



Report to: General Committee

Date of Meeting: November 20, 2006

SUBJECT: Staff Awarded Contracts for the Month of October 2006
PREPARED BY: Ivy Ho, Purchasing Supervisor, Ext. 3190

RECOMMENDATION:

THAT the report entitled "Staff Awarded Contracts for the Month of October 2006" be received.

EXECUTIVE SUMMARY:

Council at its meeting of November 30, 2004 approved By-Law 2004-341, A By-Law Establishing Procurement, Service and Disposal Regulations and Policies. The By-Law delegates authority to staff to award contracts up to a value of \$350,000.00. It also stipulates that a monthly information report be submitted by the Treasurer to the General Committee for all contracts awarded by staff from \$50,000.00 to \$350,000.00.

PURPOSE:


To inform Council of contracts awarded by staff for the month of October 2006 as per Purchasing By-Law 2004-341 as listed in Tables "A" and "B".

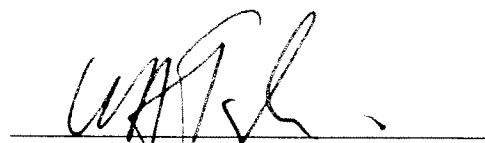
Table "A"

Qty.	Award Details	Description
2	Preferred Supplier	<ul style="list-style-type: none">• 207-S-06 National Research Council (NRC) Project• 162-S-06 Continuous Safety Agreement
4	Lowest priced bidder	<ul style="list-style-type: none">• 125-T-06 Supply and Delivery of Photocopy Paper, York Public Buyers Co-Operative• 133-T-06 CCTV Inspection of Sanitary and Storm Sewer Mains• 155-T-06 Supply and Delivery of Trees for Fall 2006• 171-Q-06 Supply and Delivery of Pool Chemicals
1	Second Lowest Priced Bidder	<ul style="list-style-type: none">• 148-Q-06 Purchase of One (1) 4 X 4 Tractor Loader
2	Contract Extensions	<ul style="list-style-type: none">• See Table "B"
9	Total	

ATTACHMENT: Copies of the award reports as listed in Tables "A" and "B".

RECOMMENDED BY:


Barb Cribbett, Treasurer


Andy Taylor,
Commissioner of Corporate Services



STAFF AWARD REPORT

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To:	John Livey, Chief Administrative Officer
Re:	207-S-06 National Research Council (NRC) Project
Date:	October 23, 2006
Prepared by:	Stephen Chait, Director of Economic Development Department Ivy Ho, Purchasing Supervisor

RECOMMENDATION

Recommended Supplier	CG Management & Communications (Preferred Supplier)	
Original Budget and Account #	\$500,000.00	840 841 7849 Contingency Expense Budget
Current Budget Available	\$321,759.23	
Less cost of award	\$105,000.00	Inclusive of Disbursement, Exclusive of GST
Budget Remaining after this award	\$216,759.23	

Remaining balance to be applied to contingency expenses for other projects as required.

Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (1) which states "When any of the following conditions apply, the Treasurer and the Manager of Purchasing may, in consultation with the appropriate Director, negotiate a contract for the supply of goods and services without a competitive process, which shall be submitted to the Chief Administrative Officer for approval...(c) when the extension of an existing contract would prove more cost-effective or beneficial."

PURPOSE

To obtain approval to extend the contract with CG Management & Communications for consulting services for the NRC project until December 31, 2007.

BACKGROUND

CG Management & Communications has been providing consulting services for the NRC project since July 2005. Based on CG Management & Communications' expertise and experience in the previous work, it is cost effective and beneficial to the Town to extend the contract with this company.

FINANCIAL CONSIDERATION

A capital project in the amount of \$75,000 has been included in the 2007 Capital Budget for Council consideration. If approved, the 2007 expenses will be charged to the project, otherwise the Contingency Expense Budget will be used.



