



Report to: General Committee

Meeting Date: November 21, 2023

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

RECOMMENDATION:

1. THAT the report entitled “Staff Awarded Contracts for the Month of September 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
- 15 contract awards totaling \$6,257,893.83 were approved during September 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.

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 2023

Procurement Activity	Number of Awards	Total Award Value September 2023
Request for Tender (T)	6	\$ 4,893,743.84
Request for Quotation (Q)	3	\$ 271,868.56
Request for Proposal (R)	3	\$ 457,019.37
Non-Competitive Procurement (S)	3	\$ 635,262.06
Total Procurement Activity	15	\$ 6,257,893.83

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

Procurement by Commission	Number of Awards	Total Award Value September 2023
Development Services	2	\$1,118,435.97
Corporate Services	2	\$ 256,451.08
Community Services	11	\$4,883,006.78
Chief Administrative Office	0	N/A
Total Procurement Activity	15	\$6,257,893.83

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 # 182-R-23 Consulting Services to Develop Engineering Design Standards, Policy and Procedure for Non-Conventional Storm water Management Facilities Term: The work will be completed by February 2024. The remaining shortfall of \$11,463.48 will be funded from Engineering DC Contingency Account.	Department	Engineering
	No. of Bids	4
	Vendor	Resilient Consulting
	Budget	\$127,371.97
	Award Amount	\$138,835.45
	Variance	(\$ 11,463.48)
#2		
Contract # 081-T-23 Stream Erosion Restoration Program (Construction) Rouge River (Site R-ES-45) Term: The Work will commence mid-March 2024 and will be completed by September 2024. The remaining budget of \$163,332.70 will be retained in the project for contract administration and site inspection services.	Department	Engineering
	No. of Bids	7
	Vendor	560789 Ontario Limited
	Budget	\$1,142,933.22
	Award Amount	\$ 979,600.52
	Variance	\$ 163,332.70
# 3 Community Services Commission		
Contract # 060-R-23 Consulting Services for a City-Wide Watercourse Erosion Study Term: The work will be completed by November 2024. The remaining budget of \$656.88 will be returned to original funding source.	Department	Environmental Services
	No. of Bids	4
	Vendor	Matrix Solutions
	Budget	\$151,700.00
	Award Amount	\$151,043.12
	Variance	\$ 656.88
# 4		
Contract # 184-T-23 Birchmount Road Bridge - Rehabilitation Works Term: The work will be completed by November 2024. Of the remaining balance, \$5,000 will be retained for a geotechnical consultant and the remaining budget in the amount of \$120,379.51 will be returned to the original funding source.	Department	Environmental Services
	No. of Bids	5
	Vendor	KB Civil Constructors
	Budget	\$574,226.82
	Award Amount	\$448,847.31
	Variance	\$125,379.51

# 5		
Contract # 015-T-23 Rehabilitation of Storm Culverts (SC04 and SC05) Term: The work will be completed by June 2024.	Department	Environmental Services
	No. of Bids	5
	Vendor	Michels Canada Co.
	Budget	\$2,773,400.00
	Award	\$2,772,854.60
	Variance	\$545.40
The balance of \$545.40 will remain in the account until project completion.		
# 6		
Contract # 230-Q-23 Contract Administration for the Rehabilitation of Storm Culverts (SC04 and SC05) Term: The work will be completed by June 2024.	Department	Environmental Services
	No. of Bids	2
	Vendor	Accardi Schaeffers & Associates Ltd
	Budget	\$ 512.80
	Award	\$80,593.92
	Variance	(\$80,081.12)
The shortfall in the amount of \$80,081.12 represents a 2.8% budget shortfall on the total approved budget for this project. It should be noted that the construction award (015-T-23) for (\$2,772,854.60) includes a \$121,941.98 contingency portion that may or may not be required. The shortfall will be funded through Non-DC Capital Contingency account.		
# 7		
Contract # 197-S-23 Contract Extension - SCADA Software Upgrade Term: The work will be completed by December 2024.	Department	Environmental Services
	No. of Bids	Non-Competitive
	Vendor	McRae Integration Ltd. Inc.
	Budget	\$258,779.51
	Award	\$258,729.89
	Variance	\$ 49.63
The remaining budget of \$49.63 will be returned to original funding source.		
# 8		
Contract # 183-T-23 Toogood Pond Dam Safety Measures Installation Term: The work will be completed by January 2024.	Department	Environmental Services
	No. of Bids	3
	Vendor	Brook Restoration Ltd.
	Budget	\$330,000.00
	Award	\$273,618.60
	Variance	\$ 56,381.40
The remaining budget of \$ 56,381.40 will be returned to original funding source.		

