services	8	\$1,910,338.27
Community Services	11	\$1,169,794.66
Chief Administrative Office	1	\$ 96,672.00
<b>Total Procurement Activity</b>	<b>25</b>	<b>\$4,104,818.65</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 # 167-S-22 <b>Consulting Services, ePLAN Project Dox 9.2 Upgrade</b> Term: The project to improve both the applicant and reviewer experience is to be done with the Province's mandated timeframe (February 2023).	Department	Strategy & Innovation
	No. of Bids	Non-Competitive
	Vendor	Avolve Software
	Budget	\$394,196.40
	Award Amount	\$274,412.09
	Variance	\$119,784.31
The remaining budget will be retained in the project for further initiatives funded by Streamline Development Approval Fund.		
# 2		
Contract # 139-R-22 <b>Consulting Services, Natural Assets Inventory and Evaluation</b> Term: The work will be completed within fifteen (15) months.	Department	Policy & Research
	No. of Bids	5
	Vendor(s)	Green Analytics
	Budget	\$152,600.00
	Award Amount	\$151,421.87
	Variance	\$1,178.13
The remaining funds will be returned to the original funding source.		
# 3		
Contract # 168-S-22 <b>Consulting Services, ePLAN Web Portal Update</b> Term: The project will create a more user-friendly experience, within the Province's mandated timeframe (February 2023).	Department	Strategy & Innovation
	No. of Bids	Non-Competitive
	Vendor	Random Access
	Budget	\$628,092.64
	Award Amount	\$233,946.24
	Variance	\$394,146.40
The remaining budget will be retained in the project for further initiatives funded by Streamline Development Approval Fund.		
# 4		
Contract # 218-S-22 <b>Consulting Services, 3D Model Development</b> Term: To build a 3D model for two specific areas, namely, the Markham Centre and Markham Road/Mount Joy Secondary Plan areas, within the Province's mandated timeframe (February 2023).	Department	Strategy & Innovation
	No. of Bids	Non-Competitive
	Vendor	WSP Canada Inc.
	Budget	\$748,144.00
	Award Amount	\$120,051.36
	Variance	\$628,092.64
The remaining budget will be retained in the project for further initiatives funded by the Streamline Development Approval Fund.		

**# 5**

Contract # 294-S-22

**Additional Oracle Enterprise Edition Licenses**

Term: The work will be completed by December 2022.

Department	Strategy & Innovation
No. of Bids	Non-Competitive
Vendor	Oracle Canada ULC
Budget	\$148,182.16
Award Amount	\$148,182.16
Variance	\$0.00

**#6 Corporate Services Commission**

Contract # 244-Q-22

**Markham Civic Centre Concrete Sidewalk Replacement**

Term: The work will be completed by December 2022.

Department	S&AM
No. of Bids	2
Vendor	Dontex Construction Limited.
Budget	\$80,000.00
Award Amount	\$84,470.47
Variance	(\$4,470.47)

The shortfall will be funded from the available budget of \$5,000.00 in the same Project 22073. The budget availability is due to favourable pricing from other work (platform lift) within this budget.

**#7**

Contract # 231-T-22

**Washroom Renovation at 160 Dudley Avenue**

Term: The work will be completed by January 2023.

Department	S&AM
No. of Bids	11
Vendor	NCD Development
Budget	\$100,374.00
Award Amount	\$97,739.94
Variance	\$2,634.06

The remaining budget will be returned to its original funding source.

**#8**

Contract # 223-T-22

**Corporate Furniture Moving and Reconfiguration Services**

Term: The contract is for four (4) years commencing on December 1, 2022 and ending on November 30, 2025.

Department	S&AM
No. of Bids	8
Vendor (s)	1. Guardian Van Lines 2. Paragon Office
Budget	\$75,000.00
Award Amount	\$75,000.00
Variance	\$0.00

**#9**

Contract # 062-Q-22

**Replacement of Overhead Doors at Fire Station #97**

Term: The work will be completed by March 2023.

