Report to: General Committee Report Date: March 1, 2016

SUBJECT: Staff Awarded Contracts for the Month of February 2016
PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

1. THAT the report entitled "Staff Awarded Contracts for the Month of February 2016" 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 month of February 2016 as per Purchasing By-law 2004-341.

BACKGROUND:
Council at its meeting of May 26th, 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 bidder
- 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 award is to the lowest priced bidder
- The term of the contract is for a maximum of 4 years
- There is no litigation between the successful bidder and the City at the time of award
- There are no bidder 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.

Community & Fire Services

Award Details	Description
Lowest Priced Supplier	• 280-Q-15 Sliding Doors Retrofit at Various Community Centres • 007 -T-16 Rehabilitation of Two Culverts (C006 & C014) • 013-T-16 Village Parkway Sanitary Sewer Replacement and Flow Diversion from Buchanan Drive to Landmark Court/Amberwood Court • 022-T-16 Supply and Delivery of one (1) Backhoe • 023-Q-16 Supply and Delivery One Cab and Chassis with Dual Rear Wheels Complete with Service Body • 052-Q-16 Supply and Delivery of six (6) Chevrolet Cruze or Equivalent

Community & Fire Services (Continued

Highest Ranked / Lowest Priced Supplier	• 126-R-15 Consulting Engineering Services for Underground Streetlight Cable Replacement Program (2015) – Contract Administration • 290-R-15 Consulting Engineering Services for Underground Streetlight Cable Replacement Program (2016) – Design
Highest Ranked / Second Lowest Priced Supplier	• 014-R-15 Design Consulting and Construction Administration Services for Fuel Facilities
Non-Competitive Supplier	• 020-S-16 Supply and Delivery of Four 4 X 4 Diesel Utility Vehicles • 021-S-16 Supply and Delivery of Two 4WD Tractor Loaders

Development Services

Award Details	Description
Non-Competitive Supplier	• 057-S-16 Relocation of Gas Main on Centurian Drive from Woodbine Avenue to Allstate Parkway

CAO Office

Award Details	Description
Non-Competitive Supplier	• 073-S-16 Human Resource Information System (HRIS) Conversion and Implementation

3/14/2016

X

Joel Lustig
Treasurer

3/14/2016

X

Trinela Cane
Commissioner, Corporate Services

STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	280-Q-15 Sliding Doors Retrofit at Various Community Centres
Date:	February 10, 2016
Prepared by:	Jason Vasilaki, Project Manager, Ext. 2845 Flora Chan, Senior Buyer, Ext. 3189

PURPOSE

To obtain approval to award the contract for the replacement of existing entrance vestibule swing doors with automatic sliding glass doors at various community centres.

- Milliken Mills Community Centre (4 pairs of doors)
- Armadale Community Centre (2 pairs of doors)
- Angus Glen Community Centre (2 pairs of doors)

RECOMMENDATION

Recommended Supplier	Norfield Construction Inc. (Lowest Priced Supplier)	
Current budget available	$ 116,000.00	750-101-5399-16000 Accessibility Retrofit Program
Cost of award	$ 103,795.20 $ 10,379.52 $ 114,174.72	Cost of Award 10% Contingency Total Award (Inclusive of HST)
Budget Remaining after this award	$ 1,825.28	*

* Budget remaining of $1,825.28 will be returned to the original funding source.

Note: The project utilizes $50,000 in funding received through an approved grant received from Employment and Social Development Canada (ESDC).

BACKGROUND

To improve the accessibility of entrances in our community centres for children having disabilities.

Project includes the replacement of exterior and interior vestibule entrance doors with automatic sliding glass doors at the following locations:

- 4 pairs of doors at Milliken Mills Community Centre
- 2 pairs of doors at Armadale Community Centre
- 2 pairs of doors at Angus Glen Community Centre

Automatic sliding doors will enable individuals with disabilities to gain entry into our facilities through any entrance with ease. Greater accessibility will allow more events and programs to be scheduled for those with disabilities, thus providing a more inclusive environment for all patrons and future users of our facilities.

This project aligns with the Markham's Diversity Action Plan (DAP), which mandates the need to make community centres more inclusive to all of its users and to "ensure that the design of all improvements to Markham's buildings and parks address the need of person(s) with disabilities".

Work will begin immediately upon award and construction is expected to be completed in June-July, 2016.

BID INFORMATION

Advertised	ETN
Bid closed on	February 1, 2016
Number of suppliers picking up the document	14
Number of suppliers responding to bid	7*

* One bid was disqualified as they submitted a price from an unapproved manufacturer for the sliding doors.

PRICE SUMMARY (with HST Impact)

Suppliers	**Total Bid Price**
Norfield Construction Inc.	**$ 103,795.20**
Dontex Construction Ltd.	$ 105,614.67
M.J.K. Construction Inc.	$ 105,911.81
Portfolio Contracting Inc.	$ 110,348.41
P & C General Contracting Ltd.	$ 117,174.60
Silver Birch Contracting Ltd.	$ 131,412.86

ENVIRONMENTAL CONSIDERATIONS

No environmental aspects exist for this project.

STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	007 -T-16 Rehabilitation of Two Culverts (C006 & C014)
Date:	February 5, 2016
Prepared by:	Hossein Sharif, Senior Capital Engineer, Ext. 2382 Flora Chan, Senior Construction Buyer, Ext. 3189

PURPOSE

To obtain approval to award the contract for the Rehabilitation of the following two culverts:

1. Culvert C006 – located at Kirk Drive Culvert, 450m East of Yonge Street
2. Culvert C014 – located at Church Street, 600m East of Main St Markham

RECOMMENDATION

Recommended Supplier	2220742 Ontario Ltd o/a Bronte Construction (Lowest Priced Supplier)	
Budget allocated for this item	$ 309,084.00	Budget allocated for construction
Less cost of award	$ 150,401.79 $ 15,040.18 $ 165,441.97	Cost of Award (Inclusive of HST Impact) Contingency (10%) Total Award Inclusive of HST
Budget remaining	$ 143,642.03	*

*The remaining budget of $143,642.03 will be returned to the original funding source.
Note: Reasons for surplus: (a) Original budget request was based on the high level structures condition inspection and (b) Favorable pricing due to timing of the tender.

BACKGROUND

In meeting the legislative requirement of the Public Transportation and Highway Act- Regulation 104/97, the City implements an annual structures inspection program to identify the maintenance and rehabilitation needs to protect and prolong the life of the structures. Since 2004, the City has undertaken regular inspection of the structures. Based on the 2014 condition inspection program, these two culverts were recommended for further investigation and rehabilitation work. The City's consultant conducted a detailed condition survey in 2015 and recommended rehabilitation works for these two culverts.

