



Report to: General Committee

Meeting Date: January 21, 2025

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**SUBJECT:** Staff awarded contracts for the months of October, November and December 2024

**PREPARED BY:** Alex Moore, Ext. 4711

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**RECOMMENDATION:**

1. THAT the report entitled “Staff Awarded Contracts for the months of October, November and December 2024.” 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), a report shall be submitted to Council advising of awarded contracts greater than \$50,000. Under this report Staff are advising Council of the contracts awarded by Staff for the months of October, November and December 2024.

Key Points:

- All purchases were in compliance with Procurement Bylaw 2017-8 and the City’s Expenditure Control Policy
- 39 contract awards totaling \$8,357,055.04 were approved during the months of October, November and December 2024.

**BACKGROUND:**

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 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 the months of October, November and December 2024.

<b>Procurement Activity</b>	<b>Number of Awards</b>	<b>Total Award October, November and December 2024</b>
Request for Tender (T)	19	\$5,557,631.62
Request for Quotation (Q)	5	\$ 298,348.85
Request for Proposal (R)	3	\$ 655,365.35
Non-Competitive Procurement (S)	12	\$1,845,709.24
<b>Total Procurement Activity</b>	<b>39</b>	<b>\$8,357,055.04</b>

The following table provides a synopsis of the procurement award amounts by Commission during months of October, November and December 2024.

<b>Procurement by Commission</b>	<b>Number of Awards</b>	<b>Total Award Value October, November and December 2024</b>
Development Services	9	\$1,956,307.34
Corporate Services	4	\$ 758,751.98
Community Services	23	\$5,235,225.43
CAO Office	3	\$ 406,770.29
<b>Total Procurement Activity</b>	<b>39</b>	<b>\$8,357,055.04</b>

**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.

<b># 1 Development Services Commission</b>		
<b>Contract # 192-R-24 - Consulting Services, Community Outreach Materials (Additional Residential Units)</b>	Department	Building Standards
	No. of Bids	Non-Competitive Procurement
	Vendor	Matteo Gilfillan & Associates Inc.
	Award Amount	\$128,614.46
Term: The work is anticipated for completion in summer 2025.		
<b># 2</b>		
<b>Contract # 197-T-24 - Court Resurfacing and Refurbishment at Seven Parks</b>	Department	Planning & Urban Design
	No. of Bids	5
	Vendor	Bourassa Sport Technologie Plus
	Award Amount	\$354,658.02
Term: The work will be completed by May 2025.		
<b>#3</b>		
<b>Contract # 204-Q-24 - Varley Art Gallery Courtyard Repairs</b>	Department	Culture – Art Gallery
	No. of Bids	22
	Vendor	Vaughan Landscaping Inc.
	Award Amount	\$64,808.71
Term: The work will be completed by December 2024.		
<b>#4</b>		
<b>Contract # 217-R-24 - Consulting Services for the Parking and Transportation Demand Management Standards Update</b>	Department	Engineering
	No. of Bids	1
	Vendor	HDR Corporation
	Award Amount	\$287,430.71
Term: The work will be completed by December 2025.		
<b>#5</b>		
<b>Contract # 225-S-24 Programming Support for the Flato Markham Theatre</b>	Department	Economic Growth, Culture &
	No. of Bids	Non-Competitive Procurement
	Vendor	Jamie Grant
	Award Amount	\$65,126.40
Term: The work will be completed by May 2025.		
<b>#6</b>		
<b>Contract # 235-T-24 Traffic Assets Replacement</b>	Department	Engineering
	No. of Bids	6
	Vendor	Beacon Utility Contractors Limited
	Award Amount	\$237,781.53
Term: The work will be completed by March 2025.		

