



Report to: General Committee

Report Date: January 2, 2018

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**SUBJECT:** Staff Awarded Contracts for the Months of November and December 2017  
**PREPARED BY:** Alex Moore, Ext. 4711

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**RECOMMENDATION:**

1. THAT the report entitled “Staff Awarded Contracts for the Months of November and December 2017” be received;
2. And that Staff be authorized and directed to do all things necessary to give effect to this resolution

**PURPOSE:**

To inform Council of Staff Awarded Contracts >\$50,000 for the months of November and December 2017 as per Purchasing By-law 2017-8.

**BACKGROUND:**

Council at its meeting of May 26<sup>th</sup>, 2009 amended By-Law 2004-341, A By-Law Establishing Procurement, Service and Disposal Regulations and Policies. The Purchasing By-Law delegates authority to staff to award contracts without limits if the award meets the following criteria:

- The award is to the lowest priced supplier
- The expenses relating to the goods / services being procured is included in the approved budget (Operating/Capital)
- The award of the contract is within the approved budget
- The award results from the normal tendering process of the City (i.e. open bidding through advertisements that meet transparency and enables open participation)
- The term of the contract is for a maximum of 4 years
- There is no litigation between the successful supplier and the City at the time of award
- There are no supplier protests at the time of contract award

If one (1) of the above noted criteria is not met then any contract award >\$350,000 requires Council approval.

Where the contract being awarded is a Request for Proposal (RFP) the approval authority limits of staff is up to \$350,000.

**Chief Administrative Officer**

Award Details	Description
Highest Ranked / Lowest Priced Supplier	<ul style="list-style-type: none"><li>• 075-R-17 Supply and Implementation of a Learning Management System (LMS)</li></ul>

### Community & Fire Services

Award Details	Description
Lowest Priced Supplier	<ul style="list-style-type: none"> <li>• 003-T-17 Floodlights and Poles</li> <li>• 017-Q-17 Supply and Delivery of Garbage Bags</li> <li>• 025-Q-17 Remove and Replace Retaining Walls at Four Locations</li> <li>• 027-Q-17 Load, Haul and Disposal of Soils</li> <li>• 054-T-17 2017 CIPP (Cured-in-Place) Watermain Rehabilitation Project</li> <li>• 116-Q-17 Cornell CC and Aaniin CC Digital Media Lab Software and Support</li> <li>• 233-Q-17 Supply and Delivery of Bedding Plants</li> <li>• 236-Q-17 Streetscape Planting Materials</li> </ul>
Second Lowest Priced Supplier	<ul style="list-style-type: none"> <li>• 229-Q-17 Aaniin Community Centre Aquatics Program Equipment</li> </ul>
Non-Competitive Supplier	<ul style="list-style-type: none"> <li>• 2017 Ice Resurfacing Machine for Clatworthy Community Centre</li> <li>• 2018 Ice Resurfacing Machines for Angus Glen Community Centre and Markham Village Arena</li> <li>• 260-S-17 The Gateway at John Daniels Park- Gateway Signage</li> </ul>

### Corporate Services

Award Details	Description
Lowest Priced Supplier	<ul style="list-style-type: none"> <li>• 207-T-17 Preparation, Printing, Insertion and Mailing of Municipal Tax Bills</li> <li>• 250-Q-17 - Parking Garage Structure Repair at Cornell Community Centre &amp; Library</li> </ul>
Highest Ranked/ Lowest Priced Supplier	<ul style="list-style-type: none"> <li>• 196-Q-17 Corporate GIS Function Review and strategy development</li> </ul>
Non-Competitive Supplier	<ul style="list-style-type: none"> <li>• 228-S-17 Supply and Implementation of an Enterprise Information Management System (e-Agenda)</li> </ul>

### Development Services

Award Details	Description
Lowest Priced Supplier	<ul style="list-style-type: none"> <li>• 227-T-17 Erosion Restoration at Robinson Creek</li> <li>• 282-T-16 Leitchcroft Community Park Phase 2 – Construction</li> </ul>

2018-01-30

X



Joel Lustig  
Treasurer  
Signed by: cxa

2018-01-30

X



Trinela Cane  
Commissioner, Corporate Services  
Signed by: cxa



## STAFF AWARD REPORT

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To:	Andy Taylor, Chief Administrative Officer
Re:	075-R-17 Supply and Implementation of a Learning Management System (LMS)
Date:	October 31, 2017
Prepared by:	Carroll Blair, Senior Learning and Development Specialist, HR, Extension, Ext. 2424 Mustafa Rahman, Client Advisor, ITS, Ext. 2884 Rosemarie Patano, Senior Construction Buyer, Ext. 2990

### PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply and implementation of a Learning Management System (LMS) for five years at the same itemized pricing. The purpose of the learning management system (LMS), known internally as the Markham Learn Centre (MLC), is to promote and facilitate the registration of training courses, the managerial authorization process, capture waiting lists, track compliance and participation by course or employee, provide training reports and validate invoices from vendors.

### RECOMMENDATION

Recommended Supplier	Lansdowne Technologies Inc. (Highest Ranked/ Lowest Priced Supplier)	
Current Budget Available	\$ 71,200.00	400-101-5399-17058
Less Cost of award	\$ 87,069.93	Year 1 – Jan 2018 to Dec 2018
	\$ 50,878.98	Year 2 – Jan 2019 to Dec 2019*
	\$ 50,878.98	Year 3 – Jan 2020 to Dec 2020*
	\$ 50,878.98	Year 4 – Jan 2021 to Dec 2021*
	\$ 50,878.98	Year 5 – Jan 2022 to Dec 2022*
	\$ 290,585.86	Total Cost of Award (Inclusive of HST)
Budget Shortfall after this award	(\$ 15,869.93)	**

\* Subject to Council approval of the 2019-2022 budgets

\*\* The budget shortfall in the amount of \$15,869.93 (\$87,069.93 - \$71,200.00) will be funded from the Non-DC Capital Contingency account.

Total Year 1 cost of the award includes:

- Installation, configuration, migration, deployment, professional services, and training (one time cost)
- One year Software As A Service (SaaS) subscription fee (unlimited number of users)
- One year warranty, maintenance and support fees

Note: The costs for warranty, maintenance and on-going support fees starting Year 2 will be charged to ITS Computer Software account #400-400-5361.

### BID INFORMATION

Advertised	ETN
Bids closed on	March 28, 2017
Number picking up bid documents	16
Number responding to bid	7*

\*One Bidder rejected as non-compliant, as per the City's General Terms and Conditions.

### PROPOSAL EVALUATION

The Evaluation Team for this RFP was comprised of Staff from Human Resources, Recreation, Culture Services, Waterworks, Operations, Markham Public Library, and ITS, with Purchasing Staff acting as the facilitator.

**Overall scoring**

<b>Suppliers</b>	<b>Grand Total Score (out of 110)</b>	<b>Rank Results</b>
<b>Lansdowne Technologies Inc.</b>	<b>98.02</b>	<b>1</b>
AvenueHR Inc.	79.25	2
Cornerstone OnDemand Inc.	73.69	3
Global Safety Standards	34.04	4
Auxilium Group	24.19	5
Shefaria Ent. Inc. (Proposal #1)	19.73	6
Shefaria Ent. Inc. (Proposal #2)	19.23	7

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The incremental operating budget impact is \$30,000 starting in year 2. There is no life cycle impact.

