



Report to: General Committee

Report Date: February 1, 2011

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

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**RECOMMENDATION:**

1. THAT the report entitled "Staff Awarded Contracts for the Month of January 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>• 292-Q-10 Thornhill Community Centre Library Furniture and Equipment</li><li>• 289-T-10 Short Term Rental of Vehicles</li></ul>

**Development Services**

Award Details	Description
Lowest Priced Supplier	<ul style="list-style-type: none"><li>• 267-Q-10 Design and Contract Administration Services for Town-wide Illumination</li><li>• 277-Q-10 Architectural consulting services for Fairtree Community Park Washroom Building and Park Pavilion</li></ul>

**RECOMMENDED:**

18/02/2011

X 

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Joel Lustig  
Treasurer

18/02/2011

X 

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Andy Taylor  
Commissioner, Corporate Services



## STAFF AWARD REPORT

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To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	292-Q-10 Thornhill Community Centre Library Furniture and Equipment
Date:	January 19, 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, installation and delivery of furniture and equipment for the Thornhill Community Centre Library.

### RECOMMENDATION

Recommended Supplier	Mayhew & Associates Inc. (lowest priced supplier)	
Current Budget available	\$ 323,338.00	070 5350 10512 005 Thornhill FF&E Library
Less cost of award	\$ 50,733.10	(Inclusive of HST )
Budget Remaining after this award	\$ 272,604.90	*

\*The estimated cost of award for this purchase was \$55,000, 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.

### 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.

In an effort to maintain consistency and in accordance with the library's approved furniture standard, library staff pre-selected Steelcase Inc. furniture to ensure consistent standards of durability and functionality.

### BID INFORMATION

Advertised	By invitation*
Bids closed on	January 12, 2011
Number of bidders invited	3*
Number responding to bid	2

\* Steelcase products are only available through authorized dealers in Ontario (POI, Mayhew and Associates and Bowen Business Furniture). Bowen Business Furniture did not bid as they stated they would not be competitive for these items.

### PRICE SUMMARY

Suppliers	Total Award (Inclusive of HST)*
<b>Mayhew &amp; Associates Inc.</b>	<b>\$ 50,733.10</b>
POI Business Interiors Inc.	\$ 52,176.94

\*The bid released to the market was for 159 items which included various types of furniture including chairs, stools, benches, chair dollies, workstation etc.

**FINANCIAL CONSIDERATIONS**

The project has sufficient budget to cover the cost of this award, leaving a remaining balance of \$272,604.85. This balance is to remain in the project to purchase additional furniture and shelving for the library.

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

<b>TOWN OF MARKHAM</b> <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 <u>Award *</u>	(E) = (C) + (D) Budget <u>After Award</u>
<b>CONSTRUCTION</b>					
Construction - Charterhouse	3,140,000	3,177,873	(37,873)		(37,873)
Construction Contingency *	1,010,000	1,023,905	(13,905)		(13,905)
<b>Total Construction</b>	<b>4,150,000</b>	<b>4,201,778</b>	<b>(51,778)</b>	<b>0</b>	<b>(51,778)</b>
<b>FF&amp;E</b>					
Library	640,000	316,662	323,338	(50,733)	272,605
Recreation	120,000	0	120,000		120,000
<b>INTERNAL COSTS</b>					
Architect	401,301	401,231	70		70
Project Management	430,000	123,298	306,702		306,702
Landscaping & Site Security	200,000	44,875	155,125		155,125
Other Internal Costs	58,699	36,191	22,508		22,508
<b>Total Internal Costs</b>	<b>1,090,000</b>	<b>605,595</b>	<b>484,405</b>	<b>0</b>	<b>484,405</b>
	<b>6,000,000</b>	<b>5,124,035</b>	<b>875,965</b>	<b>(50,733)</b>	<b>825,232</b>

\* Award inclusive of HST impact of 1.76%

Note: Project financials for this award are identified under FF&E (Library) portion of the overall budget.



## STAFF AWARD REPORT

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To:	Brenda Librecz, Commissioner, Community & Fire Service
Re:	289-T-10 Short Term Rental of Vehicles
Date:	January 11, 2011
Prepared by:	Laurie Canning, Manager, Fleet & Supplies, ext 4896 Patti Malone, Senior Buyer, ext. 2239

### PURPOSE

To obtain approval to award the contract for the short term rental of vehicles for 2011.