The project will commence on May 2016 and will be completed by October 2016.

During the construction, the following Traffic Control Plan will be implemented:

Structure ID	**Location (see enclosed maps)**	**Traffic Control Plan**	**Remarks**
C006	Kirk Drive Culvert, 450m East of Yong Street	Lane Restriction	Flagging services during construction
C014	Church Street Culvert, 600m east of Main St Markham	Lane Restriction	Flagging services during construction

BID INFORMATION

Advertised	ETN
Bid closed on	January 28, 2016
Number picking up document	30
Number responding to bid	11*

*The bid document stated, the failure by a bidder to comply with any requirement of a Quotation which is identified as "Mandatory" shall result in the Bid being rejected as non-compliant. One bid was disqualified due to an error in the bid bond submission which was a mandatory requirement.

PRICE SUMMARY

Suppliers	Bid Price (Incl. of HST)
2220742 Ontario Ltd o/a Bronte Construction	**$ 150,401.79**
TBG Environmental	$ 155,198.26
Lancoa Contracting Inc.	$ 164,318.28
Jarlian Construction Inc.	$ 171,765.59
Hawkins Contracting Inc.	$ 176,478.31
Vertical Horizons Contracting	$ 217,902.16
Dig-Con International Ltd.	$ 292,406.38
Clearwater Structures Inc.	$ 301,769.69
Bennington Construction Ltd	$ 329,373.00
Trisan Construction	$ 347,283.48

FINANCIAL CONSIDERATIONS

The following table summarizes the financial details of this award:

Account Name	Account No.	Total Budget	Budget Available for this award	This Award	Budget Remaining
Structures Rehabilitation (4 structures) – Design & Construction	058-6150- 15280-005	$412,000.00	$309,084.00	$165,441.97	$143,642.03

The remaining budget of $143,642.03 will be returned to the original funding source.

ENVIRONMENTAL CONDITIONS

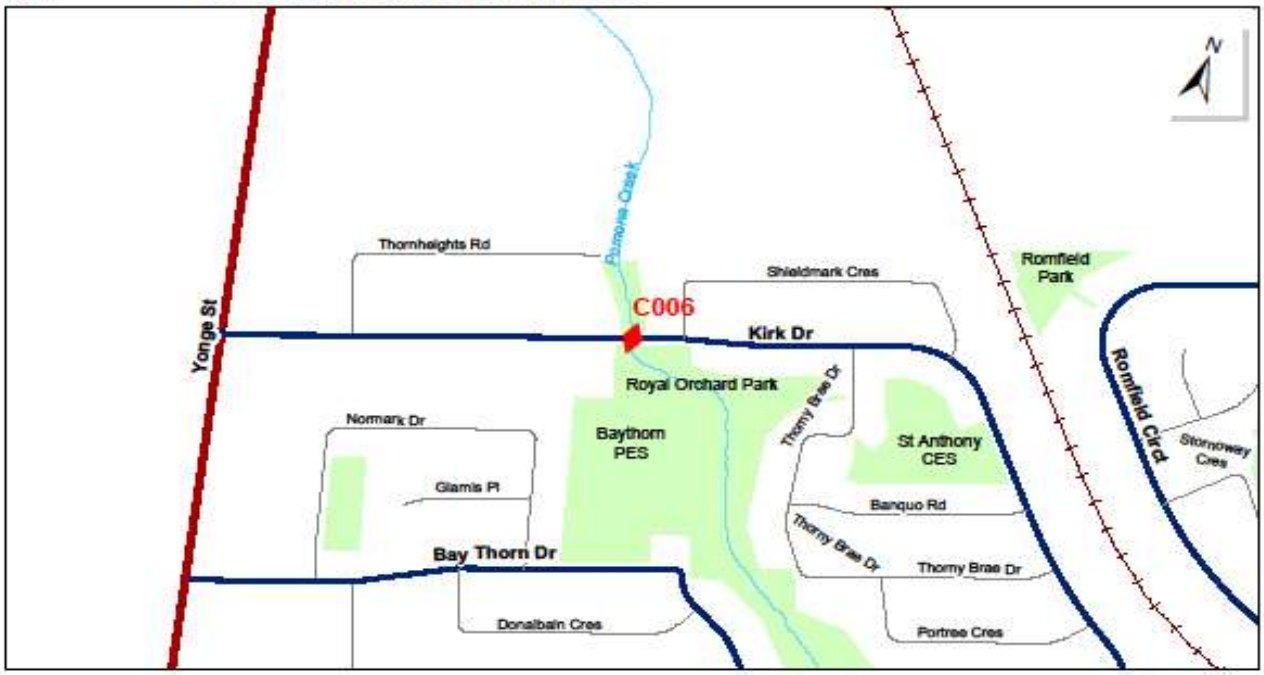
To comply with the Migratory Birds Convention Act, vegetation removals should take place between August 1st and April 14th of any given year. Surplus materials will be disposed off site in an environmentally sustainable manner.

The construction timing will be as per allowable TRCA/MNR fisheries time window as follows:

