



Report to: General Committee

Report Date: March 1, 2011

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**SUBJECT:** Staff Awarded Contracts for the Month of February 2011  
**PREPARED BY:** Alex Moore, Ext. 4711

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**RECOMMENDATION:**

1. THAT the report entitled "Staff Awarded Contracts for the Month of February 2011" be received;

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

**EXECUTIVE SUMMARY:**

Council at its meeting of May 26<sup>th</sup>, 2009 amended By-Law 2004-341, A By-Law Establishing Procurement, Service and Disposal Regulations and Policies. The By-Law delegate's authority to staff to award contracts with a monthly information report required to be submitted to Council by the Treasurer for all contracts awarded by staff >\$50,000

**PURPOSE:**

To inform Council of contracts awarded by staff for the Month of January 2011 as per Purchasing by-Law 2004-341 as listed below.

**Community & Fire Services**

Award Details	Description
Lowest Priced Supplier	<ul style="list-style-type: none"><li>• 287-T-10 Supply and Delivery of Grass Seed Mixture</li><li>• 300-Q-10 Supply, Delivery &amp; Installation of Furniture for the Thornhill CC Library</li><li>• 286-T-10 Roof Replacement for Various Town Facilities</li></ul>
Highest Ranked / Third Lowest Priced Supplier	<ul style="list-style-type: none"><li>• 224-R-10 Consulting Engineering Services to conduct Landfill Monitoring Program &amp; Leachate Collection System Feasibility Study</li></ul>
Preferred Supplier	<ul style="list-style-type: none"><li>• 049-S-11 Supply, Delivery and Installation of furniture for the Emergency Operations Centre (EOC) located at 8100 Warden Avenue</li></ul>

**Corporate Services**

Award Details	Description
Preferred Supplier	<ul style="list-style-type: none"><li>• 013-S-11 Excess Workers Compensation Insurance – 2011</li><li>• 039-S-11 Town-wide Mailing of Tax Bills for 2011</li></ul>

**Development Services**

Award Details	Description
Lowest Priced Supplier	<ul style="list-style-type: none"><li>• 078-Q-10 Landscape Architectural Consulting Services for South Unionville and Ray Street Park</li><li>• 020-Q-11 Rouge River Erosion Restoration at 7 Victoria Avenue and 139 Main Street Unionville</li></ul>
Highest Ranked / Lowest Priced Supplier	<ul style="list-style-type: none"><li>• 298-Q-10 Consulting Services for the Cornell Centre Precinct Plan</li></ul>

**RECOMMENDED:**

24/03/2011

X

Joel Lustig  
Treasurer

24/03/2011

X

Andy Taylor  
Commissioner, Corporate Services



## STAFF AWARD REPORT

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To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	287-T-10 Supply and Delivery of Grass Seed Mixture
Date:	January 29, 2010
Prepared by:	Doug Henderson, Supervisor, Ext. 7997 Patti Malone, Senior Buyer, Ext. 2239

### PURPOSE

To obtain approval to award the contract for Supply and Delivery of grass seed mixture for a one year period (Jan 1 – Dec 31, 2011) with a two year option, ending Dec 31, 2013.

### RECOMMENDATION

Recommended Supplier	General Seed Company (Lowest Priced Supplier)	
Current Budget Available	\$ 496,937.00	Various accounts (See financial table below)
Less cost of award	\$ 73,474.79	January 1, 2011 – December 31, 2011*
	\$ 78,066.96	January 1, 2012 – December 31, 2012*
	\$ 82,659.14	January 1, 2013 – December 31, 2013*
	\$ 234,200.89	Total Cost of Award (Inclusive of HST)
Budget remaining after this award	\$ 423,462.21	**

\*Subject to Council approval of the 2011/12/13 budgets.

\*\* Balance remaining will be allotted for the field marking paint, irrigation and top dressing as budgeted for within these accounts.

Note: Estimated cost for this project was \$127,000 however; the cost of grass seed varies from year to year depending on the weather and growing conditions the previous year. Due to favourable conditions in 2010 the cost of grass seed has decreased by 30% over 2008 - 2010 contractual pricing. The low bidders pricing has annual increases as provided within their submission and prior to extending contract in 2012, staff will ensure the 2<sup>nd</sup> year contractual pricing is still competitive in the market.

### BACKGROUND

The tender was released for the supply and delivery of grass seed mixture for sports fields and park areas as required. The Tender was released with the following quantities:

- Estimated 738/yearly usage of 25KG bags of turf grass seed mixture of four (4) products
- Estimated 903/yearly usage of 25 kg bags of turf grass seed mixture of two (2) products

### BID INFORMATION

Advertised	ETN (Electronic Tendering Network)
Bids closed on	December 15, 2010
Number picking up bid documents	9
Number responding to bid	7

**PRICE SUMMARY**

<b>Suppliers</b>	<b>Price (Inclusive of HST)</b>
<b>General Seed Company</b>	<b>\$234,200.89</b>
Nu Fairgreen	\$245,525.81
Quality Seed	\$246,249.62
Pickseed Canada	\$254,960.73
Plant Products	\$289,892.45
Graham Turf Seeds	\$290,952.48

Note: The price summary does not include the submission from Speare Seeds as they only priced a one year term as they would not commit pricing past this 1<sup>st</sup> year. The pricing they provided for the one year term was \$87,050 (18% higher than the low bidder).