**ENVIRONMENTAL CONSIDERATIONS**

N/A



### STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	003-T-17 Floodlights and Poles
Date:	November 23, 2017
Prepared by:	James Bingham, Supervisor, Parks West, ext. 7997 Patti Malone, Senior Buyer, ext. 2239

### PURPOSE/BACKGROUND

To obtain approval to award the contract for the supply, delivery and replacement of floodlights and poles at 1) Carlton Park for the baseball/softball field, 2) Centennial Park for the north and south baseball/softball fields and 3) Centennial Park soccer field.

The work is to be completed by March 31, 2018.

### RECOMMENDATION

Recommended Supplier	Cobra Power Inc. (Lowest Priced Supplier)	
Current Budget Available	\$ 620,267.27	059-6150-17151-005 Floodlights, Poles & Cross Arms Replacement
Less cost of award	\$ 388,935.67	Total Cost of Award (Inclusive of HST impact)
	\$ 38,893.57	10% Contingency
	\$ 427,829.24	Total Cost of Award (inclusive of HST)
Budget Remaining after this award	\$ 192,438.03	*

\*The budget remaining in the amount of \$192,438.03 will be returned to the original funding source. The surplus is due to the deferral of work at Bishops Cross soccer and baseball/softball fields following condition assessment. Work at this location will now be undertaken in 2020 and the 2018 Life Cycle update will be adjusted accordingly.

### BID INFORMATION

Advertised	ETN
Bids closed on	November 14, 2017
Number picking up bid documents	7
Number responding to bid	3

### PRICE SUMMARY

Suppliers	Price inclusive of HST
<b>Cobra Power Inc.</b>	<b>\$388,935.67</b>
Wayne Electric Co. Limited	\$412,636.80
Guild Electric Limited	\$535,562.88

### OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget.

The 2018 Life Cycle update will reflect the pricing for the locations above as well as the deferral of replacement requirements at Bishops Cross soccer and baseball/softball fields to 2020.

### ENVIRONMENTAL CONSIDERATIONS

Concrete poles identified for removal will be recycled at an approved recycling facility.



## STAFF AWARD REPORT

To:	Brenda Librecz, Commission, Community & Fire Services
Re:	017-Q-17 Supply and Delivery of Garbage Bags
Date:	November 10, 2017
Prepared by:	Shahid Rehman, Inventory Control Coordinator, Ext. 4005 Patti Malone, Senior Buyer, Ext. 2239

### PURPOSE/BACKGROUND

The purpose of this report is to obtain approval to award the contract for the supply and delivery of 800 cases (100/case) of clear colour garbage bags for one year with an option to extend the contract for two (2) additional years at the same itemized pricing. The bag film thickness is 2 mm and the bag size is 42"W X 48"L with seams along the length.

### RECOMMENDATION

Recommended Supplier	R. A. Roberts Plastics Limited (Lowest Priced Supplier)	
Current Budget Available	\$ 23,779.28	016-1700072 Garbage Bags
Less cost of award*	\$ 23,779.28	2018 Cost of Award (Inclusive of HST)*
	\$ 23,779.28	2019 Cost of Award (Inclusive of HST)*
	\$ 23,779.28	2020 Cost of Award (Inclusive of HST)*
	\$ 71,333.84	Total Cost of Award
Budget Remaining after this award	\$ 0.00	*

\*Subject to Council approval of the 2018, 2019 and 2020 operating budgets.

### BID INFORMATION

Advertised	ETN
Bids closed on	November 9, 2017
Number picking up bid documents	11
Number responding to bid	9*

\*One bid was submitted after closing time and was therefore rejected. The bid document clearly stated any bid submission after a specific time would not be accepted.

### PRICE SUMMARY (Inclusive of HST)

Suppliers	Bid Price/Year
<b>R. A. Roberts Plastics Limited</b>	<b>\$23,779.28</b>
Swish Maintenance Ltd.	\$33,857.59
BOD Toronto Inc.	\$34,191.36
Flexo Products	\$34,720.51
Apex Sanitation	\$38,929.31
Charles Jones	\$38,953.73
Mister Chemical	\$39,320.06
Superior Solutions	\$40,353.95

The price under this contract is the same as the City's 2017 pricing and fixed for three (3) years.

### OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget.

There is no incremental impact to the Life Cycle Replacement and Capital Reserve Fund.

### ENVIRONMENTAL CONSIDERATIONS

The garbage bags are made using 100% recycled polyethylene.



## STAFF AWARD REPORT

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To:	Morgan Jones, Director, Operations
Re:	025-Q-17 Remove and Replace Retaining Walls at Four Locations
Date:	October 23, 2017
Prepared by:	John Hoover, Supervisor, Contract Administration, Ext. 4808 Patti Malone Senior Buyer Ext. 2239

### PURPOSE/BACKGROUND

To obtain approval to award the contract for the removal and replacement of retaining walls at the following four (4) locations.

- Pathway leading towards 16<sup>th</sup> Avenue between 28/30 SoHo Crescent
- Pathway leading towards Denison Street between 116 Terrosa Road and Maclin House Daycare
- Pathway leading towards Middlefield Road between 46/48 James Edward Drive
- Fire Station 96 at 14<sup>th</sup> Avenue

All of the work will be completed by spring 2018.

### RECOMMENDATION

Recommended Supplier	Speedside Construction Limited (Lowest Priced Supplier)	
Current Budget Available	\$ 74,100.00	050-6150-17141-005 Retaining Walls Program
Less cost of award	\$ 39,686.40	Cost of the Award
	\$ 3,968.64	Contingency (10%)
	\$ 24,422.40	Provisional items*
	\$ 68,077.44	Total Award (Incl. of HST)
Budget Remaining	\$ 6,022.56	**

\* The provisional items include the removal of hedges and removal/restoration of wooden fencing. The requirement for the provisional items will not be known until the retaining walls are removed, any of the unused funding for the provisional items will be returned to the original funding source.

\*\* The remaining budget in the amount of \$6,022.56 will be returned to the original funding source.

### BID INFORMATION

Advertised	ETN (Electronic Tendering Network)
Bids closed on	October 3, 2017
Number picking up bid document	19
Number responding to bid	8

### PRICE SUMMARY (Inclusive of HST Impact)

Suppliers	Bid Price	Provisional Items	Total Award
<b>Speedside Construction Limited</b>	<b>\$39,686.40</b>	<b>\$24,422.40</b>	<b>\$64,108.80</b>
Land-Con Ltd.	\$48,890.59	\$29,001.60	\$77,892.19
Ground Up Construction Inc	\$60,628.61	\$35,717.76	\$96,346.37
Birchcliff Construction Ltd	\$68,942.40	\$21,624.00	\$90,566.40
Forest Ridge Landscaping Inc.	\$71,243.96	\$23,939.04	\$95,183.00
Euro Landscape Construction & Grounds Inc.	\$97,466.69	\$137,301.10	\$234,767.79
M & S Architectural Concrete Ltd.	\$106,557.02	\$14,526.24	\$121,083.26
FTD Construction Inc.	\$120,204.00	\$24,422.40	\$144,626.40

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental impact to the operating budget. There is minimal incremental impact to the Life Cycle Replacement and Capital Reserve Fund over the next 25 year period.

**ENVIRONMENTAL CONSIDERATIONS**

The backfill material used in this contract will be recycled granular and the contractor will recycle the removed concrete material (when possible).



