



Report to: General Committee

Report Date: February 1, 2016

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

RECOMMENDATION:

1. THAT the report entitled "Staff Awarded Contracts for the Month of January 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 January 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
Highest Ranked / Lowest Priced Supplier	• 241-R-15 Consulting Engineering Services for 2016 Structures Rehabilitation Works – Stage 1
Non-Competitive Supplier	• 084-T-14 Streetlight Maintenance and Underground Streetlight Cable Locates - Contract Extension

Corporate Services

Award Details	Description
Highest Ranked / Lowest Priced Supplier	<ul style="list-style-type: none">• 262-R-15 Corporate-Wide Supply & Delivery of Photocopy Paper
Non-Competitive Supplier	<ul style="list-style-type: none">• 254-S-15 Information Markham - Service Contract Agreement Extension

Development Services

Award Details	Description
Non-Competitive Supplier	<ul style="list-style-type: none">• 015-S-16 Retention of Retail Consulting Services and Expert Witness to defend 2014 Official Plan Part I at the Ontario Municipal Board

22/02/2016

X



Joel Lustig
Treasurer

22/02/2016

X



Trinela Cane
Commissioner, Corporate Services



STAFF AWARD REPORT

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To:	Andy Taylor, Chief Administrative Officer
Re:	241-R-15 Consulting Engineering Services for 2016 Structures Rehabilitation Works – Stage 1
Date:	December 16, 2015
Prepared by:	Shipra Singh, Senior Asset Coordinator, Asset Management ext. 2747 Tony Casale, Senior Construction Buyer ext. 3190

PURPOSE

To obtain approval to award the contract for consulting engineering services for structures rehabilitation works Stage 1 - detailed condition survey, preliminary design and financial analysis for 13 structures.

RECOMMENDATION

Recommended Supplier	McIntosh Perry Consulting Engineers Ltd. (Highest Ranked / Lowest Priced Supplier)	
Current Budget Available	\$ 327,710.00	See "Financial Considerations"
Less cost of award	\$ 132,891.44	Award amount (Inclusive of HST)
	\$ 13,289.14	Contingency (10%)
	\$ 146,180.58	Total Cost of Award - Stage 1 (Incl. of HST)
Budget Remaining after this award	\$ 181,529.42	*

* Based on the information known at the time of award, Staff advise that the remaining balance of \$181,529.42 will be sufficient to complete Stage 2 and Stage 3 works as budgeted for in the respective accounts. Upon completion of Stage 2 detailed design Staff will reassess the budgetary implications.

The Bid was issued based on three stages; however, at this time staff is seeking approval for Stage 1 only. Staff will seek the appropriate approval for Stages 2 and 3 after successful completion of Stage 1. Stage 1 includes detailed condition survey, preliminary design and financial analysis.

BACKGROUND

In meeting the legislative requirement of the Public Transportation and Highway Act- Regulation 104/97, the City implements annual structures inspection program to identify the maintenance needs to protect and prolong the life of the structures. Since 2004, the City has undertaken regular inspection of the structures.

Based on the 2014-2015 inspection program, staff requested budget for rehabilitation of the following thirteen (13) structures under the 2016 capital budget:

1. B043 North Retaining Wall of CNR Bridge at Enterprise Boulevard
2. C023 Culvert at Personna Blvd
3. C059 Culvert at 19th Ave and McCowan
4. C197 Culvert at Reesor Road and Elgin Mills Road
5. C205 Culvert at 19th Avenue and Dickson Hill Road
6. C238 Culvert at Piera Gardens
7. P007 Pedestrian Bridge at Featherstone Avenue
8. P013 Pedestrian Bridge on Springdale Street
9. P018 Pedestrian Bridge in Armadale Park 2
10. P064 Pedestrian Bridge in Markham Green Golf Course 3
11. P065 Pedestrian Bridge in Markham Green Golf Course 4
12. P066 Pedestrian Bridge in Markham Green Golf Course 5
13. P067 Pedestrian Bridge in Markham Green Golf Course 6

Stage 1 work will commence in January 2016 and be completed by May 2016.

BID INFORMATION

Advertised	ETN (Electronic Tendering Network)
Bids closed on	November 19, 2015
Number picking up bid document	33
Number responding to bid	9

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 returned unopened.

