



Report to: General Committee

Meeting Date: May 9, 2023

SUBJECT: Staff awarded contracts for the month of March 2023
PREPARED BY: Alex Moore, Ext 4711

RECOMMENDATION:

1. THAT the report entitled “Staff Awarded Contracts for the Month of March 2023” 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
- 14 contract awards totaling \$ 2,692,323.79 were approved during March 2023

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 March 2023

Procurement Activity	Number of Awards	Total Award Value March 2023
Request for Tender (T)	5	\$ 1,274,182.13
Request for Quotation (Q)	2	\$ 64,916.47
Request for Proposal (R)	1	\$ 79,950.00
Non-Competitive Procurement (S)	6	\$ 1,273,275.19
Total Procurement Activity	14	\$ 2,692,323.79

The following table provides a synopsis of the procurement award amounts by Commission during March 2023.

Procurement by Commission	Number of Awards	Total Award Value March 2023
Development Services	1	\$ 717,147.70
Corporate Services	3	\$ 446,273.76
Community Services	10	\$1,528,902.33
Chief Administrative Office	0	N/A
Total Procurement Activity	14	\$ 2,692,323.79

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 # 006-T-23 Woodbine By-Pass North Park Construction Term: The work will be completed by November 2023.	Department	Planning & Urban
	No. of Bids	18
	Vendor	Anthony Furlano
	Budget	\$992,640.93
	Award Amount	\$717,147.70
	Variance	\$275,493.23

The remaining budget in the amount of \$275,493.23 will be returned to the original funding source.

#2 Corporate Services Commission

Contract # 268-T-22 Markham Lawn Bowling Clubhouse Foundation Stabilization Term: The work will be completed by May 2023.	Department	S&AM
	No. of Bids	7
	Vendor	2585284 Ontario Inc. o/a Beton
	Budget	\$157,410.34
	Award Amount	\$155,695.04
	Variance	\$1,715.30

The remaining of budget of \$1,715.30 will be retained in the account for the decommissioning of two monitoring wells on site.

#3

Contract # 023-T-23 Building Renovation at the Markham Museum (Cider Mill and Train Station) Term: The work will be completed by August 2023.	Department	S&AM
	No. of Bids	8
	Vendor	DJ McRae Contractors
	Budget	\$268,900.00
	Award Amount	\$238,983.36
	Variance	\$29,916.64

The remaining budget of \$29,916.64 will be retained in the account, of which 1) \$19,916.64 will be utilized for porch work identified as part of the Cider Mill project but not included in the tender as it was not related to the work required, and 2) \$10,000 of the remaining budget has been allocated for internal charges.

#4

Contract # 198-T-14 Contract Extension - Napkin Disposal, Sanitizing & Air Freshening Service Term: The new contract term will run from April 1, 2023 to March 31, 2025	Department	S&AM
	No. of Bids	Non-Competitive
	Vendor	Citron Hygiene LP
	Budget	\$51,595.36
	Award Amount	\$51,595.36
	Variance	\$0.00

The cost of award requested is an upset limit based on regular operations and the City is only billed based on actual number of service calls rendered at the contracted prices.

#5 Community Services Commission		
Contract # 046-Q-23 Water Quality Improvement - Geese Management Term: The work will be completed by December 2023.	Department	Environmental Services
	No. of Bids	2
	Vendor (s)	1.Toronto & Region Conservation 2.Authority Border Control Bird/Dogs
	Budget	\$77,300.00
	Award Amount	\$54,147.47
	Variance	\$23,152.53
The remaining budget in the amount of \$23,152.53 will remain in the account for other items (e.g., educational material). Any remaining funds will be returned to the original funding source at time of project closure.		
#6		
Contract # 057-S-23 1. Supply and Delivery of Four (4) ¾ Ton 4x4 Pick Up Trucks 2. Supply and Delivery of Four (4) snow plows Term: All the vehicles shall be delivered by March 31, 2023 & April	Department	Operations
	No. of Bids	Non-competitive
	Vendor (s)	1.Markville Ford 2.Markham Mower
	Budget	\$211,224.00
	Award Amount	\$349,012.94
	Variance	(\$137,788.94)
The total budget shortfall in the amount of \$137,788.94 (from Recommendation #1 and 2 above) will be funded from the Non-DC Capital Contingency account.		
#7		
Contract # 045-S-23 Supply and Delivery of One (1) 4WD 110 HP Tractor with Cab Term: The unit shall be delivered by spring 2024 (June 30, 2024).	Department	Operations
	No. of Bids	Non-competitive
	Vendor	Hutchinson Farm Supply Inc.
	Budget	\$162,909.62
	Award Amount	\$166,806.40
	Variance	(\$3,896.78)
The shortfall in the amount of \$3,896.78 will be funded from the Non-DC Capital Contingency account.		