STAFF AWARD REPORT

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To:	John Livey, Chief Administrative Officer
Re:	162-S-06 Continuous Safety Agreement
Date:	September 05 th 2006
Prepared by:	Gil Verbeek, Management Coordinator, Asset Management Amit Sobti, Senior Buyer, Purchasing

RECOMMENDATION

Recommended Supplier	Electrical Safety Authority (Preferred Supplier)	
Original Budget and Account #	\$ 45,554.00	750 750 5314 Service Agreements – Facility Management
Current Budget Available	\$ 45,554.00	Pending 2007 Budget Approval
	\$ 45,554.00	Pending 2008 Budget Approval
	\$ 45,554.00	Pending 2009 Budget Approval
	\$136,662.00	
Less cost of award	\$ 45,545.44	2007- Exclusive of GST
	\$ 45,545.44	2008- Exclusive of GST
	\$ 45,545.44	2009- Exclusive of GST
	\$136,636.32	(Total Cost of Award)
Budget Remaining after this award	\$ 25.68	

The remaining account balance will be closed after every fiscal year.

Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (1) which states "When any of the following conditions apply, the Treasurer and the Manager of Purchasing may, in consultation with the appropriate Director, negotiate a contract for the supply of goods and services without a competitive process, which shall be submitted to the Chief Administrative Officer for approval...(b) where there is only one source of supply for the goods to be purchased;

PURPOSE

To obtain approval to award the contract for continuous safety service agreement to Electrical Safety Authority (ESA) for three (3) years (2007, 2008 & 2009).

BACKGROUND

Contract 048-S-05 Continuous Safety Service Agreement (CSSA) was awarded to Electrical Safety Authority (ESA) in the amount of \$29,293.57 exclusive of GST on February 10th, 2005 for one year (2005). This contract was extended for the 2006 term with a 3% increase. The present contract would reflect a further 3% increase for the first year (2007) only. The 2007 rate reflects an additional 49 park sites included in the contract.

DISCUSSION

ESA is the designated authority to enforce Ontario Regulation 89/99. ESA is responsible for electrical safety in the province of Ontario including the administration and enforcement of the Electricity Act, 1998, C. 15 and the Ontario Electrical Safety Code, Ontario Regulation 164/99 as amended 10/02 (the "OESC").

Rule 2-006 of the OESC provides for periodic inspection of the electrical installations in prescribed circumstances. ESA offers periodic inspection services through a program known as Continuous Safety Services which assists the Town to ensure due diligence concerning risk management and quality control in compliance with the Electrical Safety Code.

The current contract has 57 sites that ESA inspects. This allows for routine electrical work to proceed without incident and an annual inspection is done to review all work performed at these sites. An additional 49 Park sites will be added to the new three (3) year contract. Without this agreement, the Town's obligation by law is to submit an application for the inspection of any electrical work, including:

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

The Continuous Safety Service Agreement offers a cost effective solution to individual inspections. Furthermore, the contract offers staff training in electrical risk management and access to electrical expertise.

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

To:	John Livey, Chief Administrative Officer
Re:	125-T-06 Supply and Delivery of Photocopy Paper, York Public Buyers' Co-Operative
Date:	October 11, 2006
Prepared by:	Ivy Ho, Purchasing Supervisor

RECOMMENDATION

Recommended Supplier	Buntin Reid, Div. of Domtar Inc.	
Original 2006 Budget & Account #	As approved	User Departments' Annual Office Supplies Operating Account # 4002
Current Budget Available	As approved	
Less estimated cost of award	\$ 30,000 <u>\$ 30,000</u> \$ 60,000 \$ 30,000 <u>\$ 30,000</u> \$ 60,000 \$ 30,000 <u>\$ 30,000</u> \$ 60,000 <u>\$ 180,000</u>	1 st Term – November 1, 2006 to April 30, 2007 2 nd Term – May 1, 2007 to October 31, 2007 <u>Year 1 Estimated Total</u> 3 rd Term – November 1, 2007 to April 30, 2008 4 th Term – May 1, 2008 to October 31, 2008 <u>Year 2 Estimated Total</u> 5 th Term – November 1, 2008 to April 31, 2009 6 th Term – May 1, 2009 to October 31, 2009 <u>Year 3 Estimated Total</u> Estimated 3 Year Total, Exclusive of GST

PURPOSE

To obtain approval to award the contract for the supply and delivery of photocopy paper for an initial term of 6 months with optional five (5) six (6) month terms renewable based on mutual agreement.