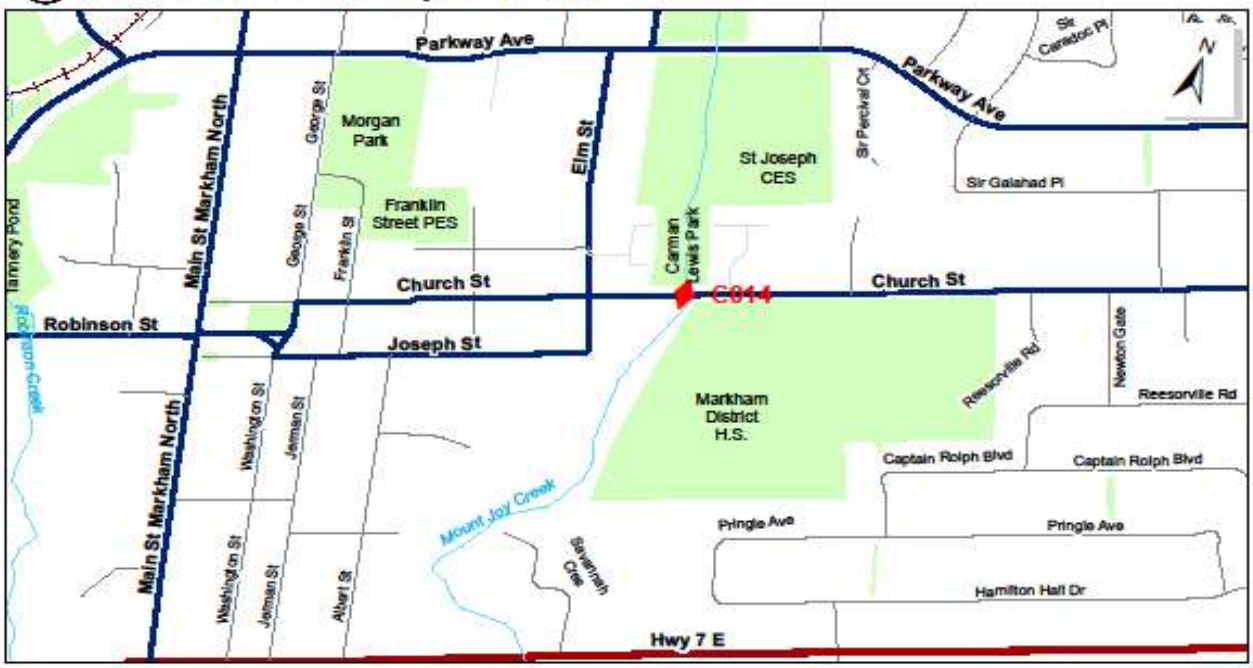
Structure ID	In-Water Works Time
Culvert C006	July 1st – September 15th
Culvert C014	July 1st – March 31st

Attachment: Location Map

MARKHAM **Location Map: Culvert C006**



MARKHAM **Location Map: Culvert C014**



STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	013-T-16 Village Parkway Sanitary Sewer Replacement and Flow Diversion from Buchanan Drive to Landmark Court/Amberwood Court
Date:	February 8, 2016
Prepared by:	Paul Li, Sr. Infrastructure Project Engineer, ext. 2646 Tony Casale, Senior Construction Buyer, ext. 3190

PURPOSE

To obtain approval to award the contract for Village Parkway Sanitary Sewer Replacement and Flow Diversion from Buchanan Drive to Landmark Court/Amberwood Court.

RECOMMENDATION

Recommended Supplier	Vertical Horizons Contracting Inc. (Lowest Priced Supplier)	
Current Budget Available	$ 563,000.00	053-5350-16236-005 Sanitary Sewer Construction
Less cost of award	$ 414,405.60 $ 111,540.52 $ 21,037.84 $ 546,983.96	Cost of Award (Inclusive of HST) Provisional Items (Inclusive of HST)* Contingency @ 4% Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	$ 16,016.04	**

* Total cost of award includes "Provisional Items", which may or may not be required for the completion of the work, as at the time of award these items are unknown. Such Provisional Items may only be used upon written authorization by the City to the Successful Supplier. The Provisional Items include:

- Additional surface restoration not identified in contract,
- Removal and disposal of contaminated soil if found on site,
- Time and material allowance for additional trench excavation & backfill in case of extreme wet trench conditions,
- Complete sanitary lateral replacement if confirmed necessary on site, and
- Utility support and subsurface investigation if required.

The budget allocated for provisional items will be returned to the original source if deemed not required during construction.

** The remaining budget will be returned to the original funding source.

BACKGROUND

The scope of work for this project is to divert sewage flows from part of the sewerage service area located at the northeast quadrant of Hwy 7 / Warden Avenue to the Hwy 7 sub-trunk sewer in order to relieve surcharged conditions occur in both the Warden Avenue sub-trunk sewer and Fred Varley Drive sewers during wet weather conditions. The proposed work for the sanitary sewer reconstruction and flow diversion includes the following;

- Reconstruct benching in the existing sanitary manhole at the intersections of Fenwick Crescent / Buchanan Drive re-directing the outlet flow direction from south to east through the sewer on Buchanan Drive;
- Reconstruct benching in the existing sanitary manhole at the intersection of Village Parkway / Buchanan Drive re-directing the outlet flow direction from north to south through the sewer on Village Parkway; and
- Reconstruct the sanitary sewer on Village Parkway from Landmark Court to Buchanan Drive to facilitate sewage flow diversion to the Highway 7 sub-trunk sewer via the existing sanitary sewer on Village Parkway from Landmark Court to Highway 7.

Construction is anticipated to start in early July 2016 with completion by end of August.

BID INFORMATION

Advertised	ETN
Bids closed on	February 2, 2016
Number picking up bid documents	15
Number responding to bid	5

PRICE SUMMARY

Suppliers	**Price (Inclusive of HST)**
Vertical Horizons Contracting Inc.	**$ 414,405.60**
Trisan Construction	$ 444,861.65
Midome Construction Services Ltd.	$ 513,888.00
FDM Contracting Co. Ltd.	$ 596,903.81
Dig Con International Ltd.	$ 675,993.72

STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	022-T-16 Supply and Delivery of one (1) Backhoe
Date:	February 17, 2016
Prepared by:	Patti Malone, Senior Buyer, ext. 2239

PURPOSE

To obtain approval to award the contract for supply and delivery of one (1) backhoe.

RECOMMENDATION

Recommended Supplier	Moore Equipment (Lowest Priced Supplier)	
Current Budget Available	$ 118,825.06	057-6150-16182-005 Corporate Fleet Replacement
Less cost of award	$ 126,863.17	Inclusive of HST
Budget Remaining after this award	($ 8,038.11)	*

*The shortfall in the amount of $8,038.11 will be funded from Non DC Capital Contingency.

The shortfall can be attributed to model year price increase that includes Tier 4 Final Stage Engine Emission Technology required on all Diesel engines. Tier 4 is a government mandated reduction in harmful exhaust gases for diesel powered equipment.

BACKGROUND

Tender 022-T-16 was issued for the supply and delivery of one (1) backhoe. The current vehicle up for replacement in this report was identified in the 2016 Corporate Fleet Replacement Program. The vehicle under this award has had a condition assessment completed by Fleet staff and has met the requirements of the Fleet Replacement Guidelines.

Upon delivery of the new vehicle, unit 1436 will be sold in accordance with Purchasing By-law 2004-341, Part V, Disposal of Personal Property and proceeds be posted to account 890 890 9305.

BID INFORMATION

Advertised	ETN
Bids closed on	February 4, 2016
Number picking up bid documents	9
Number responding to bid	5

PRICING SUMMARY

Suppliers	**Total Bid Price (with HST Impact)**
Moore Equipment	**$ 126,863.17**
Bob Mark New Holland	$ 142,056.96
Strongco L. P.	$ 149,994.24
Nortrax	$ 150,547.81
Toromont	$ 154,581.58

ENVIRONMENTAL CONSIDERATIONS

Tier 4 standards provide emission reductions and improved fuel efficiency.