#8		
Contract # 063-S-23 City-Wide Crack Sealing Services at Various Locations Term: The contract shall be from the date of award to December 31, 2023.	Department	Operations
	No. of Bids	Non-competitive
	Vendor	Right Seal Inc.
	Budget	\$137,478.00
	Award Amount	\$137,478.00
	Variance	\$0.00
This contract is being awarded to budget as the quantities of items required during the contract are subject to fluctuation based on needs. Staff will monitor during 2023 and any adjustments required based on price and quantities will be made in future budgets, subject to Council approval.		
#9		
Contract # 059-S-23 Supply and Delivery of Various Pick Up Trucks Term: The vehicles shall be delivered by March 31, 2023.	Department	Operations
	No. of Bids	Non-competitive
	Vendor (s)	1. Boyer Auto Group 2. Buick GMC Corvette 3. Southlake Ford
	Budget	\$107,345.00
	Award Amount	\$170,175.20
	Variance	(\$62,830.20)
The shortfall in the amount of \$30,073.79 will be funded from the Non-DC Capital contingency account. The shortfall in the amount of \$21,401.95 will be funded from the Waterworks Capital Contingency account The shortfall in the amount of \$11,354.46 will be funded from the DCA Reserve (Public Works–Fleet).		

#10		
Contract # 074-S-23 Supply and Delivery of Two (2) ¾ Ton 4x4 Pick Up Trucks Term: All vehicles shall be delivered to the City by March 31, 2023.	Department	Operations
	No. of Bids	Non-competitive
	Vendor (s)	1. Leggat Chevrolet 2. Cadillac Buick MC Ltd.
	Budget	\$141,853.44
	Award Amount	\$136,241.42
	Variance	\$5,612.02
The budget remaining in the amount of \$5,612.02 will be retained in the project budget for up-fitting the vehicles as required by Fire.		

#11		
Contract # 051-Q-23 City-wide Entrance Mat Service – Contract Extension Term: 2 years, commencing April 1, 2023, with an option to renew for three (3) years.	Department	Recreation Services
	No. of Bids	Non-competitive
	Vendor	Cintas Corporation
	Budget	\$18,830.00
	Award Amount	\$10,769.00
	Variance	\$8,061.00
The remaining budget of \$8,061.00 will be used for the annualized portion from January 1, 2023 to March 31, 2023.		
#12		
Contract # 009-T-23 Pan Am Centre Pool Filter Refurbishment Term: All work must be completed by September 1, 2023.	Department	Recreation
	No. of Bids	2
	Vendor	PPL Aquatic, Fitness & Spa Group Inc.
	Budget	\$232,900.00
	Award Amount	\$110,760.67
	Variance	\$122,139.33
The remaining budget of \$122,139.33 will be returned back to its original funding source.		
#13		
Contract # 252-R-22 Supply & Delivery of Pool Parts to City Owned Pools Term: 1 year - commencing on the issuance of a purchase order, with an option to renew for additional three (3) years.	Department	Recreation
	No. of Bids	2
	Vendor (s)	1.PPL Aquatic, Fitness & Spa Group Inc. 2.SP & S Swimming Pool & Spa Equipment
	Budget	\$79,950.00
	Award Amount	\$79,950.00
	Variance	\$0.00
This contract is being awarded to budget as the quantities of items required during the contract are subject to fluctuation based on needs.		
#14		
Contract # 256-S-22 Replacement of Library Shelving at Milliken Mills Branch Term: The work will be completed by October 2023.	Department	Markham Public Library
	No. of Bids	3
	Vendor	SmartSpace GTA
	Budget	\$355,725.00
	Award Amount	\$313,561.23
	Variance	\$42,163.77
The remaining balance of \$42,163.77 will be retained in project to procure other library furniture, equipment, & shelving as budgeted for.		

RECOMMENDED BY:

Mark Visser
Acting Treasurer

Graham Seaman
Acting Commissioner, Corporate Services