BACKGROUND

The current contract with Spicers, a Division of PaperlinX Canada Limited, formerly Cascades Canada will expire on October 31, 2006. The Region of York, on behalf of the York Region Public Buyers Co-Operative, issued a tender for the Supply and Delivery of Photocopy Paper Tender.

The other participating agencies were:

- City of Vaughan
- CCAC (Community Care Access Centres) of York Region
- Regional Municipality of York
- Town of Aurora
- Town of Newmarket
- Town of Richmond Hill
- Town of Whitchurch-Stouffville
- York Catholic District School Board
- York Region District School Board

BID INFORMATION

Advertised	Electronic Tendering Network and Toronto Star
Bids closed on	August 29 th , 2006
Number picking up bid documents	5
Number responding to bid	3

Two bids were disqualified for failing to comply with tender requirements.

.../2

Supply and Delivery of Photocopy Paper, York Public Buyers' Co-Operative

The bid was a two part tender for the same 22 types of paper in each part. Part A is for Recycled Paper and Part B is for Virgin Paper. In accordance with the Town's Green Procurement Policy, staff recommends the award of Recycled Paper.

It should be noted that of the 22 types of paper tendered, historical data indicates that the Town utilizes 8 types. A comparison of the new itemized pricing on Recycled Paper with the current pricing reflects a minimal price increase, which is less than .01%.

PRICE SUMMARY

Supplier	Recycled Paper	Virgin Paper
Buntin Reid	\$469,983.06	\$559,620.82

Prices are based on the estimated 6 month total of all participating Co-Op members, exclusive of GST. Should there be any mill initiated increases, the maximum increase for any subsequent six (6) month period will be capped at 6% regardless of the actual mill announced increase. Buntin Reid has offered a payment discount of 2% if invoices are paid within the following 15 days after invoicing.



STAFF AWARD REPORT

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To:	John Livey, Chief Administrative Officer
Re:	133-T-06 CCTV Inspection of Sanitary and Storm Sewer Mains
Date:	August 31 st , 2006
Prepared by:	Rob Flindall, Manager, Operations and Management Amit Sobti, Senior Buyer, Purchasing

RECOMMENDATION

Recommended Supplier		SARP Toronto Inc. (Lowest Priced Supplier)	
Original Budget and Account #	\$ 100,000.97	760 551 5300	Waterworks, Camera Insp. - Mainline
	\$ 1,783,500.00	050 6150 7194 005	EREP Rain Storm Damage
	\$ 1,883,500.97		
Current Budget Available	\$ 100,000.97	760 551 5300	Waterworks, Camera Insp. - Mainline
	\$ 1,474,539.45	050 6150 7194 005	EREP Rain Storm Damage
	\$ 1,574,540.42		
Less cost of award	\$ 200,000.00		
Budget Remaining after this award	\$ 1,374,540.42		

The remaining balance will be applied to various other Roads and Waterworks projects.

PURPOSE

To obtain approval to award the contract for CCTV inspection of sanitary and storm sewer mains from September 2006 to December 31, 2006.

BACKGROUND

The CCTV inspection program helps to develop a sanitary and storm sewer mains inventory including size, type, age and condition of the system. This information enables Waterworks and Operations (Roads) to prepare accurate maps of the system and to identify defects in the system so that short term Management requirements can be identified and long term repairs and rehabilitation programs can be planned. The award of this contract will assist Waterworks and Operations in maintaining their level of service.