STAFF AWARD REPORT

To:	Barb Rabicki, Director, Operations
Re:	023-Q-16 Supply and Delivery One Cab and Chassis with Dual Rear Wheels Complete with Service Body
Date:	March 7, 2016
Prepared by:	Patti Malone, Senior Buyer, Ext. 2239

PURPOSE
To obtain approval to award a contract for the supply and delivery one cab and chassis with dual rear wheels complete with service body.

RECOMMENDATION

Recommended Supplier	East Court Ford (Lowest Priced Supplier)	
Current Budget Available	$ 66,915.00	057-6150-14232-005 Corporate Fleet Replacement Non-Fire t
Less cost of award	$ 64,428.63	Inclusive of HST
Budget Remaining after this award	$ 2,486.37	*

* The remaining funds in the amount of $2,486.37 will be returned to original funding source.

BACKGROUND
The unit identified for replacement in this report had a condition assessment completed by Fleet staff and met the Fleet replacement life cycle of 8 years as identified in the Corporate Fleet Policy for this unit type/class. The unit being purchased is a Ford F350 with a custom built service body which will be used as a sign truck for the Operations Department.

The current unit 1242 will be sold upon delivery of this new unit in accordance with Purchasing By-law 2004-341, PART V Disposal of Personal Property and proceeds will be posted to account 890 890 9305 (proceeds from the Sale of Other Fixed Assets).

BID INFORMATION

Advertised	ETN
Bids closed on	February 4, 2016
Number picking up bid documents	15
Number responding to bid	7

PRICE SUMMARY (Inclusive of HST)

Suppliers	**Price**
East Court Ford	**$64,428.63**
Bundy Ford Sales	$64,459.13
Grimsby Ford Motors Holding Inc.	$65,257.95
Alex Williamson	$65,730.85
Highland Chevrolet Buick GMC Cadillac Lincoln	$67,113.95
Cottrill Heavy Equipment	$72,515.19
Tallman Truck Centre	$78,157.79

STAFF AWARD REPORT

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	052-Q-16 Supply and Delivery of six (6) compact vehicles
Date:	February 8, 2016
Prepared by:	Laurie Canning, Manager, Fleet and Suppliers, ext. 4896 Patti Malone, Senior Buyer, ext. 2239

PURPOSE

To obtain approval to award the contract for supply and delivery of six (6) compact vehicles.

RECOMMENDATION

Recommended Supplier	Highland Chevrolet (Lowest Priced Supplier)	
Current Budget Available	$ 111,700.00	057-6150-15240-005 Corporate Fleet Replacement
Less cost of award	$ 108,161.74	Inclusive of HST
Budget Remaining after this award	$ 3,538.26	*

* The balance remaining in the amount of $3,538.26 will be returned to the original funding source.

BACKGROUND

Tender 052-T-16 was issued for the supply and delivery of six (6) compact vehicles for Fire Prevention officers. The vehicles identified for replacement in this report were identified in the 2016 Corporate Fleet Replacement Program. Units in this award have had condition assessments completed by Fleet staff and meet the requirements of the Corporate Fleet Policy.

Upon delivery of the new vehicles, the following units: 9403, 9404, 9406, 9407, 9408, and 9409 will be sold in accordance with Purchasing By-law 2004-341, Part V, Disposal of Personal Property and proceeds be posted to account 890 890 9305.

BID INFORMATION

Advertised	ETN
Bids closed on	February 4, 2016
Number picking up bid documents	11
Number responding to bid	5

PRICING SUMMARY

Suppliers	Qty	Price (Each)	Extended Price
Highland Chevrolet	**6**	**$18,026.96**	**$108,161.74**
Alex Williamson	6	$19,658.00	$117,947.98
Donway Ford	6	$20,118.97	$120,713.82
Georgian Chevrolet	6	$23,399.71	$140,398.27

STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	126-R-15 Consulting Engineering Services for Underground Streetlight Cable Replacement Program (2015) – Contract Administration
Date:	February 8 , 2016
Prepared by:	Shipra Singh, Senior Asset Coordinator, Asset Management ext. 2747 Flora Chan, Senior Construction Buyer, ext. 3189

PURPOSE

To obtain approval to award the contract for contract administration services (CA) for the Underground Streetlight Cable Replacement Program.

RECOMMENDATION

Recommended Supplier	IBI Group. (Highest Ranked / Lowest Priced Supplier)	
Current Budget Available	$ 29,303.39 $ 170,280.00 $ 199,583.39	058-6150-14286 -005 058-6150-15279 -005 Total Budget allocated for this item
Less cost of award	$ 179,791.20 $ 17,979.12 **$ 197,770.32**	CA Services for 36 weeks (Inclusive of HST Impact) Contingency @ 10% **Total Cost of Award**
Budget Remaining after award	$ 1,813.07	*

Note: Remaining amount of $1,813,07 will be returned to the original funding source.

BACKGROUND

In June 2015, staff awarded contract 126-R-15 for detailed design services to IBI Group; the highest ranked/lowest priced bidder. Bidders were also requested to provide pricing for contract administration services for an estimated construction period of 23 work weeks. The contract administration portion of the work was not awarded at the time as the construction period could only be determined on completion of the detailed design.

Pricing received from IBI Group for Contract Administration services is $4,994.20 per week (inclusive of HST). Based on the final design, staff anticipates that the Contract Administration services will be required for 36 work weeks which equates to $179,791.20 ($4,994.20 per week x 36 work weeks). Due to final detailed design and adding Area E (based on condition assessment), the required work weeks increased from the estimated 23 weeks to the final 36 weeks.

This award is for contract administration services for underground streetlighting cables at the following areas:

- **Area "A":** Jondan Crescent, Shaindell Street, Ironshield Crescent, Marsnow Drive, Pacter Court, Stornoway Crescent, Romfield Court, Rothsay Road, Fleance Diver, Dunsinane Drive, Hester Court, Baymark Road
- **Area "B":** Willow Brook Road, Tamarack Drive, West Borough Street, Braeburn Drive
- **Area "C":** Gough Road, McNabb Street, Birchmount Road, Denison Street, Clayton Diver, Gorvette Drive, Highgate Drive, Ascot Crescent, Harvest Moon Drive, Bedale Crescent, Rise Brough Court, Masseyfield Gate, Simsburg Court, Cheeseman Drive, Empringham Crescent, Fordcombe Crescent, Pepperell Crescent, Barrington Crescent, Longmeadow Crescent, Fieldview Crescent
- **Area "D":** Ramona Blvd, Brookfield Court, Sir Constantine Dr, Avondale Cres, Wooten Way N, Hamilton Hall Drive, Pringle Avenue, Captain Rolph Blvd, Reesorville Road, Parkway Avenue
- **Area "E":** Laureleaf Road, Wildrose Cres, Lady Slipper Court , Multiflora Place, Poinsetta Dr, Rosea Court, Spirea Court, Sunflower Court and Daffodil Avenue

The project is expected to commence in April and be completed by December 2016.

