



Report to: General Committee

Report Date: February 3, 2014

SUBJECT: Staff Awarded Contracts for the Month of January 2014
PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

1. THAT the report entitled "Staff Awarded Contracts for the Month of January 2014" be received;
2. And that Staff be authorized and directed to do all things necessary to give effect to this resolution

PURPOSE:

To inform Council of Staff Awarded Contracts >\$50,000 for the month of January 2014 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.

Chief Administrative Officer

Award Details	Description
Preferred Supplier	• 239-S-13 Supply and Delivery of Heavy Equipment Training
Highest Ranked/Lowest Priced Supplier	• 178-R-13 Firefighter Recruitment Processing Services

Community & Fire Services

Award Details	Description
Lowest Priced Supplier	<ul style="list-style-type: none"> • 258-Q-13 Window Cleaning Service • 301-T-13 Citywide Building Mechanical and HVAC Systems Maintenance • 318-T-13 Replacement Irrigation Pumps, Markham Green Golf Course. • 325-S-13 'Emergency Consultant Services to undertake a watercourse assessment due to the ice storm of December 22, 2013" (Phase 1 of 2)
Highest Ranked / Lowest Priced Supplier	<ul style="list-style-type: none"> • 284-R-13 Consulting Engineering Services for Underground Streetlight Cable Condition Inspection (2014) • 283-R-13 Consulting Engineering Services for Streetlight Pole Condition Inspection Program (2014) • 290-R-13 Consulting Engineering Services for 2014 Culvert Rehabilitation Works – Stage 1
Preferred Supplier	<ul style="list-style-type: none"> • 289-T-10 Short Term Rental of Vehicles – 2014 Contract Extension
Sole Bidder	<ul style="list-style-type: none"> • 310-Q-13 Civic Centre Security Upgrades • 209 -T-13 Supply and Install Aquatic Timing System & Score Board at Cornell CC Pool

Development Services

Award Details	Description
Highest Ranked Supplier	<ul style="list-style-type: none"> • 244-R-13 Development of a Conceptual Master Plan for the Future Urban Area in North Markham
Highest Ranked / Lowest Priced Supplier	<ul style="list-style-type: none"> • 208-R-13 Detailed Design of the 2014 Multi-Use Pathway/Sidewalk Program • 029-R-13 Consulting services to undertake an Environmental Assessment and Detailed Design for Church Street from 9th Line to Bur Oak Avenue

20/02/2014

X

Joel Lustig
Treasurer

18/02/2014

X

Trinela Cane
Commissioner, Corporate Services



STAFF AWARD REPORT

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To:	Andy Taylor, Chief Administrative Officer
Re:	239-S-13 Supply and Delivery of Heavy Equipment Training
Date:	December 2, 2013
Prepared by:	Nancy Myles, Senior Health & Safety Specialist, ext. 3440 Rosemarie Patano, Senior Buyer, ext.2990

PURPOSE

To obtain approval to award the contract for the supply and delivery of heavy equipment training (including “high-risk” tasks such as work at heights training and mobile and grounds maintenance equipment), for a term of three (3) years at the same 2009 itemized pricing.

RECOMMENDATION

Recommended Supplier	Fork Truck Training Limited (Preferred Supplier)	
Current Budget Available	\$ 60,000.00	200-204-5270 Health and Safety Training
Less Cost of Award	\$ 50,000.00	Year 1 – Jan – Dec 2014
	\$ 50,000.00	Year 2 – Jan – Dec 2015
	<u>\$ 50,000.00</u>	Year 3 – Jan – Dec 2016
	\$ 150,000.00	Total Cost of Award (Incl. of HST)
Budget Remaining after this award	\$ 10,000.00	**

* Subject to Council approval of the 2014 – 2016 operating budgets.

** The remaining funds of \$10,000 will be for other health and safety training which is budgeted in this account.

Staff recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1(g) which states “Where it is in the City’s best interest not to solicit a competitive bid.”

BACKGROUND

In recent years, regulators have raised workplace health and safety standards, increasing legal requirements relating to the employer’s responsibility to ensure competence of equipment operators and safe performance of work by all employees. As of January 1, 2014, Ontario employers will be required to ensure that all workers and supervisors in all Ontario workplaces covered by the Occupational Health and Safety Act receive mandatory health and safety awareness training. On April 1, 2012, Bill 160 transferred responsibility for prevention of workplace injuries and illnesses from the Workplace Safety and Insurance Board to the Ministry of Labour (MOL), under the oversight of a new Chief Prevention Officer. One of the first new prevention initiatives announced by the MOL is a more stringent training requirement.

Since 2009, the City has utilized the services of Fork Truck Training Ltd. (FTT) for training operators on various types of powered equipment. This consulting company specializes in helping companies ensure full equipment training in compliance with government legislation. FTT operator training is conducted at the City’s designated facility or site, using City equipment within our own working environment. All FTT training is in full compliance with OHSA, Regulation 851, Sections 1a.b.c. & 25 1h and CSA B-335-04 and meets or exceeds industry best practices.

The City recommendation for award is further supported by the following rationale:

- Value for money: Based on Staff experience and market testing, FTT is considered cost competitive within the industry. They are the only vendor which meets all of the above listed requirements (\$981.75 per day). The Health and Safety Associations (WHSA, IAPA, PSHSA, MHSA); private sector trainers, including equipment manufacturers (Ryder) and specialty training organizations (Safe-Tech training), have quoted costs ranging from \$1,250 to \$1,500 per day, for standard training services. Their costs exclude any value add listed components.

BACKGROUND (Continued)

- **Instructor Qualification:** In accordance with Bill 160 the employer is responsible to confirm that instructors are qualified. This has been completed for FTT. All instructors meet Ministry of Labour instructor requirements. Several of the FTT instructors, including the General Manager, sit on various CSA committees for the development of safety standards that apply to this equipment.
- **Consistency and Continuity:** One critical aspect of ensuring ongoing legislative compliance is data management. This includes managing records of training and flagging re-certification requirements. The City of Markham employs over 2600 employees (full time, part time and seasonal); therefore, data management is a considerable challenge. In order to ensure ongoing compliance, It is recommended that a single vendor be awarded “high-risk” task training contracts (such as work at heights training and all mobile and grounds maintenance equipment), for as long as possible.
- **Detailed Practical Evaluation Sheets:** Not all vendors provide practical evaluation sheets or “in-class” tests. FTT provides both. The practical evaluation sheets are of particular importance as it indicates the errors that operators made and hence re-instruction requirements. During practical evaluations, FTT also provides specific reinstruction for errors (that could lead to accidents but do not meet the requirement to fail the candidate) and provides acknowledgement by the participant on this document of these errors and the corrective action required. The detail on this documentation is a very important consideration when awarding a training contract for high risk task training.
- **Value Added Services:**

Data Management in accordance with City system: Electronic training records are provided in a format that supports merging of this information with the City data base resulting in efficient in-house record retention and information retrieval.

Timely Training Compliance Reports: Reports including notification of pending certification expirations for all departments are provided monthly.

Customized training content to meet business unit requirements: The vendor has provided training to various City departments for the last four years. As a result of this experience they are able to provide training programs that are customized to the department’s needs.

Certificates of training exist on one wallet card per operator: One wallet card indicates all of the equipment that the employee is authorized to operate. This is important as it is the Ministry of Labour’s expectation that any operator of dangerous equipment will carry a certificate of training (wallet card) with them while they are operating this equipment.

Supervisor questions answered by experts: The vendor provides email and phone access to their in-house experts who answer practical safety questions relating to the operation of this equipment.

Provision of the (above) value added services is not typically available from other similar vendors; where it is provided, it is a significant cost trigger.

This award (\$50,000) is the maximum potential annual contract amount to be awarded to this vendor; the actual annual amount awarded to this vendor may be less if there are fewer training hours required.

Once committed to this Vendor, the City would have the opportunity to commence a competitive process in the future. However, in order to protect the City’s risk in the event of a critical injury, Staff recommend not opening this service to a “public tender”, but rather treating it as an evaluation process or by invitation only. All potential vendors would have to be carefully vetted before they are approved. Also, if the City were to switch vendors, Staff must pre-plan a careful transfer of information process to ensure our program remains intact.



STAFF AWARD REPORT

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To:	Brenda Librecz, Commissioner Community & Fire Services
Re:	178-R-13 Firefighter Recruitment Processing Services
Date:	January 09, 2014
Prepared by:	Mona Nazif, Manager, HR – Client Services, Ext. 2484 Rosemarie Patano, Senior Construction Buyer, Ext. 2990

PURPOSE

To approve the award for consulting services for firefighter recruitment process.

RECOMMENDATION

Recommended Supplier	HirePower Inc. (Highest ranked and lowest priced supplier)	
Cost of award	\$ 52,915.20	Total award (Inclusive of HST) *

* Funding for the consulting services as they relate to the 2014 firefighter recruitment campaign will be recovered from application fees. Staff estimates 1,250 – 1,500 applications, resulting in application revenues of approximately \$156,250.00 - \$187,500.00. Any surplus will be used for firefighter recruitment outreach activities during 2014 and the remaining balance, if any, will be incorporated into the 2014 year end operating results.