The bids for this Tender came in lower than anticipated, and therefore, a higher volume of inspection was awarded.

BID INFORMATION

Advertised	ETN
Bids closed on	August 09 th , 2006
Number picking up bid documents	7
Number responding to bid	2

PRICE SUMMARY

Supplier	Unit Price per metre inspected Excl. GST	Tendered Price, Exclusive of GST Based on 100,000 metres total length
Sarp Toronto Inc.	\$1.12/metre	\$112,000.00
Capital Commercial Pipe Services Inc.	\$1.55/metre	\$155,000.00

**STAFF AWARD REPORT**

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To:	Jim Sales, Commissioner, Community & Fire Services
Re:	155-T-06 Supply and Delivery of Trees for Fall 2006
Date:	September 19, 2006
Prepared by:	Jeffrey McMann, Supervisor, Forestry Amit Sobti, Senior Buyer, Purchasing

RECOMMENDATION

Recommended Supplier(s)	\$43,896.60 \$16,870.68 \$14,752.80 \$ 372.60 \$75,892.68	Macuto Nurseries Braun Nurseries Sheridan Nurseries V. Kraus Nurseries (Lowest priced bidders)
Original Budget and Account #	\$224,020.00	Various accounts (see Financial Attachment below)
Current Budget Available	\$158,492.53	
Less cost of award	\$ 75,892.68	Inclusive of PST, exclusive of GST
Budget Remaining after this award	\$ 82,599.85	

*The remaining balance will be used for Tree Planting and Removal.

PURPOSE

To obtain approval to award the contract for purchase of trees for Fall 2006.

BACKGROUND

This tender is for the supply and delivery of 515 trees for planting to begin in October 2006.

BID INFORMATION

Advertised	Electronic Tendering Network
Bids closed on	September 01 st 2006
Number picking up bid documents	6
Number responding to bid	5

DETAILED PRICING INFORMATION

The Tender was released for 29 different types of Trees. After analyzing all bids received, the contract is being jointly awarded to the lowest priced bidders who met the required specifications as follows:

- Macuto Nurseries (lowest priced bidder on 15 types of trees)
- Braun Nurseries (lowest priced bidder on 9 types of trees)
- Sheridan Nurseries (lowest priced bidder on 4 types of trees)
- V. Kraus Nurseries (lowest priced bidder on 1 types of tree)

**STAFF AWARD REPORT**

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To:	Jim Sales, Commissioner of Fire and Community Services
Re:	171-Q-06 Supply and Delivery of Pool Chemicals
Date:	October 20, 2006
Prepared by:	Glen Taylor, Manager of Operations, Recreation Ivy Ho, Purchasing Supervisor

RECOMMENDATION

Recommended Supplier	General Filtration (Lowest Priced Supplier)	
Original 2007 Budget and Account #		504 911 4211 Angus Glen Pool 503 911 4211 Centennial Pool 502 911 4211 Milliken Mills Pool 503 912 4211 Morgan Pool 503 913 4211 Rouge River Pool 500 199 4211 Thornhill Pool \$101,082
2007 Budget Available	\$101,082	Subject to Budget Approval by Council
Less estimated cost of award	\$ 32,636 \$ 32,636 <u>\$ 32,636</u> \$ 97,908	Year 1, January 1, 2007 to December 31, 2007 Year 2, January 1, 2008 to December 31, 2008 Year 3, January 1, 2009 to December 31, 2009 Total Subject to Annual Budget Approval by Council
Budget remaining after 2007 award	\$ 68,446	

The remaining balance will be applied to additional pool chemicals requirements such as CO², Bulk Liquid Chlorine and test reagents as required.

PURPOSE

To obtain approval to award the contract for the supply and delivery of pool chemicals for various Town pools for a term of three years commencing January 1, 2007.