**FINANCIAL DETAILS**

				a	b	a-b
<b>Account Name</b>	<b>Account #</b>	<b>Budget Amount</b>	<b>Spent to Date</b>	<b>Budget Available</b>	<b>Amount Allocated to this project - Award</b>	<b>Budget Remaining</b>
2011 Sportsfield Maintenance & Reconstruction - Replacement Program *	700-101-4299-11270	119,000	-	119,000	40,431	78,569
Sportsfield Maintenance	730-732-5415	377,937	-	377,937	33,044	344,893
				-		-
<b>Totals:</b>		<b>496,937</b>	<b>-</b>	<b>496,937</b>	<b>73,475</b>	<b>423,462</b>

\* Subject to Council approval of this 2011 project



## STAFF AWARD REPORT

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To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	300-Q-10 Supply, Delivery & Installation of Furniture for the Thornhill Community Centre Library
Date:	February 09, 2011
Prepared by:	Mohammed Hosseini-Ara, Director, Service Excellence, 905-305-5997 Tony Casale, Senior Buyer Ext. 3190

### PURPOSE

To obtain approval to award the contract for the supply, delivery and installation of furniture for the Thornhill Community Centre Library.

### RECOMMENDATION

Recommended Supplier	Mayhew & Associates Inc. (Sole Bidder Items 1,2,8,9,10) Herman Miller Workplace Resource (lowest priced supplier Items 3,4,5,6,7,11,12)	
Current Budget available	\$ 272,641.70	070 5350 10512 005 Thornhill FF&E Library
Less cost of award	\$ 75,658.43	(Inclusive of HST )
Budget Remaining after this award	\$ 196,983.27	*

\*The remaining balance will be used for other furniture requirements for the Thornhill Community Centre Library as budgeted for in this account and detailed under financial considerations section of this report.

Note: The estimated cost of award for this requirement was \$70,000. The project falls within budget as other furniture awards and requirements have come under the estimated cost of purchase.

### BACKGROUND

As part of the Infrastructure Stimulus Fund Project, the Town of Markham (Town) received approval for a 1/3 cost sharing agreement among the Province of Ontario, Government of Canada and the Town to construct a new addition and to renovate the Thornhill Community Centre and Library. Included as part of the scope of work are various furniture requirements for the library.

The Town of Markham released a bid to the market for various types of furniture which included chairs, seats, desks, chair dollies and folding tables.

### BID INFORMATION

Advertised	ETN
Bids closed on	January 12, 2011
Number picking up bid documents	8
Number responding to bid	2

**PRICE SUMMARY**

Item No.	Manufacturer	Description	QTY	Mayhew & Associates		Herman Miller	
				Unit Price	Total Price	Unit Price	Total Price
1	ARTOPEX	Athos Armchair (up to grade 4 fabric)	30	\$ 671.60	\$ 20,148.00	No Bid	
2	ARTOPEX	Ribbon Side Table (w/ribbon opt)	15	\$ 144.44	\$ 2,166.60	No Bid	
3	KI	Rapture Stacking Chair (up to grade 4 fabric)	90	\$ 154.98	\$ 13,948.20	\$ 145.62	\$ 13,105.80
4	KI	Rapture Stacking Chair Dollies	4	\$ 213.60	\$ 854.40	\$ 200.00	\$ 800.00
5	NIEMKAMPER	Kloud Chair (up to grade 4 fabric)	4	\$ 1,494.00	\$ 5,976.00	\$ 1,258.99	\$ 5,035.96
6	SPEC	Snowflake 3 kids chair (wood seat and back)	16	\$ 164.70	\$ 2,635.20	\$ 154.21	\$ 2,467.36
7	SPEC	Snowflake Table	4	\$ 305.10	\$ 1,220.40	\$ 285.67	\$ 1,142.68
8	KNOLL	Kids Mayalin Stones incl. Cushion Seat	6	\$ 292.80	\$ 1,756.80	No Bid	
9	ARTOPEX	Times Desk (PAC) with CPU holders,	26	\$ 821.10	\$ 21,348.60	No Bid	
10	ARTOPEX	Times Desk (Kids PAC, Child height with CPU holders)	4	\$ 795.28	\$ 3,181.12	No Bid	
11	KI	Duralight Folding Table	8	\$ 276.00	\$ 2,208.00	\$ 258.93	\$ 2,071.44
12	ARCONAS	Pure Office Chair	3	\$ 400.68	\$ 1,202.04	\$ 375.17	\$ 1,125.51
Total Cost of Award (Excl. of HST)					\$ 48,601.12		\$ 25,748.75
Total Cost of Award (Incl. of HST)					\$ 49,456.50		\$ 26,201.93

Artopex furniture requirements (Items 1, 2, 9, 10) only received one (1) bid and in communicating with other suppliers who picked up the document but did not bid, the following was the responses:

- One bidder was not an authorized Artopex dealer and therefore could not bid
- One bidder (Herman Millar) stated they could be competitive on the Artopex requirements and selected to not bid these items
- One bidder advised that they did not bid as the manufacturer 'Artopex' extends extra discounting to only one specific dealer who has an established relationship with the client or brings them the potential project prior to any other dealer (e.g. Standard discount is 50% of list price from one manufacturer could extend, whereas, a bidder brings/ notifies manufacturer of business they would receive 70% discount)

Purchasing staff further discussed this matter with the manufacturer (Artopex) and they confirmed what was identified by the dealers who elected not to submit a bid. We also received a verbal quotation from the manufacturer for item number 1 and they provided a list price of \$940 for qty one (1) and \$870 for qty thirty (30) as per our requirement. The Town is receiving a price of \$671.60 for qty thirty (30) as identified under price summary section of this report.

# **FINANCIAL CONSIDERATIONS**

The project has remaining budget of \$272,641.70 to cover the cost of this award at \$75,658.43, leaving a balance of \$196,983.27 to purchase additional furniture and shelving for the library.

The following table presents the financial position of the project after the proposed award.

