



Report to: General Committee

Report Date: January 2, 2014

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**SUBJECT:** Staff Awarded Contracts for the Month of December 2013  
**PREPARED BY:** Alex Moore, Ext. 4711

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**RECOMMENDATION:**

1. THAT the report entitled "Staff Awarded Contracts for the Month of December 2013" be received;
2. And that Staff be authorized and directed to do all things necessary to give effect to this resolution

**PURPOSE:**

To inform Council of Staff Awarded Contracts >\$50,000 for the month of December 2013 as per Purchasing By-law 2004-341.

**BACKGROUND:**

Council at its meeting of May 26<sup>th</sup>, 2009 amended By-Law 2004-341, A By-Law Establishing Procurement, Service and Disposal Regulations and Policies. The 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 supplier
- 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 supplier
- 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 supplier protests at the time of contract award

If one (1) of the above noted criteria is not met then any contract award >\$350,000 requires Council approval. Where the contract being awarded is a Request for Proposal (RFP) the approval authority limits of staff is up to \$350,000.

**Community & Fire Services**

Award Details	Description
Lowest Priced Supplier	<ul style="list-style-type: none"><li>• 253-T-13 Supply and Delivery Various Vehicles</li><li>• 281-T-13 Minor Rehabilitation of 14 Structures</li><li>• 259-Q-13 Supply of Traffic Control Services</li><li>• 286-T-13 Daniels Fairty House Stabilization and Preservation</li><li>• 260-T-13 Supply of Granular Materials</li><li>• 266-Q-13 Supply and Delivery of Automotive Parts</li><li>• 218-T-13 Underground Streetlight Cable Replacement/Repair</li><li>• 311-Q-13 Supply and Delivery of Ice Melt Material</li></ul>
Highest Ranked / Highest Revenue Supplier	<ul style="list-style-type: none"><li>• 167-R-13 Provision of Personal Fitness Training Services</li></ul>
Highest Ranked /Third Lowest Priced Supplier	<ul style="list-style-type: none"><li>• 249-R-13 Consulting Services to Conduct Landfill Monitoring Program</li></ul>
Preferred Supplier	<ul style="list-style-type: none"><li>• 317-S-13 Ice Resurfacing Machine for Thornhill CC</li></ul>
Sole Bidder	<ul style="list-style-type: none"><li>• 242-R-13 Thornlea Pool, Building Maintenance and Pool Maintenance</li></ul>

**Corporate Services**

Award Details	Description
Lowest Priced Supplier	• 270-T-13 Preparation, Printing, Insertion and Mailing of Municipal Tax Bills
Sole Bidder	• 105-Q-13 Cornell Media Room Hardware, Software and Support

17/01/2014

X 

Joel Lustig  
Treasurer

17/01/2014

X 

Trinela Cane  
Commissioner, Corporate Services

**STAFF AWARD REPORT****Page 1 of 3**

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	253-T-13 Supply and Delivery Various Vehicles
Date:	November 18, 2013
Prepared by:	Laurie Canning, Manager, Fleet and Suppliers, ext. 4896 Patti Malone, Senior Buyer, ext. 2239

**PURPOSE**

To obtain approval to award the contract for supply and delivery of five (5) fleet vehicles.

**RECOMMENDATION**

Recommended Supplier (s)	Giles Chevrolet Ltd. (Lowest Priced Supplier/Item #1, #2 and #3) Donway Ford Sales Limited (Lowest Priced Supplier/ Item #4) Woodbine Truck Centre 1 <sup>st</sup> Submission (Lowest Priced Supplier #7)	
Current Budget Available	\$ 173,600.00	Various Accounts (see Financial Considerations)
Less cost of award	\$ 150,493.88	Inclusive of HST
Budget Remaining after this award	\$ 23,106.12	*

\* A portion of this balance in the amount of \$13,700.00 will be utilized for "Markhamizing" the units. The balance remaining of \$9,406.12 will be returned to the original funding source.

**BACKGROUND**

Tender 253-T-13 was issued for the supply and delivery of seven (7) fleet vehicles. Two (2) of the seven (7) vehicles are put on hold until the Fire Department is able to test drive the vehicles due to slight changes in submitted specs to those that were requested in the bid document. All vehicles identified for replacement in this report were identified in the 2013 Corporate Fleet Replacement Program. Units in this award have had condition assessments completed by Fleet staff and meet the requirements of the Fleet Replacement Guidelines.

Fleet staff continues to work with user departments to specify vehicles and equipment that meet their needs. Consideration to "right sizing" units for the vehicle's duty cycles is a key factor in the reliability of the unit along with meeting the anticipated life cycle requirements of the unit.