Stage Two (2) – Price Evaluation:

Under Stage 2 – Price Evaluation (Envelope ‘B’), Suppliers which 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-. The highest ranked supplier was determined by adding the points awarded under Stage 1 – Technical Evaluation and Stage 2 – Price Evaluation.

Suppliers	Stage 1 Technical (70 points)	Stage 2 Price (30 points)	Total Score (100 points)	Overall Ranking
McIntosh Perry Consulting Engineering Ltd.	58.30	30.00	88.30	1
G.D. Jewell Engineering Inc.	54.60	23.54	78.14	2
Morrison Hershfield Ltd.	61.20	16.49	77.70	3
MMM Group Limited	61.30	15.34	76.60	4
GM Blue Plan Engineering Ltd.	50.90	0.00*	50.90	5
AMEC Foster Wheeler Environment & Infrastructure	49.80	0.00*	49.80	6
Planmac Engineering Ltd.	49.60	0.00*	49.60	7
Stephenson Engineering Ltd.	45.70	0.00*	45.70	8
AJW Engineering Ltd.	16.00	0.00*	16.00	9

*Suppliers that did not achieve a technical of 52.5 points or higher had their price submission (Envelope ‘B’) returned unopened.

The highest ranked consultants demonstrated a good understanding of the project, had an experienced and qualified project team and illustrated a comprehensive plan and methodology for the project.

Note: For all three stages the Consultants bid prices ranged from \$392,000 to \$584,000 (incl. of HST) including cash allowance for the MNR’s ESA approval, borehole investigation and hydraulic study.

FINANCIAL CONSIDERATIONS

The following table summarizes the financial details of this award:

Account Name	Project #	Budget Available for Design + CA	Award of Stage 1 Design	Contingency 10%	Total Cost of Award	Budget Remaining
Retaining Wall Rehabilitation (B043)	#16219	\$35,600.00	\$18,281.18	\$1,828.12	\$20,109.30	\$15,490.70
Culverts Rehabilitation (5 Structures) - C023, C059, C197, C205, C238	#16213	\$243,260.00	\$19,479.41	\$1,947.94	\$21,427.35	\$221,832.65
Pedestrian Bridges Rehabilitation (7 Structures) - P007, P013, P018, P064, P065, P066 and P067	#16218	\$48,850.00	\$95,130.85	\$9,513.08	\$104,643.93	(\$55,793.93)
TOTAL		\$327,710.00	\$132,891.44	\$13,289.14	\$146,180.58	\$181,529.42

*Based on the information known at the time of award Staff advise that the remaining balance of \$181,529.42 will be sufficient to complete Stage 2 and Stage 3 works as budgeted for in the respective accounts. Upon completion of Stage 2 detailed design Staff will reassess the budgetary implications.

Staff will manage the above capital projects and reallocate budget as required.

Supplier's prices for culverts and pedestrian bridges varied significantly. Suppliers priced the overall contract rather than accurately pricing each individual culvert or pedestrian bridge. This explains why the recommended supplier is significantly over budget in project #16218 (pedestrian bridges) and under budget in project #16213 (culverts).

ENVIRONMENTAL CONSIDERATIONS

Not applicable



STAFF AWARD REPORT

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To:	Andy Taylor, Chief Administrative Officer
Re:	084-T-14 Streetlight Maintenance and Underground Streetlight Cable Locates - Contract Extension
Date:	January 25, 2016
Prepared by:	Prathapan Kumar, Senior Manager, Asset Management, ext. 2989 Tony Casale, Senior Construction Buyer, Purchasing, ext. 3190

PURPOSE

To obtain approval to award the contract for Streetlight Maintenance and Underground Streetlight Cable/Utility locates for three (3) years (2016 - 2018).

RECOMMENDATION

Recommended Supplier	Langley Utilities Contracting Ltd. (Non Competitive Procurement)	
Current Budget Available	\$ 1,493,839.00	See "Financial Considerations"
Less cost of award	\$ 1,493,839.00	2016 (Inclusive of HST impact)*
	\$ 1,493,839.00	2017 (Inclusive of HST impact)**
	<u>\$ 1,493,839.00</u>	2018 (Inclusive of HST impact)**
	\$ 4,481,517.00	Total
Budget Remaining	\$ 0.00	

*The Streetlight maintenance contract includes 200 items and quantities that are based on historical requirements. The award amount reflects the approved operating budget inclusive of HST. The 2016 item rates are the same as the 2015 itemized prices.

Cost of award also includes Operations Department requirements for traffic signal locates in the amount of \$26,450.

