



Report to: General Committee

Report Date: January 4, 2016

SUBJECT: Staff Awarded Contracts for the Month of December 2015
PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

1. THAT the report entitled “Staff Awarded Contracts for the Month of December 2015” 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 December 2015 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	<ul style="list-style-type: none">• 221-Q-15 Supply and Delivery of Curbside Blue Bins• 232-T-15 Supply and Delivery of Various Vehicles• 239-T-15 Closed Circuit Television Inspection of Sanitary Sewer Mains• 248-T-15 Supply of Traffic Control Services• 268-Q-15 Rodick Road Temporary Traffic Signal Installation
Second Lowest Priced Supplier	<ul style="list-style-type: none">• 031-T-15 Operations Facilities Improvements• 211-T-15 Snow Load and Haul
Highest Ranked / Lowest Priced Supplier	<ul style="list-style-type: none">• 236-Q-15 Consulting Engineering Services for Sediment Removal at Two Storm Water Management Ponds (ID # 7 & 59)
Highest Ranked / Second Lowest Priced Supplier	<ul style="list-style-type: none">• 251-Q-15 Consulting Engineering Services for 2016 Bridges and Culverts OSIM Inspections

Community & Fire Services (Continued)

Award Details	Description
Non-Competitive Supplier	<ul style="list-style-type: none"> • 234-Q-12 Servicing, Supply and Delivery of Parts to City Owned Pools - Contract Extension • 238-Q-12 Servicing of City Fitness Equipment at Various City Locations - Contract Extension • 245-S-15 Electrical Safety Authority Contract • 250-Q-15 Supply and Delivery of a Ford F550 With A Custom-built Service Body • 252-S-15 Building Automation System (BAS) - Service Contract for Johnson Controls - Owned Systems

Corporate Services

Award Details	Description
Lowest Priced Supplier	<ul style="list-style-type: none"> • 244-Q-15 Printing and Delivery of the Markham Life Magazine
Highest Ranked / Second Lowest Priced Supplier	<ul style="list-style-type: none"> • 036-Q-15 Consultant Services, Web Portal User Experience Design

Development Services

Award Details	Description
Highest Ranked/ Lowest Priced Supplier	<ul style="list-style-type: none"> • 198-R-15: Class Environmental Assessment Study for Improvements to Victoria Square Boulevard from Woodbine By-Pass to Woodbine Avenue
Non-Competitive Supplier	<ul style="list-style-type: none"> • 273-S-15 Markham Centre Parking Strategy • 291-S-15 Retention of Planning Expert Witness to defend 2014 Official Plan Part I at the Ontario Municipal Board

11/01/2016

X



Joel Lustig
Treasurer

11/01/2016

X



Trinela Cane
Commissioner, Corporate Services



STAFF AWARD REPORT

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	221-Q-15 Supply and Delivery of Curbside Blue Bins
Date:	November 25, 2015
Prepared by:	Michael Dipasquale, Operations Assistant, Ext. 3710 Patti Malone, Senior Buyer, ext. 2239

PURPOSE

To obtain approval to award the contract for the supply and delivery of curbside blue bins for a one year period commencing January 1, 2016 with an option for two additional one-year terms, at the same itemized pricing.

RECOMMENDATION

Recommended Supplier (s)	Peninsula Plastics Ltd. (Lowest Priced Supplier)	
Current Budget Available	\$ 40,000.00	770-772-4131*
Less cost of award	\$ 39,849.22	2016 Inclusive of HST
	\$ 39,849.22	2017 Inclusive of HST*
	\$ 39,849.22	2018 Inclusive of HST*
	\$ 119,547.66	Total Award
Budget Remaining after this award	\$ 150.78	(\$40,000.00 – \$39,849.22)

*Subject to Council approval of the 2017 and 2018 operating budgets.

BACKGROUND

Blue bins are purchased for resale to Markham residents on a cost recovery basis and are sold through Markham's four Community Recycling Depots and at Markham's four major Community Centres Blue bins are also delivered to new residential developments upon occupancy.

BID INFORMATION

Advertised	ETN
Bids closed on	November 24, 2015
Number picking up bid documents	8
Number responding to bid	3

PRICE SUMMARY (Inclusive of HST)

Suppliers	Estimated Annual Qty	Unit Price (per bin)	Total Bid inclusive of HST
Peninsula Plastics Ltd.	8,800	\$4.45	\$39,849.22
Orbis Canada Ltd.	8,800	\$4.75	\$42,535.68
Gracious Living Corp.	8,800	\$4.97	\$44,505.75

*Compared with 2012 blue bin contract, the price per unit represents a 6% increase.



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	232-T-15 Supply and Delivery of Various Vehicles
Date:	January 11, 2016
Prepared by:	Laurie Canning, Manager, Fleet & Supplies, Ext. 4896 Patti Malone, Senior Buyer, Ext. 2239

PURPOSE

To obtain approval to award the supply and delivery of the following:

- Item 1 - Three full size pickup 4X4 regular cabs
- Item 2 - One full size 4X4 pickup with snowplow
- Item 3 - Two full size 4X2 regular cab

RECOMMENDATION

Recommended Supplier	Highland Chevrolet Buick (Lowest Priced Supplier /Item #1 and #3) Donway Ford Sales Ltd. (Lowest Priced Supplier/ Item #2)	
Current Budget Available	\$ 167,090.57	057-6150-15241-005 Corporate Fleet Replacement Non-Fire
Less cost of award	\$ 134,278.18 \$ 37,879.14 \$ 172,157.32	Highland award – items #1 and #3 (Inclusive of HST) Donway award – item #2 (Inclusive of HST) Total Award (Inclusive of HST)
Shorfall after this award	(\$ 5,066.75)	
Less Markhamizing costs (note 1)	(\$ 6,000.00) *	
Total Shortfall	(\$ 11,066.75)**	

*Markhamizing cost of (\$6,000) is based on \$1,000 per unit X 6 units

* * Total shortfall of \$11,066.75 will be funded from the Non-DC Capital Contingency

BACKGROUND

This tender was issued in accordance with the Purchasing By-law for the total of six (6) units. Units 1230, 1241, 1249, 3331 and 7035 were identified in the 2015 Corporate Fleet Replacement Program capital request. Staff reviewed the bid document and are satisfied that all terms and conditions comply with the City's requirements. All units identified for replacement in this report have had condition assessments completed by Fleet staff and meet the fleet replacement life cycle of 8 years as identified in the Corporate Fleet Policy for the respective unit type/class. Staff inspected the emergency / warning lights on the current units to be replaced and is confident that most of these can be transferred to the new units and provided reliable service therefore reducing the Markhamizing cost for these selected units from \$1,000 to \$2,600 per unit.

Units 1230, 1241, 1249, 3331, and 7035 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).

BID INFORMATION

Advertised	ETN
Bid closed on	October 15, 2015
Number picking up document	18
Number responding to bid	7

PRICE SUMMARY (Inclusive of HST)**Item # 1 –Three Full Size Pickup 4X4 Regular Cabs (unit 1249 and two 1230)**

Suppliers	Price	Vehicle model
Highland Chevrolet Buick	\$84,614.92	Silverado 1500
Alex Williamson Motor	\$85,380.71	Sierra TK15903
Barrie Chrysler Dodge Jeep Ram Ltd.	\$89,135.65	Ram 1500
Durham Chrysler	\$90,175.19	Ram 1500
Donway Ford Sales Ltd.	\$91,303.14	F150
Performance Chrysler	\$92,157.93	Ram 1500
East Court Ford Lincoln	\$99,226.68	F150

Item # 2 – One Full Size 4X4 Pickup (unit 3331)

Suppliers	Price	Vehicle model
Donway Ford Sales Ltd.	\$37,879.14	F250
Barrie Chrysler Dodge Jeep Ram Ltd.	\$38,687.12	Ram 2500
East Court Ford Lincoln	\$38,750.92	F250
Performance Chrysler	\$38,829.58	Ram 2500
Highland Chevrolet Buick	\$39,165.54	Silverado 1500

Item # 3 – Two Full Size 4X2 Regular Cab (units 1241 and 7035)

Suppliers	Price	Vehicle model
Highland Chevrolet Buick	\$49,663.26	Silverado 3500
Alex Williamson Motor	\$49,691.44	Sierra TC15903
Durham Chrysler	\$57,733.58	Ram 1500
Barrie Chrysler Dodge Jeep Ram Ltd.	\$58,170.09	Ram 1500
Donway Ford Sales Ltd.	\$58,581.20	F150
East Court Ford Lincoln	\$58,590.36	F150
Performance Chrysler	\$58,841.70	Ram 1500

ENVIRONMENTAL CONSIDERATIONS

All vehicles under this award are compatible with E10 fuel, this fuel type is a more environmentally friendly fuel with the same characteristics as the regular unleaded fuel.



STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	239-T-15 Closed Circuit Television Inspection of Sanitary Sewer Mains
Date:	November 25, 2015
Prepared by:	Eddy Wu, Waterworks Operations & Maintenance Manager Ext: 2445 Patti Malone, Senior Buyer Ext: 2239

PURPOSE

To obtain approval to award the contract for closed circuit television inspection of sanitary sewer mains for a 3 year term at the same itemized prices

RECOMMENDATION

Recommended Supplier	Dambro Environmental Inc. (Lowest Priced Supplier)	
Current Budget Available	\$ 131,500.00	760-551-5300 CCTV Inspection of Sanitary Sewer Mains
Less cost of award	\$ 131,209.34	2016 Inclusive of HST
	\$ 131,209.34	2017 Inclusive of HST*
	\$ 131,209.34	2018 Inclusive of HST*
	\$ 393,628.02	Total Cost of Award (Inclusive of HST impact)
Budget remaining after this award	\$ 290.66	(\$131,500.00 - \$131,209.34)

*Subject to Council approval of the 2017 and 2018 operating budgets.