### STAFF AWARD REPORT

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	027-Q-17 Load, Haul and Disposal of Soils
Date:	December 22, 2017
Prepared by:	Mike Brady, Supervisor, Contract Administration, Ext 2316 Patti Malone, Senior Buyer, Ext. 2239

#### PURPOSE/BACKGROUND

To obtain approval to award the contract for the load, haul and disposal of soils from 555 Miller Avenue (Operations Department).

#### RECOMMENDATION

Recommended Supplier	Greenspace Landscaping and Property Services Inc. (Lowest Priced Supplier)	
Current Budget Available	\$ 24,197.00	700-507-5760 Load, Haul and Disposal of Soils
Less cost of award	\$ 76,396.32	Award amount (Inclusive of HST)
Budget shortfall after this award	\$ (52,199.32)	*

\*The budget shortfall in the amount of \$52,199.32 will be funded from account code 700-501-5304 Asphalt repairs. The 2018 operating budget will be adjusted accordingly through budget reallocations with no impact to the overall Operations Roads department budget.

#### BID INFORMATION

Advertised	ETN
Bid closed on	December 7, 2017
Number picking up document	9
Number responding to bid	5

#### PRICE SUMMARY

Suppliers	Bid Price (Inclusive of HST)
<b>Greenspace Landscaping and Property Services Inc.</b>	<b>\$76,396.32</b>
KG Services	\$81,204.48
Loc Pave Construction Limited	\$82,807.20
Miller Waste Systems Inc.	\$97,851.40
Rafat General Contractor Inc.	\$100,437.12

Note: Pricing received is approximately 37% higher as compared to the 2016 contract award (\$25.75/metric tonne versus 2017 pricing of \$35.35/ metric tonne). This award is for approximately 2,100 tonnes compared to the 2016 award which was for 4,500 tonnes. The increase in fuel prices together with the lower quantity has also impacted the unit price.

#### OPERATING BUDGET AND LIFE CYCLE IMPACT

The incremental impact to the operating budget is nil as the unfavourable variance of \$52,199.32 for this award will be funded through GL account code 700-501-5304. The 2018 operating budget will be adjusted through budget reallocations with no impact to the overall Operations Roads department budget.

There is no incremental impact to the Life Cycle Replacement and Capital Reserve Fund.

#### ENVIRONMENTAL CONSIDERATIONS

The soils will be disposed of at an approved Ministry of the Environment and Climate Change ("MOECC") site duly authorized to receive such materials.

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	054-T-17 2017 CIPP Watermain Rehabilitation Project
Date:	October 17, 2017
Prepared by:	Prathapan Kumar, Senior Manager ROW & Environmental Assets, Ext. 2989 Flora Chan, Senior Buyer, ext. 3189

**PURPOSE/BACKGROUND**

As part of the 2017 CIPP Watermain Rehabilitation Project, the following watermain will be rehabilitated:

- Steeles Avenue East: from Leslie St to East of Fairway Heights + West of Laureleaf Road to Bayview Ave (1790m)
- Bayview Avenue: from Steeles Avenue East to John Street (1970 m)
- John Street: from Bayview Avenue to Porterfield Cr (343 m)

The rehabilitation of cast iron watermain is consistent with the City's strategy to upgrade aged and deficient watermain to improve supply capacity and reliability. Replacement or rehabilitation of these old cast iron watermain will also offer improved reliability (less risk of breaks) as well as improve water quality and flows for domestic and fire demand. Based on experience, cast iron watermain are susceptible to internal and external corrosion as they age and therefore lead to poor water quality and increased watermain breaks.

**RECOMMENDATION**

Recommended Supplier	Robert B. Somerville Co. Limited (Lowest Priced Supplier)	
Current Budget Available	\$ 4,115,870.00	053-6150-17225-005 (Watermain Construction/ Replacement)
	\$ 3,803,666.23	053-6150-17342-005 (Watermain Construction/ Replacement)
	\$ 7,919,536.23	Total
Less cost of award	\$ 4,555,612.17	Construction
	\$ 455,561.21	Contingency @ 10%
	\$ 5,011,173.38	Total Cost of Award (incl. of HST)
Budget Remaining after this award	\$ 2,908,362.85	*

\*The favourable variance of \$2,908,362.85 is due to pricing, these funds will not be required from Waterworks reserve.

**Construction Tender**

Due to the scope of the project, contractors were prequalified to ensure that they had the necessary qualifications, experience and resources to complete the work in accordance with the City's requirements and within the specified timelines. Prequalification 066-P-17 was issued in accordance with the Purchasing By-law 2017-08 for two construction methods: Cured In Place Pipe (CIPP) structural lining and Open-Cut.

Advertised	ETN
Bid closed on	October 13, 2017
Number of CIPP Contractors Pre-qualified	2
Number of CIPP Contractors Pre-qualified responding to bid	2

**PRICE SUMMARY**

Suppliers	Bid Price
<b>Robert B. Somerville Co. Limited</b>	<b>\$ 4,555,612.17</b>
Fer-Pal Construction Ltd.	\$ 5,031,711.46

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The rehabilitated CIPP liner watermain is estimated to last for 50 years. As such, there is no incremental impact to the Life Cycle Replacement and Capital Reserve over the next 25 years. There is no incremental operating budget impact.

**ENVIRONMENTAL CONSIDERATIONS**

The consultant will oversee the construction contract and review, monitor and ensure compliance with contractor environmental submissions. Additionally, they will maintain environmental compliance records complying with environmental statutes and regulations.

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	116-Q-17 Cornell CC and Aaniin CC Digital Media Lab Software and Support
Date:	October 31, 2017
Prepared by:	June Fry, Client Advisor ITS, Ext. 2539 Andrea Cecchetto, Library Services, Ext. 5997 Rosemarie Patano, Senior Buyer, Ext. 2990

**PURPOSE/BACKGROUND**

To obtain approval to award the contract work for the Cornell and Aaniin digital media lab (DML) software and support for a term of five (5) years at the same itemized pricing. A DML is a space designed for library customers to have access to the software and hardware needed to create digital media, such as videos, music, podcasts, images, eBooks, websites, animation, and more.

**RECOMMENDATION**

Recommended Supplier	HEM Innovative Solutions (Lowest Priced Supplier)	
Current Budget Available	\$ 69,000.00	See Financial Considerations
Less cost of award	\$ 25,896.64	Year 1 – Dec. 2017 to Nov. 2018*
	\$ 24,309.18	Year 2 – Dec. 2018 to Nov. 2019*
	\$ 24,309.18	Year 3 – Dec. 2019 to Nov. 2020*
	\$ 24,309.18	Year 4 – Dec. 2020 to Nov. 2021*
	\$ 24,309.18	Year 5 – Dec. 2021 to Nov. 2022*
	\$ 123,133.37	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 43,103.36	**

\*Subject to Council approval of the 2018-2022 operating budget

**Total Year 1 cost of the award includes:**

- software (including subscription licenses for Adobe Creative Suite 5.5 Master Collection (8 subscriptions) and Microsoft Office Suite (8 subscriptions), with costs to be renewed on a yearly basis;
- installation and professional services;
- first year warranty, maintenance and support fees.

\*\*The remaining budget in the amount of \$1,845.41 will be reported as a favourable variance as part of the 2017 year end operating results. The remaining capital funds of \$41,257.95 will be retained for other FFE items for the Aaniin Community Centre and Library project.