Unit 6086 is being replaced with a downsized vehicle type compared to that specified in the approved budget. With consultation with the user department ( Licensing and Enforcement), this vehicle has been right sized from a mid size vehicle to a compact model able to provide reliable service and meet the requirements of the department. The model in this award is stated to have fuel efficiency ratings of 7.5L/100 km City and 4.2L/100 km Hwy. The 2014 Life Cycle study update will incorporate this change:

Upon delivery of the new vehicles, the following units: 6086, 9803, 1247 and 1250 will be sold in accordance with Purchasing By-law 2004-341, Part V, Disposal of Personal Property and proceeds be posted to account 890 890 9305.

**BID INFORMATION**

Advertised	ETN
Bids closed on	October 22, 2013
Number picking up bid documents	25
Number responding to bid	12

**DETAILED PRICING INFORMATION****Item # 1 (Qty 1) - 4 Door Compact Car – Replaces unit 6086**

<b>Suppliers</b>	<b>Price (Inclusive of HST)</b>
<b>Giles Chevrolet Ltd.</b>	<b>\$15,451.24</b>
Performance Chrysler	\$16,911.49
Edgetown Ford Lincoln	\$18,327.75
East Court Ford Lincoln	\$18,463.33
Donway Ford Sales Limited	\$18,642.43

**Item # 2 (Qty 1) - 4 Door Compact Car – Fire – New Vehicle**

<b>Suppliers</b>	<b>Price (Inclusive of HST)</b>
<b>Giles Chevrolet Ltd.</b>	<b>\$15,451.24</b>
Performance Chrysler	\$16,911.49
Edgetown Ford Lincoln	\$18,327.75
East Court Ford Lincoln	\$18,463.33
Donway Ford Sales Limited	\$18,642.43

**Item # 3 (Qty 1) - Full Size Cargo Van 4X2 Drive, 8 Cylinders, Automatic – Replaces unit 9803**

<b>Suppliers</b>	<b>Price (Inclusive of HST)</b>
<b>Giles Chevrolet Ltd.</b>	<b>\$23,369.18</b>
Edgetown Ford Lincoln	\$25,178.41
East Court Ford Lincoln	\$25,197.81
Donway Ford Sales Limited	\$26,322.26

**Item # 4 (Qty 1) - Full Size Pickup Truck, 4X4 , Regular cab 8 Foot Box, 8 Cylinder) – Replaces unit 1247**

<b>Suppliers</b>	<b>Price (Inclusive of HST)</b>
<b>Donway Ford Sales Limited</b>	<b>\$24,910.85</b>
Edgetown Ford Lincoln	\$26,730.59
East Court Ford Lincoln	\$27,163.81
Giles Chevrolet Ltd.	\$28,487.71
Performance Chrysler	\$29,295.69

**Item # 7 (Qty 1) - (Heavy duty Flatbed with Plow) – Replaces unit 1250**

<b>Suppliers</b>	<b>Price (Inclusive of HST)</b>
Tallman Truck Centre Limited-Oshawa	\$68,512.97*
Lewis Motors Inc.	\$69,025.84*
<b>Woodbine Truck Centre Ltd., 1st Submission</b>	<b>\$71,311.37</b>
Altruck International	\$71,857.82
Tallman Truck Centre-Mississauga	\$72,307.45
Woodbine Truck Centre Ltd., 2nd Submission	\$74,179.99

\*Pricing did not include the specified plow which would be an additional \$6,885.08 (inclusive of HST) to this price.

**FINANCIAL CONSIDERATIONS**

Project & Description	Unit # being replaced	Model ID	Budget allocation	Cost of the Award (Incl. HST)	Budget Remaining	Markhamizing Costs	Budget Remaining after Markhamizing
2013 Corp Fleet Replacement Program - Non-Fire 057-6150-13401-005	6086	4 Door Compact Car (Item 1) - mid size sedan in budget	21,400.00	15,451.24	5,948.76	800.00	5,148.76
Two New Fleet - Fire 057-5350-13403-005	New	4 Door Compact Car (Item 2)	21,300.00	15,451.24	5,848.76	800.00	5,048.76
2013 Corp Fleet Replacement Program - Fire 057-6150-13402-005	9803	Full Size Cargo Van 4X2 Drive, 8 Cylinders, Automatic (Item 3)	28,500.00	23,369.18	5,130.82	2,600.00	2,530.82
2013 Corp Fleet Replacement Program - Non-Fire 057-6150-13401-005	1247	Full Size Pickup Truck, 4X4 Drive, Regular Cab 8 Foot Box, 8 Cylinder, Automatic (Item 4)	33,500.00	24,910.85	8,589.15	6,000.00	2,589.15
2013 Corp Fleet Replacement Program - Non-Fire 057-6150-13401-005	1250	Heavy duty flatbed with plow (Unit 7)	68,900.00	71,311.37	(2,411.37)	3,500.00	(5,911.37)
Total			173,600.00	150,493.88	23,106.12	13,700.00	9,406.12



## STAFF AWARD REPORT

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To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	281-T-13 Minor Rehabilitation of 14 Structures
Date:	January 16, 2014
Prepared by:	Hossein Sharif, Senior Capital Engineer, Ext. 2382 Patti Malone, Senior Buyer, Ext. 2239

### PURPOSE

To obtain approval to award the construction tender for minor rehabilitation of 14 structures (culverts and pedestrian bridges).