** The Purchase Order may be updated to reflect growth and any contract cost increase in 2017 & 2018 and will be subject to Council approval of the 2017/2018 operating budgets.

Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (c) which states: when the extension of an existing contract would prove more cost-effective or beneficial;

BACKGROUND

Council approved the following at the meeting on April 28, 2015:

That the CAO be authorized to extend the contract for three additional one-year terms at the same pricing for 2016 and on mutually agreed unit prices for the period 2017 and 2018, subject to satisfactory performance and approval of the Operating budgets;

The City's streetlighting network (approx. 27,339 light fixtures) is owned and operated by the City. Approximately 600 - 800 new streetlights are added to the inventory through new developments and scheduled capital projects related to lighting improvements on major and minor collector roads.

Streetlight Maintenance and Underground Streetlight Cable Utility Locates

Streetlight maintenance includes maintenance of the streetlighting system, emergency repairs to the damaged poles and fixtures, and replacement of burned out bulbs, ballasts, light sensors, fixtures (based on residents' complaints to the City's Contact Centre and outages reported by the City's night patrols). It also involves re-lamping of HPS fixtures where bulbs are replaced and fixtures are cleaned on a 5 year cycle, underground and overhead supply line repairs and locating services for underground streetlight infrastructure.

Streetlight Maintenance and Underground Streetlight Cable Utility Locates (Continued)

In 2014 PowerStream, with input from the City, issued a Bid to the market for the City's streetlight maintenance, repair and re-lamping based on a contract term of thirty-three months (April 2014 – Dec 2016) with an option to extend the contract for two additional one-year (2017/18). The Bid document included provisional pricing for underground utility locates. The contract was awarded to the lowest priced bidder, Langley Utilities Contracting Inc.

Under this report the City is extending the contract as per the original bid submission and contract terms.

FINANCIAL CONSIDERATIONS (Including HST)

Account Name	Account #	Budget Available	Amount to be allocated for this Work	Budget Remaining
Streetlight Maintenance and Repair	720-720-5497	\$842,389	\$842,389	\$0
Accident & Vandalism	720-720-5499	\$135,000	\$135,000	\$0
Utility Locates	720-720-5436	\$490,000	\$490,000	\$0
Traffic Signal Maintenance	740-998-5308	\$26,450	\$26,450	\$0
Total		\$ 1,493,839.00	\$ 1,493,839.00	\$0

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

To:	Andy Taylor, Chief Administrative Officer
Re:	262-R-15 Corporate-Wide Supply & Delivery of Photocopy Paper
Date:	January 8, 2016
Prepared by:	Leanne Lee, Senior Buyer, Purchasing, Ext. 2025

PURPOSE

To obtain approval to award the supply and delivery of paper for a three (3) year contract with renewal options every six (6) months due to potential price fluctuations with paper.

RECOMMENDATION

Recommended Supplier	Ariva, Division of Domtar Inc. (Highest Ranked / Lowest Priced Supplier)	
Current Budget Available	As approved	User Departments' Annual Office Supplies Operating Account #4002
Less cost of award*	\$ 55,000.00	Year 1 - 2016
	\$ 55,000.00	Year 1 - 2017*
	\$ 55,000.00	Year 1 - 2018*
	\$ 165,000.00	Total

* Subject to Council approval of the annual operating budget.

Note: The contract term is for three (3) years with potential price adjustments every six (6) months due to pulp prices and suppliers not able to maintain prices longer than six (6) months.

BACKGROUND

The York Catholic District School Board, on behalf of the York Purchasing Co-Operative, issued a Request for Proposal (RFP) for the Supply and Delivery of Paper.

The following organizations participated in this bid:

1. City of Markham
2. Town of Aurora
3. Community Care Access Centre – York Region
4. Town of East Gwillimbury
5. Town of Georgina
6. Town of Newmarket
7. Town of Richmond Hill
8. City of Vaughan
9. Town of Whitchurch-Stouffville
10. Township of King
11. York Catholic District School Board
12. York Region District School Board
13. York Region
14. York Regional Police

The RFP included requirements for 26 types of recycled paper with 30%, 50% or 100% recycling content and 8 types of virgin paper. Markham and other municipalities leverage the volumes from the school boards to achieve competitive pricing. Markham purchases only 2% of the total paper contract value and it is advisable to enter into contracts with the 13 other organizations.