NOTE: Rather than a cost per hire approach, the City will utilize a total project cost approach based on two recruitment phases. The first phase will result in (10 to 15 qualified probationary firefighter hires and the second phase will result in 16 to 30 probationary firefighter hires for a total of 26 to 45 hires). Regardless of the number of successful recruits, the City will pay the successful bidder a flat rate (firm and fixed) for the processing services of the firefighter recruitment campaign.

PAYMENT SCHEDULE: 30% upon start; 40% after successful hiring of first round of applicants; 30% after successful hiring of second round of applicants.

BACKGROUND

The recruitment campaign for probationary firefighters is a multi-step process which is rigorous, administrative and resource intensive. The entire process typically takes about 6 months from start to finish and involves the following tasks:

- Processing of approximately 1,250- 1,500 application fees
- Detailed screening of approximately 1,250 - 1,500 applications
- Arranging written aptitude tests for all applicants
- Uploading scores for screening and written aptitude tests
- Arranging for, and conducting, approximately 300 first interviews and 150 second interviews
- Arranging for physical fitness tests, medical tests and reference checks
- Ongoing communication and updating of applicants through a web portal, social media and other means

As a result of the resource intensity and the repetitive nature of the work involved in a firefighter recruitment drive, the Human Resources Department has opted to outsource specific components of the firefighter recruitment drive.

BID INFORMATION

Advertised	ETN
Bids closed on	November 19, 2013
Number picking up bid documents	7
Number responding to bid	5

PROPOSAL EVALUATION

The Evaluation Team was comprised of staff from Human Resources and Fire and Emergency Services team with purchasing staff acting as the facilitator. The evaluation was evaluated based on pre-established evaluation criteria as outlined in the Request for Quotation: 20 points, Relevant Experience and Expertise of the Firm and Team; 20 points, Qualifications of the Lead Consultant/Project Manager and Project Team; 30 points, Project Delivery and Management, and 30 points for price, totaling 100 points.

Suppliers	Total Score	Rank
HirePower Inc.	83.25	1
Drake International Inc.	58.70	2
Adecco Employment Services	55.20	3
Firefighter Recruitment Services of Canada-FRSC	52.54	4
Randstad Source Right*	Disqualified	

*Supplier bid is rejected / disqualified as non-compliant, for not meeting the MANDATORY requirement as outlined via the RFP document.

Bid prices ranged from \$52,915.20 to \$179,276.69 inclusive of HST, respectively.

HirePower Inc. demonstrated to the City's satisfaction that they have the experience, technology, staff and capability to undertake this project. They have a strong understanding of the project related requirements, such as timelines, online payments and evaluation methodology. The lead consultant has carried out all major projects as lead consultant at HirePower Inc. and also has experience in mass recruitment campaigns within both the private and public sectors.

To ensure the highest ranked bidder understood our requirements, Staff invited HirePower Inc. to a Presentation Assessment as allowed for in the bid document. The interview panel was comprised of Staff from the HR department and Markham Fire Emergency Services (MFES), with Purchasing Staff acting as the facilitator. The interview was evaluated.

Staff is recommending the highest ranked, lowest priced bidder, HirePower Inc. for the Firefighter recruitment campaign. Their proposal satisfied the project requirements.

Furthermore, in comparison with our last contract (086-Q-11) for the 2011 firefighter recruitment campaign, the cost has increased by 13% which can be attributed to either or both of the following:

- The 2014 firefighter recruitment campaign will involve two rounds of recruiting (versus one round in 2011) thereby requiring more vendor time
- The 2014 firefighter recruitment campaign will result in a potentially higher number of new hires (26 - 45) versus 26 in 2011, thus requiring more processing and testing activities
- The projected number of 2014 applications ranges from 1,250 to 1,500, potentially higher than the 1,250 projected at the time of the award for 2011 (the actual in 2011 was 1,627)

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

To:	Phoebe Fu, Director, Asset Management; Moe Hosseini-Ara, Acting Director, Culture Larry Pogue, Director, Administration Library ; Bob Nicolson, Acting Director, Operations
Re:	258-Q-13 Window Cleaning Service
Date:	December 23, 2013
Prepared by:	Brian Millar, Civic Centre Co-ordinator, ext 6190 Patti Malone, Senior Buyer, ext. 2239

PURPOSE

To obtain approval to award the contract for the window cleaning service at the Civic Centre, 8100 Warden, Markham Village Library, Thornhill Village Library, Unionville Library, Mount Joy Building, Collection Building and 555 Miller Avenue for a three year period at a firm fixed price.

RECOMMENDATION

Recommended Supplier (s)	Sparkle Window Cleaning Ltd. (Lowest Priced Supplier)	
Current Budget Available	\$ 463,185.00 (a)	See Financial Considerations
Less cost of award	\$ 24,091.68(b)	2014 Inclusive of HST*
	\$ 24,091.68	2015 Inclusive of HST*
	\$ 24,091.68	2016 Inclusive of HST*
	\$ 72,275.04	Total award Inclusive of HST*
Budget Remaining after this award	\$ 439,093.32(c)	**

*The cost of the award will be funded from the operating budget of each respective year subject to Council approval of the 2014, 2015 and 2016 Operating budgets.

** Remaining budget (a-b = c) to be used for other janitorial/cleaning and building maintenance items as budgeted for in the 2014 Operating budget.

BACKGROUND

Window cleaning services have been contracted out on an ongoing basis since 1991 at the Civic Centre and since 2009 at 8100 Warden Ave. The cleaning includes all interior and exterior glass including partitions, flashing, frames, entrances and skylights. The contractor is required to use all the necessary safety equipment. A safety harness and bosun chair, plus a lift is to be supplied by the contractor for the higher areas.

BID INFORMATION

Advertised	ETN
Bids closed on	November 5, 2013
Number picking up bid documents	12
Number responding to bid	7

PRICING SUMMARY

Suppliers	Asset Management	Operations	Library	Culture	Total
Sparkle Window Cleaning Ltd.	\$21,303.46	\$895.49	\$1,567.10	\$325.63	\$24,091.68
Arsenal Cleaning Services Ltd.	\$26,367.03	\$1,017.60	\$4,823.42	\$1,933.44	\$34,141.49
Bestview Window Cleaning Inc.	\$39,248.83	\$1,221.12	\$4,223.04	\$2,747.52	\$47,440.51
Royal Building Cleaning Ltd.	\$39,889.92	\$1,526.40	\$6,532.99	\$3,052.80	\$51,002.11
Magnus Ltd.	\$40,785.41	\$1,872.38	\$4,843.78	\$4,070.40	\$51,571.97
H. Breiter Window Cleaning Ltd.	\$53,741.49	\$651.26	\$5,891.90	\$2,442.24	\$62,726.89
Arimco Services Inc.	\$74,305.15	\$4,457.09	\$11,122.37	\$5,271.17	\$95,155.78

Note: In comparing the previous 2010 – 2013 contract, the pricing under this contract represents a 20% reduction. Each respective facility will be responsible for their own project management and payment of invoices.

ENVIRONMENTAL CONSIDERATIONS

The window cleaning products used for this contract shall be Eco Logo "Green" certified cleaning solutions. The EcoLogo Program certifies products that compliment "green" cleaning programs and help to "green" the cleaning and janitorial sector. These criteria reflect environmental leadership in the cleaning and janitorial sector, and encourage reduced environmental impacts.

FINANCIAL CONSIDERATIONS

Account Name	Account #	2014 Budget Amount	Amount to Allocate to this project	Budget Remaining
Markham Village Library	998-300-5411	72,000	448	71,552
Thornhill Village Library	998-500-5411	17,544	509	17,035
Unionville Library	998-600-5411	20,860	611	20,249
555 Miller Ave	750-753-5410	59,756	895	58,861
Civic Centre	750-751-5311	198,195	15,859	182,336
8100 Warden	750-757-5311	54,830	5,444	49,386
Museum	520-520-5414	40,000	326	39,674
Totals:		463,185	24,092	439,093

Remaining budget to be used for other janitorial/cleaning and building maintenance items as budgeted for in the 2014 Operating budget.

Note: Staff harmonized the window cleaning contract to include Markham Village Library, Thornhill Library, Unionville Library, Mount Joy Building, Collection Building and 555 Miller Ave. These contracts were done on an as required basis previously and not included in the last quotation issued by the City. By consolidating these additional window cleaning requirements, the City was able to attain a 20% reduction from the previous contractual pricing for the Civic Centre and 8100 Warden Ave.



STAFF AWARD REPORT

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To:	Andy Taylor, Chief Administrative Officer
Re:	301-T-13 Citywide Building Mechanical and HVAC Systems Maintenance
Date:	February 20, 2014
Prepared by:	Sameem Shah, Building Condition Auditor, Ext. 3410 Patti Malone, Senior Buyer, Ext. 2239

PURPOSE

To obtain approval to award a four year contract for Citywide building mechanical and HVAC systems maintenance at the same itemized pricing.

