



Report to: General Committee

Meeting Date: December 5, 2023

SUBJECT: Staff Awarded Contracts for the Month of October 2023
PREPARED BY: Alex Moore, Senior Manager, Procurement, Ext. 4711

RECOMMENDATION:

1. THAT the report entitled “Staff Awarded Contracts for the Month of October 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
- 12 contract awards totaling \$ 3,345,892.34 were approved during October 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 October 2023:

Procurement Activity	Number of Awards	Total Award Value October 2023
Request for Tender (T)	2	\$ 664,750.07
Request for Quotation (Q)	4	\$ 269,123.24
Request for Proposal (R)	6	\$ 2,165,050.57
Non-Competitive Procurement (S)	0	\$ 246,968.46
Total Procurement Activity	12	\$ 3,345,892.34

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.

The following table provides a synopsis of the procurement award amounts by Commission during October 2023:

Procurement by Commission	Number of Awards	Total Award Value October 2023
Development Services	3	\$2,195,056.79
Corporate Services	5	\$ 352,940.92
Community Services	3	\$ 550,926.17
Chief Administrative Office	1	\$ 246,968.46
Total Procurement Activity	12	\$3,345,892.34

Details of each of the projects are noted in the following:

# 1 Development Services		
Contract # 004-R-23 Consulting Services, Yonge Corridor Secondary Plan Term: The work will be completed within twenty-four (24) months following contract award.	Department	Planning & Urban Design
	No. of Bids	4
	Vendor	Urban Strategies Inc.
	Budget	\$1,574,688.01
	Award Amount	\$1,574,579.33
	Variance	\$ 108.68
The remaining funds in the amount of \$108.68 will be returned to original funding source.		
#2		
Contract # 209-R-23 Consulting Engineering Services for Traffic Calming of Main Street Markham and Carlton Road Term: The work will be completed by May 2024.	Department	Engineering
	No. of Bids	4
	Vendor	EXP Services Inc.
	Budget	\$304,600.00
	Award Amount	\$195,673.92
	Variance	\$108,926.08
Of the remaining budget, \$81,200.00 will be used to complete remaining traffic signal designs for Bur Oak & Williamson and Bur Oak & Country Ridge/Fred McLaren as budgeted for in this account. The remaining amount of \$27,726.08 (\$108,926.08 - \$81,200) will be returned to original funding source.		
#3		
Contract # 219-T-23 Traffic Signal Assets Replacement Term: The work will be completed by March 2024.	Department	Engineering
	No. of Bids	5
	Vendor	Beacon Utility Contractors Limited
	Budget	\$430,000.00
	Award Amount	\$424,803.54
	Variance	\$ 5,196.46
The remaining budget of \$5,196.46 will be returned to the original funding source.		
#4 Corporate Services		
Contract # 019-Q-23 Civic Centre Chapel Air Handling Unit Replacement Term: The work will be completed by November 2023.	Department	S&AM
	No. of Bids	4
	Vendor	Magtech Mechanical
	Budget	\$53,642.00
	Award Amount	\$61,452.86
	Variance	(\$7,810.86)
The budget short fall in the amount of \$7,810.86 will be funded from the Non-DC Capital Contingency account.		

#5		
Contract # 176-R-23 Consulting Services for Fire Station 97 Energy & GHG Retrofit Term: The work will be completed by December 2024.	Department	S&AM
	No. of Bids	4
	Vendor	C.E.S. Engineering Ltd.
	Budget	\$123,102.00
	Award Amount	\$ 83,817.68
	Variance	\$ 39,284.32
The remaining budget of \$39,284.32 will remain available in the project budget to retain other 3 rd party consultant work as budgeted for (i.e. testing, inspections, commissioning agent).		
#6		
Contract # 214-Q-23 Flato Markham Theatre Pump Replacement Term: The work will be completed by July 2024.	Department	S&AM
	No. of Bids	7
	Vendor	Bird Mechanical Ltd.
	Budget	\$75,000.00
	Award Amount	\$67,013.84
	Variance	\$ 7,986.16
The remaining budget of \$7,986.16 will be retained within account for other third party construction work as budgeted for testing, inspections, and commissioning.		
#7		
Contract # 217-Q-23 West Park Shop Interior Alterations Term: The work will be completed by December 2023.	Department	S&AM
	No. of Bids	13
	Vendor	P&C General Contracting Ltd.
	Budget	\$63,000.00
	Award Amount	\$62,301.34
	Variance	\$ 698.66
The remaining budget of \$698.66 will be returned to its original funding source.		

#8		
Contract # 232-Q-23 Box Grove Community Centre Exterior & Interior Renovations Term: The work will be completed by June 2024	Department	S&AM
	No. of Bids	11
	Vendor	818185 Ontario Inc.
	Budget	\$83,327.00
	Award Amount	\$78,355.20
	Variance	\$ 4,971.80
The remaining budget in the amount of \$4,971.80 will stay in the project account until the completion of the project.		

#9 Community Services		
Contract # 180-R-23 Survey Monument Replacement Term: The work will be completed within one hundred and eighty (180) calendar days from the date of receipt of the Purchase Order.	Department	Operations
	No. of Bids	5
	Vendor	J.D. Barnes Limited
	Budget	\$64,539.00
	Award Amount	\$74,592.08
	Variance	(\$10,053.08)
These are permanent markers to mark or reference a point on a property or land line which is permanently marked or tagged with the certificate number. This project is to replace damaged survey monuments to maintain integrity of City's survey control network. The budget shortfall in the amount of \$10,053.08 will be funded from the Non-DC Capital Contingency account.		
#10		
Contract # 213-R-23 German Mills Meadow Environmental Monitoring Program Term: The term of the contract is from January 1, 2024 to December 31, 2025.	Department	Operations
	No. of Bids	5
	Vendor	WSP E&I Canada Limited
	Budget	\$274,700.00
	Award Amount	\$236,387.56
	Variance	\$ 38,312.44
The remaining budget of \$38,312.44 will be returned to the original funding source.		
#11		
Contract # 238-T-23 14th Avenue Illegal Dumping Removal Term: The work will be completed within fifteen (15) business days of receiving the Purchase Order.	Department	Operations
	No. of Bids	11
	Vendor	First Response Environmental
	Budget	\$ 475,000.00
	Award Amount	\$ 239,946.53
	Variance	\$ 235,053.47
The remaining budget in the amount of \$235,053.47 will be retained in the original project budget.		
#12 Chief Administrative Office		
Contract # 053-R-12 Supply and Delivery of the Fire Department's Bunker Gear Requirements Term: January 1, 2024 to December 31, 2024	Department	Fire & Emergency Services
	No. of Bids	Non-competitive
	Vendor	Safedesign Apparel Ltd.
	Budget	\$ 68,924.08
	Award Amount	\$246,968.46
	Variance	(\$178,044.38)

Of the shortfall of \$178,044.38, \$164,742.96 has been provisioned for 2024 bunker gear replacement, and will be accelerated from the Life Cycle Replacement and Capital Reserve. The remaining shortfall in the amount of \$13,301.42 ($\$178,044.38 - \$164,742.96$) is due to price increases in 2022 for future requirements.

RECOMMENDED BY:

Joseph Silva
Treasurer

Trinela Cane
Commissioner, Corporate Services