### RECOMMENDATION

Recommended Supplier	Jarlian Construction (Lowest Priced Supplier)	
Original Budget and Account #	\$ 4,011,353.00	Various accounts (see under Financial Considerations)
Budget available	\$ 2,463,351.00	
Less cost of award	\$ 177,138.72	Cost of Award (Inclusive of HST)
	\$ 17,713.87	Contingency (10%)
	\$ 12,007.68	Provisional Items *
	\$ 206,860.27	Total Award Inclusive of HST
Budget Remaining after this award	\$ 2,256,490.73	**

\* The bid submission included a list of provisional items for additional work such as replacing guide rail posts & railing, tree protection, flushing CSP pipes, extra labour & equipment etc. that may be required during construction.

\*\*The remaining budget will be used for the remaining structures P001, P003, P055, C011, C020, C021, C043, C073, C229, C230 and C166 budgeted under relevant accounts.

### BACKGROUND

In meeting the legislative requirement of The Public Transportation and Highway Act - Regulation 104/97, the City implements an annual Bridge and Culvert Inspection Program following the procedures laid down in the Ontario Structure Inspection Manual (OSIM).

Based on the results of 2012 and 2013 detailed visual inspections, 14 structures (C064, C071, C084, C156, C191, P008, P017, P020, P021, P022, P023, P024, P045 and P057) were identified for minor rehabilitation in order to prevent their further deterioration. Design for these 14 structures has been carried out by Asset Management staff and contract administration will also be carried out by internal staff.

### Culverts (5)

#### Location

1. 19th Avenue 300 m east of Warden (C064)
2. Reesor Rd 650 m north of Elgin Mills Rd (C071)
3. Bur Oak Ave east of McCowan Rd (C084)
4. Elgin Mills Road 15 m east of Boyd Court (C156)
5. 9th Line 25m south of Sanders Drive (C191)

#### Scope of work

- Implementation of environmental protection measures
- Preparation and implementation of a traffic management plan
- Placement of riprap with geotextile on embankment slope
- Culvert extension with 600mm diameter corrugated steel pipe
- Abrasive blast cleaning of reinforcing steel
- Site restoration
- PVC Liner and placement of riprap with geotextile on embankment slope

Note: Scope of work varies at each location

**Pedestrian Bridges (9)****Location**

6. Coppard Park south of Highglen Ave (P008)
7. Armadale Park off Denison St (P017)
8. Randall Park off Highglen Ave (P020)
9. Randall Park south of Kayla Cres (P021)
10. Middlefield Corners Park (P022)
11. James Edwards Park off Elson Ave (P023)
12. Toogood Pond east of Carlton (P024)
13. Robinson north of Lincoln Green Dr. (P045)
14. Berczy Park 40m north of Bur Oak Ave. (P057)

**Scope of work**

- Implementation of environmental protection measures
- Preparation and implementation of a traffic management plan
- Placement of riprap with geotextile on embankment slope
- Abrasive blast cleaning of reinforcing steel
- Site restoration
- PVC Liner and placement of riprap with geotextile on embankment slope
- Replace bridge deck, curb, wingwall, beam, and abutment
- Remove and restore rail
- Remove portion of concrete deck and rebar
- Install Styrofoam on existing armour stone
- Install new concrete deck and rebar
- Granular backfill
- Concrete corner patches at east end

Note: Scope of work varies at each location

Due to the weather condition and the cold season, the completion of the project will continue to the next spring and will be completed by June 2014.

**BID INFORMATION**

Advertised	ETN
Bid closed on	Oct. 29, 2013
Number picking up document	20
Number responding to bid	8

**PRICE SUMMARY (Inclusive of HST)**

Company	Bid Price	Provisional Price*	Total Price
Jarlian Construction	\$177,138.72	\$12,007.68	\$189,146.40
Hawkins Contracting Services	\$206,071.63	\$ 6,207.36	\$212,278.99
Tascan Corp	\$223,414.08	\$ 7,138.46	\$230,552.54
McPherson - Andrews	\$302,336.08	\$ 7,606.56	\$309,942.64
MTM-2 Contracting	\$348,192.19	\$ 7,621.82	\$355,814.01
All Services Inc.	\$353,381.95	\$13,432.32	\$366,814.27
Marbridge Construction	\$435,146.11	\$11,346.24	\$446,492.35
Digcon International	\$738,273.89	\$12,496.13	\$750,770.02

\*Provisional price items are for work that we anticipate may be required. These works are only carried out upon receipt of written approval from City Staff.