#7		
<b>Contract # 265-T-24 - 2024 Play Structure and Surfacing Replacement – Various Locations (5)</b>	Department	Planning & Urban Design
	No. of Bids	16
	Vendor	Gray's Landscaping
	Award Amount	\$554,546.90
Term: The work will be completed by June 2025.		
#8		
<b>Contract # 291-S-24 Consulting Services, Inclusionary Zoning Assessment Report</b>	Department	Policy and Research
	No. of Bids	Non-Competitive Procurement
	Vendor	N. Barry Lyon Consultants Limited
	Award Amount	\$159,234.55
Term: The work will be completed by September 2025.		
#9		
<b>Contract # 292-S-24 Consulting Services, Housing Needs Assessment Update</b> Term: The work will be completed by June 2025.	Department	Policy & Research
	No. of Bids	Non-Competitive Procurement
	Vendor	SHS Consulting
	Award Amount	\$104,106.06
#10 Corporate Services Commission		
<b>Contract # 109-T-24 Rouge River Community Centre Roof Replacement</b>	Department	Sustainability & Asset Management
	No. of Bids	12
	Vendor	T.P Crawford Limited
	Award Amount	\$292,233.56
Term: The work will be completed by June 2025.		
#11		
<b>Contract # 284-S-24 Banking Services - Contract Extension</b> Term: Award amount for five-year extension.	Department	Finance
	No. of Bids	Non-Competitive Procurement
	Vendor	TD Bank
	Award Amount	\$265,950.00
#12		
<b>Contract # 287-S-24 Administrative Monetary Penalty (AMPs) Expansion</b>	Department	ITS
	No. of Bids	Non-Competitive Procurement
	Vendor	ACCEO Solutions Inc.
	Award Amount	\$81,142.87
Term: Award amount for eight-year extension.		
#13		
<b>Contract # 301-S-24 Internet Services Upgrade Solution (10 Gbps Bandwidth)</b> Term: Award amount for five-year contract.	Department	ITS
	No. of Bids	Non-Competitive Procurement
	Vendor	Cogent Canada Inc.
	Award Amount	\$119,425.55

<b>#14 Community Services Commission</b>		
<b>Contract # 122-T-24 Milliken Mills Community Centre Fire Alarm Panel Equipment Modification &amp; Sprinkler System Modifications/Testing</b>	Department	Recreation Services
	No. of Bids	3
	Vendor	EEL Line Corporate
	Award Amount	\$289,417.75
Term: The work will be completed by December 2024.		
<b>#15</b>		
<b>Contract # 156-T-24 Supply and Delivery of Two Compact Wheel Loaders</b>	Department	Operations
	No. of Bids	3
	Vendor	Brandt Tractor Ltd.
	Award Amount	\$319,322.88
Term: Delivery – April 2025		
<b>#16</b>		
<b>Contract # 159-S-24 Ice Resurfacing Machine for Angus Glen Community Centre</b>	Department	Recreation Services
	No. of Bids	Non-Competitive Procurement
	Vendor	Zamboni Company Ltd.
	Award Amount	\$110,957.07
Term: Delivery –October 2025.		
<b>#17</b>		
<b>Contract # 162-T-24 Angus Glen Community Centre Exterior Entrance Interlock Replacement &amp; Tennis Court Repair</b>	Department	Recreation Services
	No. of Bids	9
	Vendor	Centrepont Construction
	Award Amount	\$203,654.97
Term: The work will be completed by December 2024.		
<b>#18</b>		
<b>Contract # 179-T-24 Supply and Delivery of Two Mitsubishi PHEVs</b>	Department	Operations
	No. of Bids	3
	Vendor	Motorcity Mitsubishi Inc
	Award Amount	\$94,999.45
Term: Delivery – December 2024.		
<b>#19</b>		
<b>Contract # 207-T-24 Blower Building Gas Header Upgrade &amp; Gas Well Repair</b>	Department	Operations
	No. of Bids	3
	Vendor	Avertex Utility Solutions Inc
	Award Amount	\$114,184.23
Term: The work will be completed by January 30, 2025.		

<b>#20</b>		
<b>Contract # 226-T-24 Floodlights, Poles &amp; Cross Arms Replacements at Various Parks</b>	Department	Operations
	No. of Bids	13
	Vendor	Hastings Utilities Contracting Ltd
	Award Amount	\$402,718.87
Term: The work will be completed by April 2025.		
<b>#21</b>		
<b>Contract # 227-T-24 Supply and Delivery of Sheeting Material</b>	Department	Operations
	No. of Bids	3
	Vendor	ND Graphics Inc
	Award Amount	\$168,899.36
Term: Award amount is for a four-year contract.		
<b>#22</b>		
<b>Contract # 228-Q-24 Supply and Delivery of Metal Posts and Base Plates</b>	Department	Operations
	No. of Bids	8
	Vendor	UCC Industries International
	Award Amount	\$71,360.28
Term: Award amount is for a four-year contract.		
<b>#23</b>		
<b>Contract # 230-T-24 Markham Public Library Courier Service</b>	Department	Markham Public Library
	No. of Bids	12
	Vendor	1 Courier Inc.
	Award Amount	\$294,242.28
Term: Award amount is for a four-year contract.		
<b>#24</b>		
<b>Contract # 238-S-24 City-Wide Catch Basin Cleaning Services</b>	Department	Operations
	No. of Bids	Non-Competitive Procurement
	Vendor	Flow Kleen Technology limited
	Award Amount	\$ 350,000.00
Term: The work will be completed by December 2024.		
<b>#25</b>		
<b>Contract # 239-T-24 John Street at Settlers Park - Erosion Restoration</b>	Department	Environmental Services
	No. of Bids	4
	Vendor	560789 Ontario Limited o/a R&M
	Award Amount	\$547,158.42
Term: The work will be completed by May 2025.		