<b>THORNHILL COMMUNITY CENTRE &amp; LIBRARY RENOVATION</b> <b>PROJECT TO DATE COSTS</b> <b>AS OF DECEMBER 31, 2010</b>					
	(A) Reallocated Budget <u>31-Dec-10</u>	(B) Actual / Committed *	(C) = (A)-(B) Uncommitted Budget <u>Before Award</u>	(D) Proposed Award **	(E) = (C) + (D) Budget <u>After Award</u>
<b>CONSTRUCTION</b>					
Construction - Charterhouse	3,140,000	3,352,526	(212,526)		(212,526)
Construction Contingency *	1,010,000	1,023,905	(13,905)		(13,905)
<b>Total Construction</b>	<b>4,150,000</b>	<b>4,376,431</b>	<b>(226,431)</b>	<b>0</b>	<b>(226,431)</b>
<b>FF&amp;E</b>					
Library	640,000	367,359	272,641	(75,658)	196,983
Recreation	120,000	0	120,000		120,000
<b>INTERNAL COSTS</b>					
Architect	401,301	401,206	95		95
Project Management	430,000	128,803	301,197		301,197
Landscaping & Site Security	200,000	44,844	155,156		155,156
Other Internal Costs	58,699	36,191	22,508		22,508
<b>Total Internal Costs</b>	<b>1,090,000</b>	<b>611,044</b>	<b>478,956</b>	<b>0</b>	<b>478,956</b>
	<b>6,000,000</b>	<b>5,354,834</b>	<b>645,166</b>	<b>(75,658)</b>	<b>569,508</b>

\* Inclusive of a recent award of Steelcase furniture for FF&E Library in the amount of \$50,733.15

\*\* Inclusive of HST impact of 1.76%

Note: The budget remaining on page number one (1) under recommendation section refers to FF&E (Library) of the above noted chart.

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

To:	John Livey, Chief Administrative Officer
Re:	286-T-10 Roof Replacement for Various Town Facilities
Date:	January 19, 2010
Prepared by:	Gil Verbeek, Facility Maintenance, ext 4896 Patti Malone, Senior Buyer, ext. 2239

**PURPOSE**

To obtain approval to award the contract for roof replacement at Rouge River Community Centre, Markham Community Centre, Old Unionville Library, Women's Institute, and Theatre.

**RECOMMENDATION**

Recommended Supplier (s)	Hamlet Roofing Ltd. (Lowest Priced Supplier), Item 1, 2 & 3 Skyway Roofing Ltd. (Lowest Priced Supplier), Item 4 & 5	
Current Budget Available	\$ 246,840.00	750-101-5399-9209 Roof Replacement Program (2009)
	\$ 91,147.00	750-101-5399-10255 Roof Replacement Program (2010)
	\$ 337,987.00	Budget allocated for these items
Less cost of award	\$ 162,103.68	Inclusive of HST (Hamlet Roofing Ltd. , 3 locations)
	\$ 145,058.88	Inclusive of HST (Skyway Roofing Ltd., 2 locations)
	\$ 23,037.19	Contingency (7.5%) inclusive of HST*
	\$ 330,199.75	Total Cost of Award
Budget Remaining after this award	\$ 7,787.25	**

\* Contingency to be distributed as follows: \$12,157.77 (Hamlet) and \$10,879.42 (Skyway) for a total of \$23,037.19

\*\* Remaining balance will remain in the account for the completion of outstanding roof replacement work budgeted under these accounts.

**BACKGROUND**

The replacement of roofing was identified in the annual life cycle review of these 5 locations – Rouge River Community Centre, Markham Community Centre, Old Unionville Library, Women's Institute, and Theatre.

**BID INFORMATION**

Advertised	ETN
Bids closed on	December 17, 2010
Number picking up bid documents	26
Number responding to bid	16

**PRICE SUMMARY** (Inclusive of HST)

<u>Suppliers</u>	<b>Item 1</b> Rouge River Community Centre	<b>Item 2</b> Old Unionville Library	<b>Item 3</b> Markham Community Centre	<b>Item 4</b> Markham Theatre	<b>Item 5</b> Women's Institute
<b>Skyway Roofing Ltd.</b>	\$72,961.92	\$46,707.84	\$76,808.45	<b>\$138,902.40</b>	<b>\$6,156.48</b>
<b>Hamlet Roofing Ltd.</b>	<b>\$72,758.40</b>	<b>\$39,991.68</b>	<b>\$49,353.60</b>	\$182,964.48	\$8,598.72
B. Serra and Sons Roofing Inc.	\$103,255.87	\$59,956.99	\$77,205.31	\$284,622.72	\$13,396.70
Applewood Roofing & Sheet Metal	\$142,972.80	\$58,817.28	\$90,566.40	\$280,755.84	\$11,600.64
Dufferin Roofing	No Bid	\$57,494.40	\$74,183.04	\$231,402.24	\$12,007.68
Eileen Roofing Inc.	\$162,816.00	\$63,091.20	\$103,795.20	\$158,745.60	\$9,667.20
Solar Roofing & Sheet Metal	\$88,022.40	\$50,676.48	\$89,447.04	\$178,080.00	\$11,193.60
Nortex Roofing Ltd.	\$179,606.40	\$66,286.64	\$64,617.60	\$209,371.20	\$23,048.64
The Consilium Group	\$136,844.81	\$63,661.06	\$100,160.33	No Bid	\$17,619.74
Aseal Roofing & Sheet Metal	\$111,630.72	\$48,743.04	\$59,936.64	\$239,950.08	\$16,078.08
Crawford Roofing Corp/	\$191,308.80	\$57,799.68	\$110,714.88	\$188,052.48	\$13,025.28
E-D Roofing Ltd.	\$166,676.77	\$48,789.85	\$79,316.83	\$220,223.90	\$17,371.45
Sproule Specialty Roofing Ltd.	\$125,368.32	\$45,079.68	\$103,693.44	\$264,067.20	\$12,201.02
Triumph Roofing & Sheet Metal	\$117,116.60	\$54,034.56	\$57,148.42	\$198,230.52	\$14,062.21
Pollard Enterprises Ltd.	\$107,153.28	\$53,861.57	\$103,123.58	\$179,982.91	\$15,009.60
T. Hamilton & Son Roofing Inc.	No Bid	\$51,032.64	\$54,848.64	\$189,782.40	\$10,481.28

\*As allowed under the bid document released to the market, staff recommends splitting the award between two (2) bidders to save \$34,374 compared to awarding the contract to one bidder.

