



Report to: General Committee

Meeting Date: February 27, 2024

SUBJECT:	Staff Awarded Contracts for the Months of November & December 2023
PREPARED BY:	Alex Moore, Ext. 4711

RECOMMENDATION:

1. THAT the report entitled “Staff Awarded Contracts for the Months of November & December 2023” be received; and,
2. That Staff be authorized to amend the reporting for contracts awarded by Staff from a monthly report to a quarterly report; and further,
3. 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. This report advises Council of contracts awarded in November & December 2023 and seeks approval to amend the reporting, going forward, to a quarterly basis to align with the practice of York Region and other municipalities.

Key Points:

- All purchases were in compliance with Procurement Bylaw 2017-8
- 23 contract awards totaling \$6,350,898.50 were approved during November & December 2023

BACKGROUND:

Currently, Procurement advises Council, on a monthly basis, of all contracts awarded by the Chief Administrative Officer, Commissioners, or Directors with a total cost exceeding \$50,000. Staff are proposing to maintain the financial reporting threshold of \$50,000, but are recommending to change the reporting cadence from monthly to quarterly. This would align with the practice of York Region and other municipalities, including larger municipalities such as the City of Vaughan, the City of Brampton and the City of Hamilton. This recommendation would not impact the due diligence undertaken by Staff in conducting the Procurement process, but would help reduce some of the administrative burden.

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 2023:

Procurement Activity	Number of Awards	Total Award Value November & December 2023
Request for Tender (T)	12	\$2,829,667.80
Request for Quotation (Q)	2	\$ 81,621.64
Request for Proposal (R)	4	\$3,118,896.39
Non-Competitive Procurement (S)	5	\$ 320,712.67
Total Procurement Activity	23	\$6,350,898.50

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

Procurement by Commission	Number of Awards	Total Award Value November & December 2023
Development Services	2	\$ 960,281.66
Corporate Services	2	\$2,854,968.06
Community Services	16	\$2,346,655.52
Chief Administrative Office	3	\$ 188,993.26
Total Procurement Activity	23	\$6,350,898.50

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.

Details of each of the projects are noted in the following table.

# 1 Development Services Commission		
Contract # 215-R-23 Consulting Services, Off-Leash Dog Area Policy and Implementation Plan Term: All Work must be completed within ten (10) months	Department	Planning & Urban Design Services
	No. of Bids	2
	Vendor	Tocher Heyblom Design Inc.
	Budget	\$120,900.00
	Award Amount	\$118,923.38
	Variance	\$ 1,976.62
The remaining funds in the amount of \$1,976.62 will be returned to original funding source.		
#2		
Contract # 005-T-23 Victoria Square West Village Park (Heise Park) – Construction Term: All work will be completed by July 17, 2024.	Department	Urban Design
	No. of Bids	21
	Vendor	Bond Paving & Construction Inc.
	Budget	\$843,756.00
	Award Amount	\$841,358.28
	Variance	\$ 2,397.79
The remaining funds in the amount of \$2,397.79 shall remain in the account for building permits for the shade structure and plumbing permit for the site services, which will be obtained by City staff prior to commencement of construction.		

#3 Corporate Services Commission		
Contract # 067-R-22 Mount Joy Community Centre Energy Performance Retrofits consulting Services, Yonge Corridor Secondary Plan Term: Phase 1 to 4 – Complete by October 2025	Department	SAM
	No. of Bids	3
	Vendor	Ameresco Inc.Mechanical
	Budget	\$3,020,401.00
	Award Amount	\$2,782,728.96
	Variance	\$ 237,672.04
The remaining budget of \$237,672.04 will remain in the account to be used for any unforeseen construction related requirements as the selected low-carbon measures and associated costs will not be confirmed until the end of Phase 1. Any remaining funds will be returned to source upon completion of the project.		
#4		
Contract # 274-S-23 Chatbot Upgrade ChatGPT Term: One (1) year initial term with two (2) one (1) year additional renewal options.	Department	ITS
	No. of Bids	Non-competitive
	Vendor	Streebo, Inc. Ltd.
	Budget	\$662,563.98
	Award Amount	\$ 72,239.10
	Variance	\$540,152.87
The remaining budget will be retained in the account to fund other ITS leveraging technology projects.		
#5 Community Services Commission		
Contract # 260-T-23 Sewage Pumping Stations Mechanical Maintenance Services Term: One (1) year with three (3) optional one-year terms, commencing on December 1, 2023, at the same terms and conditions.	Department	Environmental Services
	No. of Bids	2
	Vendor (s)	Empire United Services
	Budget	\$150,000.00
	Award Amount	\$ 66,266.11
	Variance	\$ 83,733.89
The remaining budget will be used for other capital requirements as budgeted for in the respective accounts.		
#6		
Contract # 079-R-23 Consulting Services for the Feasibility Study of Stormwater Diversions at Swan Lake Term: All work to be completed by November 30, 2024.	Department	Environmental Services
	No. of Bids	6
	Vendor (s)	AECOM Canada Ltd.
	Budget	\$145,330.00
	Award Amount	\$145,330.00
	Variance	\$ 0.00