BACKGROUND

CCTV inspection program collects data on the condition of the sanitary sewer mains for operations and maintenance purposes. It also collects and verifies other sewer data such as size, material type, inflow and infiltration into the system. This information enables the Environmental Services - Waterworks Department to verify the current condition and identify defects in the system for regular maintenance and capital rehabilitation planning and management. Regular CCTV inspection provides information to reduce risks and liabilities associated with sewer failures and backups.

BID INFORMATION

Advertised	ETN
Bid closed on	November 12, 2015
Number picking up document	11
Number responding to bid	9

PRICE SUMMARY

Suppliers	Bid Price (inclusive of HST impact)*
Dambro Environmental Inc.	\$131,209.34
Sewer Technologies Inc.	\$206,572.80
D.M. Robichaud Associates Ltd.	\$234,048.00
Benko Sewer Service, Div. Of Badger Daylighting	\$235,676.16
T2 Utility Engineers Inc.	\$239,339.52
Braywood Service Inc.	\$247,887.36
Infrastructure Intelligence Services Inc.	\$256,435.20
Pipetek Infrastructure Services Inc.	\$313,420.80
Capital Sewer Service Inc.	\$376,104.96

*Prices were based on the inspection of 138,000 metres of sanitary sewer mains 450mm or less and 2,000 metres of sanitary sewer mains greater than 450mm.

Note: The contract represents a 3.38% increase from the previous contract from 2012-2015. However, the prices under this contract will be fixed (no increase) for 3 years (2016-2018).



STAFF AWARD REPORT

Page 1 of 2

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	248-T-15 Supply of Traffic Control Services
Date:	January 11, 2016
Prepared by:	Eddy Wu, Manager, Waterworks Operations & Maintenance, Ext. 2445 Patti Malone, Senior Buyer, Ext. 2239

PURPOSE

To obtain approval to award the supply of traffic control service, for a three (3) year term at the same itemized prices.

RECOMMENDATION

Recommended Supplier	On Track Safety Ltd. (Lowest Priced Supplier)	
Current Budget Available	\$ 39,431.39	Various (see Financial Considerations)
Less cost of award	\$ 39,431.39	2016 (Inclusive of HST)
	\$ 39,431.39	2017 (Inclusive of HST)*
	\$ 39,431.39	2018 (Inclusive of HST)*
	\$ 118,294.17	Total Award Inclusive of HST
Budget Remaining after this award	\$ 0.00	(\$39,431.39 - \$39,431.39)

* Subject to Council approval of the 2017 and 2018 budget.

BACKGROUND

The City of Markham's Waterworks and Operations Departments periodically require the services of a traffic control firm to provide certified traffic control personnel to direct traffic including paid duty police officers and traffic control equipment. Examples of traffic control equipment include arrow board trailers, solar message boards, concrete barriers, and signs.

BID INFORMATION

Advertised	ETN
Bid closed on	November 26, 2015
Number picking up document	3
Number responding to bid	2*

*This is a niche market, and the bidder turnout is consistent with previous tenders issued to the market.

PRICE SUMMARY

Suppliers	Price (Inclusive of HST)
On Track Safety Ltd.	\$39,431.39
Almon Equipment Ltd.	\$53,144.16

*Compared to the 2014-2015 contract, pricing under this contract is 6% higher, however, prices will remain fixed for three (3) years.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Amount	Amount to Allocate to this project	Cost of Award
Watermain Breaks	760-100-5300	\$ 422,830	\$ 13,215	\$ 13,215
T&D Residential Services	760-111-5300	\$ 220,298	\$ 2,834	\$ 2,834
T&D ICI Services	760-112-5300	\$ 48,876	\$ 2,834	\$ 2,834
T&D Valves	760-113-5300	\$ 94,526	\$ 2,834	\$ 2,834
T&D Hydrants	760-115-5300	\$ 107,415	\$ 1,417	\$ 1,417
Sewer Line Breaks	760-500-5300	\$ 42,187	\$ 2,834	\$ 2,834
T&D Residential Services	760-511-5300	\$ 114,600	\$ 1,417	\$ 1,417
T&D ICI Services	760-512-5300	\$ 30,386	\$ 1,417	\$ 1,417
Roads Hired Equipment	700-501-5501	\$ 29,159	\$ 2,834	\$ 2,834
Special Events	700-995-4290	\$ 20,000	\$ 7,794	\$ 7,794
Totals:		\$ 1,130,277	\$ 39,431	\$ 39,431

ENVIRONMENTAL CONSIDERATIONS

N/A

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

To:	Jim Baird, Commissioner, Development Services
Re:	268-Q-15 Rodick Road Temporary Traffic Signal Installation
Date:	December 2, 2015
Prepared by:	Andrew Crickmay, Senior Capital Works Engineer, Ext: 2065 Tony Casale, Senior Construction Buyer, Ext. 3190

PURPOSE

To obtain approval to award the contract for Rodick Road Temporary Traffic Signal Installation.

RECOMMENDATION

Recommended Supplier	Ascent Utility Solutions (Lowest Priced Supplier)	
Current Budget Available	\$ 83,040.78	083-5350-7652-005 Rodick Road Reconstruction
Less cost of award	\$ 70,224.77	Cost of Award (Incl. of HST)
	\$ 7,022.47	Contingency @ 10% *
	\$ 77,247.24	Total Cost of Award (Incl. of HST)
	\$ 5,793.54	Internal Management Fee @ 7.5%
	\$ 83,040.78	Total Cost of Award
Budget Remaining after award	\$ 0.00	

*The contingency will be used to cover potential winter construction costs due to ground freeze and delay because of the difficulty in digging, cold weather protection, and snow removal during construction (if required).

BACKGROUND

Based on an updated traffic survey completed in September 2015, Operations Department has confirmed that traffic signals are warranted at the intersection of Rodick Road and Miller Avenue.

Due to the high risk of accidents at the intersection, and the delay of the Rodick Road reconstruction, the City is requesting approval for staff to proceed with a temporary traffic signal until the future permanent traffic signal can be installed when Rodick Road reconstruction proceeds.

The Operations department approached Engineering regarding safety at the intersection. In particular, Operations listed the following:

- 2015 volumes on Rodick Road are significantly higher than 2014 volumes;
- Heavy volume of traffic contributes to lack in safe opportunities to turn onto Rodick Road from Miller Avenue;
- Rodick Road profile transitions from 4 lanes to 2 lanes. Southbound drivers in curb lane are required to change lanes at the intersection;
- High vehicle speeds on Rodick Road (over 70 km/hour is common) creates challenges for drivers on Miller Avenue to find safe opportunities to enter the intersection;
- Operations staff bear witness to a number of near collisions daily;
- Concerns have been brought to the attention of York Region Police who are routinely positioned in front of the Operations facility on Rodick Road conducting traffic enforcement;

BACKGROUND (Continued)

The City solicited bids for the supply and installation of a temporary traffic signal and the work includes the following;

- Wood traffic signal poles;
- Highway type LED traffic signal heads and optical pre-emption detector;
- LED countdown display pedestrian signal heads;
- Traffic signal controller complete with accessory equipment;
- Permanent durable pavement markings – intersection stop lines;
- Junction boxes, vertical brackets, aerial cables, ground wires, suspension cables, signal cables, etc.

It is anticipated that construction will commence and be completed in December 2015.

BID INFORMATION

Advertised	ETN
Bid closed on	November 24, 2015
Number picking up document	7
Number responding to bid	6

PRICE SUMMARY

Suppliers	Bid Price (Incl. of HST)
Ascent Utility Services Inc.	\$ 70,224.77
Guild Electric Limited	\$ 78,762.24
TM3 Inc.	\$ 82,898.78
Black & McDonald Limited	\$ 89,394.12
Fellmore Electrical Contractors Ltd.	\$ 111,924.00
Beacon Utility Contractors Limited	\$ 157,698.13

ENVIRONMENTAL CONSIDERATIONS

Not applicable.



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	031-T-15 Operations Facilities Improvements
Date:	October 26, 2015
Prepared by:	Jason Vasilaki, Project Manager, Ext. 2845 Flora Chan, Senior Buyer, Ext. 3189

PURPOSE

To obtain approval to award the contract for Operations Facilities Improvements(Lifecycle Repairs/Replacements) at Operations' Works Yard and West Parks Shop.

RECOMMENDATION

Recommended Supplier	Elite General Contracting and Restorations (Second Lowest Priced Supplier)	
Current Budget Available	\$ 264,513.00	750-101-5399-15262
Cost of award	\$ 149,949.16	Cost of Award
	\$ 14,994.92	10% Contingency
	\$ 164,944.08	Total Award (Inclusive of HST)
Budget Remaining after this award	\$ 99,568.92	*

* Budget remaining of \$99,568.92 to be returned to the original funding source.