RECOMMENDATION

Recommended Supplier	360 Mechanical Group Ltd. (Lowest Priced Supplier)	
Original Budget and Account #	\$ 355,000.00	Various Operating accounts
Less cost of award	\$ 324,230.78	February 1 – December 31, 2014
	\$ 353,706.31	January 1 - December 31, 2015
	\$ 353,706.31	January 1 – December 31, 2016
	\$ 353,706.31	January 1 – December 31, 2017
	\$ 29,475.53	January 1 – January 31, 2018
	\$ 1,414,825.24	Total award Inclusive of HST*
Budget Remaining after this award	\$ \$30,769.22	**

* The cost of the award will remain fixed from 2014 – 2018 and will be funded from the operating budget of each respective year and is subject to Council approval of the 2014 – 2018 Operating Budgets.

**Remaining budget of \$30,769.22 will be used for a one-month extension of the previous supplier and other facility maintenance items as budgeted for.

Note: Through the savings identified below under the Price Summary section, we are able to absorb the five additional facilities within the current operating budget.

BACKGROUND

This contract has been in place since approximately 1985. Award of this contract will provide full coverage for 29 City facilities. Compared to the previous contract (containing 24 facilities) five more facilities (Angus Glen Tennis Centre, Cornell Community Centre, St. Roberts Soccer Dome, Thornlea Pool/Gym and Works Yard Main Building and Sign Shop) have been included in this new contract.

BID INFORMATION

Advertised	ETN
Bid closed on	December 12 th , 2013
Number picking up document	15
Number responding to bid	4

PRICE SUMMARY (Inclusive of HST)

Suppliers	Price (29 Locations)*	Price (56 locations)**	Total Price
360 Mechanical Group Ltd.	\$222,649.61	\$131,056.70	\$353,706.31
S.I.G. Mechanical Services Limited	\$290,840.26	\$189,528.00	\$480,368.26
Newmarch Technical Systems	\$359,711.42	\$134,059.65	\$493,771.07
Dael Thermal Group Inc.	\$413,164.00	\$149,068.22	\$562,232.22

* The scope of work includes preventive maintenance program, emergency service calls, repairs and part replacements of mechanical equipments of 29 major City facilities. Compared to the previous 2008-2013 contract, the pricing under this section represents a 19% reduction in price.

** The mechanical systems of the remaining 56 City facilities will be maintained on an as required basis, based on a set time and material markup and an estimated amount has also been included in the original budget for such work.

PRICE SUMMARY (Continued)

Compared to the previous 2008-2013 contract, the pricing under this section represents a 17% reduction in price. The as required work for the 56 locations is estimated based on 2012 actual non-preventive maintenance work.

29 Locations

S. No.	Facility Name
1.	Armadale Community Centre
2.	Angus Glen Community Centre and Library
3.	Angus Glen Tennis Centre
4.	Centennial Community Centre
5.	Crosby Memorial Community Centre
6.	Cornell Community Centre
7.	Fire Station #91
8.	Fire Station #92
9.	Fire Station #94
10.	Fire Station #95
11.	Fire Station #96
12.	Fire Station #97
13.	Fire Station #98
14.	Fire Training Centre
15.	Markham Senior Centre
16.	Markham Theatre
17.	Markham Village Community Centre
18.	Milliken Mills Community Centre
19.	Milliken Mills Soccer Dome
20.	Mt. Joy Community Centre
21.	R.J. Clatworthy Arena
22.	St. Roberts Soccer Dome
23.	Thornhill Community Centre
24.	Thornlea Pool/Gym
25.	Rouge River Community Centre
26.	Unionville Library
27.	Works Yard - Main Building and Sign Shop
28.	Old Unionville Library Community Centre
29.	Heintzman House



STAFF AWARD REPORT

To:	Brenda Librecz, Commissioner, Community and Fire Services
Re:	318-T-13 Replacement Irrigation Pumps, Markham Green Golf Course.
Date:	January 24, 2014
Prepared by:	Kevin McGuckin, Project Manager, ext. 3776 Robert Slater, Senior Construction Buyer, ext. 3189

PURPOSE

To obtain approval to award the contract for the replacement of the irrigation pumps at the Markham Green Golf Course.

RECOMMENDATION

Recommended Supplier	Pumptronics Incorporated. (Lowest Priced Supplier)	
Current Budget Available	\$ 101,598.34	083-5350-14155-005 (Markham Green Irrigation System)
Less cost of award	\$ 94,265.38	Cost of Award
	\$ 5,655.92	Contingency
	\$ 99,921.30	Total Project Cost (Inclusive of HST)
Budget Remaining after this award	\$ 1,677.04	*

* The balance remaining of \$1,677.04 will be returned to the original funding source.

BACKGROUND

The present golf course was originally opened in 1950 as the exclusive "Box Grove Golf Club". In 1967, the golf course was sold to IBM and became the "IBM Golf and Country Club". In 1992, the majority of the property was re-zoned for development and the valley portion of the course was conveyed to the City of Markham, and now operates as the "Markham Green Golf Course". The City is upgrading the irrigation system that has been in operation for some considerable time and is in urgent need of replacement and, in order to comply with the MOE requirement that the City reduce the amount of water it draws from the Rouge River.

Phase one was completed in 2010 with the installation of a new well from which to draw water to supply an existing holding pond. This complies with the MOE to meet their regulations with regards to the amount of water that we can draw from the Rouge River.

Phase two was completed in 2013, this included a new pump house and a reconfiguration of the irrigation pipe system to draw water from the existing holding pond on the golf course.

Phase three of the project, in the 2014 Capital (project #14155) was identified in the Lifecycle Reserve Study for replacement in 2014 and is to replace the two existing 50hp pumps that have outlived their useful lives and are in need of replacement. We are replacing these existing pumps with two ROBBOCO 9CLE 40HP Turbine pumps. These pumps also include a computerized control panel from which to program the pumps irrigation volume and schedule.

BID INFORMATION

Advertised	ETN
Bids closed on	January 16, 2014
Number picking up bid documents	35
Number responding to bid	3

DETAILED PRICING INFORMATION

Suppliers	Prices (inclusive of HST)
Pumptronics Incorporated	\$ 94,265.38
Pumps Plus (A division of 1134956 Ontario Inc.)	\$ 105,019.92
Alpeza General Contracting Inc.	\$ 142,158.72

Note: During the installation process the contractor and staff will work closely together on a value engineering process with a view to effecting additional savings estimated to be between \$3,000 and \$6,000.



STAFF AWARD REPORT

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To:	Phoebe Fu, Director of Asset Management
Re:	325-S-13 'Emergency Consultant Services to undertake a watercourse assessment due to the ice storm of December 22, 2013' (Phase 1 of 2)
Date:	January 30, 2014
Prepared by:	Alex Moore, Senior Manager, Purchasing & Accounts Payable

PURPOSE

To obtain approval to award the contract for consultant services (Phase 1 of 2) to undertake a watercourse assessment to identify areas where trees and branches may significantly impede flow conveyance during the spring thaw due to the ice storm of December 22, 2013

RECOMMENDATION

Recommended Supplier	Stantec Consulting Inc. (Lowest priced Supplier)	
Less cost of award	\$ 76,293.54	330-330-5499 Ice Storm related expense (inclusive of HST)
	\$ 2,544.00	TRCA Permit
	\$ 7,629.00	Contingency 10%
	\$ 83,922.54	Total award (Inclusive of HST)
Budget Remaining after this award	(\$ 86,466.54)	*

*The funding requirement will be submitted to the Province for reimbursement considerations.

BACKGROUND

Due to the ice storm of December 22, 2013 and as communicated at General Committee meeting on January 8th, 2014, there is a concern as it relates to tree debris which may have accumulated in watercourse areas such as rivers, creeks and culverts. The consultant will identify where fallen trees and branches may significantly impede flow conveyance during the spring thaw of the snow and ice melt in rivers, creeks and culverts. The urgency and the tight time schedule to complete the work entails subdividing all watercourses into 3 priority categories (Red, Yellow, Green) based on history of flooding, tree density, channel characteristics and sensitive downstream crossings (culverts and bridges). .

Red Area (High priority)

The high priority areas in all watercourses extend for approximately 35 linear km, which include areas that are prone to flooding and wooded areas where the increased potential for debris may exist. The consultant will focus their assessment on these areas immediately to identify areas where work needs to commence asap to prevent any potential flooding in the spring. Depending on the weather conditions, the time allocated for completing assessment of the high priority areas is two (2) weeks.

Yellow Area (Medium Priority)

The medium priority watercourses extend for approximately 17 linear km. Upon completion of the assessment of the high priority area, the consultant will continue their efforts to assess the medium priority area. Depending on the weather conditions, the time allocated for completing assessment of the medium priority areas is two (2) weeks.