**FINANCIAL CONSIDERATIONS**

<b>Location</b>	<b>Project</b>	<b>Budgeted Cost</b>	<b>Cost of the Award (Incl. HST)</b>	<b>Diff</b>
Markham Theatre	#9209	\$140,760.00	\$138,902.40	\$1,857.60
Markham CC	#9209	\$106,080.00	\$49,353.60	\$56,726.40
Rouge River CC	#10255	\$52,387.00	\$72,758.40	<b>-\$20,371.40</b>
Old Unionville Library	#10255	\$31,620.00	\$39,991.68	<b>-\$8,371.68</b>
Women's Institute	#10255	\$7,140.00	\$6,156.48	\$983.52
<b>Sub-Total</b>		<b>\$ 337,987.00</b>	<b>\$ 307,162.56</b>	<b>\$ 30,824.44</b>
<b>Plus: 7.5% contingency</b>		<b>\$0.00</b>	<b>\$23,037.19</b>	<b>-\$23,037.19</b>
<b>Total</b>		<b>\$ 337,987.00</b>	<b>\$ 330,199.75</b>	<b>\$ 7,787.25</b>

Note: The shortfall in account Project #10255 will be offset by the favourable pricing received under project # 9209.





## STAFF AWARD REPORT

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To:	John Livey, Chief Administrative Officer
Re:	224-R-10 Consulting Engineering Services to conduct Landfill Monitoring Program & Leachate Collection System Feasibility Study
Date:	January 19, 2010
Prepared by:	Robert Penner, Supervisor, Business Systems Improvement ext. 4550 Patti Malone, Senior Construction Buyer ext. 2239

### PURPOSE

To obtain approval to award a contract for consulting services for a two year (2011 -2012) landfill monitoring program. Also, provide a Leachate collection system feasibility study and system inventory and location confirmation.

### RECOMMENDATION

Recommended Supplier	AMEC Earth & Environmental (Highest Ranked/Third Lowest Priced Bidder)	
Current Budget Available	\$ 140,831.89	058-6150-8529-005 Settlers Park Landfill
	\$ 614,014.00	750-101-5399-7028 Settlers Park Landfill Site Management
	\$ 754,845.89	Total
Less cost of award	\$ 51,150.68	2011 Monitoring Program (058-6150-8529-005)
	\$ 52,576.34	2012 Monitoring Program (058-6150-8529-005)
	\$ 8,850.07	System Inventory and Location Confirmation (058-6150-8529-005)
	\$ 17,000.00	Contingency (058-6150-8529-005)
	\$ 28,788.92	Leachate Collection System Feasibility Study (750-101-5399-7028)
	\$ 158,366.01	Total Award
Budget Remaining after this award	\$ 11,254.80	058-6150-8529-005 Settlers Park Landfill
	\$ 585,225.08	750-101-5399-7028 Settlers Park Landfill Site Management
	\$ 596,479.88	Total remaining

\* The remaining balance of \$11,254.80 from 058-6150-8529-005 will remain in the account to be used for any deficiency/repair works identified by the consultant during the monitoring program. The remaining balance of \$585,225.08 from 705-101-5399-7028 will remain in the account to be used to implement a pilot aerobic digestive system at the Landfill Site upon approval by Council.

Note: Estimated \$60,000 for each respective monitoring program and \$40,000 for system inventory and location confirmation and the Leachate Collection System Feasibility Study.

### BACKGROUND

#### 2011 / 12 Monitoring program

The Former Sabiston Landfill Site located at Settlers Park in Markham includes a gas collection system, a gas monitoring network and an environmental monitoring network. These systems need to be managed, measurements are required to be taken and condition inspections need to be performed on a regular basis. The Work will include the reviewing of past documents, making recommendation from results of monitoring, ensuring compliance with all agency regulations/ certificate of authorizations, coordinating with external agencies, supporting Town staff for council reports, presentations documenting findings and future actions.

#### System Inventory and Location Confirmation

The consultant will carry out a topographic survey to locate and identify all environmental monitoring system components. The components shall be cross referenced with identification and nomenclature as well as their GPS coordinates using the Town's standards and projections.

### Leachate Collection System Feasibility Study

While taking into consideration environmental concerns, capital costs and operating efficiencies, the consultant will investigate and report on the feasibility of installing a Leachate Collection System. The study will include but not be limited to the following parameters:

- (a) Operating efficiency of leachate collection - degree of capture, taking into consideration that no underlying base liner exists.
- (b) Expected impacts to the environment
- (c) Alternate methods of capture and disposal
- (d) Life cycle performance
- (e) Ability to re-circulate captured leachate as part of a possible future aerobic digestive system
- (f) Estimated costs of final design and implementation

### **BID INFORMATION**

Advertised	ETN (Electronic Tendering Network)
Bids closed on	December 01, 2010
Number picking up bid documents	20
Number responding to bid	7

The bid was released to the marketplace as a two –stage bidding approach, this means the 1<sup>st</sup> request for proposal (RFP) (Envelope 1) asks for technical proposals from bidders, without prices. The 2<sup>nd</sup> envelope is only opened once

bidders attain a certain scoring requirement as identified within the bid document. A two-stage bidding approach was utilized under this RFP to ensure the consultant had the technical ability to fulfill the requirements for this project

### **Envelope (1) – 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: Past experience of consulting firm (40%), qualification and experience of lead consultant and project team (30%), Project delivery (30%).

The three (3) highest ranked bidders who have a passing grade of 75% and receive satisfactory reference checks will be considered for Stage two (2) and opening of envelope (2).