#7		
Contract # 185-T-23 Oil-Grit Separator (OGS) Cleanout Term: All the Work will be completed within 30 working days.	Department	Environmental Services
	No. of Bids	6
	Vendor (s)	Super Sucker Hydro Vac Services Inc.
	Budget	\$ 88,000.00
	Award Amount	\$ 81,641.50
	Variance	\$ 6,358.50
The remaining balance of \$6,358.50 will be retained in the account for related works such as repair and OGS parts replacement as identified through the inspection component of this project.		

#8		
Contract # 269-Q-23 Supply and Delivery of Specialized Forestry Equipment & Supplies Term: One year from January 1 to December 31, 2024 with the option to renew for three (3) additional one year periods.	Department	Operations
	No. of Bids	3
	Vendor (s)	Universal Field
	Budget	\$13,024.00
	Award Amount	\$14,751.08
	Variance	(\$ 1,727.08)
The budget shortfall in the amount of \$1,727.08 will be adjusted for in the 2024 Parks operating budget, subject to adoption of the 2024 operating budget.		

#9		
Contract # 026-Q-23 Supply and Installation of Metal Staircases for Fire Department's Training Facility Term: Construction to commence in April/May 2024 and must be completed within 20 working days.	Department	Fire & Emergency Services
	No. of Bids	10
	Vendor (s)	South Central Inc.
	Budget	\$44,675.77
	Award Amount	\$66,870.56
	Variance	(\$22,194.79)
The shortfall will be funded as follows: - \$9,150.00 will be funded from the same project (23119) and the two 20' containers originally budgeted for will be deferred and incorporated into the next phase of the Training Facility Configuration project, planned for 2025. - \$13,044.79 will be funded from MFES training budget account 420-669-4272, which has available budget of \$16,000.		

#10

Contract # 106-R-23
Consulting Services for Mt Joy Artificial Turf

Term: All work will be completed by March 31, 2024.

Department	Operations
No. of Bids	2
Vendor (s)	RK & Associates Consulting Inc.
Budget	\$80,600.00
Award Amount	\$71,914.05
Variance	\$14,085.95

The remaining budget of \$14,085.95 will be retained within the project (23220) to allow staff to respond to unanticipated needs and strategic opportunities. Any surplus funding remaining at the time of project closure will be returned to the original funding source.

#11

Contract # 228-T-23
Supply and Delivery of Two (2) Articulated Sidewalk Tractors

Term: The units shall be delivered by January 8, 2024.

Department	Operations
No. of Bids	1
Vendor (s)	FST Canada Inc. o/a Joe Johnson Equipment
Budget	\$396,100.00
Award Amount	\$390,025.73
Variance	\$ 6,074.27

The budget remaining in the amount of \$6,074.27 will be returned to the original funding source.

#12

Contract # 241-S-23
Supply & Delivery of Molok Parts/Materials (Bags)
 Term: Two (2) years from January 1, 2024 to December 31, 2025.

Department	Operations
No. of Bids	Non-competitive
Vendor (s)	Molok North America
Budget	\$10,000.00
Award Amount	\$39,623.15
Variance	(\$29,623.15)

The contract award is based on estimated quantities of items required during the contract and are subject to fluctuation based on needs and repair requirements. Staff will monitor during 2024 and any adjustments required based on price and quantities will be made in future budgets, subject to budget adoption. The overspend projected for 2024 will be reported as part of the overall 2024 results of operations.

#13

Contract # 245-T-23

City-Wide Crack Sealing Services

Term: The term of the Contract is from May 1 to September 15, 2024, with an option to renew for an additional three (3) terms (from May 1 to September 15 of the applicable year).

Department	Operations
No. of Bids	6
Vendor (s)	Right Seal Inc.
Budget	\$125,000.00
Award Amount	\$125,000.00
Variance	\$ 0.00

The contract identified a requirement of 130,000 metres of crack sealing repairs and since the price has remained unchanged since 2022 (\$0.9158/metre) (130,000 x \$0.9158 = \$119,054.00), staff recommended awarding the contract to budget to maximize the state of good repair on as many roads within the City's network as possible.

#14

Contract # 251-T-23

Supply and Delivery of Streetscape Planting Materials and Bedding Plants

Term: One year from January 1 to December 31, 2024 with the option to renew for three (3) additional years at one year increments.

Department	Operations
No. of Bids	2
Vendor (s)	Valleyview Gardens
Budget	\$43,000.00
Award Amount	\$52,372.41
Variance	(\$ 9,372.41)

Budget shortfall will be funded from 2024 Parks growth allocation, subject to budget adoption.