Green Areas

The low priority areas in all of the watercourses extend for approximately 20.7 linear km. Depending on the weather conditions, the time allocated for completing assessment of the high priority areas is two (2) weeks.

Additionally, approximately 30 culverts and 3 bridges are located in all priority areas will be assessed as part of this assignment. Even though staff have identified areas into Red, Yellow, Green categories, it's imperative that all watercourses are assessed immediately as a watercourse identified as a green area may turn out to be a high risk area that could cause flooding issues

OPTIONS/DISCUSSIONS

The consultant will deploy 4 crews of 2 people simultaneously and at minimum one water resources technician will be represented in each crew. They will move from downstream to upstream taking photographs and making Geo referenced notes using GPS tablets. The crews will identify and geo reference fallen trees/branches which may have the potential to mobilize and impede flow conveyance through the urban drainage system. The risk will be assigned to each area based on field observations and estimated conveyance disruption.

Upon completion of the assessment of the high priority areas (red areas), the consultant will provide results and cleanup recommendations to the Operation Department for immediate action (cleanup) before snow melt. Depending on weather conditions, availability of resources and obtaining permits from the Toronto Region Conservation (TRCA) and the Ministry of Natural Resources (MNR), it is the goal of this assignment to clean fallen tree branches and debris from the high and possibly medium areas before snow melt in spring 2014. The consultant is planning to mobilize eight (8) field crews to expedite the process as much as possible to achieve the goal of this assignment.

The watercourse assessment will start on Monday February 3rd for a period of approximately 6 weeks and depending on weather conditions will be completed by Mid March 2014.

DELIVERABLES

- Geographic information system (GIS) shape file with location of fallen trees/branches;
- The risk (high, moderate, low) will be assigned to each area based on field observations and estimated conveyance disruption;
- A TRCA "Debris Jam Clearance Protocol" will be completed for each major tree need to be removed;
- A TRCA Permit Exemption Form will be completed for each fallen tree located within 10 m of existing crossing structure;
- Photographs of each location with fallen trees which need to be removed; and
- Meet with City, TRCA and MNR staff during this process.

Phase 2 of 2 will commence after completion of the above noted deliverables and will involve the removal and disposal of dead branches from the watercourses prior to spring snow melt and will be completed through the Operations Department.

BID INFORMATION

Advertised	By Invitation
Bid closed on	January 28 th , 2014
Number picking up document	4
Number responding to bid	3

PRICE SUMMARY

Suppliers	Price (Including HST)
Stantec Consulting Inc.	\$76,293.54*
Dillon Consulting Inc.	\$80,186.88
AMEC Environment	\$89,883.59

*Price is based on a kilometre of watercourse length and since this is the first time doing such a project it's difficult to ascertain the cost validity other than the validation and/or competitiveness of the recommended award through the lowest obtainable price on a competitive quotation. Also, the requirement is for a total of 12 staff working 35 hours / week for a 6 week timeframe, this cost broken down from low supplier represents \$30.27/hour which is a reasonable rate for this type of work.



STAFF AWARD REPORT

Page 1 of 3

To:	Andy Taylor, Chief Administrative Officer
Re:	284-R-13 Consulting Engineering Services for Underground Streetlight Cable Condition Inspection (2014)
Date:	December 23, 2013
Prepared by:	Shipra Singh, Senior Asset Coordinator, Asset Management ext. 2747 Patti Malone, Senior Construction Buyer ext. 2239

PURPOSE

To obtain approval to award the contract for Consulting Services to carry out Underground Streetlight Cable Condition Inspection.

RECOMMENDATION

Recommended Supplier	METSCO (Highest Ranked/Lowest Priced Supplier)	
Current Budget Available	\$ 141,200.00	750-101-5699-14285 Streetlight Underground Cable – Condition Inspection
Less cost of award	\$ 138,454.66	Cost of Award (Inclusive of HST and Disbursement)
	<u>\$ 13,845.47</u>	Contingency (10%)
	\$ 152,300.13	Total Cost of Award
Budget Remaining	(\$ 11,100.13)	*

*The shortfall of (\$11,100.13) will be funded from the Capital Contingency, project #6395. Shortfall is a result of higher actual price versus the budgeted rate. Quantity required remained as budgeted for.

BACKGROUND

As the City's infrastructure ages, it is necessary to carry out condition inspection of assets in order to predict the future maintenance costs and provide reliable life cycle costing. In order to achieve this effectively, the City commenced a new initiative in 2013 to investigate the condition of underground streetlight cables within the older areas of City. Based on the condition inspection, rehabilitation program will be developed. Underground cable condition inspection was included in the 2013 Lifecycle update.

This project includes condition assessment of 1) 100 km length of underground streetlight cable using health index methodology and 2) megger testing of 46 km length of cables which are identified to be in fair or poor condition. Total km testing is therefore 146 km.

BID INFORMATION

Advertised	ETN (Electronic Tendering Network)
Bids closed on	November 19, 2013
Number picking up bid documents	16
Number responding to bid	3

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

PROPOSAL EVALUATION

The Evaluation Team (Team) for this RFP was comprised of staff from the Asset Management Department with Purchasing staff acting as the facilitator.

STAGE ONE (1) – Technical Proposal Evaluation – Envelope “1”

Bids submitted for this procurement opportunity were evaluated in accordance with a 2 stage process as detailed within the bid document.

Stage 1 of the evaluation process was based on an assessment of the supplier’s submissions in accordance with the criteria set out in the bid document. Stage 1 evaluation criteria were as follows: Past experience of the consulting firm (15%), qualifications and experience of the project manager and the project team (20%), Project delivery (30%). The highest ranked suppliers who attained a passing grade of 48.8% out of 65% and receive satisfactory reference checks were considered for Stage 2, however should fewer than two (2) suppliers score a minimum of 48.8% which is in this situation, then the City, in its sole discretion, had the right to advance all highest ranked suppliers that score above 45.5% out of 65%.

Stage One (1) Scoring:

Suppliers	Technical Score (out of 65%)	Rank Results
METSCO	57.60	1
Bold Engineering	45.50	2
Morrison Hershfield	40.70	3

STAGE TWO (2) – Financial Proposal Evaluation – Envelope “2”

The two (2) highest ranked suppliers that have been qualified under Stage One (1) of the evaluation process were eligible for evaluation under Stage Two (2). The results of the stage two pricing as follows:

Stage Two (2) Scoring:

Suppliers	Score (out of 35%)	Rank Results
METSCO	33.50	1
Bold Engineering	20.95	2

Note: The top 2 ranked consultants bid prices ranged from \$138,454.66 to \$196,396.80 (incl. HST).

OVERALL SCORING

Based on the combination of Technical (65%) and Financial Evaluations (35%), the following is the overall scoring:

Suppliers	Score (out of 100%)	Rank Results
METSCO	91.10	1
Bold Engineering	66.45	2

METSCO scored highest on their technical submission when compared to the other proponents, and their proposal demonstrated a thorough understanding of the project and its requirements. Their proposal demonstrated to the City’s satisfaction that they have the experience to undertake the project and they have a strong understanding of the project deliverables, key issues and challenges resulting in an overall higher ranking.

FINANCIAL CONSIDERATIONS (Including HST)

Account Name	Account #	Budget Available	Amount to be allocated for this Work	Contingency	Budget Remaining
Streetlight Underground Cable – Condition Inspection (2014)	750-101-5699-14285	141,200	\$138,455	13,845	(\$11,100)
Total		\$141,200	\$138,455	13,845	(\$11,100)

*Shortfall of (\$11,100) is a result of overall higher price per km versus budget. Health index testing budgeted price was \$550/km and the actual price is \$773.58/km for an unfavourable variance of (\$22,358). This was offset by favourable pricing of megger testing of \$28,160.28, whereby the budgeted price is \$1,874/km versus an actual price of \$1,261.82/km. Actual disbursement was (\$3,052.80). The required shortfall will be funded from project #6395, Non-DC Capital Contingency.

This is the second year of the program. Last year's program was done using megger testing only. Adopting the health index methodology along with the megger testing reduces overall price while maintaining same service level. The lifecycle will be adjusted in the next Lifecycle Reserve Study update.



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	283-R-13 Consulting Engineering Services for Streetlight Pole Condition Inspection Program - 2014
Date:	December 23, 2014
Prepared by:	Shipra Singh, Senior Asset Coordinator, Asset Management ext. 2747 Patti Malone, Senior Construction Buyer ext. 2239

PURPOSE

To obtain approval to award the contract for Consulting Engineering Services to carry out Streetlight Pole Condition Inspection Program for 2014.

RECOMMENDATION

Recommended Supplier	HDR Corporation (Highest Ranked/Lowest Priced Supplier)	
Current Budget Available	\$ 130,500.00	750-101-5699-14283 Streetlight Pole Condition Inspection
Less cost of award *	\$ 101,161.78	Cost of Award (Inclusive of HST and Disbursements)
	\$ 10,116.18	Contingency (10%)
	\$ 111,277.96	Total Cost of Award
Budget Remaining after award	\$ 19,222.04	*

*Remaining budget of \$19,222.04 will be returned to the original funding source.