### **Stage one (1) scoring:**

Suppliers	Score (out of 100)*	Rank Results
AMEC Earth & Environmental	<b>96.1</b>	<b>1</b>
UEM	<b>85.4</b>	<b>2</b>
SNC Lavalin	<b>85.3</b>	<b>3</b>
SLR	83.7	4
Conestoga-Rovers	81.2	5
GHD	73.6	6
XCG	70.5	7

\* As identified within the bid document, the scores under stage (one) will be prorated to 65% for the overall scoring.

### **Envelope (2) – Financial Proposal Evaluation**

The three (3) highest ranked bidders that have been qualified under Stage one of the evaluation process are eligible for evaluation under stage two of the evaluation process. Having met the Stage 1 criteria, all 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 combination of Technical and Financial Evaluation.

The results of the Stage 2 pricing:

**Stage two (2) scoring:**

Suppliers	Score (out of 35)	Rank Results
SNC Lavalin	33.5	1
UEM	32	2
AMEC Earth & Environmental	27.7	3

Note: The top 3 ranked consultants bid prices ranged from to \$127,925.01 to \$141,366.01.

**OVERALL SCORING**

Based on the combination of Technical (pro-rated to 65%) and Financial Evaluation (35%), the following is the overall scoring:

Suppliers	Score (out of 100)	Rank Results
<b>AMEC Earth &amp; Environmental</b>	<b>90.2</b>	<b>1</b>
UEM	87.5	2
SNC Lavalin	88.9	3

AMEC scored highest on their technical submission when compared to the other proponents, and their proposal demonstrated to the Town's satisfaction a thorough understanding of the project and its requirements. AMEC also provides extensive experience in landfill monitoring. AMEC provided a project team who is very experienced in this type of work and have completed similar projects in the past years.

Purchasing staff negotiated an 11% (\$17,263) cost reduction with the highest ranked bidder AMEC, from their initial proposed price as allowed under the Purchasing By-Law. After negotiations, AMEC is \$13,441.00 higher than the low bidder and the 2011 price proposal is 4% higher than the 2010 monitoring cost. However, the 2011 scope of work has increased over the 2010 work detail.

**FINANCIAL CONSIDERATIONS**

There are sufficient uncommitted funds in the budget of Settlers Park Landfill project and the Settlers Park Landfill Site Management project to cover the costs of the award. The remaining balance of \$11,254.80, after the costs of award, from Settlers Park Landfill project will remain in the account to be used for any deficiency/repair works identified by the consultant during the monitoring program. The remaining balance of \$585,225.08 from Settlers Park Landfill Site Management project will remain in the account to be used to implement a pilot aerobic digestive system at the Landfill Site upon approval by Council.

The following table summarizes the financial details of this award.

		(A)	(B)	(C)	(D) = (C) * 15%	(E) = (C)+(D)	(F) = (B) - (E)
Account Name	Original Budget	Uncommitted Budget	Budget available for this award	Award *	Contingency **	Total Cost	Budget available after award
Settlers Park Landfill 058-6150-8529-005	\$300,000.00	\$140,831.89	\$140,831.89	\$112,577.09	\$17,000.00	\$129,577.09	\$11,254.80
Settlers Park Landfill Site Mgmt 750-101-5399-7028	\$700,000.00	\$614,014.00	\$614,014.00	\$28,788.92	\$0.00	\$28,788.92	\$585,225.08
<b>Total</b>	<b>\$1,000,000.00</b>	<b>\$754,845.89</b>	<b>\$754,845.89</b>	<b>\$141,366.01</b>	<b>\$17,000.00</b>	<b>\$158,366.01</b>	<b>\$596,479.88</b>

\* Award inclusive of HST impact

\*\* Contingency is on account 058-6150-8529-005



## STAFF AWARD REPORT

Page 1 of 2

To:	John Livey, Chief Administrative Officer
Re:	049-S-11 Supply, Delivery and Installation of furniture for the Emergency Operations Centre (EOC) located at 8100 Warden Avenue
Date:	February 17, 2011
Prepared by:	Phil Alexander, Deputy Fire Chief, Ext. 5960 Tony Casale, Senior Buyer, Ext. 3190

### PURPOSE

To obtain approval to award the contract for the supply, delivery and installation of furniture for the Emergency Operations Centre (EOC) located at 8100 Warden Avenue.

### RECOMMENDATION

Recommended Supplier	Mayhew & Associates (Preferred Supplier)	
Current Budget Available	\$ 129,223.57	067-5350-9518-005 Emergency Operations Centre Retrofit
Less cost of award	\$ 74,855.55	Total Cost of Award, Inclusive of HST
Budget Remaining after this award	\$ 54,368.02	*

\* The remaining balance will be used for other project related requirements as budgeted for in this account.

Note: The estimated cost of award for this requirement was \$80,000.00 and this award falls within this estimate.

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) which states "where the extension of an existing contract would prove more cost-effective or beneficial".

### BACKGROUND

As part of the Infrastructure Stimulus Fund Project, the Town of Markham (Town) received approval for a 1/3 cost sharing agreement among the Province of Ontario, Government of Canada and the Town to construct an Emergency Operations Centre (EOC) at 8100 Warden Avenue. Included as part of the scope of work are various furniture requirements such as tables, chairs and filing cabinets.

### DISCUSSION

Council at its April 13, 2010 meeting approved the award for facility management, project management, space planning and move management to Mayhew & Associates (Mayhew). The contract provides 'turn-key' administrative services for space planning projects including the processing of invoices relating to project requirements.

The Fire Department in consultation with the Asset Management Department retained Mayhew for schematic and design development and move coordination as it relates to the furniture requirements for the Emergency Operations Centre. This requirement is for 206 items which includes tables, chairs and filing cabinets. The furniture requirements identified are manufactured by Steelcase and are only available through authorized dealers such as POI, Mayhew and Associates and Bowen Business Furniture.