Note: The costs for software (including subscription licenses), warranty, maintenance, and on-going support fees starting in Year 2 in the amount of \$24,309.18 will be charged to ITS Computer Software account #400-400-5361.

**BID INFORMATION**

Advertised	ETN
Bids closed on	September 21, 2017
Number picking up bid documents	2
Number responding to bid	2

**PRICE SUMMARY**

Suppliers	Bid Price (inclusive of HST)
HEM Innovative Solutions	\$ 123,133.37*
GAMA IT Consulting	\$ 335,502.72

\* In comparing the 2014-2017 contract pricing for the Cornell CC location, the unit price under this contract represents a decrease of 54% at this location. Prior to the RFQ being released, Staff conducted preliminary research and found a supplier that provides only maintenance and support services as their core business, which contributed to the significant savings.

**FINANCIAL CONSIDERATIONS**

<b>Account Name</b>	<b>Account #</b>	<b>Budget for this item</b>	<b>Amount to allocate for this Award</b>	<b>Budget remaining</b>
APP S/A Computer Software	400-400-5361	\$14,000.00	\$12,154.59	\$1,845.41
SECC&L IT Library	70-5350-13891-005	\$55,000.00	\$13,742.05	\$41,257.95
<b>Total</b>		<b>\$69,000.00</b>	<b>\$25,896.64</b>	<b>\$43,103.36</b>

The budget remaining in account #400-400-5361 in the amount of \$1,845.41 will be reported as a favourable variance as part of the 2017 year end operating results. The remaining budget in the amount of \$41,257.95 will be retained in the Aaniin Community Centre project until completion.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The budget remaining in the amount of \$1,845.41 which will be reported as a favourable variance as part of the 2017 year end results. The incremental operating budget of \$10,309.18 starting in 2018 will be included in the 2018 operating budget for consideration. There is no life cycle impact.

**ENVIRONMENTAL CONSIDERATIONS**

N/A



## STAFF AWARD REPORT

To:	Morgan Jones, Director, Operations
Re:	233-Q-17 Supply and Delivery of Bedding Plants
Date:	December 5, 2017
Prepared by:	Matt Busato, Supervisor, Horticulture Ext. 4560 Patti Malone, Senior Buyer, Ext. 2239

### PURPOSE/BACKGROUND

To obtain approval to extend the contract for the Supply and Delivery of Bedding Plants for three (3) years at the same itemized pricing.

### RECOMMENDATION

Recommended Supplier	Valleyview Gardens (Lowest Priced Supplier)	
Current Budget Available	\$ 20,000.00	730-735-4400 Horticulture Materials
Less cost of award	\$ 19,143.35	2018 Inclusive of HST Impact *
	\$ 19,143.35	2019 Inclusive of HST Impact*
	\$ 19,143.35	2020 Inclusive of HST Impact*
	\$ 57,430.04	Total Cost of Award
Budget Remaining after this award	\$ 856.65	**

\*Subject to Council approval of the 2018, 2019 and 2020 operating budget.

\*\*The remaining balance in the amount of \$856.65 will be used for other horticulture and streetscape requirements as budgeted for within this GL account code in the Parks non-personnel budget.

### BID INFORMATION

Advertised	By Invitation
Bid closed on	November 30, 2017
Number picking up document	3
Number responding to bid	2

### PRICE SUMMARY (Inclusive of HST)

Suppliers	Year 1	Year 2	Year 3	Total Award
Valleyview Gardens	\$19,143.35	\$19,143.35	\$19,143.35	\$57,430.04
Scharringa Greenhouses Ltd.	\$22,410.45	\$22,410.45	\$22,410.45	\$67,231.35

\*As compared to the previous contract for common items (2014-2017), this contract (2018-2020) represents a 12.5% increase in the average unit cost of bedding plants. However, the prices are fixed for three (3) years.

### OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget. The amount remaining from this award of \$856.65 will be used for other horticulture and streetscape requirements as budgeted for within GL account 730-735-4400 Horticulture Materials.

There is no incremental impact to the Life Cycle Replacement and Capital Reserve Fund

### ENVIRONMENTAL CONSIDERATIONS

N/A



## STAFF AWARD REPORT

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	236-Q-17 Streetscape Planting Materials
Date:	November 8, 2017
Prepared by:	Matthew Busato, Parks Supervisor, Ext. 4560 Patti Malone, Senior Buyer, Ext. 2239

### PURPOSE/BACKGROUND

To obtain approval to award the contract for the streetscape planting material for one (1) year with an option to extend the contract for two (2) additional years at the same itemized pricing. This quotation is for the supply and delivery of planting materials for hanging baskets for the Citywide Streetscapes Program. The program locations include; Main Street Markham, Main Street Unionville, Thornhill, Milliken and Victoria Square, as well as the barrels in the Community Centres.

### RECOMMENDATION

Recommended Supplier	Valleyview Gardens (Lowest Priced Supplier)	
Current Budget Available	\$ 20,000.00	730-735-4431 Streetscape Planting Materials (2018)
Less cost of award	\$ 22,323.09	2018 Inclusive of HST Impact *
	\$ 22,323.09	2019 Inclusive of HST Impact*
	\$ 22,323.09	2020 Inclusive of HST Impact*
	\$ 66,969.27	Total Award
Budget Shortfall	\$ (2,323.09)	**

\* Subject to Council approval of the 2018, 2019 and 2020 operating budgets.

\*\*The budget shortfall in the amount of \$2,323.09 will be funded from within the same GL account 730-735-4431 Streetscape Planting Materials.

### BID INFORMATION

Advertised	By Invitation
Bid closed on	November 2, 2017
Number picking up document	4
Number responding to bid	3

### PRICE SUMMARY (Inclusive of HST)

Suppliers	Year 1	Year 2	Year 3	Total Award
Valleyview Gardens	\$22,323.09	\$22,323.09	\$22,323.09	\$66,969.27
Scott Street Greenhouse Ltd	\$22,810.73	\$22,810.73	\$22,810.73	\$68,432.19
Scharringa Greenhouses Ltd.	\$23,277.80	\$23,277.80	\$23,277.80	\$69,833.40

\*As compared to the previous contract, this contract represents a 7.4% increase in the average unit cost of bedding plants.

### OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget. The budget shortfall of \$2,323.09 will be funded from the same GL account 730-735-4431 Streetscape Planting Materials.

There is no incremental impact to the Life Cycle Replacement and Capital Reserve Fund.

### ENVIRONMENTAL CONSIDERATIONS

N/A

**STAFF AWARD REPORT****Page 1 of 2**

To:	Mary Creighton, Director Recreation Services
Re:	229-Q-17 Aaniin Community Centre Aquatics Program Equipment
Date:	October 30, 2017
Prepared by:	Shaun Pearl, Pool Supervisor, Ext. 2831 Darius Chung, Senior Buyer, Ext. 2025

**PURPOSE/BACKGROUND**

To obtain approval to award the contract for the supply and delivery of 132 various pieces of equipment and safety supplies related to the aquatics program for the Aaniin Community Centre.