BACKGROUND

As the City's infrastructure ages, it is necessary to carry out condition inspection of assets in order to predict the future maintenance costs and provide reliable life cycle costing. In order to achieve this effectively, in 2011, the City commenced a program to investigate the condition of the City-owned poles. Based on the condition inspection, rehabilitation program will be developed.

BID INFORMATION

Advertised	ETN (Electronic Tendering Network)
Bids closed on	November 12, 2013
Number picking up bid documents	17
Number responding to bid	8

PROPOSAL EVALUATION

The Evaluation Team was comprised of staff from Asset Management Department with Purchasing staff acting as the facilitator.

The proposal were evaluated on pre-established evaluation criteria as list in the RFP: Experience/past performance of consulting firm, (15%), qualification and experience of project manager and project team, (20%), project delivery and project team (35%) and price (30%), totaling 100%.

Suppliers	Score (out of 100)	Rank Results
HDR Corporation	81.0	1
METSCO Energy Solutions Inc.	76.1	2
Bold Engineering Inc.	69.9	3
Lumentech Engineers Inc.	55.4	4
Genivar Inc.	49.0	5
LEA Consulting Ltd.	48.1	6
Associated Engineering (Ont.) Ltd.	43.9	7
Safe Roads Engineering	36.6	8

Note: The consultants bid prices ranged from to \$101,161.78 to \$320,853.22 (inclusive of HST). Compared to the previous contract in 2012 this contract represents a 26% decrease in cost. 2014 Budget request was based on average of three lowest suppliers in 2013 tender.

HDR Corporation, the lowest priced supplier ranked fourth on the technical submission. However, they provided additional information to demonstrate a thorough understanding of the project and its requirements. The additional information demonstrated to the City's satisfaction that they have the experience to undertake the project.

Staff is recommending to add the poles scheduled for inspection in 2015 (6,506) to 2014 program due to favourable pricing. Total number of poles to be inspected will be increased to 13,903 from the planned 7,397 and the disbursement is increased proportionally. Staff will not request funding in the 2015 budget, the next cycle of inspections is scheduled for 2018 as identified in the life cycle reserve fund.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Available	Amount to be allocated for this Work	Contingency	Budget Remaining
Streetlight Pole – Condition Inspection (2014)	750-101-5699-14283	\$130,500.00	\$101,161.78	\$10,116.18	\$19,222.04

Budgeted price is \$17.34/pole. Whereas, the actual price per pole is \$6.93/pole and therefore the department is requesting to increase the volume by an additional 6,506 poles to take advantage of the favourable price. There is also a provision for disbursements of \$4,813.99 added to the cost of the award. The lifecycle will be adjusted in the next Lifecycle Reserve Study update.

Remaining budget of \$19,222.04 will be returned to the original funding source.



STAFF AWARD REPORT

Page 1 of 3

To:	Andy Taylor, Chief Administrative Officer
Re:	290-R-13 Consulting Engineering Services for 2014 Culvert Rehabilitation Works – Stage 1
Date:	December 18, 2013
Prepared by:	Shipra Singh, Senior Asset Coordinator, ext. 2747 Patti Malone, Senior Buyer, ext. 2239

PURPOSE

To obtain approval to award the contract for consulting engineering services for 2014 Culvert Rehabilitation - Stage 1 works consisting of detail condition survey, preliminary design and financial analysis for nine culverts.

RECOMMENDATION

Recommended Supplier	G.D. Jewell Engineering Inc. (Highest Ranked/Lowest Priced Supplier)	
Budget Allocated	\$ 244,224.00	058-6150-14277-005 Culverts Rehabilitation –Design & Construction
Less cost of award *	\$ 100,571.44	Stage 1-Survey/Pre. Design/Financial Analysis
	\$ 10,057.14	Contingency (10%)
	\$ 110,628.58	Total Cost of Award - Stage 1, Inclusive of HST
Budget Remaining after this award	\$ 133,595.42	*

* The remaining balance will be used for Stage 2 and Stage 3 Works as per the original budget.

Stage 1-Detailed condition survey, preliminary design and financial analysis.

- Award under this report in the amount of \$100,571.44

Stage 2-Detailed design and preparation of tender documents.

- Not awarded at this time, estimated at \$103,905.30 based on a construction estimate of \$1,367,175, Note: an additional \$61,056 may be needed for Ministry of Natural Resources (MNR) ESA approvals and a hydraulic study

Stage 3- Contract administration and construction inspection based on 8 hours/day per week.

- Not awarded at this time, estimated at \$71,232 based on a 20 week construction schedule

The award is slightly higher than anticipated at this stage, however, the impact of futures stages will be addressed through stage 1 and the condition survey. This stage may eliminate the need for rehabilitation at some culverts and as such, reduce the construction cost and in return reduce stage 2 and 3 consultant fees. The evaluation of the price under this request for proposal was based on all 3 stages, however at this time staff is only seeking approval for stage 1. Staff will seek approval for stage 2 and 3 only after the successful completion of stage 1.

BACKGROUND

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

Based on the 2013 inspection program, staff requested budget for rehabilitation of the following nine culverts under 2014 capital budget: C012 Bullock Dr. and McCowan Rd., C015 Pkwy Ave. and Main St. Markham, C024 Royal Orchard Blvd. and Yonge St., C042 Main St. Unionville, C045 Reesor Rd. and Major Mackenzie Dr., C054 Elgin Mills and Reesor Rd., C058 19th Ave. and Hwy 48, C060 19th Ave. and McCowan Rd. and C067 Bullock Dr. and McCowan Rd.

Staff prepared a Request for Proposal (RFP 290-R-13) to secure a consulting engineering company to carry out Stage 1 - Detailed condition survey/preliminary design/financial analysis, Stage 2 - Detailed design and Stage 3 - Contract administration for the structure rehabilitation works.

The award of Stage 2 and Stage 3 works are contingent on the satisfactory completion of stage 1 works and their approval will be sought based on the rehabilitation recommendations under Stage 1.

BID INFORMATION

Advertised	ETN (Electronic Tendering Network)
Bids closed on	November 28, 2013
Number picking up bid documents	22
Number responding to bid	8

Note: One bid submission was disqualified due to pending litigation.

Stage One (1) – Technical Proposal Evaluation – Envelope “1”

Bids submitted for this procurement opportunity were evaluated in accordance with a two stage process as detailed within the bid document. Stage One (1) of the evaluation process was based on an assessment of the Suppliers' submissions in accordance with the criteria set out in the bid document. Stage One (1) evaluation criteria were as follows: past experience of the consulting firm (20%); qualifications and experience of the lead consultant and project team (20%); project delivery (30%). The 3 highest ranked suppliers who attained a passing grade of 52.5% out of 70% and received satisfactory reference checks were considered for Stage Two (2).

Stage One (1) Scoring:

Suppliers	Score (out of 70)	Rank Results
Morrison Hershfield	64.9	1
Robinson Consultants	59.1	2
G.D. Jewell Engineering Inc.	57.9	3
AECOM Canada Ltd.	57.5	4
Ameresco	50.8	5
Planmac	50.4	6
AMEC	44.3	7

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

Stage Two (2) – Financial Proposal Evaluation – Envelope “2”

The three highest ranked suppliers qualified under Stage One (1) of the evaluation processes were eligible for evaluation under Stage Two (2) Pricing. The award of the contract is based on combination of the technical and financial evaluations. The results of the Stage Two (2) pricing is as follows:

Stage Two (2) Scoring:

Consultant	Score (out of 30)	Rank Results
G.D. Jewell Engineering Inc.	30.0	1
Robinson Consultants	24.7	2
Morrison Hershfield	20.6	3

Note: For all three stages the Consultants bid prices ranged from \$336,764.74 to \$442,088.08 (incl. HST) including cash allowance for the MNR's ESA approval and hydraulic study for \$61,056.

Overall Scoring:

Consultant	Total Score (out of 100)	Rank Results
G.D. Jewell Engineering Inc.	87.9	1
Morrison Hershfield	85.5	2
Robinson Consultants	83.9	3

FINANCIAL CONSIDERATIONS:

The following table summarizes the financial details of this award:

Account Name	Budget Amount	Budget Allocated	Amount to be allocated for this Work	Contingency (10%)	Budget Remaining
Culverts Rehabilitation (9 Structures) – Design & Construction 058-6150-14277-005	\$1,611,400	\$244,224	\$100,571.44	\$10,057.14	\$133,595.42

The remaining balance will be used for Stage 2 and Stage 3 Works as per the original budget.