Furniture (POI)	\$ 73,387.79
Administration Fee @ 2% (Mayhew)	<u>\$ 1,467.76</u>
Total Cost of Award (inclusive of HST)	\$ 74,855.55

Included in this scope of work as an administrative fee, Mayhew is responsible to obtain quotations, prepare and process invoices. The actual award to Mayhew for administration services is \$1,467.76 with the remaining amount (\$73,387.79 inclusive of HST) being paid directly to the contractor through Mayhew with the Town reimbursing Mayhew for these costs.

#### FINANCIAL CONSIDERATION

The project has remaining budget of \$129,223.57 to cover the cost of this award at \$74,855.55, leaving a balance of \$54,368.02 to purchase other requirement of the project.

The following table presents the financial position of the project after the proposed award.

<b>TOWN OF MARKHAM EMERGENCY OPERATIONS CENTRE PROJECT TO DATE COSTS AS OF FEBRUARY 15, 2011</b>					
	(A) Reallocated Budget <u>31-Dec-10</u>	(B) Actual / <u>Committed</u>	(C) = (A) - (B) Uncommitted Budget <u>Before Award</u>	(D) Award <u>Amount *</u>	(E) = (C) - (D) Uncommitted Budget <u>After Award</u>
<b>CONSTRUCTION</b>					
Construction	518,820	513,460	5,360		5,360
Construction - Standby Power	128,272	128,272			0
Construction Contingency	51,882	51,882	0		0
<b>Total Construction</b>	<b>698,974</b>	<b>693,614</b>	<b>5,360</b>	<b>0</b>	<b>5,360</b>
<b>FURNITURE, FIXTURE &amp; EQUIPMENT</b>	<b>151,532</b>	<b>42,278</b>	<b>109,254</b>	<b>74,856</b>	<b>34,398</b>
<b>PROJECT MANAGEMENT / ARCHITECT / INTERNAL</b>					
Consultants					
Architect - MMH, including contingency	45,872	45,872	0		0
Project Management - Genivar	77,672	77,672	0		0
Other Consultants	2,080	2,080	0		0
	<u>125,624</u>	<u>125,624</u>	<u>0</u>	<u>0</u>	<u>0</u>
Others					
Corporate Communication	11,529	4,527	7,002		7,002
Other Fees	12,341	4,732	7,608		7,608
<b>Total PM / Architect / Internal</b>	<b>149,494</b>	<b>134,884</b>	<b>14,610</b>	<b>0</b>	<b>14,610</b>
	<u><b>1,000,000</b></u>	<u><b>870,776</b></u>	<u><b>129,224</b></u>	<u><b>74,856</b></u>	<u><b>54,368</b></u>

\* Award inclusive of HST impact of 1.76%



## STAFF AWARD REPORT

To:	John Livey, Chief Administrative Officer
Re:	013-S-11 2011 Excess Workers Compensation Insurance
Date:	January 6, 2011
Prepared by:	Fred Rich, Senior Business & Risk Analyst Alex Moore, Manager, Purchasing

### PURPOSE

To obtain approval to award the 2011 Excess Workers Compensation Insurance coverage to Cowan Insurance Group (Cowan).

### RECOMMENDATION

Recommended Supplier	Cowan Insurance Group (Preferred Supplier)	
Current Budget Available	\$796,736.25	840 846 5555 (Insurance Premium) pending Council approval
Less cost of award	\$139,179.19	Inclusive of PST
Budget Remaining after this award	\$657,556.06	Balance of funds will be transferred to the insurance reserve at the end of 2011

Note: HST does not apply to Insurance premiums in Ontario; Insurance premiums are only PST applicable.

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 purchases;"

### BACKGROUND

Since 2003 Cowan has been the broker for the Town's WSIB Excess Workers Compensation Insurance coverage. WSIB Excess Workers Compensation Insurance provides coverage for a WSIB claim over one million dollar.

In 2009, Cowan advised the Town that Parapet (the insurer of record for the 2009 WSIB Excess Workers Compensation Insurance coverage) would no longer be providing coverage within Canada. At the same time Chubb Insurance entered the Excess Workers Compensation market and according to Cowan was the only Excess Workers Compensation Insurance provider in Ontario.

In 2010, through a staff award report, the 2010 Excess Workers Compensation Insurance was awarded to Cowan in the amount of \$125,218 (plus PST) utilizing Chubb Insurance.

### DISCUSSION

In December 2010, Cowan advised staff that Chubb Insurance is still the only Excess Workers Compensation Insurance provider in Ontario. Based on the service received in 2010 and exclusive market for this insurance, staff recommend awarding the 2011 Excess Workers Compensation Insurance to Cowan in the amount of \$136,772 (exclusive of PST) representing a 9.2% increase over the 2010 premium.

### FINANCIAL ATTACHMENT

Account Description	Account #	Original Budget*	Budget Available*	Less: Cost of Award	Budget Remaining after Award*
Insurance Premium	840 846 5555	1,809,523.00	796,736.25	139,179.19	657,557.06
<b>Total</b>		<b>\$1,809,523.00</b>	<b>\$796,736.25</b>	<b>\$139,179.19</b>	<b>\$657,557.06</b>

\*Pending Council approval



### STAFF AWARD REPORT

To:	Joel Lustig, Treasurer
Re:	039-S-11 Town-wide Mailing of Tax Bills for 2011
Date:	February 08, 2011
Prepared by:	Paul Wealleans, Director, Revenues Ext. 4734 Tony Casale, Senior Buyer Ext. 3190

### RECOMMENDATION

Recommended Supplier	Canada Post Corporation (Preferred Supplier)	
Current Budget Available	\$ 250,600.00	410 432 5110 Postage
Less cost of award	\$ 106,511.73	
Budget Remaining after award	\$ 144,088.27	*

\*The remaining balance in the amount of \$144,088.27 will be utilized for other postage requirements as budgeted for in the 2011 operating account.