### RECOMMENDATION

Recommended Supplier (s)	Sommerville National Leasing & Rentals Ltd.(Lowest Priced Supplier), Item 1 & 2 Discount Car and Truck Rentals (Lowest Priced Supplier), Item 3	
Current Budget Available	\$ 254,109.00	750 752 5500 Vehicle Rent/Lease (2011)*
Less cost of award	\$ 136,163.70	Inclusive of HST (Sommerville, 23 vehicles)
	\$ <u>36,267.36</u>	Inclusive of HST (Discount, 12 vehicles)
	\$ 172,431.06	Total Cost of Award
Budget Remaining after this award	\$ 81,677.94	**

\*Subject to Council approval of the 2011 operating budget

\*\*Balance remaining to be spent on the net procurement costs for 2 summer vehicles as described in the E3 section below and other rentals or other operating expenses as required and budgeted for under this account.

### BACKGROUND

These vehicles are for 2011 seasonal requirements identified by the Operations Parks, Waste Management, Bylaws and Operations Roads departments. These units are required as seasonal fleet units to deliver the required services throughout the spring and summer seasons. The specifications also had an option for vendors to provide pricing on mid size / compact pickup trucks in lieu of full size units. The pricing for these smaller units came in at a slightly higher cost per month \$760.66 versus \$755.57 inclusive of HST impact. Based on current data in the 2010 Fuel Consumption Guide the fuel consumption for the mid size is also higher 14.4 L/100 km v 14.1 L/100 km for city driving for the ½ ton regular cab. The full size units with the 8 foot box are also much better suited to the user department requirements.

### BID INFORMATION

Advertised	ETN
Bids closed on	December 17, 2010
Number picking up bid documents	7
Number responding to bid	5

**PRICE SUMMARY** (Inclusive of HST)

Vehicle Type	Qty	Mths	Start Date	End Date	Bennett Fleet Leasing Ltd.	Budget Car Inc.	Discount Car and Truck Rentals	Enterprise Rent-A-Car Canada Ltd.	Sommerville National Leasing Rentals Ltd.
9200 lbs GVW Crew Cab Pickups (Item 1)	13	7	1-Apr	31-Oct	\$1,069.50	\$1,068.48	\$1,278.11	\$1,348.32	<b>\$965.70</b>
9200 lbs GVW Crew Cab Pickups (Item 2)	10	5	1-Apr	31-Aug	\$1,338.14	\$1,068.48	\$1,316.77	\$1,348.32	<b>\$965.70</b>
1/2 ton Regular Cab Pickups (Item 3)	12	4	1-May	31-Aug	\$1,301.51	\$1,017.60	<b>\$755.57</b>	No bid	\$833.41

Note: As compared to the previous contract (2010), these prices represent an approximate 6.5% decrease in costs.

Vehicle Type	Qty	Months	Monthly Rate	Extended Cost
9200 lbs GVW Crew Cab Pickups	13	7	\$965.70	\$87,878.70
9200 lbs GVW Crew Cab Pickups	10	5	\$965.70	\$48,285.00
1/2 ton Regular Cab Pickups	12	4	\$755.57	\$36,267.36
<b>Total Cost (Inclusive of HST)</b>				<b>\$172,431.06</b>

The following is the changes in quantities from 2009 to the 2011 contract:

Vehicle Type	2009 Qty	2010 Qty	2011 Qty
9200 lbs GVW Crew Cab Pickups	22	22	23
1/2 ton Regular Cab Pickups	19	14	12
Totals	41	36	35

**E3 Project**

In 2010, an E3 project was proposed that would look into options to purchase used vehicles as summer rentals and dispose of them at a later date. The initiative identified opportunities to recover most of the capital purchase fee to reduce the net cost of ownership, which was projected to be less than the cost of short term summer vehicle rentals. The analysis of this project also dealt with costs for repair and upkeep and right sizing of vehicles. In 2010, Fleet staff determined that the used truck market could not support the short term purchase and sale of trucks due to the downturn in the auto industry, which resulted in a shortage of crew cabs and pick-up trucks at vehicle wholesale auctions.

However, Staff is proposing the commencement of the E3 pilot project by eliminating a requirement for two (2) rental 1/2 ton regular cab pick-ups from the above noted award and instead procuring two (2) used vehicles as summer rentals and dispose of them later in 2011. The purchase of these two (2) used vehicles will be awarded under a separate staff award report.

Note: The contractual term under tender 289-T-10 has a renewal option of two (2) additional years at the same price and conditions. However, staff will evaluate the success of the E3 pilot project noted above prior to seeking approval authority to extend beyond the 2011 term.



