



Report to: General Committee

Date Report Authored: September 5, 2017

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**SUBJECT:** Delegation of Authority to Chief Administrative Officer during the 2017 annual summer recess as per By-law 4-2000

**PREPARED BY:** Alex Moore Ext 4711

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**RECOMMENDATION:**

- 1) THAT the report entitled "Delegation of Authority to Chief Administrative Officer during the 2017 annual summer recess as per By-law 4-2000" be received

And that Staff be authorized and directed to do all things necessary to give effect to this resolution.

**PURPOSE:**

To inform Council of items authorized by the Chief Administrative Officer during the annual Council summer break between the last meeting in June or July and the next regular Council meeting as per By-law 4-2000.

Delegation under By-law 4-2000 authorizes the Chief Administrative Officer to award any required contracts greater than \$350,000 for the annual Council summer break between the last meeting in June or July, as the case may be, and the next regular Council meeting By-law which are in compliance with the City's Purchasing By-law and which are within budget as approved by Council;

The CAO authorized the following:

**Community & Fire Services**

Award Details	Description
Lowest Priced Supplier	045-T-17 - Rouge River Community Centre Sloped Roof Replacement

**Corporate Services**

Award Details	Description
Non-Competitive Procurement	203-S-17 Standard Furniture at Aaniin Community Centre & Library

**Development Services**

Award Details	Description
Highest Ranked / Second Lowest Priced Supplier	154-R-17 Consulting Services for Detailed Design and Contract Administration/ Inspection for Rodick Road Improvements

**STAFF AWARD REPORT****Page 2 of 6**

To:	Andy Taylor, Chief Administrative Officer
Re:	045-T-17 - Rouge River Community Centre Sloped Roof Replacement
Date:	August 17, 2017
Prepared by:	Michael Ryan, Facility Engineer, Sustainability and Asset Management Ext. 2563 Flora Chan, Senior Buyer, Purchasing Ext. 3189

**PURPOSE**

To obtain approval to award the contract for roof replacement at Rouge River Community Centre.

**RECOMMENDATION**

Recommended Supplier	Trinity Roofing Ltd. (Lowest Priced Supplier)	
Current Budget available	\$ 319,455.68	750-101-5399-17190 Roofing Replacement Projects
Less cost of award	\$ 343,236.48	(Includes HST)
	\$ 34,323.65	Contingency @ 10%
	\$ 377,560.13	Total Cost of Award
Remaining Balance after this award	\$ (58,104.45)	*

\*The shortfall of (\$58,104.45) will be funded from the Non-DC Capital Contingency account.

Shortfall is due to the inclusion of insulation in the metal roof design as the existing roof did not have sufficient insulation. This was an unforeseen condition and was only identified once the investigation and detailed design for the roofing replacement commenced. The additional insulation will meet Ontario Building Code requirements and minimize the environmental impact from the heating and cooling of the facility.

Staff recommends awarding the contract in accordance with By-Law 4-2000 which reads:

".. that the Chief Administrative Officer be authorized to award any required contracts greater than \$350,000 for the annual Council summer break between the last meeting in June or July, as the case may be, and the next regular Council meeting which are in compliance with the City's Purchasing By-law and which are within budget as approved by Council;"

**BACKGROUND**

There have been reports of leakage from the cedar shingled roof as it is nearing the end of its life. To avoid disruptions to building operations, staff, patrons and the tenant (Daycare Provider) we recommend that the roof be replaced. The existing roof construction is a cedar shingled roof, but will be replaced with an insulated metal roof to reduce maintenance costs. Work will start in September with an estimated completion timeline of November, 2017.

**BID INFORMATION**

Advertised	ETN
Bid closed on	August 8, 2017
Number picking up document	7
Number responding to bid	3

**PRICE SUMMARY (Inclusive of HST)**

Suppliers	Bid Price (Incl. of HST)
Trinity Roofing Ltd.	\$ 343,236.48
Sproule Specialty Roofing Ltd.	\$ 481,833.60
Nortex Roofing Ltd.	\$ 495,571.20

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The installation of the insulated metal roof will provide utilities savings of \$540/year. The next life cycle reserve study update will be adjusted accordingly.

**ENVIRONMENTAL CONSIDERATIONS**

To reduce the environment impact of the work environmentally friendly products were specified. As specified in the bid document, the old/existing roofs will be disposed of at an authorized dump, waste treatment site or recycling facility by the Contractor, and will be disposed of in accordance with applicable by-laws and regulations.

**STAFF AWARD REPORT**

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To:	Andy Taylor, Chief Administration Officer
Re:	203-S-17 Standard Furniture at Aaniin Community Centre & Library
Date:	July 7, 2017
Prepared by:	Jason Vasilaki, Project Manager, Facility Assets Ext. 2845 Flora Chan, Senior Buyer, Ext. 3189

**PURPOSE**

To obtain approval to award the contract for the supply and delivery of 965 various furniture items for the Aaniin Community Centre & Library.