Staff recommends:

In accordance with the Town's Expenditure Control Policy dated March 6<sup>th</sup>, 2006, Item 8.05 (Treasurer's Authority) states; "Despite any other provision in this policy, the Treasurer is authorized to pay the following accounts provided that funds are available in the Operating Budget...(c) all accounts for telephones, postage and utilities supplied to the Town"

### PURPOSE

To award the contract for postage for Town wide mailing of tax bills for 2011.

### BACKGROUND

The Town of Markham mails residents tax bills two times per year and also mails supplementary tax bills three to four times per year. Canada Post is the only company that can complete this work as the tax bills must be mailed to individually addressed property owners.

### FINANCIAL CONSIDERATIONS

	Amount \$		
2010 Actual Postage Costs	\$ 97,000		
New Accounts	4,130		
	101,130		
Rate increase by 3.5%	3,540		
<b>Total before HST impact</b>	<b>104,670</b>		
HST Impact 1.76%	1,842		
<b>Total includes HST impact</b>	<b>106,512</b>		
Note:			
In 2010, we mailed approx. 80,000 tax bills each time, 1600 supplemental bills in total; in 2011, there'll be approx. 2500 new accounts for tax bills and 2000 for supplemental bills (due to apartments)			



## STAFF AWARD REPORT

Page 1 of 2

To:	Jim Baird, Commissioner, Development Services
Re:	298-Q-10 Consulting Services for the Cornell Centre Precinct Plan
Date:	February 11, 2011
Prepared by:	Catherine Jay, Manager, Urban Design, Ext. 2520 Tony Casale, Senior Buyer, Ext. 3190

### PURPOSE

To obtain approval to award the contract for consulting services for the Cornell Centre Precinct Plan.

### RECOMMENDATION

Recommended Supplier	Urban Strategies Inc. (Highest ranked and lowest priced supplier)	
Current budget available	\$ 100,000.00	620 101 5699 10018 Other Professional Fees (Budget allocated (estimated) for this item)
Less cost of award	\$ 91,854.68 \$ 8,000.00 \$ 99,854.68	(Inclusive of HST ) Contingency Total award (Inclusive of HST )
Budget Remaining after this award	\$ 145.32	*

\* Subject to Council approval of the 2011 budget.

### BACKGROUND

Cornell Centre is a community within the Cornell planning district. Cornell lies within the northeast area of Markham's current urban expansion area and at the eastern edge of the urban settlement area in York Region adjoining the Provincial Greenbelt and Rouge Park. Conceived and developed as a significant example of New-Urbanism development in North America, Cornell, in particular Cornell Centre, is now at a crucial point of evolution within its development.

The Master Plan for Cornell was developed in 1993 as a sustainable and pedestrian-oriented community design known internationally as New Urbanism. It was the basis for the community Official Plan Amendment adopted in 1994. Experiences gained in developing Cornell's early phases, in addition to changes to the provincial and regional planning framework, lead to the need to amend the Cornell Secondary Plan and implementing Open Space Master Plan and Public Realm Design Guidelines (Community Design Guidelines). The Cornell Architectural Design Guidelines were revised and approved on October 28, 2003.

This Precinct Plan is required in accordance with the Town of Markham's Official Plan and the updated Cornell Secondary Plan. The precinct plan will further articulate the policies of the secondary plan. A precinct plan is an overarching guideline for development and servicing of the area. The plan will define the location, scale, character and function of all public spaces, street and block pattern, layout of streets, buildings and facilities to be produced and provided within the Cornell Centre community. The purpose of this document is to describe the Terms of Reference that will guide the completion of the Precinct Plan.

### BID INFORMATION

Advertised	ETN
Bids closed on	January 14, 2011
Number of bidders invited	22
Number responding to bid	6



**PROPOSAL EVALUATION**

The Evaluation Team was comprised of staff from the Urban Design team with purchasing staff acting as the facilitator. The evaluation was evaluated based on pre-established evaluation criteria as listed in the Request for Quotation: 30% qualifications and experience of the consulting firm; 20% demonstrated understanding of the project; 20% project management and 30% price totaling 100%.

<b>Suppliers</b>	<b>Total Score</b>	<b>Rank</b>
Urban Strategies Inc.	<b>97.00</b>	<b>1</b>
Du Toit Allsopp Hillier	84.42	2
Brook McIlroy Inc.	82.76	3
Sweeney Sterling Finlayson & Co Architects Inc.	82.15	4
EDA Collaborative Inc.	80.42	5
Urban Design Associates	47.00	6

Prices received from the six Bidders ranged from \$91,854.68 to \$102,121.25 respectively (inclusive of HST).

Staff is recommending the highest ranked, lowest priced bidder, Urban Strategies Inc. to prepare the Cornell Centre Precinct Plan. Urban Strategies' proposal best satisfied the project requirements. Their proposal demonstrated a good understanding of the requirements for the proposed study. The team is very experienced including the lead architect (Principal) having thirty years of professional experience. The firm also has extensive experience working with government agencies including the Town of Caledon, City of Oshawa and the Town of Richmond Hill.



## STAFF AWARD REPORT

Page 1 of 2

To:	Ronji Borooah, Town Architect
Re:	078-Q-10 Landscape Architectural Consulting Services for South Unionville and Ray Street Park
Date:	February 22, 2011
Prepared by:	Linda Irvine, Manager, Parks & Open Space Development Ext. 2120 Tony Casale, Senior Buyer Ext. 3190

### PURPOSE

To obtain approval to award the contract for Landscape Architectural Consulting Services for a park at South Unionville and Ray Street

### RECOMMENDATION

Recommended Supplier	Harrington McAvan Ltd. (Lowest Priced Supplier)	
Current Budget Available	\$ 85,000.00	81-5350-10035-005 Budget allocated for external consultant
	\$ 11,200.00	Budget allocated for Internal management fee (9%)
	\$ 96,200.00	Total
Less cost of award	\$ 57,535.10	Total award (Inclusive of HST )
	\$ 5,753.51	Contingency @ 10%
	\$ 63,288.61	Total Cost of Award ( Inclusive of HST)
	\$ 5,695.97	Internal Project management fee 9%
	\$ 68,984.58	Total project cost
Budget Remaining after this award	\$ 27,215.42	*

\*The remaining balance will be used for other consultant requirements and the construction portion of the project.