#15

Contract # 252-T-23

Supply and Delivery of Waterworks and Sanitary Sewer Materials

Term: One (1) year with an option to renew the contract for two (2) additional ONE (1) year terms.

Department	Waterworks
No. of Bids	3
Vendor (s)	Wolseley Canada Inc.
Budget	\$288,966.00
Award Amount	\$278,978.43
Variance	\$ 9,987.57

The remaining budget will be used for other requirements as budgeted for in the respective accounts.

#16

Contract # 253-T-23

Supply and Delivery of Unshrinkable Fill

Term: One (1) year with an option to extend the contract for two (2) additional one (1) year terms.

Department	Waterworks
No. of Bids	2
Vendor (s)	Stouffville Mobile
Budget	\$60,240.00
Award Amount	\$60,201.22
Variance	\$ 38.78

The remaining budget will be used for other operating requirements in this account.

#17

Contract # 254-T-23 Supply of Traffic Control Services Term: One (1) year - commencing January 1, 2024 to December 31, 2024, with an option to extend for two (2) additional years (2025 & 2026). The remaining budget will be used for other operating requirements as budgeted for in the respective accounts.	Department	Waterworks
	No. of Bids	6
	Vendor (s)	ATS Traffic Ltd.
	Budget	\$67,500.00
	Award Amount	\$35,385.62
	Variance	\$32,114.38

#18

Contract # 265-T-23 Rehabilitation of Street Lighting System (2023) Term: All work will be commencing on April 1, 2024 for 20 working weeks. Of the remaining budget of \$21,354.94, \$21,000.00 will be retained in project #23241 to obtain 3 rd party attachment permits from Alectra to attach streetlight luminaires on existing Alectra owned hydro poles. The remaining balance of \$354.94 (\$21,354.94 – \$21,000.00) will be returned to the original funding source.	Department	Environmental Services
	No. of Bids	7
	Vendor (s)	Tristar Electric Inc.
	Budget	\$236,200.00
	Award Amount	\$214,845.06
	Variance	\$ 21,354.94

#19

Contract # 266-T-23 Curb Box Rehabilitation/ Replacement Program (2024 – 2027) Term: One (1) Year, with an option to renew for three (3) additional years (on a year-to-year basis). The remaining budget of \$96.13 will be returned to the original funding source.	Department	Environmental Services
	No. of Bids	7
	Vendor (s)	Ontario Water Werx
	Budget	\$608,625.00
	Award Amount	\$608,528.87
	Variance	\$ 96.13

#20

Contract # 306-S-23 Consulting Services for Mobile District Metering Area (DMA) Program Term: All work will be completed by August 30, 2024.	Department	Environmental Services
	No. of Bids	Non-competitive
	Vendor (s)	HydraTek & Associates
	Budget	\$95,100.00
	Award Amount	\$94,921.73
	Variance	\$ 178.27

The remaining budget of \$178.27 will be returned to the original funding source.

#21 Chief Administrative Office

Contract # 236-S-20 Contract Extension - Supply and Delivery of Footwear for Fire Services Term: June 1, 2024 – May 31, 2028	Department	Fire & Emergency Services
	No. of Bids	Non-competitive
	Vendor (s)	Work Authority
	Budget	\$16,205.25
	Award Amount	\$15,327.94
	Variance	\$ 877.31

The remaining budget of \$877.31 will be retained in the account for other uniform requirements as required.

#22

Contract # 298-S-23 Contract Extension - Removal of Legacy Firefighting Foams and Replacement With Next Generation Fire Suppressing Gel Term: June 1, 2024 – May 31, 2028	Department	Fire & Emergency Services
	No. of Bids	Non-competitive
	Vendor (s)	Clean Harbors & PPE Solutions
	Budget	\$0.00
	Award Amount	\$98,600.75
	Variance	(\$98,600.75)

This is an extraordinary circumstance, and was not previously budgeted for. As a result, this one-time occurrence will result in an incremental 2023 operating budget shortfall of \$98,600.75 in account 420-599-4299, and will be absorbed as part of overall year-end result of operations.

#23

Contract # 257-T-23 Rental of Portable Toilets Term: One (1) year from January 1, 2024 to December 31, 2024, with the option to renew for three (3) additional, separate one year periods.	Department	Fire & Emergency Services
	No. of Bids	4
	Vendor (s)	Super Save Group of
	Budget	\$65,384.00
	Award Amount	\$75,064.57
	Variance	(\$ 9,680.57)

The budget shortfall will be adjusted as part of the 2024 operating budget, subject to budget adoption.

RECOMMENDED BY:

Joseph Silva
Treasurer

Trinela Cane
Commissioner, Corporate Services