BID INFORMATION

Advertised	Electronic Tendering Network
Bids closed on	October 16, 2006
Number picking up bid documents	4
Number responding to bid	3

PRICE SUMMARY

Supplier	Annual Price, Inclusive of PST and Exclusive of GST
General Filtration	\$32,636
Water & Ice North America Inc.	\$37,136
Acapulco Pools Limited	\$39,090

Compared to the previous (2003) contract price, there is minimal increase which is less than 0.01%.



STAFF AWARD REPORT

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To:	Jim Sales, Commissioner, Community & Fire Services
Re:	148-Q-06 Purchase of One (1) 4 X 4 Tractor Loader
Date:	September 18 th , 2006
Prepared by:	Laurie Canning, Manager, Fleet Amit Sobti, Senior Buyer, Purchasing

RECOMMENDATION

Recommended Supplier	B. E Larkin Equipment Ltd. (Second Lowest Priced Supplier)	
Original Budget and Account #	\$2,523,300.00	057 6150 7112 005 EREP Corp Fleet Replacem't Prg
Current Budget Available	\$ 810,693.00	
Less cost of award	\$ 73,403.28	Inclusive of PST, exclusive of GST
Budget Remaining after this award	\$ 737,289.72	

* The remaining balance will be applied to various other Fleet Projects.

**Prices are inclusive of PST and exclusive of GST.

***\$15,120.00 Trade-in amount to be deposited into Proceeds Sales of other FA (890 890 9305).

**** The \$73,403.28 purchase price of the Tractor Loader is within the \$80,900 budget allocated for this line item.

PURPOSE

To obtain approval to award the purchase of one (1) 4X4 tractor loader.

BACKGROUND

This unit replaces unit #3458 as identified in the 2006 Corporate Fleet Replacement program. The Quotation included a trade-in for a 1989 Massey Ferguson Model 50E 4X4 tractor loader.

BID INFORMATION

Advertised	ETN
Bids closed on	August 23, 2006
Number picking up bid documents	7
Number responding to bid	4

DETAILED PRICING INFORMATION

Bidder	Bid Amount	Trade-In	Price
Hutchinson Farm Supply Inc	\$52,851.96	\$10,800.00	\$42,051.96
B. E Larkin Equipment	\$73,403.28	\$15,120.00	\$58,283.28
Strongco Equipment	\$67,892.04	\$9,450.00	\$58,442.04
Wajax Industries	\$71,280.00	\$5,400.00	\$65,880.00

* Prices are inclusive of PST.

DISCUSSION

The Lowest bidder for this Quotation, Hutchinson Farm Supply Inc, did not meet the required specifications in the following areas:

- Lower Lifting Capacity than specified in the bid document.
- Front and rear axles are not as per specifications.
- Hydraulic pump flow rating is lower than specified.

The unit bid is an agricultural style tractor with loader. It is not an industrial model as has been purchased in the past such as Case Model 570MXT.

The industrial models are much better suited to the daily requirements of a municipal operation with overall lower Management and repair costs for the life of the unit.



Table "B" – Contract Extensions as Authorized per Original Award

PROJECT #	DESCRIPTION	SUPPLIER	ORIGINAL AWARD TERM	EXTENDED TERM	EXTENDED AMOUNT	% PRICE INCREASE
1	161-Q-04 Townwide, Supply & delivery of lubricants	Shell Canada	Nov 1/05 to Oct 31/06	Nov 1/06 to Oct 31/07	\$17,973.88	13%
2	014-R-04 Automatic Teller Machines at Thornhill CC; Centennial CC; Milliken Mills CC; Angus Glen CC	Inkas Finance Corp.	Nov 1/04 to Oct 31/06	Nov 1/06 to Oct 31/07	The extension represents a negative budget impact in the upset limit of \$7,200 per year for 2007, 2008 and 2009	The commission receivable is eliminated due to insufficient transactions as projected