FINANCIAL CONSIDERATIONS (Inclusive of HST)

Account Name	Account #	Budget Available for CA	This Award (CA)	Remaining Budget
Streetlights – Underground Cable Replacement/Repair (2014)	058-6150-14286-005	$29,303.39	$27,490.32	$1,813.07
Streetlights – Underground Cable Replacement/Repair (2015)	058-6150-15279-005	$170,280.00	$170,280.00	$0.00
Total		**$199,583.39**	**$197,770.32**	**$1,813.07**

Remaining amount of $1,813.07 will be returned to the original funding source.

Note: Price submissions for this contract ranged from $267,447.34 (Design of $87,656.00 + CA of $179,791.20) to $406,149.65 (Inclusive of HST).

STAFF AWARD REPORT

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	290-R-15 Consulting Engineering Services for Underground Streetlight Cable Replacement Program (2016) – Design
Date:	February 2, 2016
Prepared by:	Shipra Singh, Senior Asset Coordinator, Asset Management ext. 2747 Flora Chan, Senior Construction Buyer, ext. 3189

PURPOSE

To obtain approval to award the contract for Underground Streetlight Cable Replacement Design.

RECOMMENDATION

Recommended Supplier	IBI Group (Highest Ranked/Lowest Priced Supplier)	
Current Budget Available	$ 90,250.00	058-6150-16224 -005 Streetlights Underground Cable Replacement/Repair
Less cost of award	$ 82,028.74 $ 8,202.87 $ 90,231.61	(Inclusive of HST Impact) Contingency @ 10% (Inclusive of HST Impact) Total Cost of Award
Budget Remaining after award	$ 18.39	*

* The remaining budget of $18.39 will be returned to the original funding source.

BACKGROUND

As the City's infrastructure ages, it is necessary replace the underground streetlight cables that are prone to frequent faults. The replacement of such cable sections will reduce the operational maintenance cost.

Underground streetlight cable inspection identified deficient underground cables which are prone to frequent faults. This project will replace approximately 18 km of deficient underground streetlight cables and upgrade the cable connection components to the current standard. The replacement of deficient underground streetlight cable network is consistent with the City's strategy to upgrade the aged infrastructure to improve reliability and customer satisfaction.

Cable Condition Inspection Program		**Cable Replacement Program**	
Inspection Year	**Inspected Cable Length**	**Supplier's Recommended Replacement within 2 years**	**Cable Replacement**
2013	34 km	18 km (53%) – Cables older than 50 years old	• 6 km replaced thru 2013 program (based on historic fault records) • 18 km thru 2014 program
2014	100 km	26 km (26%) - Cables older than 40 years old	• 20 km replaced thru 2015 program • Balance 6 km will be replaced thru 2016 program
2015	120 km	20 km (16.7%) - Cables older than 40 years old	• 18 km planned under 2016 program (this award) • 8 km under 2018 program

BACKGROUND (Continued)

Under this award, the recommended consultant will undertake the following:

- Collect and review all background data including previous inspection results, reports, streetlight underground cable line diagram provided by the City.
- Obtain and collect any additional information not supplied by the City but required for the assignment and where required the consultant shall liaise with Power Stream, Region of York, City of Toronto (Steeles Ave East) and the Electrical Safety Authority (ESA) and obtain required approvals.
- Carry out underground utility locates survey. Upon completion of the underground utility locates survey, carry out topographic survey in order to complete the detailed design.
- Prepare Tender documents including specifications, special provisions and cost estimates.

Upon satisfactory completion of detailed design stage and at the time of construction, the City will authorize the Consultant to proceed with Contract Administration and Construction Inspection work. This will be completed under a separate report as the number of weeks to complete the project is unknown at this time.

BID INFORMATION

Advertised	ETN (Electronic Tendering Network)
Bids closed on	January 14, 2016
Number picking up bid documents	9
Number responding to bid	5

PROPOSAL EVALUATION

The Evaluation Team was comprised of staff from the Asset Management Department and facilitated by staff from the Purchasing department. Due to the complexity of the project, staff wanted to ensure that suppliers had the necessary qualifications and experience to carry out the work and as such, the City released this RFP utilizing a two-stage, two-envelope system.

Stage One (1) – Technical Evaluation:

Under Stage 1 – Technical Evaluation (Envelope "A"), Suppliers were assessed against pre-determined criteria as outlined in the RFP; Experience/Past performance of the consulting firm 15%, Qualifications and experience of the project manager and team member 20% and Project delivery 35% totaling 70%. Suppliers that did not achieve a technical score of 52.5 points out of 70 would not proceed any further and their Envelope "B" – Price Evaluation would be unopened.

Stage Two (2) – Price Evaluation:

Under Stage 2 – Price Evaluation (Envelope "B"), Suppliers who met the mandatory requirements and achieved a total technical score of 52.5 points or greater out of 70 points were assessed out of 30 points based on their Bid Price exclusive of HST. The highest ranked supplier was determined by adding the points awarded under Stage 1 – Technical Evaluation and Stage 2 – Price Evaluation.

Suppliers	Total Score (100 points)	Overall Ranking
IBI Group	**90.40**	**1**
LEA Consulting	68.60	2
METSCO Energy Solutions	52.70	3
Cole Engineering Group Ltd.	49.80	4
Moon-Matz	49.80	4

* Suppliers did not achieve a technical score of 52.5 points out of 70 had their price submission unopened.
**METSCO Energy Solutions submitted an incomplete financial statement. Hence, was excluded in the final score evaluation.

Notes: Financial score out of 30 includes both Design and Contract Administration Services.
Bid Prices for Part "A"- Detailed design ranged from to $82,028.74 to $183,778.56 inclusive of HST.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Available for Design	This Award Design	Remaining Budget
Streetlight – Underground Cable Replacement/Repair (2016)	58-6150-16224-005	$90,250.00	$90,231.61	$18.39*

* The remaining budget of $18.39 will be returned to the original funding source.

