



Report to: General Committee

Meeting Date: June 6, 2023

SUBJECT: Staff Awarded Contracts for the Month of April 2023
PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

1. That the report entitled “Staff Awarded Contracts for the Month of April 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 By law (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
- Eleven (11) contract awards totaling \$ 3,967,557.04 were approved during April 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 April 2023

Procurement Activity	Number of Awards	Total Award Value April 2023
Request for Tender (T)	5	\$ 2,688,157.39
Request for Quotation (Q)	1	\$ 72,512.14
Request for Proposal (R)	0	N/A
Non-Competitive Procurement (S)	5	\$ 1,206,887.51
Total Procurement Activity	11	\$ 3,967,557.04

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

Procurement by Commission	Number of Awards	Total Award Value April 2023
Development Services	2	\$ 457,524.05
Corporate Services	0	N/A
Community Services	9	\$3,510,032.99
Chief Administrative Office	0	N/A
Total Procurement Activity	11	\$ 3,967,557.04

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 # 013-T-23 Flato Markham Theatre Dressing Room Renovations Term: The work will be completed by August 2023.	Department	Theatre
	No. of Bids	10
	Vendor	Adeli Construction Management Inc.
	Budget	\$400,686.88
	Award Amount	\$394,707.60
	Variance	\$ 5,979.28

The remaining budget in the amount of \$5,979.28 will be returned to the original funding source.

#2

Contract # 014-T-23 Printing and Delivery of Brochures for the Flato Markham Theatre Term: The contract shall commence on April 1, 2023 for one (1) season brochure print issue, with an option to renew for an additional three (3) print issues in years 2024, 2025 and 2026.	Department	Culture
	No. of Bids	2
	Vendor	Canmark Communications
	Budget	\$ 53,500.00
	Award Amount	\$ 62,816.45
	Variance	(\$ 9,316.45)

The budget shortfall in the amount of \$9,316.45 will be managed partially through reallocation of the existing operating budget and any remaining unfavourability will be reported as part of the 2023 year end results of operations.

#3 Community Services Commission

Contract # 001-T-23 South Unionville Underground Stormwater Tank Rehabilitation and Contract Administration and Inspection Term: The work will be completed by August 2023.	Department	Environmental Services
	No. of Bids	7
	Vendor	Safa Builders & Contractors
	Budget	\$1,628,200.00
	Award	\$1,361,182.46
	Variance	\$267,017.54

The remaining budget will be retained within the project for Contract administration, inspection, geotechnical and concrete testing works during construction. Any unused funds remaining upon completion of the project will be returned to the original funding source.

#4		
Contract # 039-T-23 Curb Box Inspection (2023 – 2026) Term: One (1) year commencing mid-April 2023, with an option to renew for three (3) additional one (1) year terms.	Department	Environmental Services
	No. of Bids	4
	Vendor	Ontario Water Werx
	Budget	\$748,000.00
	Award	\$139,331.94
	Variance	\$608,668.06
The remaining budget of \$608,668.06 will be used for replacement of curb boxes and components through a separate Curb box Replacement tender in Q3, 2023.		
#5		
Contract # 043-Q-23 Thornhill Community Centre Arena Change room Door Replacement Term: The work will be completed by June 2023.	Department	Recreation Services
	No. of Bids	1
	Vendor (s)	ACP Lock & Security Inc.
	Budget	\$ 53,000.00
	Award	\$ 72,512.14
	Variance	(\$19,512.14)
The budget short fall in the amount of \$19,512.14 will be funded from the Non-DC Capital Contingency account.		
#6		
Contract # 066-S-23 Ice Resurfacing Machine for Milliken Mills Community Centre Term: The unit shall be delivered within 450 days from receipt of order (approximately June 30, 2024)	Department	Recreation Services
	No. of Bids	Non-competitive
	Vendor (s)	Zamboni Company
	Budget	\$163,800.00
	Award	\$168,153.31
	Variance	(\$ 4,353.31)
The budget shortfall for the purchase of the ice resurfacing machine is \$4,353.31. There is also an additional cost for the electrical installation for the charger. An estimated amount for the electrical installation is \$1,861.28 including HST impact. At the time of 2023 capital budget submission, the costs associated for the electrical installation were not considered. Therefore, the budget shortfall for the ice resurfacing machine and the electrical installation in the amount of \$6,214.59 (\$4,353.31 + \$1,861.28) will be funded from the Non-DC Capital Contingency account.		

#7		
Contract # 083-S-23 Supply and Delivery of Six (6) Compact SUV Hybrids Term: All vehicles are to be delivered by November 2023.	Department	Operations
	No. of Bids	Non-competitive
	Vendor (s)	1754675 Alberta Ltd. o/a Scarborough Toyota
	Budget	\$264,683.87
	Award	\$226,030.41
	Variance	\$ 38,653.46
The budget remaining in the amount of \$38,653.46 will be returned to the original funding source.		
#8		
Contract # 285-T-22 Play Equipment Replacement and Site Work at Various Parks Term: The work will be completed by November 2023.	Department	Operations & Planning & Urban Design
	No. of Bids	14
	Vendor (s)	Gray's Landscaping & Snow Removal Inc.
	Budget	\$738,906.00
	Award	\$730,118.94
	Variance	\$ 8,787.06
The budget remaining in the amount of \$8,787.06 will be returned to the original funding source.		
#9		
Contract # 288-S-22 Hiring Additional Locate Services Provider Term: Contract term starts from date of award to December 31, 2023.	Department	Operations
	No. of Bids	Non-Competitive
	Vendor (s)	Canadian Locators Inc.
	Budget	\$350,000.00
	Award	\$350,000.00
	Variance	\$ 0.00
#10		
Contract # 140-S-22 German Mills Settlers Park Sanitary Infrastructure Protection Project Term: The work will be completed by May 2023.	Department	Environmental Services
	No. of Bids	Non-Competitive
	Vendor (s)	Toronto and Region Conservation Authority "TRCA"
	Budget	\$223,900.00
	Award Amount	\$223,900.00
	Variance	\$0.00

#11		
Contract # 076-S-23 Supply and Delivery of Three (3) ¾ Ton 4x4 Pick Up Trucks Term: The vehicle shall be delivered by April 30, 2023.	Department	Operations
	No. of Bids	Non-Competitive
	Vendor (s)	Item 1 - Boyer Auto Group Item 2 - Eastside Chevrolet Buick GMC Corvette Limited Item 3 - Markville Ford Lincoln Item 4 - Markham Mower
	Budget	\$180,328.90
	Award Amount	\$243,803.79
	Variance	(\$ 63,474.89)
	The budget shortfall in the amount of \$63,474.89 will be funded from the Non-DC Capital Contingency account.	

RECOMMENDED BY:

Mark Visser
Acting Treasurer

Trinela Cane
Commissioner, Corporate Services