The deliverables consist of:

- First Aid Supplies
- Swim Sports Equipment
- Rescue Equipment
- Aquatic Toys and Inflatables

**RECOMMENDATION**

Recommended Supplier	Jack Watson Sports Inc. (Second Lowest Priced Supplier)	
Current Budget Available	\$ 96,800.00	70-5350-13888-005 (Aquatics Equipment)
Less cost of award	\$ 68,041.24	Total Project Cost (Inclusive of HST Impact)
	\$ 6,804.12	Contingency (10%)
	\$ 74,845.37	Total Award (Inclusive of HST Impact)
Budget Remaining after this award*	\$ 21,954.63	*

\* The remaining balance of \$21,954.63 will be returned to the original funding source

**OPTIONS/DISCUSSIONS**

Aquatics equipment is essential towards the safe operation of the pool at the Aaniin Community Centre. The equipment is a required component for instructional programs and to support classes.

**BID INFORMATION**

Advertised	Electronic Tendering Network
Bids closed on	October 27, 2017
Number picking up bid documents	10
Number responding to bid	3

**PRICE SUMMARY (Inclusive of HST)**

Suppliers	Bid Price	# Items Priced
The Royal Lifesaving Society Canada O/A Lifesaving Society	\$57,348.72	85
<b>Jack Watson Sports Inc.</b>	<b>\$74,845.37</b>	<b>132</b>
Aquam Inc.	\$84,505.79	121

\* The low bidder on bid opening only priced 85 of the 132 items. Therefore, when all items were taken into consideration, Jack Watson Sports Inc. is the lowest priced bidder and is able to provide the full equipment and supplies list requested in the tender.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The life expectancy of the supplies and equipment varies based the type of equipment and usage. Assuming an average life expectancy of 5 years, the impact will be \$374,225 over the next 25 years. Staff will monitor and adjust accordingly as part of the annual Life Cycle Reserve Study update.

**ENVIRONMENTAL CONSIDERATIONS**

N/A



## STAFF AWARD REPORT

Page 1 of 2

To:	Mary Creighton, Director, Recreations Alex Moore, Senior Manager, Purchasing & Accounts Payable
Re:	2017 Ice Resurfacing Machine for Clatworthy Community Centre
Date:	November 2, 2017
Prepared by:	Patti Malone, Senior Buyer, Ext. 2239

### PURPOSE/BACKGROUND

To obtain approval to purchase one (1) ice resurfacing machine for the Clatworthy Community Centre.

### RECOMMENDATION

Recommended Supplier	Zamboni Company Ltd. (Non Competitive Procurement)	
Current Budget Available	\$ 93,136.86	057-6150-16182-005 Corp Fleet Replacement
Less cost of award	\$ 94,714.65	Inclusive of HST & Transportation
Budget Remaining after this award	(\$ 1,577.09)	*

\* The shortfall will be funded from Non-DC Capital Contingency.

Note: pricing for this ice resurfacing machine purchase is 3.4% higher than our 2015 costs.

Staff recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (e) which states "Where the City is acquiring specialized equipment, in which case the sources of supply may be identified based on technical specifications prepared by the User Department staff. The Manager of Purchasing may negotiate purchases based on such specifications in consultation with the User Department;"

### OPTIONS/DISCUSSIONS

Council at its April 15<sup>th</sup>, 2015 meeting resolved that Zamboni Company Ltd. be established as the City's preferred supplier for ice resurfacing machines for the next five years (2015 – 2019). Additionally, Council approved the following recommendation:

*That the Director of Recreation and Senior Manager of Purchasing be authorized to approve annual purchases of new ice resurfacing machines in years 2015-2019 subject to 1.75% annual increase;*

The Recreation Department typically replaces one machine per year through the capital budget process. Replacement is requested every ten years at the single pad arenas and every 5 years at the twin pad facilities. Further, a condition assessment is completed annually to determine which machine is best suited for trade-in.

The ice resurfacing machine (2009 Model 525-9229) identified for replacement in this report has had a condition assessment completed by maintenance staff and meets the criteria of the fleet replacement guidelines.

That upon delivery of the new ice resurfacing machine, unit number 525-9276 (Model Year 2010) be traded in for an amount of \$16,500.00 with the proceeds from the sale posted to account 890-890-9305 (proceeds from the sale of other fixed assets) in accordance with the Purchasing By-Law 2017-08.

### OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget as the unit is a replacement for an existing ice resurfacing machine. There is minimal impact to the life cycle over the next 25 years.

### ENVIRONMENTAL CONSIDERATIONS

Staff reviewed zero-emission electric ice resurfacing options provided by Zamboni. The cost estimate provided was \$145,000 per unit, inclusive of transport costs. The technology has improved, and the units have the ability to maintain single and twin pad facilities. The traditional resurfacing machine requires approximately \$2,250 of fuel per year. As such, the cost savings from fuel is still significantly less than the increased capital required to transition. Therefore, transition to electric ice resurfacing machines is not supported at this time.



## STAFF AWARD REPORT

To:	Mary Creighton, Director, Recreation Alex Moore, Senior Manager, Purchasing & Accounts Payable
Re:	2018 Ice Resurfacing Machines for Angus Glen Community Centre and Markham Village Arena
Date:	November 09, 2017
Prepared by:	Patti Malone, Senior Buyer, Ext. 2239

### PURPOSE/BACKGROUND

To obtain approval to purchase two (2) ice resurfacing machines for the Angus Glen Community Centre and Markham Village arena.

### RECOMMENDATION

Recommended Supplier	Zamboni Company Ltd. (Non Competitive Procurement)	
Current Budget Available	\$ 194,300.00	057-6150-18248-005 Ice Resurfacing Machine Replacement*
Less cost of award	\$ 189,174.89	Inclusive of HST & Transportation
Budget Remaining after this award	\$ 5,125.11	**

\*Subject to Council approval of the 2018 Capital budget. Staff will not issue the award letter or purchase order until the 2018 capital budget is approved by Council.

\*\*The budget remaining in the amount of \$5,125.11 will be returned to the original funding source.

Note: Staff have negotiated with Zamboni Company Ltd. and are able to receive 2017 pricing before the 2018 rates are increased by 1.7% on January 1, 2018. By awarding immediately, the City will save \$3,220 (\$1,610/unit) compared to the 2018 rates.

Staff recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (e) which states "Where the City is acquiring specialized equipment, in which case the sources of supply may be identified based on technical specifications prepared by the User Department staff. The Manager of Purchasing may negotiate purchases based on such specifications in consultation with the User Department;"

### OPTIONS/DISCUSSIONS

Council at its April 15<sup>th</sup>, 2015 meeting resolved that Zamboni Company Ltd. be established as the City's preferred supplier for ice resurfacing machines for the next five years (2015–2019). Additionally, Council approved the following recommendation:

*That the Director of Recreation and Senior Manager of Purchasing be authorized to approve annual purchases of new ice resurfacing machines in years 2015-2019 subject to 1.75% annual increase;*

Upon delivery of the new ice resurfacing machines, unit numbers 520-7680 and 525-8632 will be traded in for an amount of \$10,684.80 and \$13,737.60, respectively, with the proceeds from the sale posted to account 890-890-9305 (proceeds from the sale of other fixed assets) in accordance with the Purchasing By-Law 2017-08.

### OPERATING BUDGET AND LIFE CYCLE IMPACT

There is no incremental impact to the operating budget as the two units are replacements for existing ice resurfacing machines. There is minimal impact to the Life Cycle Replacement and Capital Reserve Fund over the next 25 years.