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

To:	Andy Taylor, Chief Administrative Officer
Re:	014-R-15 Design Consulting and Construction Administration Services for Fuel Facilities
Date:	February 10, 2015
Prepared by:	Jason Vasilaki, Project Manager, Asset Management Ext. 2845 Flora Chan, Senior Buyer, Purchasing Ext. 3189

PURPOSE

To obtain approval to award the contract for consulting services for the design, tendering and contract administration for fuel facility replacements and improvements at:

- 555 Miller (Operations Works Yard)
- 4415 14th Avenue (Central Parks Shop)

And for consulting, tendering and contract administration for fuel facility decommissioning and removal at:

- 428 John Street (West Parks Shop)
- 8265 McCowan Road (Milne Park Shop)
- 6 Princess Street (East Parks Shop).

RECOMMENDATION

Recommended Supplier	SNC-Lavalin Inc. (Highest Ranked /Second Lowest Priced Supplier)	
Current Budget Available for this item	$ 110,000.00	750-101-5699-15261 Operations Facilities – Fuel Facilities Improvements
Less cost of award	$ 95,980.03 $ 9,598.00 $ 105,578.03	Total award (Inclusive of HST Impact) Contingency @ 10% Total Cost of Award
Budget Remaining after this award	$ 4,421.97	*

*The remaining balance of $4,421.97 will be returned to the original funding source.

BACKGROUND

On April 16, 2013, the Technical Standards & Safety Authority (TSSA) issued new requirements to extensively retrofit existing fuel facilities with additional safety and environmental features, with a deadline of June 2013.

Staff responded to the new requirements beginning in April, 2013 by engaging Exp Services Inc. (Exp Services) as an external consultant with expertise in underground storage tanks to perform assessments of Markham's existing fuel facilities to ascertain what specific upgrades would be required at each facility to achieve TSSA compliance, through either repairs or full replacements.

From April 2013 to March 2014 Exp Services conducted a feasibility study for the upgrade of Markham's five (5) existing fuel dispensing facilities:

1. 555 Miller Road (Operations Works Yard)
2. 4415 14th Avenue (Central Parks Shop)
3. 428 John Street (West Parks Shop)
4. 8265 McCowan Road (Milne Park Shop)
5. 6 Princess Street (East Parks Shop)

BACKGROUND (Continued)

The study evaluated the existing facilities against current TSSA standards and provided cost estimates for the work required to achieve compliance.

The results of the Exp Services audits revealed that all five fuel facilities were non-compliant with current TSSA requirements introduced in June 2013 and that significant replacement and/or upgrades were required to achieve compliance. Accordingly, Staff reviewed ongoing and future requirements for City fuel facilities to determine if facilities could be rationalized as part of the process to achieve TSSA compliance.

This project will bring two of the City's fuel facilities (Works Yard and Central Parks Shop) into compliance with the TSSA and to close the three remaining sites (West Parks Shop, East Parks Shop and Milne Park Shop), while maintaining current service levels.

The project is expected to commence with design work within two weeks following the contract award, followed by the pre-purchase of the supply of long-lead delivery items (tanks and pumps) in May, 2016 and the construction tender in July, 2016. The project will be completed by Q4/2017.

BID INFORMATION

Advertised	Electronic Tendering Notice
Bids closed on	January 26, 2016
Number picking up bid documents	19
Number responding to bid	8

PROPOSAL EVALUATION

This Request for Proposal ("RFP") was released to the market utilizing a two-component approach whereby the Suppliers provided a proposal with technical information and bid price.

The technical component was assigned 70 points and Suppliers were assessed against pre-determined criteria as outlined in the RFP:

- Similar and Related Projects (15%)
- Past experience of the PM team (15%)
- Qualifications of Project Manager and PM team (20%)
- Project Delivery and accountability (20%)

The pricing component was assigned 30 points and scored as per a pre-set pricing formula.

Suppliers	**Total Score (100 Points)**	**Overall Ranking**
SNC-Lavalin Inc.	**96.77**	**1**
WSP Canada Inc.	87.72	2
TENG Inc.	83.00	3
exp Services Inc.	77.94	4
MAT 4Site Engineers Ltd.	59.47	5
R.V. Anderson Limited	57.75	6
GM Blueplan Engineering Ltd.	56.75	7
IBI Group	53.75	8

*Bid Price ranged from $90,757.71 to $268,442.88 (with HST Impact)

SNC-Lavalin Inc., the highest ranked and second lowest priced Supplier, is one of the leading engineering and construction groups in the world, founded in 1911.

ENVIRONMENTAL CONSIDERATIONS:
The project will include environmental protection measures are in place during construction and remediation of any contaminated soil on the fuel sites. New infrastructure will be above ground instead of below grade, making most of the equipment "portable" so it can be easily relocated in the future if fuel facility strategies change and equipped with electronic monitoring equipment.

Both of these features will improve our ability to identify fuel spillage and mitigate against any soil contamination.

STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	020-S-16 Supply and Delivery of Four 4 X 4 Diesel Utility Vehicles
Date:	January 15, 2016
Prepared by:	Laurie Canning, Manager , Fleet & Supplies, Ext. 4896 Patti Malone, Senior Buyer, Ext. 2239

PURPOSE

To obtain approval to award the contract for the supply and delivery of four (4) "4 X 4" Utility Vehicles.

RECOMMENDATION

Recommended Supplier (s)	B. E. Larkin (Non-competitive Procurement)	
Current Budget Available	$ 59,350.00	057-6150-15241-005 Corporate Fleet Replacement 057-6150-16182-005 Corporate Fleet Replacement
Less cost of award	$ 63,091.20	Inclusive of HST Impact
Budget Remaining after this award	($ 3,741.20)	*

*The shortfall in the amount of $3,741.20 will be funded from the Non-DC Capital Contingency, project #6395

Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (1) (e) "Where the City is acquiring equipment, such as vehicles or equipment or buses, in which case the sources of supply may be identified based on technical specifications prepared by the User Department staff."

BACKGROUND

The vehicles recommended for purchase under this report are "4 X 4" utility vehicles which are used for personnel transportation, tool transportation, equipment (implement use) and provide for the ability to utilize a hydraulically operated dump box that allows Operations staff to transport materials to locations generally not easily accessible with other vehicles.

The city currently has seven (7) "4 X 4" utility vehicles in its fleet and under this award the City is replacing four (4) of these units. Units 3502, 3474, 4101 and 4145 were identified in the 2015/16 Corporate Fleet Replacement Program capital request. All units identified for replacement in this report have had condition assessments completed by Fleet staff and meet the fleet replacement life cycle as identified in the Corporate Fleet Policy for the respective unit type/class.