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	289-T-10 Short Term Rental of Vehicles – 2014 Contract Extension
Date:	October 8, 2013
Prepared by:	Laurie Canning, Manager, Fleet & Supplies, ext 4896 Patti Malone, Senior Buyer, ext. 2239

PURPOSE

The purpose of this report is to obtain approval to extend Tender 289-T-10 “Short Term Rental of Vehicles” for an additional one (1) year at a 1.6% reduction from the 2010 itemized pricing.

RECOMMENDATION

Recommended Supplier (s)	Somerville National Leasing & Rentals Ltd.(Preferred Supplier), Items 1 & 2 Discount Car and Truck Rentals (Preferred Supplier), Item 3	
Current Budget Available	\$ 255,093.00	See Financial Considerations
Less cost of award	\$ 133,294.41	2014 Inclusive of HST (Somerville, 23 vehicles)
	\$ 69,097.46	2014 Inclusive of HST (Discount, 21 vehicles)
	\$ 27,396.78	Contingency* (Discount, 5 vehicles)
	\$ 229,788.65	2014 Total **
Budget Remaining after this award	\$ 25,304.35	***

*The Contingency will only be utilized if the City is not successful in procuring the 5 vehicles under the purchase and sell option identified on page 2.

**Subject to Council approval of the 2014 operating budget

*** The remaining amount of \$25,304.35 will be used to cover potential damage costs.

Staff further recommends:

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

BACKGROUND

These vehicles are for 2014 seasonal requirements identified by the Operations, Parks, Roads, Waste Management, Bylaws and Engineering departments. These units are required as seasonal fleet units to deliver the required services throughout the spring and summer seasons.

The number of seasonal vehicles required in 2014 have increased by one (1) for the Parks Enhanced Cultural Practices program improving the deployment of staff, materials and supplies to the various sportsfield located throughout the City.

OPTIONS/DISCUSSIONS

In 2010, Staff approved the award of contract 289-T-10 to the two lowest priced bidders, Somerville National Leasing & Rentals Ltd and Discount Car and Truck Rentals, for a contract period of three years. Staff had been in discussions internally on whether or not to negotiate an extension with the incumbent(s), or issue a new tender to the market.

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. Prior to entering into these negotiations, staff considers whether the same bidder has been awarded the contract through a competitive process over the past tender issuance, the bidder turnout and whether the same bidders responded to the tender.

Staff has tendered the Short Term Rental of Vehicles contract on three (3) separate occasions over the past five years (2008, 2009 and 2010).

OPTIONS/DISCUSSIONS (Continued)

Year	Number of Bids Received	Lowest Priced Bidders	Price Comparison
2008	4	Somerville & Avis	
2009	3	Somerville & Enterprise	1% decrease over 2008
2010	5	Somerville & Discount	25% decrease over 2009

Purchasing Staff engaged in negotiations with Somerville & Discount and achieved 1.6% (combined) decrease from the 2010 pricing for this extension year.

Somerville National Leasing & Rentals Ltd. have been the successful bidder for the past three tenders for Crew Cab Pickups and was 10% lower than the 2nd lowest priced bidder from the 2010 tender and have agreed to reduce their price by a further 2.2% for the 2014 season.

Discount Car and Truck Rentals was the successful bidder for the past tender for 1/2 ton Regular Cab Pickups and was 25% lower than the 2nd lowest priced bidder from the 2010 tender and have agreed to reduce their price by a further 1% for the 2014 season. (Note: The low bidder in 2009 (Enterprise) did not bid on the 2010 units as they could not provide any of them. Additionally, the cost for the 2014 units is 23% lower than the price paid in 2008 through Avis).

Staff further reviewed Statistics Canada price inflation/deflation for rental vehicles, which identified market fluctuation in 2007-2009 time period; however, prices have stabilized for vehicle rentals. Even though Statistics Canada is showing a slight increase from 2009 to 2013, Staff was still able to negotiate a slight discount for 2014 rentals.

The 2014 fleet rental requirements will be:

Vehicle Type	Quantity	Months	Monthly Rate per Unit	Extended Cost
Crew Cab Pickups (Item 1)	13	7	\$929.00	\$84,539.00
Crew Cab Pickups (Item 2)	10	5	\$929.00	\$46,450.00
1/2 ton Regular Cab Pickups (Item 3)	17	4	\$735.08	\$49,985.44
1/2 ton Regular Cab Pickups (Item 3)	2	7	\$735.08	\$10,291.12
1/2 ton Regular Cab Pickups (Item 3)	2	6	\$735.08	\$ 8,820.90
Contingency (1/2 ton Regular Cab Pickups)*	5	7	\$735.08	\$27,396.78
Cost (Excluding HST)				\$225,814.32
Total Cost (Inclusive of HST 1.076)				\$229,788.65

*It is the intent to source five vehicles through auction and/or a procurement process (Quotation) which would be utilized for a 2 year period and sold thereafter. The purchase of these five vehicles will be awarded under a separate staff award report. The process involves purchasing vehicles in the spring and selling in the fall of the following year dependant on prevailing market conditions for used vehicles. On a similar project undertaken in 2011, the City purchased two vehicles at a wholesale/dealer auction in the spring, one of which was sold in the fall of the same year and the other kept for two rental seasons and sold in December 2012. A net saving of \$2,000 (including maintenance and insurance) over a two year period was achieved, exclusive of storage costs. Staff will monitor the success of the program and determine if funds can be removed from the Operating budget.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Amount	Budget Available	Amount to Allocate to this project	Budget Remaining
Fleet Vehicle Rent/Lease (2014)	750-752-5500	246,093	246,093	220,813	25,280
Engineering Vehicle Rent/Lease (2014)	640-998-5500	9,000	9,000	8,976	24
Totals:		255,093	255,093	229,789	25,304



STAFF AWARD REPORT

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	310-Q-13 Civic Centre Security Upgrades
Date:	January 15, 2014
Prepared by:	Jason Vasilaki, Project Manager, Ext. 2845 Patti Malone, Senior Buyer, Ext. 2239

PURPOSE

To obtain approval for the security upgrades at the Civic Centre.

RECOMMENDATION

Recommended Supplier(s)	AC Technical Systems Ltd. (Sole Bidder)	
Budget available	\$ 70,000.00	750-101-5399-13303 Corporate Security Operations and Systems
Less cost of award	\$ 61,056.00	Award
	\$ 6,105.60	Contingency (10%)
	\$ 67,161.60	Total Award, inclusive of HST
Budget Remaining after this award	\$ 2,838.40	*

*The budget remaining of \$2,838.40 will be returned to the original funding source.

BACKGROUND

As part of the Corporate Security Improvement program, improvement to the visibility of security at the Civic Centre is required. A workstation space for security will be created in the Great Hall to include security monitors. The project will allow security personnel to be more visible at the Civic Centre. Additionally, the security cameras for the Civic Centre parking lot will be upgraded to provide higher quality video imaging. These retrofits will increase the quality of the security operations at the Civic Centre.

Future work includes the security protocol manual, key control and consulting work all budgeted for within project #13303 but not yet awarded.

The project is anticipated to be awarded in January, 2014 and be completed in March, 2014.

BID INFORMATION

Advertised	ETN
Bids closed on	December 12 th , 2013
Number picking up bid documents	25
Number responding to bid	1*

*Since the specifications identified Firetide (Software program) and the equipment being American Dynamic, a limited number of bidders were able to meet these specifications. Staff contacted bidders who were both Firetide certified and authorized dealers of American Dynamic and found only 3 companies who are both certified and an authorized dealer, with AC Technical Systems Ltd. being one of those companies. The bid document included a mandatory site meeting with only AC Technical Systems Ltd. of the 3 companies mentioned above attending such meeting.

PRICE SUMMARY

Sole Bidder	Price (Inclusive of HST)
AC Technical Systems Ltd.	\$66,144.00*

*After bid closing and due to sole bid, Purchasing negotiated a \$5,088 reduction to the recommended award of \$61,056.00



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	209 -T-13 Supply and Install Aquatic Timing System & Score Board at Cornell CC Pool
Date:	January 14, 2014
Prepared by:	Lori Wells, Community Manager East, Ext. 7536 Rosemarie Patano, Senior Construction Buyer, Ext. 2990

PURPOSE

To obtain approval to award the supply and install of an OMEGA timing system & score board at the Cornell CC pool.

RECOMMENDATION

Recommended Supplier	Nationwide Commercial Aquatics (Sole Bidder)	
Budget available	\$ 636,629.92	070-5350-10556-005 Cornell CC & Library FF&E
Less Cost of Award	\$ 107,865.60	Total Cost of Award (Incl. of HST)
Budget Remaining after this award	\$ 528,764.32	*

* The remaining balance of \$528,764.32 in account 070-5350-10556-006 will be applied to other FF&E requirements as budgeted for within this account such as blinds, additional signage, cabling, rekeying and security system.

BACKGROUND

The Pool at Cornell CC is a Myrtha Pool and was supplied/installed through the construction contract with the general contractor (PCL Construction). The pool was designed to accommodate a headwall, starting blocks and timing system which is critical for hosting swim meets by local and regional swim clubs.