BACKGROUND

Project includes a variety of repair works required, as follows:

- replacement of a garage lift at Works Yard
- replacement of picnic tables with tables and chairs at Central Park Shop lunchroom. The picnic tables will be re-used elsewhere in Operations.
- replacement of 2 unit heaters at Works Yard
- replacement of the men's change room floor at Works Yard
- replacement of a section of wall siding at Works Yard
- replacement of exhaust removal system hoses at Works Yard
- provision of additional floor drainage at West Parks Shop
- remediation of water damaged walls at West Parks Shop
- replacement of building signage and exterior painting at West Parks Shop

The work will begin immediately upon award of contract and is anticipated to be completed by March 31, 2016. All work is required to maintain service at existing levels (status quo).

BID INFORMATION

Advertised	ETN
Bid closed on	October 22, 2015
Number of bidders picking up the document	31
Number of bidders responding to bid	12

PRICE SUMMARY (including HST)

Suppliers	Bid Price
United Contracting Inc.	\$ 130,049.28 *
Elite General Contracting and Restorations	\$ 149,949.16
Portfolio Contracting Inc.	\$ 164,254.10
Pegah Construction Ltd.	\$ 166,275.84
Anacond Contracting Inc.	\$ 184,592.64
P&C General Contracting Ltd.	\$ 186,874.10
Onit Construction Inc.	\$ 190,107.01
Dontex Construction Ltd.	\$ 192,498.37
Koler Construction Inc.	\$ 197,145.24
Deciantis Construction Ltd.	\$ 203,316.48
2SC Contracting Inc.	\$ 216,748.80
Spectre Construction & Management Inc.	\$ 225,846.14
ASN Inc.	\$ 366,089.73

*Staff do not recommend awarding the contract to the lowest priced supplier (United Contracting Inc.) based on their previous performance with the City (Tender No. 088-T-13 Operations Facilities improvements at various properties), which failed to meet the City's performance expectations.

Pursuant to Part II, Section 17. 4 of the City of Markham's *General Terms and Conditions* (which form part of the tender document), the City reserves the right, in its sole discretion, not to award to the lowest priced Bidder, whose reference checks do not meet or exceed the expectations of the City.

Pursuant to Part II, 1.(5) of the City of Markham's *Purchasing By-Law*, the City reserves the right not to accept the lowest or any bid submitted, if such action is deemed to be in the best interests of the City.

ENVIRONMENTAL CONSIDERATIONS

Replacement of unit heaters and exhaust system hoses and the remediation of water damaged walls will improve the indoor air quality for staff at Works Yard and West Parks Shop, respectively.



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	211-T-15 Snow Load and Haul
Date:	November 9, 2015
Prepared by:	John Hoover, Supervisor, Contract Administration, ext. 4808 Patti Malone, Senior Buyer, ext. 2239

PURPOSE

To obtain approval to award the contract for the load and haul of snow on Markham Main Street (north and south locations) for one year with the option to renew for an additional three years at the same terms, conditions and pricing.

RECOMMENDATION

Recommended Supplier (s)	Rafat General Contractor Inc. (Second Lowest Priced Supplier)	
Current Budget Available	\$ 36,000.00	700-504-5416 Snow Hauling Main Street
Less cost of award	\$ 35,616.00	2016 Inclusive of HST
	\$ 35,616.00	2017 Inclusive of HST*
	\$ 35,616.00	2018 Inclusive of HST*
	<u>\$ 35,616.00</u>	2019 Inclusive of HST*
	\$142,464.00	Total Award
Budget Remaining after this award	\$ 384.00	(\$36,000 - \$35,616.00)

*Subject to the Council approval of the 2017-2019 operating budget.

LOW BIDDER WITHDREW BID

The low bidder originally accepted the contract and then withdrew their bid based on a pricing error.

BACKGROUND

This service is to supply labour, equipment and traffic control measures necessary to load and haul snow for two budgeted occurrences per year for Markham Main Street (north and south locations). The snow is to be hauled to a dump site designated by the City representative, complete with operators and equipment for the fixed price per occurrence.

BID INFORMATION

Advertised	ETN
Bids closed on	October 6, 2015
Number picking up bid documents	19
Number responding to bid	6

BACKGROUND (Continued)**DETAILED PRICING INFORMATION (INCLUSIVE OF HST)****Markham Main Street (North and South)**

Suppliers	Price Per Occurrence	Estimated Occurrences	Extended Price (Per Year)
Cosimo Cotroneo Haulage Inc.	\$ 8,944.70	2	\$ 17,889.40
Rafat General Contractor Inc.	\$ 17,808.0	2	\$ 35,616.0
D & A Road Services Inc.	\$ 25,440.00	2	\$ 50,880.00
TBG Environmental Inc.	\$ 26,341.20	2	\$ 52,682.39
Triple J Contracting Inc.	\$ 36,124.80	2	\$ 72,249.60
Bluestar Construction Corp.	\$ 50,574.72	2	\$ 101,149.44

Note: Since the City had a number of discussions with Cosimo before award of the contract, staff will disqualify Cosimo from bidding on any future City projects for a period of two (2) years, as per section 16 of the City's terms and conditions.

City's Terms and Conditions Section 16

*"The City, in its sole discretion, may place a vendor's name on a list of disqualified vendors for a period of two (2) years on the basis of documented poor performance, non-performance, Conflict of Interest (including, without limitation, involvement in any litigation or contractual dispute with the City), **or failure to accept a Contract Award.**"*



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	236-Q-15 Consulting Engineering Services for Sediment Removal at Two Storm Water Management Ponds (ID # 7 & 59)
Date:	December 10, 2015
Prepared by:	Jawaid Khan, Sr. Capital Works Engineer, Ext: 2637 Tony Casale, Senior Construction Buyer Ext: 3190

PURPOSE

To obtain approval to award the contract for consulting engineering services for sediment removal at two stormwater management ponds (Pond ID# 7 & Pond ID #59).

RECOMMENDATION

Recommended Supplier	Cole Engineering Group Ltd. (Highest Ranked/ Lowest Priced Supplier)	
Current Budget Available	\$ 106,000.00	058 6150 15272 005 SWM Pond Cleaning - ID#7 & 59
Less cost of award	\$ 96,209.50	Award (Inclusive of HST)
	\$ 9,620.95	Contingency (10%)
	\$ 105,830.45	Total (Inclusive of HST)
Budget remaining after this award*	\$ 169.55	*

* The remaining budget of \$169.55 will be returned to the original funding source.

BACKGROUND

Stormwater Management (“SWM”) Ponds have been constructed in the City as an effective means of providing water quality improvements and flood mitigation in a watershed. With time, the accumulation of sediments in a SWM Pond results in a reduction of the pond capacity and consequently, reduction in pond efficiency. The purpose of the sediment removal project is to restore the treatment capacity (i.e. water quality volume) for SWM ponds ID # 7 & # 59 to their original design capacity and undertake maintenance activities where required.

The objective of this RFQ is to retain a consultant to undertake the detailed design, coordination and tender preparation for the sediment removal in two existing stormwater management ponds.

It is expected that the study will commence in January 2016 and be completed by May 2016.

BID INFORMATION

Advertised	ETN (Electronic Tendering Network)
Bids closed on	October 27, 2015
Number picking up bid document	16
Number responding to bid	7

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 bidders 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’), Bidders were assessed against pre-determined criteria as outlined in the RFQ; Experience/Past Performance of the consulting firm 20%, Qualifications and experience of the project manager and team 15% Project Delivery 35% totaling 70%. Bidders 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.

PROPOSAL EVALUATION (Continued)

Stage Two (2) – Price Evaluation:

Under Stage 2 – Price Evaluation (Envelope ‘B’), Bidders 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 exclusive of HST. The highest ranked bidder 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
Cole Engineering Group Ltd.	60.00	30.0	90.00	1
Candevcon	62.00	5.65	67.65	2
Stantec	60.00	7.09	67.09	3
AECOM	61.00	0.00	61.00	4
AMEC	57.00	0.00	57.00	5
GD Jewel	48.00*	0.00	48.00	6
DM Wills	42.00*	0.00	42.00	7

*Suppliers that did not achieve a technical of 52.5 points or higher had their price submission returned unopened.

Price submissions ranged from \$96,000 to \$211,000 (Inclusive of HST).

ENVIRONMENTAL CONSIDERATIONS:

n/a



STAFF AWARD REPORT

Page 1 of 2

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	251-Q-15 Consulting Engineering Services for Bridges and Culverts Inspections (2016)
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 bridges and culverts inspection program for 2016.

RECOMMENDATION

Recommended Supplier	GM Blue Plan (Highest Ranked/Second Lowest Priced Supplier)	
Current Budget Available	\$ 62,000.00	750-101-5399-16212 Bridges and Culverts – Condition Inspection
Less cost of award	\$ 43,151.33 \$ 4,315.13 \$ 10,000.00 \$ 57,466.46	2016 Inspections Contingency (10%) Cash Allowance for Flushing of Culverts* Award inclusive of HST
Budget Remaining after award	\$ 4,533.54	**

*Staff estimates that 49% of the culverts (20 of 41) which are to be camera inspected (CCTV inspection) may be clogged and require flushing at an approximate rate of \$500/each (20 x \$500 = \$10,000).