BID INFORMATION

Advertised	ETN
Bid closed on	October 30, 2015
Number picking up document	5
Number responding to bid	3

EVALUATION SUMMARY

The evaluation was based on pre-established evaluation criteria as outlined in the RFP:

45% cost, 10% Degree of Compliance to Terms and Conditions, 10% Financial Viability and Stability, 10% Organization's experience, 10% Quality, 10% Environmental Responsibility and 5% provision of completed Board documentation with the resulting scores as following:

Suppliers	Score
Ariva, Division of Domtar Inc.	81
Unisource	69
ASCA Office Solution	61

Compared to the previous contract pricing (July – December 2015), the new pricing under this contract for the majority of our paper purchases (8 ½ " X 11", 8 ½ " X 14" and 11"X 17") has decreased by 20%.

ENVIRONMENTAL CONSIDERATIONS

The paper will be EcoLogo which is recognized by Environment Canada and is displayed on products that meet or exceed established criteria for greenhouse gas emissions, water and energy consumption and use recycled fiber.

The paper will also be Forest Stewardship Council (FSC) certified which is an organization established to promote the responsible management of the world's forests. The FSC label provides a credible link between responsible production and consumption of forest products, enabling consumers and businesses to make purchasing decisions that benefit people and the environment as well as providing ongoing business value.



STAFF AWARD REPORT

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To:	Andy Taylor, Chief Administrative Officer
Re:	254-S-15 Information Markham - Service Contract Agreement Extension
Date:	November 17, 2015
Prepared by:	Martha Pettit, Deputy City Clerk (Ext. 8220) Flora Chan, Senior Construction Buyer (Ext. 3189)

PURPOSE

The purpose of this report is to obtain approval to renew the contract with Information Markham for a three- year period (from January 1, 2016 to December 31, 2018) with an option to extend for a further three years (2019-2021).

Recommended Supplier	Information Markham (Non-Competitive Procurement)	
Current Budget Available	\$ 79,579.00	310 331 5640 Temp. Employee Services (2016)
Less cost of award	\$ 79,579.00	
	\$ 79,579.00	
	\$ 79,579.00	
	\$ 238,737.00	
Budget Remaining after this award	\$ 0.00	

*The contract includes an annual increase based on the Consumer Price Index (CPI) rate for the preceding 12 months (from November to November), based on the CPI (Toronto, All Items Excluding Energy). This price adjustment will be made in 2017 and 2018.

Note: The term of the contract will be for three years with an option to renew for an additional three years based on satisfactory performance. Staff will seek the appropriate approval in 2018 for the three additional years.

RECOMMENDATION

That the tendering process be waived in accordance with the Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (c) when the extension of an existing contract would prove more cost-effective or beneficial.

BACKGROUND

Information Markham has been providing services to the City through their support staff and volunteer pool for many years. The new contract with Information Markham includes the requirement for an annual contract performance review, along with a requirement to implement ongoing customer feedback tools such as surveys to help guide improvements to front line customer services.

As in previous years, the contract terms includes the provision of general reception, welcome centre and switchboard services, as required. The hours of service will remain as follows:

- Monday to Friday in the Great Hall Kiosk and Thornhill Entrance Kiosk, daytime from 8:30 a.m. to 4:30 p.m., excluding statutory holidays;
- Monday to Friday in the Great Hall Kiosk, after working hours from 4:30 p.m. to 9:30 p.m., excluding statutory holidays;
- Saturdays and Sundays in the Great Hall Kiosk during the hours of 9:00 a.m. to 5:00 p.m; and
- All statutory holidays in the Great Hall Kiosk during the hours of 9:00 a.m. to 5:00 p.m. excluding the statutory holidays of Christmas Day and Easter Sunday only.

Attachment A outlines a list of services provided by Information Markham during the daytime, evenings and weekends.