This tender was issued in accordance with the Purchasing By-law for the Aquatic Timing System & Score Board identified in the 2010 Cornell CC & Library FF&E. Although Staff identified an OMEGA Timing System for Competitive Swimming within the bid document, they also allowed for an equivalent. The Pan Am Organizing committee has purchased the OMEGA timing system for the University of Toronto Aquatic Centre and it is expected OMEGA timing system will also be selected for the Markham Pan Am Centre. Selecting the OMEGA timing system for the Cornell CC will allow the Recreation facility to be compatible with the Pan Am system and interchangeability of the system, should either facility encounter maintenance or repair issues.

The scope of work included the following:

- Installation of an LED numeric scoreboard (Includes 8 lines for the 8 lanes to show lane number, swimmer place, time)
- Controller to collect all the data to send information to the scoreboard
- Starting device (Hand held microphone that the starter uses to command the swimmer to start)
- Timing touch pad
- Deck plates
- Pushbutton
- Storage rack
- Laptops (2) and printers (2) which are compatible to the system
- Training /Commissioning
- Full installation of the timing equipment, including cabling, connections, testing

BID INFORMATION

Advertised	ETN
Bid closed on	November 7, 2013
Number picking up document	17
Number responding to bid	3*

* Two bidders were disqualified as per information noted below in Options/Discussion section.

PRICE SUMMARY

Supplier	Price (Inclusive of HST)
Nationwide Commercial Aquatics*	\$107,865.60

*Their product submitted is an OMEGA Timing System.

OPTIONS/DISCUSSIONS

In October 2013, staff awarded the contract to Nationwide Commercial Aquatics for headwall and starting blocks and the best practice would have been to purchase both the timing and scoring system at the same time. However, staff decided to separate the two units/purchases because of the long lead time required for the headwall which needed to be in place prior to a swim meet Markham was hosting in November 2013. Staff had at that point not completed the technical requirements for timing and scoring systems, so the decision was to separate the two packages. At the time of development of the separate Quotation, staff were not aware that the substitute timing and scoring systems would not fit the headwall purchased in October 2013 and could not be retrofitted to meet this requirement. Staff at that time, would have initiated a preferred supplier process.

The two disqualified bidders submitted a Colorado timing system. While their bids were in the range of \$40,00 to \$50,000 lower in cost, the following requirements were not met :

- Addendum# 1 of the bid document # 209-T-13: Whereas, the Score Clock is to be angled; facing towards the stands and the swimmers in the lane closest to stands. This will create issues for spectators and swimmers being able to see the results based on where the clock needs to be situated.
- Colorado timing system does not fit into the headwall that has been installed at the Cornell CC, resulting in the electrical cabling running on pool deck exposed. This is a safety and trip hazard when hosting a swim meet. As such, Staff are advised that this is not a recommended installation from a risk and liability perspective.
- One of the bidders did not have any references specific to installing a timing system. This equipment is very specialized and staff are concerned that this vendor has no previous experience.

In addition, the recently installed Headwall and the Myrtha Pool deck has the rough in for all in deck/headwall wiring compatible to OMEGA Timing System, this allows us to run a safer meet with no cables on the deck. While we identify this is the most expensive bid, the other submissions have some challenges that we are not satisfied will meet our program and user needs when hosting meets in the future.



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	244-R-13 Development of a Conceptual Master Plan for the Future Urban Area in North Markham
Date:	January 07, 2014
Prepared by:	Marg Wouters, Senior Manager, Policy & Research, Planning & Urban Design Ext. 2909 Rosemarie Patano, Senior Construction Buyer Ext. 2990

PURPOSE

To obtain approval to award the contract for the Development of a Conceptual Master Plan for the Future Urban Area in North Markham.

RECOMMENDATION

Recommended Supplier	The Planning Partnership (Highest Ranked Supplier)	
Current Budget Available	\$ 307,000.00	6201-01-5699-13007 Future Urban Areas – Phase 1 of 5
Less cost of award	\$ 253,588.97	Total award (Inclusive of HST)
	\$ 25,358.90	Contingency @ 10%
	\$ 278,947.87	Total Cost of Award
Budget Remaining after this award	\$ 28,052.13	*

*The remaining budget of \$28,052.13 will be used to address other project related, such as additional consultations with Landowners, Agencies, Region and First Nations/Metis. Any remaining balance will be returned to the original funding source.

The City is looking to recover the cost of the Development of the Conceptual Master Plan for the Future Urban Area in North Markham through a funding arrangement with the Landowners.

BACKGROUND

The City of Markham's New Official Plan provides for an urban boundary expansion in north Markham. The urban expansion area, encompassing approximately 975 developable hectares, is generally bounded by Major Mackenzie Drive to the south, the Hydro Corridor and Woodbine Avenue to the west, the northerly City limits and Elgin Mills Road to the north, and Warden Avenue and Robinson Creek to the east. The lands are designated 'Future Neighbourhood Area' and 'Future Employment Area' in the New Official Plan, and are referred to generically in this document as the Future Urban Area.

The New Official Plan identifies a comprehensive planning process to be undertaken prior to development occurring in the Future Urban Area. A key component of the comprehensive planning is the development of a Conceptual Master Plan. The Conceptual Master Plan will identify a high level community structure for the entire Future Urban Area, including broad land use categories, a high level road/transit and servicing network, an open space system and major community facility requirements. Along with a high level community structure, the Conceptual Master Plan will identify key policy requirements, including the requirements for new communities identified in the York Region Official Plan that will need to be addressed in the preparation of more detailed Secondary Plans.

The purpose of the Request for Proposals (RFP) was to retain a planning/urban design consulting team to assist with the preparation of the Conceptual Master Plan for the Future Urban Area in north Markham.

BID INFORMATION

Advertised	By Electronic Tendering Notice
Bids closed on	October 17, 2013
Number picking up bid documents	26
Number responding to bid	5

PROPOSAL EVALUATION

The RFP was released using a two-stage approach whereby the Bidders provided a technical proposal in envelope 1 and a price proposal in envelope 2. The technical proposal (Stage 1) was evaluated with 70 points and 30 points assigned for price in stage two (2) with an option for 10 additional points for an interview/presentation and demonstration assessment. The Evaluation Team for this RFP was comprised of staff members from the Planning & Urban Design Department, with purchasing staff acting as the facilitator.

Stage (1) – Technical Evaluation (Envelope 1)

The first stage included evaluating the submissions against the pre-established evaluation criteria as listed in the Request for Proposal: 20 for Experience and Qualification of the Bidder and Staffing; 20 Project Understanding, Methodology and Approach; 30 for Project Delivery and Management. The Bidders, who scored a minimum of 75% or 52.5 points out of 70, were selected to continue to the second stage - Envelope 2 which is the price evaluation).

TABLE A**Stage (1) – Scoring**

Suppliers	Score (out of 70)	Rank Results
The Planning Partnership	59.25	1
Sweeney Sterling Finlayson	41.50	2
Urban Strategies	41.50	3
Planning Alliance	41.25	4
Brook McIlroy	19.00	5

Bidders who did not pass Stage 1 failed to demonstrate a thorough understanding of the project and its requirements and did not identify a project team capable of executing the project. Further, these Bidders did not provide to the City's satisfaction appropriate references of completed work which were similar in scale and scope to the City's.

Stage (2) – Price Evaluation (Envelope 2)

Upon completion of Stage 1 for all proponents, ONLY the sealed pricing envelope provided by the selected proponents from Stage 1 who scored >75% was opened. One proponent progressed to Stage 2.

Stage (2) – Scoring

Suppliers	Score (out of 30)	Rank Results
The Planning Partnership	30.00	1

Overall Scoring (Combined Stage 1 & 2)

Suppliers	Score (out of 100)	Rank Results
The Planning Partnership	89.25	1

The Planning Partnership (TPP) scored highest on the technical submission 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 they have a strong understanding of the project deliverables, key issues and challenges. Through the evaluation process, TPP demonstrated a depth of experience and expertise as it specifically relates to: the ability to undertake large-scale master planning projects for new communities, employing public consultation expertise, progressive policy measures and innovative design standards to achieve healthy, connected and sustainable new communities.

Since 1995, TPP has established itself as a leader in urban planning, design, landscape architecture, and public consultation in Canada and beyond. Led by eight partners with a team of 30 associates, planners, and designers the firm is recognized for its unique support building techniques. They have extensive experience preparing community master plans, secondary plans and urban design guidelines for projects of a similar scope and scale: TPP prepared the Town of East Gwillimbury's Green Earth Village, a prototype for sustainable community development that will employ energy and resource efficient designs to set a new standard for sustainable living, TPP also prepared the Sustainable Place-making Guidelines for the Seaton Community in Pickering that provided direction for the development of a compact, walkable and transit-oriented community. TPP also has a solid knowledge of Markham based on previous work undertaken on behalf of the City and private clients.