# 9		
Contract # 042-T-23 Supply and Delivery of three (3) ¾ Ton 4x4 Crew Cab Pick Up Trucks Term: Delivery of the vehicles shall be no later than December 2023.	Department	Operations
	No. of Bids	4
	Vendor	Blue Mountain Chrysler Ltd.
	Budget	\$203,224.00
	Award	\$226,755.90
	Variance	(\$23,531.88)
The budget shortfall in the amount of \$23,531.88 will be funded as follows: <ul style="list-style-type: none"> • \$10,694.59 from the Waterworks Capital Contingency account; and • \$12,837.29 from the Non-DC Capital Contingency account 		
# 10		
Contract # 235-S-23 Supply and Delivery of Three (3) Full Size ½ ton 4x4 extended cab pick-up truck and One (1) Full Size ½ ton 4x4 regular cab pick-up truck Term: Delivery of the vehicles shall be no later	Department	Operations
	No. of Bids	Non-Competitive
	Vendor	Trillium Ford Lincoln Ltd.
	Budget	\$256,604.00
	Award	\$232,369.55
	Variance	\$ 24,234.45
The remaining budget of \$24,234.45 will be returned to original funding source.		
# 11		
Contract # 124-R-23 Consulting Services to Develop a Strategic Urban Forestry Management Plan Term: The work will be completed by January 2025.	Department	Operations
	No. of Bids	3
	Vendor	Kuntz Forestry Consulting
	Budget	\$168,881.60
	Award	\$167,140.80
	Variance	\$ 1,740.80
The balance of \$1,740.80 will remain in the account until completion of the project.		
# 12		
Contract # 228-T-23 Supply and Delivery of One (1) Articulated Sidewalk Tractors Term: The tractor must be delivered by November 2023	Department	Operations
	No. of Bids	1
	Vendor	FST Canada Inc / Joe Johnson Equipment
	Budget	\$ 169,800.00
	Award	\$ 192,066.91
	Variance	(\$ 22,266.91)
The budget shortfall in the amount of \$22,266.91 will be funded from the Non-DC Capital Contingency.		

# 13		
Contract # 210-Q-23 Supply and Delivery of Liquid Salt Brine Term: The term of the Contract is for one term from October 1, 2023 to April 30, 2024 with the option to renew for two (2) additional, separate terms.	Department	Operations
	No. of Bids	3
	Vendor	Miller Paving Limited
	Budget	\$ 20,000.00
	Award	\$ 17,421.38
	Variance	\$ 2,578.69
The remaining budget in the amount of \$2,578.69 will be retained in the Operating budget.		
# 14 Corporate Services Commission		
Contract # 189-Q-23 Mechanical Modifications to the Lake Room at the Markham Civic Centre Term: The work will be completed by January 2024.	Department	S&AM
	No. of Bids	9
	Vendor	Complex Claims Restoration Inc.
	Budget	\$174,000.00
	Award	\$173,853.26
	Variance	\$ 146.74
The remaining budget of \$146.74 will be returned to its original funding source.		
# 15		
Contract # 135-S-23 Internet Services Upgrade Solution (10 Gbps Bandwidth) – (Increase bandwidth) Term: Three (3) years (September 2023 to August 2026).	Department	ITS
	No. of Bids	Non-Competitive
	Vendor	Frontier Network Inc.
	Budget	\$373,842.00
	Award	\$ 82,597.82
	Variance	\$291,244.18
The remaining budget in the amount of \$291,244.18 will be retained in the account.		

RECOMMENDED BY:

 Joseph Silva
 Treasurer

 Trinela Cane
 Commissioner, Corporate Services