**RECOMMENDATION**

Recommended Supplier	NUA Office Inc (Non-Competitive Procurement)	
Current Budget Available	\$ 1,736,294.00	Aaniin CC&L Recreation FF&E (070-5350-13888-005)
	\$ 384,432.00	Aaniin CC&L Library FF&E (070-5350-13889-005)
	\$ 2,120,726.00	
Less cost of award	\$ 163,069.82	Cost of Award – Recreation (Incl. of HST)
	\$ 162,123.42	Cost of Award – Library (Incl. of HST)
	\$ 32,519.32	10% Contingency
	\$ 357,712.57	Total Cost of Award
Budget Remaining after this award	\$ 1,763,013.43	*

\* The remaining budget will be used for additional Furniture and equipment requirements as budgeted for in these accounts. Upon completion of the Aaniin Community Centre and Library any remaining budget will be returned to the original funding source.

Staff recommends awarding the contract in accordance with By-Law 4-2000 which reads:

“.. that the Chief Administrative Officer be authorized to award any required contracts greater than \$350,000 for the annual Council summer break between the last meeting in June or July, as the case may be, and the next regular Council meeting which are in compliance with the City’s Purchasing By-law and which are within budget as approved by Council;”

**BACKGROUND**

The City is procuring furniture for use within the Aaniin Community Centre and Library which will open in Fall, 2017. In 2016, Request for Proposal # 084-R-15 was issued to the market to retain a supplier for the supply and delivery of new office furniture. The contract was awarded through Council to the highest ranked/lowest priced supplier NUA Office Inc. (formerly Amovo Workplace Environments) based on a contract term of six (6) years (2016-2022). The report to Council identified:

1. That NUA Office Inc. (formerly Amovo Workplace Environments) be the approved distributor (known as the “Distributor”) of office furniture for all City of Markham facilities for a six year term.
2. That Allsteel Furniture be approved as manufacturer (known as the “Manufacturer”) for new office furniture for all City facilities for a six year term; and,

This award is for standard office furniture manufactured by AllSteel Furniture which includes tables, chairs, workstations and storage cabinets. The scope of work includes supply, delivery and installation of 965 items (533 items for the Library and 432 items for the Community Centre) and is based on our current contractual pricing.

The Work is scheduled to start immediately upon award approval with deliveries starting in August, 2017.

#### **OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no operating budget impact. The average lifespan for the recreation and library FFE purchased is 12 years. The total life cycle impact over 25 years is therefore \$715,425.14 (357,712.57 x 2). The Life cycle Reserve Study will be adjusted at the next update.

#### **203-S-17 Standard Furniture at Aaniin Community Centre & Library**

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#### **ENVIRONMENTAL CONSIDERATIONS**

Allsteel's products are indoor air quality tested by an independent laboratory in accordance with the ANSI/BIFMA M 7.1 and X 7.1 standards and methodology for "low emitting materials: systems furniture and seating." The requirements meet the Leadership in Energy and Environmental Design (LEED) credit EQ 4.5, Option 2. These products are Indoor Advantage Gold certified annually by SCS Global Services, an independent third party certifying organization. Indoor Advantage Gold Certification is an equivalent to GREENGUARD Gold Certification.

Low VOC (Volatile Organic Compounds) Emitting - Allsteel's products have undergone third party emissions testing to verify compliance to ANSI/BIFMA M7.1/X7.1 and CDPH Cal01350 test methods and standards. Allsteel's products are Indoor Advantage Gold certified by SCS Global Services, which often meet or exceed the requirements referenced in LEED and WELL.

CFC (Chlorofluorocarbons) Free - Allsteel and its suppliers do not use CFCs in the products or manufacturing processes. Allsteel's foams and fabrics do not contain glues or adhesives.



#### **STAFF AWARD REPORT**

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To:	Andy Taylor, Chief Administrative Officer
Re:	154-R-17 Consulting Services for Detailed Design and Contract Administration/ Inspection for Rodick Road Improvements
Date:	June 28, 2017
Prepared by:	Andrew Crickmay, Sr. Capital Works Engineer. Ext. 2065 Tony Casale, Senior Construction Buyer, ext. 3190

#### **PURPOSE**

To obtain approval to award the contract for consulting services for the detailed design and contract administration/inspection for Rodick Road improvements from 14<sup>th</sup> Avenue to Miller Avenue.

**RECOMMENDATION**

Recommended Supplier	Accardi Schaeffers & Associates Ltd. (Highest Ranked/Second Lowest Priced Supplier)	
Current Budget Available	\$ 1,045,045.00	083-5350-14056-005 Rodick Extension – Miller to 14 <sup>th</sup> Avenue
Less: Cost of award	\$ 332,205.70	Detailed Design and Tender Preparation
	\$ 49,830.86	Contingency (15%) - Detailed Design and Tender Preparation*
	\$ 275,301.50	Construction Administration (C/A) and Inspection
	\$ 27,530.15	Contingency (10%) – C/A and Inspection
	\$ 150,000.00	Allowance for Subsurface Utility Investigation (Test Pits)**
	\$ 834,868.21	Cost of Award (Incl. of HST)
	\$ 79,638.14	Internal Management Fee
	\$ 914,506.35	Total Project Cost
Budget Remaining after award	\$ 130,538.65	***

\* The standardized contingency amount is 10%, however, Staff is requesting a 15% contingency during the detailed design phase to cover any additional permit requirements related to the up-listing of Redside Dace from a 'species of concern' to an 'endangered species' as determined by the Federal government. This is a new requirement and the additional cost was not accounted for by the bidders.