Department	S&AM
No. of Bids	2
Vendor	J&S Garage Doors Ltd.
Budget	\$80,000.00
Award Amount	\$77,609.71
Variance	\$2,390.29

The remaining budget will be returned back to its original funding source.

**#10**

Contract # 122-R-22

**Supply, Install and Configure CISCO Networking Hardware**

Term: The contract term is from 2023 – 2027.

Department	ITS
No. of Bids	2
Vendor	CDW Canada Corp.
Budget	\$1,400,000.00
Award Amount	\$1,244,195.71
Variance	\$155,804.29

The remaining budget in the amount of \$155,804.29 will be retained in the account for firewall hardware replacement which will be awarded separately.

**#11**

Contract # 258-S-22

**Consulting Services, Water Billing Transition – Phase 2**

Term: The work will be completed by September 2023.

Department	Financial Services
No. of Bids	Non-Competitive
Vendor	Kaihen Inc.
Budget	\$203,500.00
Award Amount	\$189,528.00
Variance	\$13,972.00

The remaining balance of \$13,972.00 will remain in the account for other project costs and until the completion of the project.

**#12**

Contract # 247-S-22

**FEB to LEAP Migration with AWS Managed-Infrastructure-Service Support Solution**

Term: The implementation will be completed in August 2023 with annual support thereafter.

Department	ITS
No. of Bids	Non-Competitive
Vendor	Streebo, Inc.
Budget	\$149,600.00
Award Amount	\$120,564.23
Variance	\$29,035.77

The remaining budget will fund the additional costs for the Portal Program via AWS environment.

#13		
<b>Contract # 311-R-22</b> <b>Corporate-Wide, Supply &amp; Delivery of Photocopy Paper (CRFP-2022-04)</b> Term: The contract is from January 2023 to December 2026.	Department	Financial Services
	No. of Bids	1
	Vendor	Ariva, a Division of Domtar Inc.
	Budget	\$21,230.21
	Award Amount	\$21,230.21
	Variance	\$0.00
#14 Community Services Commission		
<b>Contract # 148-T-22</b> <b>Supply &amp; Delivery of Five (5) Mitsubishi Outlander PHEV SUVs</b> Term: The vehicles will be delivered by December 2023.	Department	Operations
	No. of Bids	2
	Vendor	Rouge Valley Mitsubishi
	Budget	\$216,351.00
	Award Amount	\$219,432.36
	Variance	(\$3,081.36)
The budget shortfall in the amount of \$3,081.36 or \$616.27/vehicle will be funded from the Non-DC Capital Contingency account.		
#15		
<b>Contract # 246-Q-22</b> <b>Consulting Services for Retrofit of Existing Playground Pits for AODA Compliance</b> Term: The work will be completed by December 2023.	Department	Operations
	No. of Bids	3
	Vendor	Cosburn Giberson Landscape Architects
	Budget	\$49,995.00
	Award Amount	\$58,953.38
	Variance	(\$8,958.38)
The shortfall will be funded from the available budget of \$999,905.00 in the same Project 23012. The remaining budget in the amount of \$990,946.62 (\$999,905.00 – \$8,958.38) will be utilized for the construction work related to the retrofit the existing pits to ensure AODA compliance.		
#16		
<b>Contract # 151-Q-22</b> <b>Supply &amp; Delivery of Two (2) 60" Zero-Turn Mowers</b> Term: The units will be delivered by December 2022.	Department	Operations
	No. of Bids	6
	Vendor (s)	Hutchinson Farm Supply
	Budget	\$31,960.00
	Award Amount	\$52,974.97
	Variance	(\$21,014.97)
The budget shortfall in the amount of \$21,014.97 will be funded from the DCA Reserve.		

**#17**

Contract # 226-Q-22

**Speed Radar Display Board Deployment**

Term: The term of the contract is for one (1) year commencing on January 3, 2023 with an option to renew for three (3) additional one (1) year terms.