**Remaining budget of \$4,533.54 will be returned to original funding source

BACKGROUND

In meeting the legislative requirement of The Public Transportation and Highway Act - Regulation 104/97, the City implements an Annual Bridge and Culvert Inspection Program following the procedures laid down in the Ontario Structure Inspection Manual (OSIM). As part of the 2016 inspection program, a total of 99 structures (9 vehicular bridges, 10 pedestrian bridges, 39 culverts and 41 culverts with CCTV inspection) will be inspected compared to the original budget request of 128 structures. Reason for the reduction is deferring inspection of 29 small diameter culverts.

The work will commence in January 2016 and will be completed by August 2016 subject to weather conditions.

BID INFORMATION

Advertised	ETN (Electronic Tendering Network)
Bids closed on	November 17, 2015
Number picking up bid documents	12
Number responding to bid	8

Note: The bid was released to the marketplace as a two stage request for proposal (RFP).

BID SUMMARY

A reliable cost estimate is critical for program planning, budget preparation and financial management. In order to improve the bridge management program and to retain qualified technical consultants, Staff released to the marketplace a bid document that included terms of evaluation in a two - stage process. The submissions would firstly be evaluated for technical competencies and subsequently the pricing would be considered before the contract award. Bidders were requested to submit two envelopes with Envelope 'A' for technical proposals without prices and Envelope 'B' for financial proposal with detailed pricing.

Envelope ‘A’ – Technical Proposal Evaluation

Stage one (1) of the evaluation process was based on evaluation of the Bidder’s submission in accordance with the criteria set out in bid document. Stage one (1) was evaluated by the following: Experience/Past performance of consulting firm (15%), qualification and experience of project manager and project team (20%) and Project delivery (35%). The bidders who have a passing grade of 75% (52.5 points out of a total of 70 points) and above and receive satisfactory reference checks will be considered for Stage two (2) and opening of Envelope ‘B’.

Three consultants, namely Morrison Hershfield, GM Blue Plan and McIntosh Perry secured above 52.5 points in the technical evaluation (Envelope 1) stage as shown in the table below. These proposals demonstrated a good understanding of the project, had experienced and qualified project team and illustrated a comprehensive plan and methodology for the project.

Stage one (1) Scoring:

Suppliers	Score (out of 70)	Rank Results
Morrison Hershfield	61.3	1
GM Blue Plan	59.4	2
McIntosh Perry	57.3	3
JML Engineering	48.4	4
Chisholm Fleming Associates	48.0	5
Associated Engineering	44.3	6
TSI Inc.	36.4	7
MEDA Ltd.	35.8	8

Envelope ‘B’ – Pricing

The bidders, that have been qualified under Stage 1 of the evaluation process, are eligible for stage 2 of the evaluation process. Having met the Stage 1 criteria, three (3) bidders were eligible to move to Stage two (2), pricing section, where their bids were opened and the award of the contract is based on highest overall score combined with technical and financial scores. The following is the results of the Stage two (2) pricing:

Stage two (2) Scoring:

Suppliers	Score (out of 30)	Rank Results
McIntosh Perry	30.0	1
GM Blue Plan	29.0	2
Morrison Hershfield	6.2	3

Overall (Stage 1 and 2) Scoring:

Suppliers	Score (out of 100)	Rank Results
GM Blue Plan	88.4	1
McIntosh Perry	87.3	2
Morrison Hershfield	67.5	3

Note: The top 3 ranked consultants bid prices ranged from to \$41,812.93 to 74,976.77. Prices include 1.76% HST impact.

FINANCIAL CONSIDERATIONS

The following table summarizes the financial details of this award:

Account Name	Account #	Budget Available for this Item	Award	Contingency (10%)	Cash Allowance	Budget Remaining
Bridges & Culverts - Condition Inspection	750-101-5399-16212	\$62,000.00	\$43,151.33	\$4,315.13	\$10,000.00	\$4,533.54
Total		\$62,000.00	\$43,151.33	\$4,315.13	\$10,000.00	\$4,533.54

Note: Remaining budget of \$4,533.54 will be returned to original funding source



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	234-Q-12 Servicing, Supply and Delivery of Parts to City Owned Pools - Contract Extension
Date:	December 10, 2015
Prepared by:	Tom Jones, Facility Coordinator, Pan Am Centre, ext. 905-475-4730 x3030 Flora Chan, Senior Buyer, ext. 3189

PURPOSE

To obtain approval to award the contract for the servicing, supply and delivery of parts to City-owned pools for the complete term of the contract - one year term, with an option to renew for an additional two years at the same prices and conditions.

RECOMMENDATION

Recommended Supplier	B & S Pool Services Inc. (Non-Competitive Procurement)	
Current Budget Available	\$ 70,000.00	Various (see Financial Considerations)
Less cost of award	\$ 70,000.00	Jan 1, 2016 to Dec 31, 2016 (Including HST impact)
	\$ 70,000.00	Jan 1, 2017 to Dec 31, 2017 (Including HST impact)*
	<u>\$ 70,000.00</u>	<u>Jan 1, 2018 to Dec 31, 2018 (Including HST impact)*</u>
	\$210,000.00	Total award (Inclusive of HST)
Budget Remaining after this award	\$ 0.00	(\$70,000 - \$70,000)

*Subject to Council approval of 2017-2018 Operating Budgets. Funds will be reallocated within the 2016 budget as required to address accounts with insufficient budget amounts.

Staff further recommends:

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

BACKGROUND

Swimming pools are an integral part of any community. It is imperative that City pools are operating efficiently, safely and effectively to maintain the same level of service that clients expect. The City demands timely service and repair for all indoor and outdoor pools on an on-call basis. Services and repair work include but not solely limited to; chemical controller repair and calibration, PVC pipe work, motors, pumps and seal repair / replacement, chemical feeders and injectors, electrical controls, relays, solenoids, flow meters, filter systems, contact tanks, fisher fluid control valves, chlorination equipment, C02 systems and injectors, general trouble shooting, chemistry and corrective measures.

OPTIONS/DISCUSSIONS

The City may negotiate contracts outside the competitive contracting process, when negotiations can be expected to lead to price savings and/or operational efficiencies for the City, which could not be reasonably achieved through a competitive bidding process.

In 2012, Staff approved the award of contract 234-Q-12 to B & S Pool Services Inc., for a contract period of three (3) years. Staff had been in discussions internally on whether or not to negotiate an extension with the incumbent, or issue a new tender to the market.

Prior to entering into these negotiations, Staff considers such factors as whether the same Supplier has been awarded the contract through a competitive process in the past tender issuance, the Supplier turnout and whether the same Suppliers responded to the tender. Staff has tendered the Servicing, Supply and Delivery of Parts for City Owned Pools on three (3) separate occasions over the past ten (10) years (2006, 2009 and 2012). B & S Pool Services Inc., has been the lowest priced supplier or sole bidder on all three (3) of these competitive tenders.

OPTIONS/DISCUSSIONS (Continued)

Years	Number of Bids received	Lowest Priced Supplier
2006	1	B & S Pool Services Inc
2009	3	B & S Pool Services Inc
2012	1	B & S Pool Services Inc

Swimming pool maintenance and repair is a specialized industry with few competent contractors in the marketplace. In September 2012, a request for quote 234-Q-12 was issued publicly and only B&S Pool Services Inc. responded with a bid submission. As noted above, the City has gone to market competitively every 3 years since 2006 and B&S have always been the successful contractor. During their tenure, B&S Services has built vast wealth of experience and knowledge with the City's equipment and facilities. Having a reliable contractor with their experience and a proven track record to minimize down time is imperative and staff are very satisfied with the level of service and the quality of workmanship provided.

By going out to market, there is no assurance that the City will see lower pricing. In 2009, B&S Pool Services Inc was the lowest priced bidder under Quote 109-Q-09 and was 34% and 55% lower than the 2nd and 3rd lowest bidder respectively.

The total award amount under this extension has increased by 2%, mainly due to rising business costs since the previous contract. However, the prices will remain the same for three (3) years.

This option to extend the existing contract aligns with Part II, Section 7(1) (c) of the City Purchasing Bylaw 2004-341, whereby "the City may negotiate a contract for the supply of goods and services without a competitive process, when the extension of an existing contract would prove more cost-effective and beneficial".

FINANCIAL CONSIDERATIONS

Locations	Account No.*	Total Annual Award Allocation
Centennial C.C.	503-921-5414	12,000
Angus Glen C.C.	504-921-5414	6,000
Milliken Mills C.C.	502-921-5414	12,000
Morgan Pool	503-912-5414	3,000
Thornhill C.C.	501-921-5414	6,000
Rouge River C.C.	503-972-5414	3,000
Cornell C.C.	505-921-5414	8,000
Pan Am Centre	506-921-5414	8,000
Thornlea Pool	501-911-5399	12,000
Total		\$70,000



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	238-Q-12 Servicing of City Fitness Equipment at Various City Locations - Contract Extension
Date:	December 17, 2015
Prepared by:	Kristen Levy, Community Program Supervisor, Ext. 4541 Flora Chan, Senior Buyer, Ext.3189

PURPOSE

To obtain approval to award the contract for Servicing of City Fitness Equipment at various City locations for a term of THREE (3) years commencing January 1, 2016, at the same itemized pricing.

RECOMMENDATION

Recommended Supplier	Advantage Fitness Sales Inc. (Non-Competitive Procurement)	
Current Budget Available	\$ 24,461.07	See 'Financial Considerations'
Less estimated cost of award	\$ 24,461.07	Year 1, January 1, 2016 to December 31, 2016
	\$ 24,461.07	Year 2, January 1, 2017 to December 31, 2017*
	\$ 24,461.07	Year 3, January 1, 2018 to December 31, 2018*
	\$ 73,383.21	Total Cost of Award (inclusive of HST)
Budget remaining after 2016 Award	\$ 0.00	**

*Years 2017 and 2018 Operating Budgets are subject to Council approval.