Utilizing an inter-disciplinary approach with the firm, they capitalize on the unique and varied expertise of its Partners and Staff. TPP offers a wide scope of knowledge and abilities that lead projects from concept to completion. TPP's professional staff and the sub-consultants involved in the proposal have the qualifications in the practice of land use and policy planning, urban design, architecture, landscape architecture, graphic design, sustainability, public health, environment and ecology and public consultation.

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

To:	Andy Taylor, Chief Administrative Officer
Re:	208-R-13 Detailed Design of the 2014 Multi-Use Pathway/Sidewalk Program
Date:	December 20, 2013
Prepared by:	Vivek Sharma, Sr. Capital Works Engineer, Ext. 2032 Tony Casale, Senior Construction Buyer, Ext. 3190

PURPOSE

To obtain approval to award the consulting assignment for the detailed design, tender preparation and contract administration of eight (8) multi-use pathways (MUP) or sidewalk locations within the City of Markham.

RECOMMENDATION

Recommended Supplier	Valdor Engineering Inc. (Highest ranked and lowest priced supplier)	
Current budget available	\$ 150,000.00	Budget allocated for this item
Less cost of award	\$ 106,181.47 \$ 10,618.15 \$ 116,799.62	Contingency @ 10% Total Cost of award
	\$ 8,759.97 \$ 125,559.59	Internal Management Fee @ 7.5% Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 24,440.41	*

* The remaining funds will be returned to the account and to be used for the Sidewalk Construction program scheduled for 2014.

BACKGROUND

This project is for the detailed design, tender document preparation and contract administration for multi-use pathways or sidewalks for the locations listed below. The design of sidewalks shall accommodate pedestrians; multi-use pathways would include the usage of both pedestrians and cyclists;

- 14th Avenue from Birchmount to McDowell Gate
- 14th Avenue from Canfield to Markham Road
- Birchmount Road from Micro Court to 14th Avenue
- Denison Street from Warden Ave to Birchmount Road
- Elgin Mills Road from Woodbine Bypass to 404, Hwy 404 to Leslie Street and a portion of Woodbine to Woodbine Bypass
- Minthorn Boulevard from 50 Minthorn Court to Leslie Street
- Riviera Drive from 14th Avenue to Woodbine Avenue
- Doncaster Avenue from Yonge Street to Henderson Avenue

The term of this contract is approximately sixteen (16) weeks following contract award.

BID INFORMATION

Advertised	ETN
Bids closed on	November 21, 2013
Number picking up Bid document	20
Number responding to bid	9

PROPOSAL EVALUATION

The Evaluation Team was comprised of staff from the engineering department with purchasing staff acting as the facilitator. The proposals were evaluated based on pre-established evaluation criteria that were listed in the Request for Proposal: 20% qualifications and experience of the consulting firm, 20% qualifications and experience of the lead consultant and project team, 30% project delivery and 30% price, totaling 100%.

Suppliers	Technical Score (maximum 70)	Financial Score (maximum 30)	Total Score (maximum 100)	Rank
Valdor Engineering Inc	50.50	30.00	80.50	1
Genivar Inc.	49.50	29.75	79.25	2
Chisholm, Fleming and Associates	54.50	22.14	76.64	3
Schaeffer & Associates Ltd.	50.50	20.96	71.46	4
Municipal Engineering Solutions	55.00	13.41	68.41	5
G.D. Jewell Engineering Inc.	49.50	11.70	61.20	6
Ainley & Associates Limited	49.00	8.78	57.78	7
Stantec Consulting Ltd.	48.00	0.00	48.00	8
Morrison Hershield Limited	46.00	1.46	47.46	9

DISCUSSION

Staff is recommending the highest ranked and lowest priced Supplier, Valdor Engineering Inc. for the assignment. Valdor has successfully completed detailed design of approximately 6 km of sidewalk as part of the 2011 sidewalk program for the City of Markham. Pricing received from the nine (9) Suppliers ranged from \$106,181.47 to \$221,322.74 respectively.

2014 SIDEWALK PROGRAM SCHEDULE:

Pending approvals the 2014 Sidewalk Program schedule is as follows:

Milestone	Anticipated Date
Award of Design Assignment	January, 2014
Design Completion	May, 2014
Request for Tender	June, 2014
Start of Construction	August, 2014
Construction Completion	October, 2014



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	029-R-13 Consulting services to undertake an Environmental Assessment and Detailed Design for Church Street from 9th Line to Bur Oak Avenue
Date:	January 24, 2014
Prepared by:	Marija Ilic, Senior Capital Works Engineer Ext: 2136 Tony Casale, Senior Construction Buyer Ext: 3190

PURPOSE

To obtain approval to award the contract for consulting services to undertake a Class Environmental Assessment and Detailed Design for the widening of Church Street from 9th Line and Bur Oak Avenue.

RECOMMENDATION

Recommended Supplier	Chisholm Fleming and Associates (Highest ranked/ Lowest priced supplier)	
Current budget available	\$ 111,800.00 \$ <u>239,700.00</u> \$ 351,500.00	083-5350-12050-005 Church Street - 9th Line 083-5350-13024-005 Church Street - 9th Line Total
Less cost of award	\$ 202,232.73 \$ <u>20,223.27</u> \$ 222,456.00 \$ 26,694.72 \$ <u>15,000.00</u> \$ 264,150.72 \$ 107,860.51 \$ <u>156,290.21</u> \$ 264,150.72	Award (Inclusive of HST) Contingency (10%) Total (Inclusive of HST) Internal Management Fee @ 12% Miscellaneous Fees (Permits / Advertisements) Total Project Cost (Inclusive of HST) 083-5350-12050-005 Church Street - 9th Line 083-5350-13024-005 Church Street - 9th Line Total Project Cost (Inclusive of HST)
Budget remaining after this award*	\$ 3,939.49 \$ 83,409.79	083-5350-12050-005 Church Street - 9th Line 083-5350-13024-005 Church Street - 9th Line

* The remaining balance to be returned to the original funding source.

BACKGROUND

Church Street between 9th Line and Bur Oak Avenue is located in the Cornell Community and currently serves as the main access to the Markham Stouffville Hospital and associated medical buildings. The road also services an ambulance station, a retirement residence and provides access to the Participation House (a support organization for people with significant physical and/or developmental disabilities).

YRT and VIVA currently provide service along Church Street with multiple bus stop locations on both sides of the road and a passenger waiting area at the southeast side of Country Glen Boulevard.

The subject section of Church Street has seen an increase in use and traffic due to continued growth of the community (i.e. hospital expansion, new subdivisions, community centre, fire station, etc.). In order to improve the level of service due to growth, this section is proposed to be widened to a 25m wide common cross section, incorporating left turn lanes, bicycle lanes, traffic and transportation needs.

Extension of an existing infrastructure (i.e. sewers, watermain and utilities) will be included as part of the EA study and detailed design. The subject section of Church Street is illustrated in **Attachment 'A'**.

Church Street Right-of-way

Existing Church Street is comprised of urban road cross sections, from 23 m between 9th Line and Country Glen, tapering down to 17 m between Country Glen and Bur Oak. The 23m section (extending approximately 220 m) has a 5.5 m boulevard to the north, 14 m wide pavement and a 3.5 m boulevard to the south. The 17 m cross section (approximately 350 m) is comprised of a 5.5 m boulevard to the north, 3 m on the south and 8.5 m wide pavement.

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The road currently drains via local storm sewer system, outletting at two locations on the south side of Church Street. Overland flow is captured by super catch basins at the low point on Church Street, approximately 150m west of Bur Oak. The flows are conveyed to the Bur Oak system via a 100 year pipe constructed in an easement within the Markham Stouffville Hospital lands, on the south side and parallel to Church Street.

Existing watermain are located within the 23 m section, terminating on the east side of Country Glen. The existing 200-300 mm local mains connect to 9th Line and Country Glen systems, with a flushing hydrant east of Country Glen. The City is currently obtaining additional lands in order to achieve the ultimate 25 m right-of-way.

BID INFORMATION

Advertised	ETN (Electronic Tendering Network)
Bids closed on	December 12, 2013
Number picking up bid document	18
Number responding to bid	6

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; qualifications and experience of the consulting firm 15%, qualifications and experience of the project manager and team member 15% and project methodology, schedule and work plan 40% 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
Chisholm Fleming and Associates	60.00	30.00	90.00	1
Schaeffer & Associates Ltd.	57.00	27.31	84.31	2
Bytown Engineering Inc.	54.00	26.66	80.66	3
WSP Canada Inc. (formerly Genivar Inc)	63.00	6.86	69.86	4
CIMA Canada Inc.	53.00	5.81	58.81	5
Valdor Engineering Inc.	47.00	0.00	47.00	6

Price submissions ranged from \$202,232.74 to \$365,306.19 (Inclusive of HST Impact).

The recommended consultant, Chisholm Fleming and Associates Ltd. has extensive experience in conducting Environmental Assessments and Detailed Design. Their proposal provided a good understanding of the project, the City’s requirements and standards, subject area, constraints and also identified potential issues.