Department	Engineering
No. of Bids	7
Vendor (s)	Spectra Advertising
Budget	\$44,550.00
Award Amount	\$40,296.96
Variance	\$4,253.04

The remaining budget will be used for other contracted services as budgeted for in this account.

**#18**

Contract # 221-Q-22

**Supply, Delivery and Rental of Propane Cylinders**

Term: The contract is from January 2023 to December 2023 with the option to renew for two (2) additional years.

Department	Recreation
No. of Bids	3
Vendor (s)	Parkland Fuel Corporation
Budget	\$32,493.00
Award Amount	\$54,689.89
Variance	(\$22,196.89)

The budget shortfall in the amount of \$22,196.89 will be reflected as part of the 2022 results of Operations and addressed during the 2023 Operating budget processes subject to Council approval.

**#19**

Contract # 253-T-22

**Tree Stumping**

Term: The contract is from January 2023 to December 2023, with an option to renew for an additional three (3) years.

Department	Operations
No. of Bids	7
Vendor (s)	Maple Green Tree Services Inc.
Budget	\$126,500.00
Award Amount	\$94,954.34
Variance	\$31,545.66

The remaining budget in the amount of \$31,546.66 will be used for additional urban forestry tree canopy restorations & revitalizations in 2023.

#20		
Contract # 273-T-22 <b>Pathway Renovations and Resurfacing</b> Term: The contract is from January 2023 to December 2023, with an option to renew for an additional three (3) years.	Department	Operations
	No. of Bids	12
	Vendor (s)	Diamond Earthworks
	Budget	\$151,300.00
	Award Amount	\$151,300.00
	Variance	\$0.00
#21		
Contract # 259-Q-22 <b>Mt. Joy Community Centre Low Emissivity Ceiling Replacement</b> Term: The work will be completed by July 2023.	Department	Recreation Services
	No. of Bids	5
	Vendor (s)	140012 Canada Inc.
	Budget	\$34,400.00
	Award Amount	\$95,932.73
	Variance	(\$61,532.73)
The budget shortfall in the amount of \$61,532.73 will be funded from the Non-DC Capital Contingency account.		
#22		
Contract # 262-Q-22 <b>Supply and Delivery of Curbside Blue Bins</b> Term: The contract is from January 2023 to December 2023, with an option to renew for an additional three (3) years.	Department	Waste & Environmental Management
	No. of Bids	3
	Vendor (s)	Peninsula Plastics Ltd.
	Budget	\$48,161.00
	Award Amount	\$74,636.89
	Variance	(\$26,475.89)
#23		
Contract # 263-T-22 <b>Supply and Delivery of Wheeled Curbside Green Bin Containers</b> Term: The contract is from January 2023 to December 2023, with an option to renew for an additional three (3) years.	Department	Waste & Environmental Management
	No. of Bids	3
	Vendor (s)	Orbis Canada
	Budget	\$119,546.00
	Award Amount	\$163,812.23
	Variance	(\$44,266.23)



#24		
<b>Contract # 302-T-22</b> <b>Curb Stop, Curb Box &amp; Operating Rod Replacement by Vacuum Excavation</b> Term The contract is from January 2023 to December 2023, with an option to renew for an additional one (1) year.	Department	Operations
	No. of Bids	10
	Vendor (s)	Ontario Water Werx
	Budget	\$175,000.00
	Award Amount	\$162,810.91
	Variance	\$12,189.09
# 25 Chief Administrative Office		
<b>Contract # 286-S-22</b> <b>Temporary Staffing Services</b> Term: The work will be completed by November 30, 2023.	Department	People Services
	No. of Bids	Non-Competitive
	Vendor	Lee Hecht Harrison
	Budget	\$136,000.00
	Award Amount	\$96,672.00
	Variance	\$39,328.00
The cost of award will be funded from the vacant Senior Manager position in account 700-998-3018. This position has been vacant throughout the 2022 calendar year.		

**RECOMMENDED BY:**

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 Mark Visser  
 Acting Treasurer

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 Trinela Cane  
 Commissioner, Corporate Services