Staff further recommends:

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

BACKGROUND

Advantage Fitness Sales Inc. has been the awarded supplier of this contract since 2005 (as the sole bidder or lowest priced). Over the course of the last contract there has been no increase in pricing to the City from Advantage Fitness. Staff is satisfied with the level of service provided by the supplier, who has demonstrated a good understanding of the City's systems and procedures over the years.

OPTIONS/DISCUSSIONS

The City may negotiate contracts outside the competitive contracting process, when negotiations can reasonably be expected to lead to price savings and/or operation efficiencies for the City, which could not be reasonably expected as achievable through competitive bidding process.

In 2012, Staff approved the award of contract 238-Q-12 to Advantage Fitness Sales Inc., for a contract period of three (3) years (2013-2015). Staff had been in discussions internally on whether or not to negotiate an extension with the incumbent, or issue a new tender to the market.

Prior to entering into these negotiations, Staff considers whether the same Supplier has been awarded the contract through a competitive process over the past tender issuance, the Supplier turnout and whether the same Suppliers responded to the tender. Staff has tendered the Servicing of City Fitness Equipment at Various City Locations on three (3) separate occasions over the past ten (10) years (2005, 2009 and 2012). Advantage Fitness Sales Inc. has been the lowest priced supplier or sole bidder on all three (3) of these competitive tenders.

Tender history

Year	Number of Bids received	Lowest Priced Bidder
2005	2	Advantage Fitness Sales Inc.
2009	1	Advantage Fitness Sales Inc.
2012	2	Advantage Fitness Sales Inc.

Fitness Equipment maintenance and repair is a specialized industry with few competent contractors in the marketplace. In fact we have gone to market competitively since 2005 and Advantage Fitness Sales Inc. has always been the successful contractor. During this time Advantage Fitness Sales Inc. has built vast wealth of experience and knowledge with our existing equipment and facilities. Having a reliable contractor with their experience and a proven track record to minimize down time is imperative and staff are very satisfied with the level of service and the quality of workmanship provided.

In reviewing the market, a combination of factors resulted in the lack of bid responses. Staff found that few suppliers could meet the timely twenty-four hours a day service, 365-days per year requirement. Suppliers did not have the necessary certification to service - as an authorized - the type of equipment the City has at various locations, such as "Life Fitness" Cardio and Strength Equipment, "Cybex" strength equipment and "Precor" cardio and strength equipment.

By going out to market, there is no assurance that the City will see lower pricing. In 2005 and 2012, Advantage Fitness Sales Inc. was the lowest priced bidder and was 33% and 37% lower than the 2nd lowest bidder respectively.

Advantage Fitness Sales Inc. has maintained its unit pricing upon staff negotiation. The total award amount under this extension has increased by 3% or \$1,395.57 due to the addition of Pan Am Centre. The prices will remain the same for three (3) years.

This option to extend the existing contract aligns with Part II, Section 7(1) (c) of the City Purchasing Bylaw 2004-341, whereby "the City may negotiate a contract for the supply of goods and services without a competitive process, when the extension of an existing contract would prove more cost-effective and beneficial".

FINANCIAL CONSIDERATIONS

The following table illustrates the requirements from January 1, 2016 to December 31, 2016 based on new pricing broken down by locations.

Account #	Description	Budget	2016 Budget Allocated to Award	Remaining Balance after Award
503-941-5314	Centennial CC, Svce Agreements Facility Maintenance	7,000	6,027	973
505-941-5314	Cornell CC, Svce Agreements Facility Maintenance	7,000	6,027	973
501-941-5314	Thornhill CC, Facility Maintenance Svce Agreements Facility Maintenance	10,000	5,178	4,822
420-599-5425	Fire Department, Equipment Maintenance*	46,699	2,051	44,648
506-941-5314	PanAm Svce Agreements Facility Maintenance	10,000	5,178	4,822
	Total	80,699	24,461	56,238

*Includes fitness equipment maintenance for Fire Stations, 91, 92, 93, 94, 95, 96, 97, 98, 99.

The remaining balance will be applied for other items as budgeted within each respective account.



STAFF AWARD REPORT

Page 1 of 3

To:	Andy Taylor, Chief Administrative Officer
Re:	245-S-15 Electrical Safety Authority – Contract Extension
Date:	November 30, 2015
Prepared by:	Sameem Shah, Facility Asset Coordinator Ext. 6190 Flora Chan, Senior Buyer Ext. 3189

PURPOSE

To obtain approval to award the contract for Continuous Safety Services Program for three (3) years at the same itemized pricing.

RECOMMENDATION

Recommended Supplier	ESA - Electrical Safety Authority (Non-competitive Procurement)	
Current Budget Available	\$ 54,400.00	750 750 5314 Service Agreements – Facility Maintenance
Less cost of award	\$ 51,645.68	January 1, 2016 – December 31, 2016
	\$ 52,627.37	January 1, 2017 – December 31, 2017*
	<u>\$ 52,627.37</u>	January 1, 2018 – December 31, 2018*
	\$156,900.42	Total Cost of Award, inclusive of HST
Budget Remaining after this award in 2016	\$ 2,754.32	**

* Subject to Council approval of the 2017 and 2018 Operating Budgets.

**The surplus will be incorporated as part of the department's year-end 2016 financial results.

Note: Southeast Community Centre will become a part of this contract starting 2017.

Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (b) where there is only one source of supply for the goods to be purchased.

BACKGROUND

Electrical Safety Authority ("ESA") operates as a delegated authority on behalf of the provincial government in accordance to PART VIII, section 113 of the Electricity Act and the Safety and Consumer Statutes Administration Act. As part of the mandate, ESA is responsible for inspecting electrical work performed in accordance with the Ontario Electrical Safety Code.

Under Rule 2-006 of the Code, periodic inspection is permitted and available to the City, as a qualified participant in the Continuous Safety Service ("CSS") Program, at 119 city locations. Southeast Community Centre will become a part of this contract starting 2017, making the total of 120 locations covered by the Continuous Safety Service Program of ESA.

Participation in this program grants the City access to electrical expertise and replace the need to apply for individual inspections for each electrical work. This allows the City to be more proactive in incident prevention, efficient and cost-effective.

Routine electrical work includes:

- Electrical service upgrades
- Installation of new electrical equipment
- Installation of outlets, switches, light fixtures, etc.
- Routine maintenance

BACKGROUND (Continued)

Compared to the previous 3-year contract (287-S-12), there was a negotiated price reduction of 5.5% or a savings of \$2,743.

8 new locations have been added to the contract, listed below.

- Fire Hall 99
- Cornell Community Centre
- Angus Glen Tennis Centre
- Pan Am Centre
- Berczy Park Shop
- St. Robert Dome
- Thornlea Pool
- Southeast Community Centre (added in 2017)

Southeast Community Centre will be added in 2017. The remaining 7 locations contribute to a volume increase of \$4,906 in 2016.

In relation to this contract, the City has an obligation to ensure all electrical work undertaken in our facilities must have an associated inspection application. This includes all new, renovation, or maintenance work associated with our facilities electrical system.

In essence, the City has 2 options to meet this obligation:

Option 1 (No contract with ESA) - Not recommended

The contractor or any internal Staff member doing work on behalf of the City at any of our locations will be required to obtain individual inspections through ESA customer service centre. ESA inspectors will only review electrical work specific to installation identified in inspection application and will not review our facilities electrical system as a whole. In other words, ESA will not come to our site unless requested, and will only inspect the work requested through the individual inspection.

Contractor (Unknown Financial impact)

- Costs from contractor work would increase as they would be responsible for filing individual permits under this option, they would incur additional administrative time to file and schedule a permit, plus the permit fee and the cost of additional labour hours due to the contractor being required to be on-site to meet the ESA inspector.

City (Unknown Financial impact)

- City Staff would be required to maintain a log of electrical work as required under the Ontario Electrical Safety Code, the logbooks provided by ESA would be removed, so the City would need to have a new system put in place to ensure compliance.

ESA (\$104,028 plus HST)

- ESA fee would be based on individual permits and inspections, based on our previous year's electrical work orders, the cost would be \$104,028 (plus HST).
 - Permit and inspection: \$94,074 (estimated based on previous year's data)
 - Outstanding defect repair permit: \$9,954 (based on minimum fee of \$79 per permit for 126 outstanding defects)
 - Total = \$104,028

Option 2: (Contract with ESA) – Recommended

Under this option the City has no requirement to apply for individual inspection permits and pay separate fees for routine maintenance. The City pays an annual fee of \$ 51,645.68 (2016 rate) and the City's electrical staff and/or contractors handling the routine work are only required to document each job in the Log Book provided by the ESA. The ESA Inspector reviews the Log Book and associated work during routine visits. Inspection reports will follow each inspection identifying electrical deficiencies and potential electrical hazards.

This option eliminates the need for individual inspection for electrical maintenance work and the inspector also reviews any existing electrical systems to advise of any hazards or potential hazards to help minimize your risk.