### ENVIRONMENTAL CONSIDERATIONS

Staff reviewed zero-emission electric ice resurfacing options provided by Zamboni. The cost estimate provided was \$145,000 per unit, inclusive of transport costs. The technology has improved, and the units have the ability to maintain single and twin pad facilities. The traditional resurfacing machine requires approximately \$2,250 of fuel per year. As such, the cost savings from fuel is still significantly less than the increased capital required to transition. Therefore, transition to electric ice resurfacing machines is not supported at this time.



## STAFF AWARD REPORT

### (OUTSIDE CRITERIA)

To:	Andy Taylor, Chief Administrative Office
Re:	260-S-17 Supply and Installation of Sign Letters at John Daniels Park
Date:	January 30, 2018
Prepared by:	David Plant, Manager, Parks Operations, Ext. 4893 Patti Malone, Senior Buyer, Ext. 2239

### PURPOSE/BACKGROUND

To obtain approval to award the supply and installation of sign letters at John Daniels Park as part of Canada 150. The work included the site preparation, servicing, electrical work, hard/soft landscaping, installation of a water fountain and a sign with granite letters spelling out "MARKHAM".

### RECOMMENDATION

Recommended Supplier	Hawkins Contracting Services (Non-competitive Procurement)	
Original Budget and Account #	\$ 382,500.00	050-6150-17153-005 John Daniels Park – Fountain
		Gazebo & Trellis Replacement
	\$ 421,504.00	Canada 150 Community Infrastructure
	\$ 66,596.00	Development Charge Reserve
	\$ 7,400.00	Ramp-up Reserve
	\$ 878,000.00	Total Budget
Budget Allocated for this Award	\$ 100,000.00	
Less cost of award	\$ 56,569.43	Cost of Award (Inclusive of HST)
Budget Surplus	\$ 43,430.57	*

\*The budget remaining in the amount of \$43,430.57 will be utilized towards other components of the overall project.

### Staff recommends:

THAT the tendering process be waived in accordance with Purchasing By-law #2017-8, Part II, Section 11 Non-Competitive Procurement, item 11.1 (g) "where it is in the City's best interest not to solicit a competitive Bid."

### OPTIONS/DISCUSSIONS

The original supplier of the granite letters (Allstone Quarry Products Inc.) was not able to fulfill their obligations under their contract due to their inability to cultivate the appropriate sized granite slabs. Therefore, Staff engaged a proven contractor to source, supply, and install precast letters in dark charcoal colour with a heavy acid wash finish. The previous specification for this sign (to be supplied and installed by Allstone Quarry Products Inc.) included Ontario granite to be cut into monolithic letters spelling the City name "MARKHAM". The precast letters being supplied will be made to the exact same dimensions so that the change will be in the materiality of the product and not in the design. The tender price submitted by Allstone was \$48,641.28 (including HST impact) and was considerably less than the budget allocation of \$100,000 for this component of the project. The price of this award (\$56,569.43 inclusive of HST impact) is 16.3% higher due to the use of precast concrete.

Since the cost for this award is shared between the Government of Canada and the City of Markham, time is of the essence and the work must be completed by March 2018.

### OPERATING BUDGET AND LIFE CYCLE RESERVE IMPACT

There is no incremental impact to the operating budget.

The gateway sign will be added to the Life Cycle Reserve study as part of the 2018 update, with a useful life of 30 years. There is no incremental impact to the Life Cycle Replacement and Capital Reserve Fund over the next 25 years.

### ENVIRONMENTAL CONSIDERATIONS

N/A

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	207-T-17 Preparation, Printing, Insertion and Mailing of Municipal Tax Bills
Date:	January 30, 2018
Prepared by:	Miranda Miluzzi, Manager of Taxation, Ext. 4726 Patti Malone, Senior Buyer, Ext. 2239

**PURPOSE/BACKGROUND**

To obtain approval to award the contract for the preparation, printing, inserting and mailing of residential, commercial, industrial and multi-residential tax bills for a period of one (1) year with an option to extend the contract for an additional three (3) additional one (1) year terms at the same itemized pricing. The service is required to provide prompt billing for the collection of taxes for the City of Markham, Region of York and York Region School Boards.

**RECOMMENDATION**

Recommended Supplier	Data Direct Group Inc. (Lowest Priced Supplier)	
Current Budget Available	\$ 45,164.00	410 410 4010 Tax External Printing
Less cost of award	\$ 45,306.71	2018 - Inclusive of HST*
	\$ 45,306.71	2019 - Inclusive of HST*
	\$ 45,306.71	2020 - Inclusive of HST*
	<u>\$ 45,306.71</u>	2021 - Inclusive of HST*
	\$ 181,226.84	Total Cost of Award inclusive of HST
Budget Remaining after this award	(\$ 142.71)	**

\*Subject to Council approval of the 2018-2021 operating budgets. The contract award for years 2018-2021 will be adjusted accordingly to reflect growth in Markham (new homes added to tax rolls);

\*\*The shortfall will be addressed through budget reallocation as part of the 2018 Operating Budget process.

**BID INFORMATION**

Advertised	ETN
Bids closed on	October 10, 2017
Number picking up bid documents	11
Number responding to bid	7*

\*One supplier was disqualified for not meet the mandatory requirements as specified in the Bid document.

**PRICE SUMMARY**

Suppliers	Bid Price (including HST impact)
<b>Data Direct Group Inc.</b>	<b>\$49,010.78*</b>
Formost mediaOne	\$58,902.43
R.E. Gilmore Investments Corp.	\$61,037.74
Royal Envelope ltd	\$63,804.73
Torpedo Marketing Inc	\$66,382.63
Cover-All Computer Services Corp.	\$81,099.26

\* Data Direct Group Inc. original bid price for this contract was \$49,010.78 (inclusive of HST) which exceeded the City's budget. As outlined in Section 17.2 of the City's *General Terms and Conditions*, "The City reserves the right, in its sole discretion, to negotiate with the lowest priced Supplier...in the event that the Bid prices submitted by the Suppliers exceed the City's budget..." Consequently, staff reviewed potential opportunities and entered into negotiations with Data Direct Group Inc. to reduce the price, in order to better meet the City's approved budget. Staff were able to reduce the price by \$3,704.07 from \$49,010.78 to \$45,306.71. Compared to previous contract, this contract pricing is identical to the previous contract and is firm fixed for four years.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The shortfall will be addressed through budget reallocation as part of the 2018 Operating Budget process. There is no incremental impact to the Life Cycle Reserve.

**ENVIRONMENTAL CONSIDERATIONS**

The paper used for tax bills including the brochures use 100% post-consumer waste content and Forest Stewardship Council (FSC) certified. FSC certification ensures our forests are managed in an environmentally and socially responsible manner.



### STAFF AWARD REPORT

To:	Graham Seaman, Director, Sustainability & Asset Management
Re:	250-Q-17 - Parking Garage Structure Repair at Cornell Community Centre & Library
Date:	November 21, 2017
Prepared by:	Renee England , Senior Manager, Facilities Assets, Sustainability & Asset Management Ext. 2674 Flora Chan, Senior Buyer, Purchasing Ext. 3189

### PURPOSE/BACKGROUND

To obtain approval to award the contract to repair the parking garage structure in eight (8) locations at Cornell Community Centre & Library. The work includes but is not limited to concrete repairs, removal and disposal of existing sidewalk/curb and related materials, removal and replacement of existing expansion joints.