Note: the estimated cost of this project was \$85,000. This project falls within the budget with a positive balance in the amount of \$27,215.42, after completion of remaining consultant work any remaining balance will be returned to the original funding source.

### BACKGROUND

The park is to be bordered by Ian Baron Ave. on the north, Ray St. on the east, South Unionville Avenue on the south and a new high density development on the West side. The closest major intersection to the park is Kennedy Rd. and Hwy. 407.

The major features currently anticipated for this park are a playground designed for junior and senior children, shade structure(s) such as gazebo's and/or trellises, mini-soccer field(s), play court(s), micro-skate park, planting and associated walkways. A modest water play feature may be accommodated for if the budget permits. The final park program will be confirmed through the design process during meetings with Town staff and the community and adjusted based on the final budget as approved by Council. It is anticipated that the construction of this project will begin in May, 2012 and be completed by June, 2013

### BID INFORMATION

Advertised	By Invitation
Bids closed on	February 11, 2011
Number picking up bid documents	10
Number responding to bid	10

**PRICE SUMMARY**

<b>Suppliers</b>	<b>Total (Inclusive of HST)</b>
<b>Harrington McAvan Ltd.</b>	<b>\$ 57,535.10</b>
Basterfield & Associates Inc.	\$ 73,776.00
The LandPlan Collaborative Ltd.	\$ 76,301.68
Strybos Barron King Ltd.	\$ 79,372.80
Don Naylor & Associates Ltd.	\$ 83,773.92
Fleisher Ridout Partnership Inc.	\$ 94,128.00
PMA Landscape Architects	\$ 97,685.20
Cosburn Giberson Consultants Inc.	\$105,321.60
JSW & Associates	\$116,630.19
Ferris + Associates Inc.	\$134,628.48

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

To:	Alan Brown, Director, Engineering
Re:	020-Q-11 Rouge River Erosion Restoration at 7 Victoria Avenue and 139 Main Street Unionville
Date:	February 11, 2011
Prepared by:	Nehal Azmy, Senior Capital Works Engineer, ext. 2197 Robert Slater, Senior Buyer, ext. 3189

**PURPOSE**

To obtain approval to award the contract for the Rouge River Erosion Restoration at 7 Victoria Avenue and 139 Main Street Unionville

**RECOMMENDATION**

Recommended Supplier	R & M Construction (Lowest Priced Supplier)	
Current Budget Available	\$ 721,660.44	640-101-5399-10047 Other Contracted Services
Less cost of award	\$ 46,215.83	Inclusive of HST
	\$ 6,932.37	Contingency (15%)
	\$ 53,148.20	Total Award
	\$ 4,783.34	Internal Management Fees (9%)
	\$ 57,931.54	Total Project Costs
Budget Remaining after this award	\$ 663,728.90	*

\*Budget remaining will be used for other erosion restorations as budgeted for within this account.

Note: Estimated cost to purchase \$50,000.00, the remaining balance should be sufficient to complete the projects budgeted for under this account.

**BACKGROUND**

In 2007, a study for Markham Watercourse Erosion Restoration Implementation Plan was undertaken along with the Municipal Class Environmental Assessment process to establish existing and potential future erosion conditions in the Town's watercourses and to identify potential restoration strategies for erosion sites. There are seventeen (17) of projects that have been completed or are currently underway.

An addendum to the Class EA study was completed in 2009 to evaluate three additional erosion sites that residents have brought to the attention of the Town. The Rouge River Erosion Restoration at 7 Victoria Avenue and 139 Main Street Unionville was ranked as a high priority erosion restoration site, where private property is at risk.

Permission to enter and agreement for temporary and permanent easements has been secured from the owners of the two private properties at 7 Victoria Avenue and 139 Main Street Unionville where the work is being undertaken.

The work to be done under this contract includes:

- Construction of bank stabilization for a section of Fonthill Creek at 7 Victoria Avenue and 139 Main Street Unionville.
- Installing armourstone protection with a riverstone transition.
- Installation of a riverstone trench for toe protection.
- Planting, re-grading, and restoration of the site.

**BID INFORMATION**

Advertised	<b>ETN</b>
Bids closed on	February 11th, 2011
Number picking up bid documents	56
Number responding to bid	12

**PRICING SUMMARY**

<b>Suppliers</b>	<b>Price Inclusive of HST</b>
<b>R &amp; M</b>	<b>\$46,215.83</b>
Stilescape Inc.	\$48,182.04
Rutherford Contracting Ltd.	\$59,515.18
Iron Trio Inc.	\$65,637.74
Hawkins Contracting Services Limited	\$66,758.43
NEI Construction Corp.	\$75,373.63
Hollandia Land and Environmental Solutions	\$75,862.08
Cedar Springs Landscape Group Ltd.	\$85,247.40
Pine Valley Enterprises Inc.	\$86,116.44
R-Chad General Contracting Inc.	\$87,416.93
Alcam Excavating Limited	\$98,997.22
Gobro Construction	\$107,594.92

**ENVIRONMENTAL CONSIDERATIONS**

The Toronto and Region Conservation Authority (TRCA) was consulted during the detailed design stage of this project and a permit has been granted by TRCA to undertake the proposed work within the Rouge River watershed. The restoration improves the condition of the existing watercourses, fish habitat and reduces the risk to private properties.