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	250-Q-15 Supply and Delivery of a Ford F550 With A Custom-built Service Body
Date:	January 11, 2016
Prepared by:	Laurie Canning, Manager, Fleet & Supplies, Ext. 4896 Patti Malone, Senior Buyer, Ext. 2239

PURPOSE

To obtain approval to award a contract for the supply and delivery of a Ford 550 with a custom-built service body to be utilized as a sign truck for the Operations Department.

RECOMMENDATION

Recommended Supplier	Grimsby Ford Motors Holding Inc. (Non Competitive Procurement)	
Current Budget Available	\$ 65,917.00	057-6150-14232-005 Corporate Fleet Replacement Non-F
Less cost of award	\$ 71,915.16	Inclusive of HST
Budget Remaining after this award	(\$ 5,998.16)	*

* The shortfall in the amount of (\$5,998.16) 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) (f) "where, for any reason, a call for Tenders does not result in the successful award of a Tender.

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 F550 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).

DISCUSSIONS

In 2015, the City issued two tenders to the market for this vehicle.

Tender # 1

- In June, the City issued a tender and awarded the contract to the sole bidder; however, the dealer requested their bid be withdrawn due to a pricing error. The City accepted this withdrawal.

Tender # 2

- In November, the City re-issued the tender with the expectation of receiving more bids from dealers. Under this tender, the City received two submissions; however, both bidders withdrew their bids as they could not purchase the vehicle from Ford. After closing of the tender, and prior to circulating the award for approval, Staff sought confirmation that they could purchase the vehicle through Ford.
- Both bidders stated that Ford identified that they had built out (i.e., were no longer taking orders) the 2016 engine size specified by the City (dual unleaded gas engine). The only engine size available for 2016 model years was the 6.7L V8 diesel. As such, the bidders withdrew their submission.

DISCUSSIONS (Continued)**Vehicle Unit**

This is a very specialized vehicle as it needs to carry a lot of weight (17,500 Gross Vehicle Weight).

Note: Gross Vehicle Weight means the maximum operating weight of a vehicle. Additionally, this vehicle is built in two stages:

Stage 1:

The manufacturer (Ford) builds a Ford 550 cab and chassis and transports this component of the vehicle to the dealer (Grimsby Ford Motors Holding Inc.).

Stage 2:

The Dealer (Grimsby Ford Motors Holding Inc.) transports the Ford 550 cab and chassis to a supplier which custom builds the service body. Under this award, the Ford 550 will be shipped to Del Equipment to build and install the service body. From there, the final unit gets transported by to the dealer for final inspection and delivery to the City.

Note: The above noted stages discourage dealers from bidding, as they have to oversee this process and are required to ship the final product to the City before receiving payment.

OPTIONS

Staff believe the following options are available to the City.

1. **Go back to the market in 2016 – This option is not preferred based on the following rationale:**
 - Since production of the gas engine will not commence until late summer 2016, the City would have to maintain the current unit until the end of 2016.
 - Staff's experience with the diesel engine for this type of vehicle is that it does not perform well.
 - The order and pricing guides will not be published until spring 2016. As a result, the City could see an increase in the cost of the truck due to the US dollar and market trends.
 - The service body builder (Del Equipment) has communicated that any orders received after December 31st, 2015 will increase by 5% or \$1,500, as the service body costs approximately \$30,000.
2. **Go back to the market in 2016 with alternative vehicle type – This option is not preferred for the following reasons:**
 - Other than the Ford vehicle, there is one other similar type of vehicle, which is made by Dodge 3500. This vehicle only comes with a diesel engine; however, the Gross Vehicle Weight (GVW) is only 14,000. Achieving 17,500 GVW is beneficial given the custom built service body and the type of material being transported.
3. **Award the contract to Grimsby Ford Motors Holding Inc. – This option is recommended:**
 - Grimsby Ford Motors Holding Inc. has been able to locate one (1) Ford F550 on another dealer's lot within Ontario and is able to make a dealer trade for this unit. Due to the issues surrounding the procurement of this unit (i.e., 2 tenders and withdrawal of submissions from local dealers), Ford has agreed to provide the City with an incentive of \$2,000 towards the purchase of this vehicle. The City would not receive this incentive if another tender is issued in 2016.
 - In comparing the price from a Ford with a Dodge, the Dodge vehicle (i.e., Dodge 3500) is 2% lower; however, the Dodge 3500 does not meet the GVW requirements.
 - The price negotiated includes the incentive from Ford and is comparable to the prices we received from the bidders who submitted a bid and withdrew their submission in 2015. If Staff were not to award this contract in 2015, the price for this vehicle will increase in 2016 by approximately \$3,500. This is based on increase the City would expect to receive from Del Equipment (Service Body) and the elimination of the incentive from Ford.



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	252-S-15 Building Automation System (BAS) - Service Contract for Johnson Controls-Owned Systems
Date:	November 19, 2015
Prepared by:	Michael Ryan, Facility Engineer, Asset Management Ext. 2563 Flora Chan, Purchasing, Senior Construction Buyer Ext. 3189

PURPOSE

To obtain approval to award the contract for planned service for Building Automation Systems (BAS) at the Civic Centre and Markham Theatre for FOUR (4) years starting January 1, 2016 with a 3% price escalation for Years 2 to 4.

RECOMMENDATION

Recommended Supplier	Johnson Controls (Non-Competitive Procurement)	
Current Budget Available	\$ 23,997.04	See Financial Considerations
Less cost of award	\$ 23,997.04	January 1, 2016 – December 31, 2016
	\$ 24,716.95	January 1, 2017 – December 31, 2017*
	\$ 25,458.46	January 1, 2018 – December 31, 2018*
	<u>\$ 26,222.22</u>	January 1, 2019 – December 31, 2019*
	\$ 100,394.66	Total Award
Budget Remaining after this award	\$ 0.00	

*Subject to Council approval of the annual Operating budgets.

Note: Staff were able to maintain the same 2015 itemized pricing for 2016. Pricing for 2017 to 2019 is subject to a price escalation of 3%.

Staff further recommends:

That the City's tender process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (b) where there is only one source of supply for the goods to be purchased.

BACKGROUND

Johnson Controls has been the HVAC control system and building automation system (BAS) service provider for the Civic Centre for the last 24 years and for the Theatre for the last 14 years. A building automation system (BAS) controls all heating, ventilation and air conditioning (HVAC) systems in a facility. The HVAC systems, controlled through a BAS maintain a proper indoor climate and improve energy usage.

Regular timely maintenance and software upgrades are required for a BAS system to ensure that all the building mechanical components are running efficiently. Without planned maintenance, the BAS may become out of tune and cause malfunction of mechanical systems, resulting in poor operational efficiencies, improper indoor environment and increased energy usage.

Monthly maintenance and system checks will ensure that the mechanical and ventilation systems of the facilities run efficiently. The contract includes regular inspection of all equipment points and programs to solve errors/faults, equipment schedules, re-calibration of alarm and system set points, backup programming and controls check. Based on the inspections, Johnson Controls will provide repair recommendations.

BACKGROUND (Continued)

The program will provide the following time for each year of the contract, 12 days for the Civic Centre, and 2.5 days for the Markham Theatre for a total of 14.5 days of visits per year. For the Civic Centre this includes monthly visits and software update and two (2) pneumatic service visits per year.

Emergency servicing, repairs and replacement parts are not included within the scope of this agreement, but will be provided on a "time & material" basis. The City will receive a discount of ten percent (10%) off listed labour rates.

In 2009 and 2012, Staff went out to the market for a similar service and found that due to the proprietary nature of the computer software which the BAS utilizes, only the original system provider can maintain the equipment. Staff also contacted other municipalities and received confirmation that they maintain their systems with the original system providers similar to Markham. Based on the same scope of work as the previous contract, Staff negotiated a longer term contract from 3 year to 4 years with a price escalation in Year 1 reduced from 3% to 0%.

Asset Management is participating in the Centralized BAS (CBAS) project led by the Sustainability Office. The project would centralize the various Building Automation Systems (BAS) used to control the indoor environment across all City facilities with BAS. If project implementation lies within the term of this contract, Staff will cancel this contract in accordance with the City's general terms and conditions for contract termination with 30-days written notice.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Available for this item	Allocation	Budget Remaining
Theatre, Building Maintenance	530-998-5410	\$ 1,667.84	\$ 1,667.84	\$ 0.00
Civic Centre, Other Contracted Services	750-751-5399	\$ 22,329.20	\$ 22,329.20	\$ 0.00
TOTAL		\$ 23,997.04	\$ 23,997.04	\$ 0.00



STAFF AWARD REPORT

Page 1 of 2

To:	Trinela Cane, Commissioner, Corporate Services
Re:	244-Q-15 Printing and Delivery of the Markham Life Magazine
Date:	December 11, 2015
Prepared by:	Emma Girard, Senior Coordinator, Production & Advertising, ext. 2500 Flora Chan, Senior Buyer, ext. 3189

PURPOSE

To obtain approval to award the contract for printing and delivery of the Spring 2016 issue of Markham Life Magazine with an option to renew for 2016 Summer issue at the same itemized pricing, terms and conditions and based on the sole discretion of the City.