Work will start immediately upon award approval and be completed by December 22, 2017.

### RECOMMENDATION

Recommended Supplier	Sibwest Building Restoration Inc. (Lowest Priced Supplier)	
Current Budget Available	\$ 55,000.00	070-5350-10566-005 East Markham CC & Library - Misc Exp. - Garage Repairs
Less cost of award	\$ 47,114.88	(Includes HST) *
	\$ 4,711.49	Contingency @ 10%
	\$ 51,826.37	Total Cost of Award
Remaining Balance after this award	\$ 3,173.63	**

\*The award amount includes a cash allowance for concrete cylinder testing of \$1,526.40.

\*\* The remaining balance will be returned to original funding source.

### BID INFORMATION

Advertised	ETN
Bid closed on	November 16, 2017
Number picking up document	21
Number responding to bid	5

### PRICE SUMMARY (Inclusive of HST Impact)

Suppliers	Bid Price (Incl. of HST)
<b>Sibwest Building Restoration Inc</b>	<b>\$ 47,114.88</b>
Rainforces Ltd.	\$ 72,748.22
Birchcliff Construction Ltd	\$ 118,550.40
Albatech Building Restoration Inc.	\$ 189,782.40
Can Mar Contracting Limited	\$ 357,686.40

### OPERATING BUDGET AND LIFECYCLE RESERVE IMPACT

There are no impacts to budget or lifecycle reserve.

### ENVIRONMENTAL CONSIDERATIONS

Where appropriate environmentally friendly products have been specified.



## STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	196-Q-17 Corporate GIS Function Review and strategy development
Date:	October 31, 2017
Prepared by:	Ewan Burke, Senior GIS Analyst, ext 3130 Rosemarie Patano, Senior Construction Buyer, ext 2990

### PURPOSE / BACKGROUND

To obtain approval to award the contract for a corporate GIS function review and strategy development. The City of Markham is currently developing a Digital Strategy vision (Digital Markham) which will encompass all aspects of technology based service delivery and citizen engagement. In this context 'Digital' is defined as 'a broad range of technology that enhances citizen engagement, improves employee collaboration, and optimizes service delivery'.

### RECOMMENDATION

Recommended Supplier	Geographic Technologies Group (Highest Ranked / Lowest Priced Supplier)	
Less cost of award	\$ 71,232.00	Cost of Award (inclusive of HST)*
Budget remaining after this award	\$ 0.00	*

\* The project will be funded from non-DC capital contingency.

### OPTIONS / DISCUSSION

The goal of the Digital Strategy is to envision:

- how digital technologies can enhance City services
- how digital infrastructure will make Markham a 'smarter' city
- how the City can support the digital economy

To expand and address a component of the Digital Strategy, Markham is seeking to engage consulting services to:

- a) provide a current state assessment of the GIS function across identified departments
  - consult with users of GIS services to understand gaps and identify opportunities
  - review current service inventory and business processes provided by GIS units in the City
  - review corporate management and coordination of GIS functions
- b) recommend a refreshed vision and strategy for enterprise GIS services delivery in order to optimize its business value across the City based on leading best practices

**Task 1: Current State Assessment of GIS function:** Undertake a current state assessment of the enterprise wide GIS function to identify current GIS related business uses as well as needs, gaps and opportunities. This will be conducted by understanding current practices in functional areas that are the primary users of GIS tools in the City and capturing user expectations and improvement opportunities. It is envisioned that information gathering for this sub-task would be undertaken in two focus groups/workshops that could include users from the following departments:

- Planning & Urban Design
- Engineering
- Strategy & Innovation
- Culture & Economic Development
- Financial Services
- Sustainability & Asset Management
- Legislative Services & Communications
- Recreation Services
- Operations
- Environmental Services
- Fire & Emergency Services
- Legal Services (Real Property)

**Task 2: Enterprise GIS Function Strategic Vision:** The use of GIS technology is well established in the City and has matured since its inception approximately 20 years ago. Aspects of the current corporate GIS function are situated within business units located in each of the three Commissions and support business processes and services in those Commissions. Following from Task 1 the City has identified a need related to the Digital Strategy initiative for consulting services to recommend a strategic vision and key required elements for an enterprise GIS function intended to put the Corporation in a leadership position over the next 3-5 years to:

- further mature and advance the use of the technology across the Corporation
- more fully integrate GIS technology and services with relevant business systems and processes
- optimize the investment City has made in GIS technology and adopt leading best practices
- identify and prepare for emerging needs and opportunities that would benefit from GIS technology and services in municipal business

For Task 2 the consultant will engage with selected senior leaders through a focus group (workshop) session.

**Task 3: Implementation Plan:** Following the above assessment and vision, recommend an implementation plan on how best the City can optimize its resources and tools including organizational model for an enterprise GIS function, reporting relationships, and coordination mechanisms and high level job descriptions

The City of Markham will coordinate the scheduling of meetings/focus groups/workshops with staff.

#### **BID INFORMATION**

Advertised	Invitation
Bids closed on	May 31, 2017
Number picking up bid documents	3
Number responding to bid	3

#### **Evaluation of Proposals**

The Evaluation Team for this RFP was comprised of Staff from ITS, Environmental Services, and Planning, with Purchasing Staff acting as the facilitator.

#### Overall scoring

Suppliers	Grand Total Score (out of 100)	Rank Results
<b>Geographic Technologies Group</b>	<b>90.75</b>	<b>1</b>
Esri Canada	86.25	<b>2</b>
Perry Group	40.75	<b>3</b>

It is the consensus of the evaluation team that Geographic Technologies Group demonstrated (in proposal document and presentation) a preferred project methodology, deeper and more relevant project experience and proposed a more experienced project team. In addition, Geographic Technologies Group gave a measurably superior presentation.

#### **OPERATING BUDGET AND LIFECYCLE IMPACT**

N/A

#### **ENVIRONMENTAL CONSIDERATIONS**

N/A

**STAFF AWARD REPORT**

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	228-S-17 Supply and Implementation of an Enterprise Information Management System (eAgenda)
Date:	October 16, 2017
Prepared by:	Martha Pettit, Deputy Clerk, Legislative Services & Communications, Ext. 8220 Nasir Kenea, Chief Information Officer, Information Technology Services, Ext. 4733 Rosemarie Patano, Senior Construction Buyer, Ext. 2990

**PURPOSE/BACKGROUND**

To obtain approval to award the contract for the supply and implementation of an Enterprise Information Management System (eAgenda) for five (5) years at the same itemized pricing. This solution will automate Council and Committee reports, agenda and minute preparation process, as well as the on-line publishing of public meeting materials.

**RECOMMENDATION**

Recommended Supplier	eScribe Software Ltd. (Non-Competitive Procurement)	
Current Budget Available	\$ 25,376.91	400-101-5399-11122
Less cost of award	\$ 25,376.91	Year 1 (2017)
	\$ 25,376.91	Year 2 (2018)*
	\$ 25,376.91	Year 3 (2019)*
	\$ 25,376.91	Year 4 (2020)*
	\$ 25,376.91	Year 5 (2021)*
	\$ 126,884.54	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 0.00	

\*Subject to Council approval of the 2018-2021 operating budget

**Total Year 1 cost of the award includes:**

- one year software licenses;
- Installation, configuration, deployment, professional services, and training (provided free-issue);
- one year warranty, maintenance and support fees

**Years 2 to 5 costs** include software licenses, warranty, maintenance and on-going support fees.

Note: The costs for software licenses, warranty, maintenance and on-going support fees starting Year 2 will be charged to ITS Computer Software account #400-400-5361.