FINANCIAL CONSIDERATIONS

Under the existing contract the annual cost for Information Markham services is \$78,558. This price has been in effect since June 30, 2014. The new contractual price of \$79,579 is 1.3% higher than the price from June 30, 2014 – December 31, 2015

ATTACHMENT “A” LIST OF SERVICES PROVIDED BY INFORMATION MARKHAM**General Services Provided by Information Markham**

- Greet visitors adhering to the City’s customer service standards and service expectations
- Direct visitors to the various departments in the Civic Centre
- Provide directions and information to callers about events and locations throughout the City (e.g., Markham Fair, libraries, community centers etc.) as well as directing visitors to the various meeting rooms in the Civic Centre.
- Sign for courier delivery and advise City staff when a package has arrived; open the garage for deliveries.
- Phone City staff when a person arrives for an appointment.
- Call Building Operations or maintenance Staff when necessary.
- Alert security when appropriate.
- Provide information and lists from Information Markham database to City staff when requested.
- Reply to e-mails forwarded to Information Markham from various City departments (ex. Request for information about a sports team, clubs to join and community information or a special event).
- Answer questions (in person, by phone and e-mail) from the public regarding community services provided by the City and community agencies
- Supply visitors with the information they request (ex. Newcomer packages, brochures, recreation guides, street guides and tourist information).
- Communicate with all agencies in Markham that require volunteers, post their requirements on the volunteer website and assist residence in finding suitable volunteer opportunities.
- Assist City staff with non-essential tasks (e.g., envelope stuffing, filing etc.)
- Assist with civil wedding ceremonies by directing wedding attendees to the proper locations

After Hours Services Provided by Information Markham

- Answer City of Markham phone line
- Answer Information Markham phone line
- Provide directions to events and locations to residents.
- Receive complaints and advise them their concern will be addressed by the appropriate department the next business day.
- Call security and standby personnel when required
- Assist cleaning staff
- File out and fax Action Request Forms to the appropriate departments.

In addition to requests for general information the after-hours staff receives the following types of phone calls:

Waterworks

- No water
- Water main break
- Odor or colour of water
- Leaking water meters
- Flooding or strange odors coming from basement drains
- Damaged hydrants

Roads

- Flooding
- Road signs
- Traffic lights
- Dead animals on road
- Snow removal

- Icy road conditions
- Pot holes/road damage
- Storm sewers/manhole covers

Parks

- Fallen trees
- Damaged trees
- Damage to park property
- Lights not on for evening baseball or soccer games
- Community centers

Environmental Services

- Garbage/recycling not picked up
- Cardboard not picked up

When the call requires immediate attention the standby person from the appropriate department is notified and a CARE form is written up and faxed.



STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	015-S-16 Retention of Retail Consulting Services and Expert Witness to defend 2014 Official Plan Part I at the Ontario Municipal Board
Date:	January 07, 2016
Prepared by:	Marg Wouters, Senior Manager, Policy and Research (ext 2909)

RECOMMENDATION

Recommended Supplier	Kircher Research Associates Ltd. (Non-Competitive Procurement)	
Current Budget Available	\$113,538.00	620-101-5699-15022 New Official Plan
Less cost of award	\$ 36,124.80 <u>\$ 25,643.52</u> \$ 61,768.32	Phase 1 Phase 2 Total Cost of Award (Inclusive of HST)
Budget Remaining after this award*	\$ 52,838.00	

*Remaining balance to be applied to the retention of any additional consulting services related the 2014 Official Plan, as required.

Note: Phase 1 and Phase 2 are inclusive of all disbursements.

Staff recommends: That the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement (1) (h) which states "... where it is necessary or in the best interests of the City to acquire non-standard items or Consulting and Professional Services from a preferred supplier or from a supplier who has a proven track record with the City in terms of pricing, quality and service."

PURPOSE

To obtain approval to retain an expert planning witness to defend the 2014 Official Plan Part I at the Ontario Municipal Board.

BACKGROUND

The 2014 Markham Official Plan Part I was approved by the Region of York in 2014 and subsequently appealed to the Ontario Municipal Board (the Board). Staff are now working to resolve the appeals with the assistance of retained legal counsel and expert planning and engineering witnesses.

DISCUSSION

The City requires the services of a retail consultant to undertake a retail analysis and act as an expert witness on behalf of the City at the Board.

Kircher's consulting services will be provided in three phases. This award is for Phase 1 and 2, which involves the completion of a future retail market space demand analysis and participation in meeting and mediation with appellants estimated at a maximum of 10 days between now and September 2016. Phase 3 which will involve preparation and participation in a future Board Hearing, will be subject to a separate award. The Hearing is not anticipated to be scheduled before Fall, 2016.

Kircher Research Associates Ltd. (Herman Kircher) was retained by the Region as an expert witness in defense of the York Region Official Plan. Given Mr. Kircher's extensive involvement in retail market research in York Region, he is best suited to defend the City's retail policies before the Board.