RECOMMENDATION

Recommended Supplier (s)	St. Joseph Communications Inc. (Lowest Priced Supplier)	
Current Budget Available	\$ 287,448.00	795-796-5874 Markham Life Magazine
Less cost of award	\$ 57,260.00	2016 Spring Issue
	<u>\$ 57,260.00</u>	2016 Summer Issue
	\$129,398.02	Total Cost of Award, with HST Impact
Budget Remaining after this award	\$179,928.00	*

*The remaining balance will utilized for printing and delivery of the Fall and Winter Markham Life Magazine

BACKGROUND

City of Markham prints four (4) magazines per year (Spring, Summer, Fall and Winter) and distributes 84,000 to 85,000 copies per season to residents and for pick-up at various City facilities. The magazine provides residents with information on all recreational, cultural and library programming offered by the City, as well as general information and latest City related news items. Each issue of the magazine has 168 pages of text and a 4-page cover in color, at a size of 7.75" x 10.75".

The delivery component of this contract is limited to the magazine delivery from the printer to our distribution centres (i.e., YRMG and community centres), and it does not include the subsequent delivery to the residents.

New magazine design elements are being reviewed currently. Staff requested a quotation for one issue only with an optional issue for maximum flexibility. Staff will release a new bid with updated specifications to marketplace in Spring 2016.

BID INFORMATION

Advertised	By Invitation Only
Bids closed on	December 9, 2015
Number of bidders invited	4
Number responding to bid	2

PRICE SUMMARY

Suppliers	Option # 1	Option # 2
St. Joseph Communications	\$64,699.01	\$57,260.00 *
Canmark Communications	\$73,089.12	Did not bid

*St Joseph's provided pricing for an alternative stock for this magazine. Comparing the recommended option (2) to the previous contract (2015), this contract represents a savings of \$10,903.00 per issue.

ENVIRONMENTAL CONSIDERATION

As stipulated in the bid document, the Successful Bidder must be Forest Stewardship Council (FSC) certified. FSC is an organization established to promote the responsible management of the world's forests. The FSC certification 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

Page 1 of 3

To:	Andy Taylor, Chief Administrative Officer
Re:	036-Q-15 Consultant Services, Web Portal User Experience Design
Date:	November 11, 2015
Prepared by:	Kent Chau, Client Advisor, Information Technology Services Ext. 7523 Rosemarie Patano, Senior Construction Buyer Ext. 2990

PURPOSE

To obtain approval to award the Contract for Consultant Services, Web Portal User Experience Design.

RECOMMENDATION

Recommended Supplier	Akendi Toronto Inc. (Highest Ranked / Second Lowest Priced Supplier)	
Current Budget Available	\$ 100,000.00	049-5350-8659-005 Website User Experience Design Consultant
Less cost of award	\$ 103,993.63	*Inclusive of HST
Budget Remaining after this award	\$ (3,993.63)	

* The shortfall of (\$3,993.63) from the original estimated budget of \$100,000 for this component will be funded from the remaining funds of \$659,216 available in the Portal capital project #8659. Funding of the shortfall will not impact the remaining scope of the Portal project which consists of (1) Implementation of the Refreshed Portal Design and (2) Implementation of the Intranet and Collaboration Platform.

BACKGROUND

Since its launch in 2011, the City of Markham's constituent website (www.markham.ca) has become an indispensable tool for residents, businesses and visitors for obtaining municipal services and information. The website provides timely and current information such as: service listings and availability; economic development support; recreational and cultural program offerings; public notices and current news items; maps and route planning; government public documents; and restrictions and permits as well as interactive on-line services including payment and links to other related websites.

The purpose of the Request for Quote (RFQ) was to retain a consulting team who was adept in web user interface/ user experience design to provide a refreshed website design for the City of Markham that is inviting, easy to use by its constituents and allows information to be easily found. The site design is to be based on accessibility standards and user centric design principles.

The features and functionality the City anticipates with the new Markham.ca website design will encompass the following:

- Clean, modern, and welcoming site.
- Consistent interface, architectural and graphic design with user testing performed to identify any usability issues.
- Excellent searchability and findability.
- Supportive of responsive design and the World Wide Web Consortium's Mobile Web Best Practices to better serve all devices and browsers.
- Conformity to Web Content Accessibility Guidelines 2.0, and any other relevant Technical Specifications for markup.
- Semantic, machine readable mark-up that works with assistive technologies and language translators.

BACKGROUND (Continued)

Although not a mandatory requirement, the RFQ states that “it is highly preferable” that the Successful Proponent be knowledgeable and has experience with IBM Websphere Portal, the technology platform that the City’s website is built using; such that they are aware of any limitations the underlying technology has and which may present challenges when implementing the recommended design.

BID INFORMATION

Advertised	By Electronic Tendering Notice
Bids closed on	June 05, 2015
Number picking up bid documents	34
Number responding to bid	7

PROPOSAL EVALUATION

The RFQ was released with a three-stage evaluation approach whereby Bidders were required to submit a technical proposal in envelope 1 and a price proposal in envelope 2. The technical proposal (Stage 1) was evaluated out of 70 points and the price proposal (Stage 2) was evaluated out of 30 points. The Evaluation Team for this RFP was comprised of Staff from Culture Services, Planning, Corporate Communications, and ITS, with Purchasing Staff acting as the facilitator.

Evaluation of Stage 1 – Technical Proposal (Envelope 1)

The Stage 1 Technical Proposals were evaluated against the pre-established evaluation criteria as outlined in the RFP: 20 points for Experience and Qualification of the Bidder, Project Lead and Consulting Team; 30 points for Project Understanding, Methodology and Approach; and, 20 points for Project Delivery and Management. Bidders, who scored a minimum of 75%, or 52.5 points out of 70, continued on to Stage 2 – Price Proposal (Envelope 2). The results of the Stage 1 evaluation are outlined below:

Suppliers	Score (out of 70)	Rank Results
Akendi Toronto Inc.	68.00	1
eSolutions Group Limited	54.70	2
ForwardVU Solutions	52.60	3
Usability Matters	52.60	4
Konrad	29.00	5
Rhubarb Media Inc.	26.00	6
Resolution Interactive Media Inc.	18.00	7

Evaluation of Stage 2 – Price Proposal (Envelope 2)

Based on the Stage 1 evaluation, four (4) Bidders received a score of a minimum of 75% or 52.5 points out of 70 and therefore, proceeded to Stage 2 - Price Proposal (Envelope 2). The sealed price proposal envelope (envelope 2) provided by the Bidders was opened and evaluated (exclusive of HST) out of 30 points, based on the criteria outlined in the RFP.

Suppliers	Price Proposal Score (out of 30)	Technical Proposal Score (out of 70)	Combined Overall Score Stage 1 & 2 Score (out of 100)
eSolutions Group Limited	30.00	54.70	84.70
Akendi Toronto Inc.	12.69	68.00	80.69
Forward VU Solutions Inc.	0.00	52.60	52.60
Usability Matters Inc.	0.00	52.60	52.60

Prices ranged from \$65,940.48 to \$181,784.06 inclusive of HST

Evaluation of Stage 3 – Presentation

To ensure the highest ranked Bidders understood the City's requirements and to further evaluate the Bidders' Bid submissions against the requirements of this RFP, Staff invited the two highest ranked Bidders to a Presentation as allowed for in the tender document.

Suppliers	Score Presentation (out of 10)	Combined Overall Score Stage 1, 2 & 3 Score (out of 110)
Akendi Toronto Inc.	10	90.69
eSolutions Group Limited	4.5	89.20

Based on the final results of the Evaluation Process, the Evaluation Team is recommending Akendi Toronto Inc. ("Akendi") (Highest Ranked Bidder/Second Lowest Priced Bidder) for Contract Award. Akendi scored highest on the technical submission with 68 out of 70 points (or 97.14 %), demonstrating a thorough understanding of the project and its requirements. Their proposal demonstrated to the City's satisfaction that they have the ability to undertake the project and have a strong understanding of the project deliverables, key issues and challenges. Through the evaluation process, Akendi demonstrated they are well qualified and have successfully completed similar projects. The firm is supported by a highly skilled project team with a depth of experience and expertise as it specifically relates to user requirements and information architecture processes; IBM Websphere Portal technology experience; and their innovative and creative approach to be taken with this project, resulting in an overall higher ranking.

Although Akendi was the second lowest priced Bidder compared to eSolutions, Staff believe the additional cost to award to this firm is justified due to their reasonable allocation of resources, project timeline, and consistency with pricing submitted by other Bidders. Further, the completed reference checks were all positive and confirm the above scoring; supporting the Evaluation Team's position that the award is good value for money.

ENVIRONMENTAL CONSIDERATIONS

Not Applicable

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

To:	Andy Taylor, Chief Administrative Officer
Re:	198-R-15: Class Environmental Assessment Study for Improvements to Victoria Square Boulevard from Woodbine By-Pass to Woodbine Avenue
Date:	December 10, 2015
Prepared by:	Dan Foong, Capital Works Engineer, Ext: 4055 Tony Casale, Senior Construction Buyer Ext: 3190

PURPOSE

To obtain approval to award the contract for a class environmental assessment study for improvements to Victoria Square Boulevard from Woodbine By-Pass to Woodbine Avenue.

RECOMMENDATION

Recommended Supplier	HDR Corporation (Highest Ranked/ Lowest Priced Supplier)	
Current Budget Available	\$ 309,800.00	083-5350-15047-005, Existing Woodbine Ave EA (By-pass to By-pass)
Less cost of award	\$ 254,827.39	Award (Inclusive of HST)
	\$ 25,482.73	Contingency (10%)
	\$ 280,310.12	Total (Inclusive of HST)
	\$ 33,637.21	Internal Management Fee @ 12%
	\$ 313,947.33	Total Cost of Award
Budget remaining after this award*	(\$ 4,147.33)	*

* The shortfall of (\$4,147.33) will be funded 90% from the Engineering Capital Contingency in the amount of (\$3,732.60) and 10% from the Non-DC Capital Contingency in the amount of (\$414.73).