Units 3502, 3474, 4101 and 4145 will be sold upon delivery of the new units in accordance with Purchasing By-law 2004-341, PART V Disposal of Personal Property and proceeds will be posted to account 890 890 9305 (proceeds from the Sale of Other Fixed Assets).

OPTIONS/DISCUSSIONS

The recommended manufacturer for the "4 X 4" utility vehicles is Kubota Canada Ltd. (Kubota), they manufacture an RTV 900 model which meets the requirements of the City. The Kubota model has a two speed hydrostatic transmission with dynamic braking, making it one of the safest machine in its class. Additionally, the Kubota model was the first utility vehicle purchased by the City in 2005 and was based on the need to have a versatile off road four wheel drive utility vehicle. Since the first purchase in 2005, the City purchased an additional six (6) vehicles to bring the total number of Kubota models in our fleet to seven (7).

OPTIONS/DISCUSSIONS (Continued)

Competitors

There are competitors to Kubota and the following manufacturers provide a similar unit:

- John Deere
- Kawasaki
- Polaris

Staff contacted other vendors who provide these units, however, their prices were higher than the recommended supplier and unit under this report.

Kubota dealers

While there are various dealers who provide Kubota vehicles, B.E. Larkin is the local dealer and is given preferential pricing from Kubota for their area. Therefore, Staff recommended negotiating the award under this report with B.E. Larkin.

Additionally, through the negotiation with B.E. Larkin , Staff were able to negotiate a price which is only 6% higher than the price paid in 2007.

FINANCIAL CONSIDERATIONS

Project & Description	Unit # being replaced	Model ID	Budget allocation	Cost of the Award (Incl. HST)	Budget Remaining
2015 Corp Fleet Replacement Program - Non Fire 057-6150-15241-005	3502	4X4 Diesel Utility Vehicle with Cab	17,806.00	20,657.28	(2,851.28)
2016 Corp Fleet Replacement Program - Non Fire 057-6150-16182-005	3474, 4101, 4145	4X4 Diesel Utility Vehicle	41,544.00	42,433.92	(889.92)
Total			59,350.00	63,091.20	(3,741.20)

Note: Unit 3502 is a “4 X 4” Utility Vehicle that includes an enclosed cab as this unit is utilized for winter maintenance by Staff at the Civic Centre, hence the difference in the cost of award for this unit compared to units 3474,4101 and 4145.

STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	021-S-16 Supply and Delivery of Two 4WD Tractor Loaders
Date:	February 24, 2016
Prepared by:	Laurie Canning, Manager , Fleet & Supplies, Ext. 4896 Patti Malone, Senior Buyer, Ext. 2239

PURPOSE
To obtain approval to award the contract for the supply and delivery of 2 (two) 4WD tractor loaders.

RECOMMENDATION

Recommended Supplier (s)	Moore Equipment (Non-competitive Procurement)	
Current Budget Available	$ 137,105.00	057-6150-16182-005 Corporate Fleet Replacement
Less cost of award	$ 160,577.28	Inclusive of HST Impact (Two Units)
Budget Remaining after this award	($ 23,472.28)	*

*The shortfall in the amount of $23,472.28 to be funded from the Non-DC Capital Contingency account and is partially attributed to model year price increase that includes Tier 4 Final Stage Engine Emission Technology required on all Diesel engines in the amount of $17,366.68. Tier 4 is a 2014 government mandated reduction in harmful exhaust gases for diesel powered equipment and budget did not include this. The remaining shortfall of $6,105.60 is due to unfavourable United States exchange rates.

Staff further recommends:
THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (1) (g) "where it is in the City's best interest not to solicit a competitive bid."

BACKGROUND
The City requires two (2) 4 WD tractor loaders with hard cabins. Both units identified for replacement in this report have had condition assessments completed by Fleet staff and met the fleet replacement life cycle of 8 years as identified in the Corporate Fleet Policy for this unit type/class.

Upon delivery of the new tractor loaders, the following units: 3451 and 3453 will be sold in accordance with Purchasing By-law 2004-341, Part V, Disposal of Personal Property and proceeds be posted to account 890 890 9305

Cost Rationale
The same type of tractor was purchased in August 2015 through a competitive process and at that time, Moore Equipment was the lowest priced bidder of all five (5) bidders. The four (4) other bidders ranged in price from $92,805.12 to $98,170.92 for the same type of unit.

In lieu of going to the market, Staff negotiated with Moore Equipment to mitigate any potential price increase due to flucations in the Canadian Dollar. Through these negotiations, the City are able to attain the same units purchased in 2015 at a per unit price of $80,288.64, which is 4% higher than the unit cost awarded in 2015 ($77,235.84). The increase is attributed to the United States exchange rate fluctuation.

Staff do not recommend going to the market as it is believed that there would be an increase greater than 4% due to the concerns with the Canadian Dollar. The recommended supplier was able to negotiate with their supplier and maintain this price until February 28, 2016, after such time, the price of the unit would increase a further 10% or $8,039.04 per unit.

Staff are satisfied with the unit delivered from 140-T-15 and with the pricing being substantially less than the second lowest bidder, the recommendation is to award to Moore Equipment.

STAFF AWARD REPORT

To:	Alan Brown, Director, Engineering
Re:	057-S-16 Relocation of Gas Main on Centurian Drive from Woodbine Avenue to Allstate Parkway
Date:	February 5, 2016
Prepared by:	Andrew Crickmay, Sr. Capital Works Engineer Ext. 2065 Tony Casale, Sr. Construction Buyer, Ext. 3190

PURPOSE

To obtain approval to award the contract for the relocation of a gas main at the intersection of Centurian Drive and Frontenac Drive.

RECOMMENDATION

Recommended Supplier	Enbridge Gas Distribution Inc. (Non-Competitive Procurement)	
Current Budget Available	$ 74,500.00	083-6150-14039-005 Centurian Drive Reconstruction
Less Cost of Award	$ 65,493.75 $ 3,274.68 $ 68,768.43 $ 5,157.63 $ 73,926.06	(Incl. of HST) Contingency @ 5% Total (Incl. of HST impact) Internal Management Fee @ 7.5% Total Cost of Award
Budget Remaining after this award	$ 573.94	

* The budget remaining of $573.94 will be returned to the original funding source.