#26		
<b>Contract # 240-S-24 Ontario One Call – Underground Infrastructure Locating Service</b> Term: Award amount is for a two-year contract.	Department	Environmental Services
	No. of Bids	Non-Competitive
	Vendor	Ontario One Call
	Award Amount	\$299,266.39
#27		
<b>Contract # 246-T-24 Supply and Delivery of four Pick-Up Trucks Complete with Snowplows</b> Term: Delivery – May 2025	Department	Operations
	No. of Bids	16
	Vendor	Downtown Autogroup
	Award Amount	\$482,237.88
#28		
<b>Contract # 248-Q-24 Supply and Delivery of Sign Blanks</b> Term: Award amount is for a four-year contract.	Department	Operations
	No. of Bids	12
	Vendor	Maximum Signs
	Award Amount	\$57,940.12
#29		
<b>Contract # 251-T-24 Supply and Delivery of Three Compact Tractors</b> Term: Delivery – December 2024.	Department	Operations
	No. of Bids	8
	Vendor	BE Larkin Equipment
	Award Amount	\$162,714.24
#30		
<b>Contract # 252-R-24 Consulting Engineering Services for Bridges and Culverts OSIM Inspections (2025 - 2028)</b> Term: Award amount is for four year contract.	Department	Environmental Services
	No. of Bids	6
	Vendor	TSI Inc
	Award Amount	\$296,277.79
#31		
<b>Contract # 266-Q-24 Supply and Delivery of Heritage Waste Receptacles</b> Term: Delivery – February 2025.	Department	Operations
	No. of Bids	8
	Vendor	SQM Janitorial Services Inc.
	Award Amount	\$53,424.00
#32		
<b>Contract # 271-T-24 Angus Glen Community Centre Door Replacements</b> Term: The work will be completed by September 2025.	Department	Recreation Services
	No. of Bids	8
	Vendor	Dontex Construction Ltd.
	Award Amount	\$424,403.44

#33		
<b>Contract # 275-T-24 Supply and Delivery of Thermoplastic Pavement Markings</b>	Department	Operations
	No. of Bids	4
	Vendor	Gentem Inc.
	Award Amount	\$120,000.00
Term: Award amount is for a four-year contract.		
#34		
<b>Contract # 276-T-24 Supply and Delivery of Benches &amp; Waste Receptacles</b>	Department	Operations
	No. of Bids	15
	Vendor	Single Source Supply Inc.
	Award Amount	\$225,744.40
Term: Award amount is for a four-year contract.		
#35		
<b>Contract # 295-S-24 – District Metered Area (DMA) Equipment Replacement and SCADA Integration</b> Term: The work will be completed by December 2025.	Department	Environmental Services
	No. of Bids	Non-Competitive Procurement
	Vendor	McRae Integration Ltd
	Award Amount	\$95,485.89
#36		
<b>Contract # 310-Q-24 Supply and Delivery of One Pick Up Truck</b>	Department	Operations
	No. of Bids	3
	Vendor	Formula Ford Lincoln Sales
	Award Amount	\$50,815.72
Term: Delivery – December 2024.		
#37 CAO Office		
<b>Contract # 001-S-16 Contract Extension - Joint Radio Operating System</b>	Department	Fire & Emergency Services
	No. of Bids	Non-Competitive Procurement
	Vendor	Regional Municipality of York
	Award Amount	\$66,400.00
Term: January 1, 2025 to December 31, 2025.		
#38		
<b>Contract # 029-T-24 Supply and Delivery of Station Wear for Firefighters</b>	Department	Fire & Emergency Services
	No. of Bids	6
	Vendor	Safedesign Apparel Limited
	Award Amount	\$268,713.44
Term: Award amount is for a five-year contract.		



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<b>#39</b>		
<b>Contract # 048-R-19 Contract Extension - Employee &amp; Family Assistance Program (EFAP)</b>	Department	People Services
	No. of Bids	Non-Competitive Procurement
	Vendor	Homewood Health Inc
	Award Amount	\$71,656.85
Term: January 1, 2025 to December 31, 2025.		

**RECOMMENDED BY:**

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Joseph Silva  
Treasurer

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Trinela Cane  
Commissioner, Corporate Services