BACKGROUND

With the completion of Woodbine By-Pass from Major Mackenzie Drive to north of Elgin Mills Drive, the roadway, known as Woodbine Avenue, has been renamed to Victoria Square Boulevard. The area around Victoria Square Boulevard is rapidly developing and the need to either provide or improve existing infrastructure has been identified.

Victoria Square Boulevard is currently a 2-lane roadway with a predominantly rural cross-section (shoulders and ditches) with a varying Right-of-Way (ROW) Width. As the area has developed, infrastructure (e.g. sidewalks, watermains, and sewers) has sporadically been installed within the ROW to support the development but have not been linked together. Utility poles and other above ground utilities are present within the ROW.

A Municipal Class Environmental Assessment (EA) Study, Schedule 'C' needs to be undertaken for the urbanization, installation of a curb and gutter, sidewalks, and associated storm water management at Victoria Square Boulevard from Woodbine By-Pass to Woodbine Avenue.

It is expected that the study will commence in February 2016 and be completed by March 2017

BID INFORMATION

Advertised	ETN (Electronic Tendering Network)
Bids closed on	November 10, 2015
Number picking up bid document	10
Number responding to bid	5

PROPOSAL EVALUATION

The Evaluation Team was comprised of staff from the Engineering department and facilitated by staff from the Purchasing department. Due to the complexity of the project, staff wanted to ensure that bidders 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'), Bidders were assessed against pre-determined criteria as outlined in the RFP; Qualification and Experience of the consulting firm 5%, Qualifications and experience of the project manager and team 10% Project Methodology, Understanding, Schedule and Work Plan 55% totaling 70%. Bidders 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'), Bidders 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 exclusive of HST. The highest ranked bidder 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
HDR Corporation	57.00	30.00	87.00	1
WSP Canada Inc.	55.00	26.23	81.23	2
Cole Engineering Group Ltd.	54.00	26.02	80.02	3
Aecom Canada Ltd.	56.50	22.73	79.23	4
BTE Engineering	43.00	n/a*	43.00	5

*Bidders that did not achieve a technical of 52.5 points or higher had their price submission returned unopened.

Price submissions ranged from \$268,530.00 to \$333,586.00 (Inclusive of HST). Staff negotiated with the highest ranked / lowest priced supplier - HDR Corporation - and through these negotiations achieved a fee reduction in the amount of \$13,703 (Incl. of HST). The reduction in fees is attributed to reducing fees for noise and air quality as the impact appears minimal, completing a socio-economic study as part of the ESR in lieu of a separate socio-economic study and reducing meetings and/or having teleconferences in lieu of face to face meetings.

The cost of the study has come in over budget due to an under-estimated consultant fee budget at time of the budget process.

ENVIRONMENTAL CONSIDERATIONS

Not Applicable

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

To:	Andy Taylor, Chief Administrative Officer
Re:	273-S-15 Markham Centre Parking Strategy
Date:	November 26, 2015
Prepared by:	Joseph Palmisano, Manager, Transportation, Ext. 6200 Mark Siu, Transportation Engineer, Ext. 2625 Tony Casale, Senior Construction Buyer, Ext. 3190

PURPOSE

To obtain approval to award the contract for consulting engineering services for a Markham Centre Parking Strategy.

RECOMMENDATION

Recommended Supplier	WSP Canada Inc. (Non Competitive Procurement)	
Current Budget Available	\$ 94,000.00	640-101-5699-15055 Markham Centre - Parking
Less cost of award	\$ 85,424.46	Consulting Fees (Incl. of HST)
	\$ 8,542.44	Contingency @ 10%
	\$ 93,966.90	Total Cost of Award (Incl. of HST)
Budget Remaining after this award	\$ 33.10	*

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

Staff further recommends:

That the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement Item (1) (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.”

BACKGROUND

As part of the agreement with York University for a satellite campus in Markham Centre, the City of Markham has committed to provide 1,000 parking spaces to facilitate student and faculty parking. The location of the York University Satellite Campus has accelerated the need to assess a holistic vehicular parking strategy within Markham Centre. Although the immediate desire is to determine the best approach to provide these spaces through the ongoing development of Markham Centre, this process will also allow for the development of a municipal parking policy within Markham Centre. The development of such policy is critical to change from the current condition of ample supply of free parking to a public policy to limit free parking and introduce paid parking in order to encourage non-vehicular modes of transportation and enhancing transportation demand management in order to achieve Markham’s vision of a high density, mixed use, transit friendly Markham Centre.

As part of the strategy the consultant is required to carry out the following:

1. Review the existing parking conditions within Markham Centre including review the planning policies, by-laws and regulations, zoning and land use, current public and private parking demands, and transit service.
2. Conduct best practice research on Canadian municipal parking policies in urban centres/downtowns, parking management and governance options, and smart parking and technologies.
3. Consult with City Staff, Metrolinx, Viva/YRT, MTO, YMCA, York University/Seneca and key developers to understand future development within the next 10 years and their parking plans.
4. Consult with Metrolinx regarding parking requirements and policies related to Regional Express Rail (RER).
5. Determine short-term (10 year) parking demand and landowners’ parking plans within Markham Centre.

BACKGROUND (Continued)

6. Assess short-term (10 year) parking supply options within Markham Centre through consideration of both private parking and shared/pooled parking facilities.
7. Evaluate governance options and conduct financial analysis on service delivery models for supplying and managing parking in Markham Centre.
8. Parking Demand Management strategy to address competing free parking supply on existing parking lots and mechanism to gradually phase them out.
9. Develop parking strategies for the short-term parking needs in Markham Centre and in particular, York University.

DISCUSSION

Staff proposes to retain WSP Canada Inc. (“WSP”) to provide the City with the professional services for the Markham Centre Parking Strategy for the following reasons:

- WSP has extensive experience in Markham Centre having worked in the area since 1992 for both the City of Markham and landowners. Most recently, WSP has represented the City in various studies in Markham Centre including the Arena project and the Yorktech Drive extension.
- WSP has demonstrated an ability to work successfully with the landowners and the City of Markham.
- The WSP Project Manager for this assignment (Sharon Sterling) has been involved in all work completed by WSP in Markham Centre since 1999 and other high profile projects in Markham.
- WSP has led similar parking studies for other municipalities including Richmond Hill, Barrie, and Thunder Bay.
- WSP hourly staff rates are competitive and are generally lower than similar Transportation Consulting firms.

At the request of staff, WSP submitted a budget and work plan on August 19, 2015 for \$112,000 exclusive of HST. Following staff’s review, WSP provided a revised budget and work plan resulting in a reduced budget of \$93,966.90 inclusive of 10% contingency and HST.

ENVIRONMENTAL CONSIDERATIONS

Municipal parking policy is a critical component in transportation demand management to reduce the proportion of single occupancy vehicles. Markham’s vision to intensify the centres and corridors requires progressive public policies to encourage non-vehicular modes of transportation which are long term sustainable mode choices. Intensification at centres and corridors provides different housing mix and reduce the amount of urban expansion onto agricultural lands.



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	291-S-15 Retention of Planning Expert Witness to defend 2014 Official Plan Part I at the Ontario Municipal Board
Date:	November 27, 2015
Prepared by:	Marg Wouters, Senior Manager, Policy and Research (ext 2909)

RECOMMENDATION

Recommended Supplier	Gladki Planning Associates (Preferred Supplier)	
Current Budget Available	\$395,563.94	Account # 620-101-5699-15022
Less cost of award	\$130,065.00	Inclusive of Disbursement, Exclusive of HST
Budget Remaining after this award*	\$265,498.94	

*Remaining balance to be applied to the retention of additional expert witnesses, or related Planning, Engineering or Legal consulting services related to the appeals of the 2014 Official Plan, as required.

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. Funding for the resolution of appeals of the 2014 Official Plan was approved by Council through the 2013, 2015 and 2016 Capital Budgets.

DISCUSSION

The City requires the services of a professional planner to act as an expert witness on behalf of the City at the Board. In addition to providing evidence at formal Board hearings, the planner will be involved in meetings with appellants, and Board-ordered mediation sessions, along with City staff.

Gladki Planning's services will be provided in two phases. This award is for Phase 1 work, which involves participation in meetings and mediation with appellants estimated at a maximum of 60 days between now and September 2016. Phase 2, which will involve preparation and participation in December 2015 Board Hearing, will be subject to a separate award. The Hearing is not anticipated to be scheduled before fall, 2016.

Gladki Planning Associates (John Gladki) was retained by the City in 2010 as Expert Advisor for the preparation of the 2014 Official Plan Part I. Given Mr. Gladki's extensive involvement in drafting the policies of the Official Plan, he is best suited to defend these policies before the Board.

Gladki Planning Associates was also retained in 2012 to provide expert witness planning evidence on the City's behalf in the Board Hearing for the Regional Official Plan Amendment 3 (ROPA3) which involved the City's urban expansion area. His evidence contributed to the Board finding in favour of the Region in the Phase 1 Hearing. John Gladki's hourly rates are competitive with other planning consultants with comparable knowledge and experience.