Staff recommends THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7.2 (b) which states that Tenders, Requests for Proposal and Requests for Quotation may not be required for goods and services to be provided by utilities;

BACKGROUND

The contract for the reconstruction of Centurian Drive from Woodbine Avenue to Allstate Parkway was awarded in September 2015 and work commenced in October 2015. The scope of work includes road widening and resurfacing, concrete curb and gutter installation, sidewalk installation, storm sewer replacement, hydrant relocation, street lighting, traffic signals and landscaping.

Hydro excavations at the intersection of Centurian Drive and Frontenac Drive revealed that the existing gas main on the north boulevard is shallow relative to the proposed boulevard elevation and reconstructed driveways. To facilitate the proposed road widening and new driveways it is necessary to relocate 65 metres of gas main on Centurian Drive at the intersection of Frontenac Drive.

On January 26, 2016 Enbridge Gas Distribution submitted a price to complete the gas main relocation work. In accordance with the franchise agreement with Enbridge, relocation cost shall be paid 35% by the City of Markham and 65% by the gas company. The City is responsible for $65,493.75, which includes by-pass piping, materials, abandonments, and restoration.

Staff anticipate that the project will be completed by May 31, 2016.

STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	073-S-16 Human Resource Information System (HRIS) Conversion and Implementation
Date:	March 02, 2016
Prepared by:	Mona Nazif, Senior Manager, Human Resources Ext. 2484 Rosemarie Patano, Senior Construction Buyer, Ext. 2990

PURPOSE

To obtain approval to award the contracts for the HRIS Conversion and Implementation for the following: Item 1 - ADP Software Implementation of Workforce Now (WFN); and, Item 2 – External Consulting Services

RECOMMENDATION

Recommended Supplier	**ADP Canada Co.** (Non Competitive Procurement) - Item 1 **Cynthia Reale Consulting Inc.** (Non Competitive Procurement) - Item 2	
Cost of award	$ 91,584.00 $ 174,010.00 $ 265,594.00	Item 1 : Cost of Award (Inclusive of HST)* Item 2: Cost of Award (Inclusive of HST)** Total Cost of Award
Funding Source	$ 265,594.00	See Financial Considerations

*Item 1 covers the ADP WFN implementation fees. Through negotiations, ADP has agreed the payment can be made over a three year period (interest free)

**Item 2 covers consulting services up to the end of February 2017.

Staff further recommends:

Item 1: THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 7 (1) (c) which states "when the extension of an existing contract would prove more cost-effective or beneficial" (g) where it is in the City's best interest not to solicit a competitive bid.

Item 2: THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (1) (h) "When it is in the best interests of the City to acquire Consulting and Professional Services from a preferred supplier"

BACKGROUND:

The City of Markham uses a web-hosted Human Resources Information System (HRIS) to process employee pay related information, to store employee human resource related information and to provide reports. The City currently uses Automatic Data Processing Canada Co.'s (ADP) Premier Performance Pack platform. The City's current Premier Performance Pack platform is no longer being sold and is being scheduled for support discontinuation by the vendor. The City has been provided with an opportunity to convert within ADP's family of platforms, to ADP's new system WFN, with minimal impact to the City's operating budget, while receiving significantly increased functionality.

The current ADP platform (Premier Performance Pack) has a number of significant business challenges to the City including lack of full integration between its key modules (Pay, Human Resources, Time and Attendance) and the inability to track hours worked and attendance of all staff in an automated manner. These issues result in additional time required to input and validate data.

The conversion to WFN will be completed in January 2017.

OPTIONS/DISCUSSIONS

ITEM 1 – ADP SOFTWARE IMPLEMENTATION:

With the new system, WFN will provide the following increased functionality to the City:

- Fully unified HRIS modules that allow for one record of data per employee across all of the system's modules, eliminating duplicative data entry and thus ensuring accuracy
- Addition of recruitment module, electronic paper storage module, and interfaces between HRIS and other City key systems such as the general ledger
- Employee and manager self-serve functionality

- Elimination of many manual forms and processes (such as tracking time and attendance and on boarding), duplicate input, manual approvals
- Real time access to schedules, vacation banks, historical time data information

Undertaking a system conversion within the City's current HRIS vendor family of systems results in cost avoidance savings as the two systems are quite similar, data migration complexity is reduced, and implementation complexity is reduced. The current vendor is familiar with the City's data, processes and business requirements.

ADP has provided the City with reasonable pricing of $101,760.00 inclusive of HST, for system conversion vendor implementation services that include system configuration, custom interfaces, data migration, training, and testing.

ITEM 2 –EXTERNAL CONSULTING SERVICES

The need for a dedicated Project Manager representing the City's interests with: significant ADP conversion and project management experience; technical payroll experience; and, familiarity with the requirements of the municipal sector are all critical factors for the success of this conversion and implementation project.

Reporting to the City's Project Lead, the role of the Project Manager involves the following responsibilities:

- to ensure the City's business processes are aligned with the new system;
- project leadership and management to ensure that the project delivery is on time, on budget and with the expected quality to meet the City's business needs;
- internal change management;
- partner in training and communication plans and delivery;
- to oversee and to co-ordinate implementation activities;
- regularly liaise with ADP to ensure the City's needs are being met.

The City has identified a dedicated and experienced external consultant to assume the role of Project Manager- Cynthia Reale Consulting Inc. who meets all of the experience and skill requirements. Cynthia Reale Consulting Inc. has more than 30 (thirty) years of experience planning and leading HRIS project and operations teams and has detailed payroll knowledge. Cynthia Reale Consulting Inc. has implemented a number of HRIS systems including ADP WFN for many clients in both the public and private sectors, for both non union and unionized work environments, including the Town of Richmond Hill, CIBC, Toronto Parking Authority and Riocan Canada. The City will be able to leverage the consultant's relevant knowledge gained from the Town of Richmond Hill's recent ADP WFN implementation experience and lessons learned and apply this to the City of Markham context. In addition, the selected consultant has solid knowledge of the features of the City's current ADP Premier Performance Pack platform.

FINANCIAL CONSIDERATIONS

The one-time project cost of $670,144 inclusive of HST will be funded through salary gapping from temporary vacancies throughout the Corporation.

Description	Project Costs (Inclusive of HST)
Item 1: ADP Implementation	$ 91,584
Item 2: Consultant	$ 174,010
Staff backfilling	$ 336,420
City Side Interfaces / Contingency	$ 68,130
TOTAL	**$ 670,144**

The on-going operating budget impact is minimal and will be addressed as part of the 2017 budget process.

Staff are confident that the HRIS conversion provides both financial and nonfinancial benefits that will offset the capital investment.

ENVIRONMENTAL CONSIDERATIONS

The amount of paper, purchase and storage of boxes will be significantly reduced with the implementation of this system.