**Staff further recommends:**

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (b) which states "Where there is only one source of supply for the goods to be purchased;"

**OPTIONS/DISCUSSION**

Staff are recommending that eScribe Software Ltd. (eScribe) be awarded the project. The eAgenda System from eScribe will streamline business processes and features as discussed above. Further, eScribe meets the City's requirements by providing:

- **Quality Services:** eScribe has a proven track record for quality service and design excellence with York Region, as well as for clients across the GTA and Ontario.
- **Full Service Solution / Advanced Capability:** The extent of the full-service solution available from eScribe for meeting and agenda automation (including video streaming) is not available through other vendors. eScribe is active in the AODA compliance space, and has advanced AODA capability that is not available through other vendors.
- **Price:** The City has the opportunity to benefit from "cooperative procurement" and procure the Software Services in a cost effective manner through the vendor's contract with York Region. eScribe has offered the City the same pricing as York Region. In addition, eScribe has offered the City a significant "Value Add" by providing Implementation Services / Professional Services (valued at \$14,500.00) at no cost to the City.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The incremental operating budget of \$25,376.91 has been included in the 2018 operating budget, subject to Council approval. There is no life cycle impact.

**ENVIRONMENTAL CONSIDERATIONS**

N/A



## STAFF AWARD REPORT

To:	Biju Karumanchery, Acting Commissioner, Development Services
Re:	227-T-17 Erosion Restoration at Robinson Creek
Date:	December 19, 2017
Prepared by:	Alberto Lim, Sr. Capital Works Engineer Ext. 2860 Tony Casale, Sr. Construction Buyer, Ext. 3190

### PURPOSE/BACKGROUND

To obtain approval to award the contract for erosion restoration at the following two (2) sites on Robinson Creek;

1. West of Main Street Markham South, south of Highway 7 (Rob-ES-06)
2. West of Main Street Markham South, South of Highway 7 (Rob-ES-08)

It is anticipated that construction will commence in July 2018 and be completed by September 15, 2018.

### RECOMMENDATION

Recommended Suppliers	R&M Construction (Lowest Priced Bidder)	
Current Budget Available	\$ 355,470.19	640-101-5699-12054 Downstream Improvement Work Program
Less cost of award	\$ 178,087.74	Cost of Award (Incl. of HST)
	\$ 20,352.00	Provisional Items *
	\$ 19,843.97	Contingency @ 10%
	\$ 218,283.71	Cost of Award (Incl. of HST)
	\$ 29,194.05	Internal Management Fee
	\$ 247,477.76	Total Project Cost
Budget Remaining after award	\$ 107,992.43	**

\* The provisional items cover requirements for a migratory bird nesting survey and the retention of a certified arborist.

\*\*The remaining budget in the amount of \$107,992.43 will be returned to the original funding source.

### BID INFORMATION

Advertised	ETN
Tender closed on	November 30, 2017
Number of contractors picking up bid documents	11
Number of contractors responding to bid	5

### PRICE SUMMARY

Suppliers	Bid Price (Inclusive of HST)
<b>R&amp;M Construction</b>	<b>\$178,087.74</b>
Dynex Construction Inc.	\$241,372.18
Arborvitae Ecological	\$248,108.43
ELP Environmental Inc.	\$281,881.49
Hawkins Contracting Services Limited	\$332,653.47

### OPERATING BUDGET AND LIFE CYCLE IMPACT

At the next update of the Life Cycle Reserve Study, the costs for the erosion works will be adjusted accordingly.  
There is no impact to the Operating budget.

### ENVIRONMENTAL CONSIDERATIONS

The Toronto and Region Conservation Authority (TRCA), the Ministry of Natural Resources and Fisheries (MNRF) and the Department of Fisheries and Oceans (DFO) were consulted during the detailed design stage of this project. A permit has been granted by both TRCA and DFO to undertake the proposed works within the Robinson Creek watershed. The restoration improves the condition of the existing watercourses and provides overall benefit to Redside Dace.

**STAFF AWARD REPORT****Page 1 of 2**

To:	Andy Taylor, Chief Administrative Officer
Re:	282-T-16 Leitchcroft Community Park Phase 2 - Construction
Date:	November 07, 2017
Prepared by:	Morteza Behrooz, Project Manager, Park Development, Ext. 5757 Rosemarie Patano, Senior Construction Buyer, Ext. 2990

**PURPOSE/BACKGROUND**

To obtain approval to award the contract for the construction of the Leitchcroft Community Park (Phase 2 of 2). The Leitchcroft Community Park (Phase 2 of 2) is located on South Park Road and Saddlecreek Drive. The park will consist of the following features: storm water servicing, coloured and standard concrete paving and curbs; shade structure; play equipment; site furnishings; asphalt parking lot; associated walkways, lighting and electrical works; tree planting and sodding.

**RECOMMENDATION**

Recommended Supplier	Loc Pave Construction Limited ( Lowest Priced Supplier)	
Current Budget Available	\$ 972,000.00	Leitchcroft Community Park Phase 2 – Construction, 081-5350-16030-005
Less cost of award	\$ 681,726.87	Construction
	\$ 54,538.15	Contingency (8%)
	\$ 736,265.02	Total (Inclusive of HST)
Budget Remaining after this award	\$ 235,734.98	*

\*The remaining budget in the amount of \$235,734.98 will be returned to the original funding source.

**BID INFORMATION**

Advertised	ETN
Bid closed on	October 31, 2017
Number picking up document	13
Number responding to bid	8

**PRICE SUMMARY**

Suppliers	Bid Price (Inclusive of HST)
<b>Loc Pave Construction Limited</b>	<b>\$ 681,726.87</b>
DPSL Group Ltd	\$ 723,513.60
Mopal Construction Limited	\$ 802,940.33
Hawkins Contracting Services Limited	\$ 857,768.09
Melfer Construction Inc.	\$ 882,520.35
Davan Group Inc.	\$ 906,979.31
Pine Valley Corporation	\$ 914,963.85
Lomco Limited	\$ 922,105.36

The project is anticipated to be completed by November 2018 and the Operations, Asset Management, Recreation and Procurement departments were consulted during the process.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The Operations Department has reviewed the project and supports the future maintenance requirements. Future requirements include grass cutting and trimming, litter pick-up, garbage disposal and playground inspections.

The Leitchcroft Community Park Phase 2 is 0.89 hectares and the budgeted cost per hectare is \$8,796/ha (2018 budgeted rate). Therefore the annual operating and maintenance impact is approximately \$7,828.44 (0.89 ha x \$8,796/ha). This operating increase has been included in the Operating budget.

The Lifecycle impact of this park will be \$589K over the next 25 years. The Lifecycle impact of this park is estimated to be 80% of the total construction of the park. Every park has various amenities, each with various life-spans. Staff will update the Life Cycle Reserve Study at the next update to incorporate the various components of the park.

**ENVIRONMENTAL CONSIDERATIONS**

Included Specification Section 01561 – Environmental Protection in the contract documents in order to meet or exceed regulatory environmental procedures during construction:

- Park grading is designed to minimize the amount of import and/or export of soils
- Plant materials ( i.e., shrubs and trees are non-invasive and many of which are native species)