### STAFF AWARD REPORT

To:	Alan Brown, Director, Engineering
Re:	267-Q-10 Design and Contract Administration Services for Town-wide Illumination
Date:	February 18, 2011
Prepared by:	Dereje Tafesse, Capital Works Engineer, Ext. 2034 Robert Slater, Senior Construction Buyer, Ext. 3189

### PURPOSE

To obtain approval to award the contract for the detail design, contract administration and construction inspection of 6 locations; Alden Road, Kennedy Road, Victoria Park (East and West side), Woodbine Avenue and Steeles Avenue for street illumination.

### RECOMMENDATION

Recommended Supplier	Morrison Hershfield Limited (Lowest Priced Supplier)	
Current Budget Available	\$ 130,000.00	083-5350-10052-005 Illumination Requests -Budget allocated for external consultant
Cost of award	\$ 61,564.80	(Inclusive of HST)
	\$ 6,050.00	Contingency @ 10%
	\$ 67,614.80	Total award
	\$ 5,071.11	Internal department management fee @ 7.5%
	\$ 72,685.91	Total project cost
Budget Remaining after this award	\$ 57,314.09	*

\*The remaining balance will be utilized for design and contract administration services for other locations as outlined in the five year illumination program approved by Council in May 2010 and as budgeted for within the account.

### BACKGROUND

As part of the Engineering Department's 5 year Capital Town Wide Illumination Program, the Town has requested quotations from Consultants for the detail illumination design, contract administration and construction inspection of 6 specific locations throughout Markham.

It is expected that the detail design will commence in February 2011 and completed in May 2011. Tender for the installation of illumination is scheduled in June 2011 and construction in July 2011.

### BID INFORMATION:

Advertised	By Invitation
Bid closed on	January 07, 2011
Number picking up document	6
Number responding to bid	5

### PRICE SUMMARY:

Suppliers	Prices (Inclusive of HST)
<b>Morrison Hershfield Limited</b>	<b>\$ 61,564.80</b>
Moon-Matz Limited	\$ 73,959.17
MMM Group Limited	\$ 122,112.00
Aecom Canada Ltd.	\$ 133,152.96
Goel Group Limited	\$ 146,839.68



## STAFF AWARD REPORT

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To:	Jim Baird, Commissioner, Development Services
Re:	277-Q-10 Architectural consulting services for Fairtree Community Park Washroom Bldg. and Park Pavilion
Date:	January 05, 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 Architectural consulting services for the Fairtree Community Park Washroom Bldg. and Park Pavilion.

### RECOMMENDATION

Recommended Supplier	Natale and Scott Architects (lowest priced supplier)	
Original Budget and Account #	\$ 70,850.00	081-5350-7628-005 Villages of Fairtree Wash (2007) Budget Allocated for this Item (Inclusive of internal fee)
Less cost of award	\$ 65,472.38	Total award (Inclusive of HST )
	\$ 5,892.51	Internal Project management fee 9%
	\$ 71,364.89	Total Cost of award
Budget Remaining after this award	(\$ 514.89)	*

\*The shortfall in the amount of \$514.89 is due to HST implications which were not calculated and/or estimated in the budget submission in the 2007 funding request. The shortfall will be absorbed through the construction portion of this project with a remaining balance of \$700,554.11 in account 081-5350-7628-005 after award of this contract.

### BACKGROUND

The Villages of Fairtree Community Park, which includes the Town's first public cricket facility, is located northeast of Markham Rd. and Steeles Ave. The architectural consultant will design and provide construction administration services for a park washroom building and pavilion. Selected sub-consultants required for this project, such as mechanical, electrical, structural and civil are included in the base fee as well as allowances for surveying and other sub-consultants.

This facility shall include a public washroom, storage and mechanical room of about 700 square feet and an outdoor patio with shade structure of about 1500 square feet. The washroom building will be serviced with electrical, water, storm and sanitary sewer connections and will be designed for seasonal use. It is anticipated that the construction of this project will begin in September 2011 and be finished by June 2012.

### BID INFORMATION

Advertised	By invitation
Bids closed on	December 21, 2010
Number of bidders invited	10
Number responding to bid	06 *

\*Two of the bidders that were invited and did not submit a bid advised that they did not bid due to present work load.

### PRICE SUMMARY

Suppliers	Total
Natale and Scott Architects	\$ 65,472.38
VanElsander Carter Architects Incorporated	\$ 67,466.88
ATA Architect Inc.	\$ 67,538.11
Petroff Partnership Architects	\$ 68,026.56
Sedarc Inc. Architects	\$ 87,513.60
WK Lim Architect Inc.	\$ 101,758.07