\*\* An allowance of \$150,000 is required for Subsurface Utility Investigation (Test Pits). The Consultant will make recommendations for test pits in accordance with ASCE 38-02 Quality Level 'A' prior to the 60% design. These recommendations are based on discussions with utility companies and the impact to existing utilities. The Consultant will meet with the City and utility companies to agree on the location and depth of test pits. The Consultant will then obtain at least three (3) quotations from subcontractors to complete the Level 'A' investigation which will include all labour, equipment, measurement, locates, permits, traffic control, surveying, coordination of work and materials to complete the work, including full restoration of any disturbed areas to original condition or better.

\*\*\*The remaining budget of \$130,538.65 will be returned to original funding source.

Staff recommends awarding the contract in accordance with By-Law 4-2000 which reads:

".. that the Chief Administrative Officer be authorized to award any required contracts greater than \$350,000 for the annual Council summer break between the last meeting in June or July, as the case may be, and the next regular Council meeting which are in compliance with the City's Purchasing By-law and which are within budget as approved by Council"

**BACKGROUND**

The City of Markham previously completed the extension and reconstruction of Rodick Road from Yorktech Drive to Miller Avenue, and the extension and widening of Rodick Road from Esna Park Drive to 14<sup>th</sup> Avenue. The City is now proceeding with the last phase of the Rodick Road widening project, from 14<sup>th</sup> Avenue to Miller Avenue.

**154-R-17 Consulting Services for Detailed Design and Contract Administration / Inspection for Rodick Road Improvements**

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**BACKGROUND (continued)**

Rodick Road is a north-south two lane road from 14<sup>th</sup> Avenue to Miller Avenue. The road currently exhibits a rural cross section. Existing road characteristics include two 4.5 metre travel lanes, gravel shoulders, and a posted speed limit of 50 km/hour. The completion of the widening of Rodick Road will provide better access to industrial lands along the road, alleviate traffic congestion on Rodick Road and parallel north-south collectors, and provide more continuity in the City's cycling network. Reconstruction will also result in much-improved storm water drainage along this section of Rodick Road.

To improve the overall service levels on Rodick Road the detailed design will consist of the following:

- Rodick Road widening to four (4) lanes from 14<sup>th</sup> Avenue to Miller Avenue;
- New bicycle and pedestrian facilities to tie into existing facilities on Rodick Road;
- Storm sewer, sanitary sewer, watermain and service connections required for existing and future development (i.e. Miller lands);
- New traffic signals and street lighting;
- Compliance with Accessibility for Ontarians with Disabilities Act (AODA);
- Contract and tender documents preparation;
- Construction administration and inspection services.

## BID INFORMATION

Advertised	ETN
Bids closed on	May 25, 2017
Number picking up bid documents	16
Number responding to bid	8*

\*The City is pursuing a claim against one vendor and in accordance with the City's Purchasing By-law 2017-8, where the City is pursuing a claim against a vendor (in contract, tort or negligence) the vendor is not eligible to respond to any Quotation solicited by the City of Markham. Therefore, the submission was returned unopened due to the ongoing litigation.

## PROPOSAL EVALUATION

The evaluation team was comprised of staff from the Engineering Department with Purchasing staff acting as the facilitator. The evaluation was based on pre-established evaluation criteria as outlined in the Request for Proposal: 10% qualifications and experience of the consulting firm, 15% qualifications and experience of the project manager and team, 45% project methodology, understanding, schedule and work plan and 30% price, totaling 100%, with the resulting scores as follows:

Suppliers	Total Score (100 points)
Accardi Schaeffers & Associates Ltd.	93.43
AMEC Foster Wheeler Environment & Infrastructure	78.54
CIMA Canada Inc.	77.61
Chisholm Fleming and Associates	77.00
LEA Consulting Ltd.	70.44
Stantec Consulting Ltd.	68.00
IBI Group Professional Services (Canada) Inc.	57.32

Note: Bid prices ranged from \$559,491.74 to \$1,132,479.04 (Inclusive of HST).

Staff is recommending the highest ranked/second lowest priced supplier (Accardi Schaeffers & Associates Ltd.) as their proposal satisfactorily demonstrated their experience and capability to undertake projects of similar size and scope. They have a good understanding of the project related requirements and provided a satisfactory methodology and work plan.

## OPERATING BUDGET AND LIFE CYCLE IMPACT

The operating and life cycle cost associated with the construction of the road improvement will be known upon completion of the detailed design.

## ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with the detailed design of this project. Environmental considerations will be discussed in detail when the construction contract is awarded.

X

Joel Lustig  
Treasurer

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Trinela Cane  
Commissioner, Corporate Services