## FINANCIAL CONSIDERATIONS

Account Name	Account #	Total Budget	Actual Spent	Committed	Budget Available	Budget allocated for this award	Contingency + Prov Items	Total Cost	Balance after the award
Structures Rehabilitation (Pedestrian Bridge) <b>P045, P055, P057</b>	058-6150-12422	\$35,000	\$0	\$0	\$35,000	\$35,000	\$0	\$35,000	\$0
Structures Rehabilitation (Culverts) C26a, C066, C034, C011, C065, C110, C049, C048, C052, <b>C064</b>	058-6150-12423	\$2,282,953	\$485,034	\$839,402	\$958,517	\$0	\$0	\$0	\$958,517
Structure Rehabilitation (11 structures) P001, P003, <b>P008, P017, P020, P021, P022, P023, P024, C071 and C084</b>	058-6150-13332	\$364,300	\$0	\$0	\$364,300	\$97,139	\$17,713.87 + \$12,007.68 (PS)	\$126,860	\$237,440
Structure Rehabilitation (10 structures) C020, C021, C051, C063, C073, C229, C230, <b>C156, C166, and C191</b>	058-6150-13333	\$1,329,100	\$64,079	\$159,487	\$1,105,534	\$45,000	\$0	\$45,000	\$1,060,534
		\$4,011,353	\$549,113	\$998,889	\$2,463,351	\$177,139	\$29,722	\$206,860	\$2,256,490





### STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	259-Q-13 Supply of Traffic Control Services
Date:	November 4, 2013
Prepared by:	Eddy Wu, Manager, Operations & Maintenance, ext. 2445 Morgan Jones, Manager, Roads Operations, ext. 2285 Tony Casale, Senior Construction Buyer, ext. 3190

#### PURPOSE

To obtain approval to award the contract for the supply of traffic control services for two years with an option to renew for two additional one year terms at the same itemized pricing.

#### RECOMMENDATION

Recommended Supplier	Jackson Trademark Services Inc. (Lowest Priced Supplier)	
Current Budget Available	\$ 55,650.00	
Less Cost of Award	\$ 47,112.44	Year 1 - Jan 1 – Dec 31, 2014*
	\$ 47,112.44	Year 2 - Jan 1 – Dec 31, 2015*
	\$ 47,112.44	Year 3 - Jan 1 – Dec 31, 2016*
	\$ 47,112.44	Year 4 - Jan 1 – Dec 31, 2017*
	\$ 222,600.00	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 8,537.56	**

\*Awards subject to Council approval of the 2014 to 2017 operating budgets

\*\*Budget remaining in the amount of \$8,537.36 will be retained in the operating budget accounts, for traffic control during emergency repairs, as detailed in the Financial Considerations Section.

#### BACKGROUND

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

#### BID INFORMATION

Advertised	ETN
Bids closed on	October 31, 2013
Number picking up bid documents	7
Number responding to bid	4*

\*One bidder was disqualified for not providing all mandatory documents of the bid. They did not price the work as per addendum # 1.

#### PRICE SUMMARY

Suppliers	Price exclusive of HST
Jackson Trademark Services Inc.	\$ 47,112.44*
On Track Safety Ltd.	\$ 50,302.82
Barricade Traffic Services Inc.	\$ 51,668.64

\*In comparison with the 2012/13 contract, the majority of the items under this contract have decreased by 20%, and contracted unit prices for this award are fixed for four years.

**FINANCIAL CONSIDERATIONS**

<b>Account Name</b>	<b>Account #</b>	<b>Budget Amount</b>	<b>Amount to Allocate to this project</b>	<b>Cost of Award</b>	<b>Budget Remaining</b>
Watermain Breaks	760-100-5300	422,030	18,650	15,789	2,861
Waterworks Construction: Residential Service	760-111-5300	183,825	4,000	3,386	614
Waterworks Construction: ICI Services	760-112-5300	29,827	4,000	3,386	614
Waterworks Construction: Valves	760-113-5300	93,575	4,000	3,386	614
Waterworks Construction: Hydrants	760-115-5300	82,415	2,000	1,693	307
Sewer Line Breaks	760-500-5300	40,883	4,000	3,386	614
Waterworks Residential Services	760-511-5300	94,600	2,000	1,693	307
Waterworks ICI Services	760-512-5300	30,386	2,000	1,693	307
Special Events	700-995-4290	24,000	11,000	9,312	1,688
Roads Hired Equipment	700-501-5501	52,800	4,000	3,386	614
<b>Totals:</b>		<b>1,054,341</b>	<b>55,650</b>	<b>47,112</b>	<b>8,538</b>



## STAFF AWARD REPORT

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To:	Andy Taylor, Chief Administrative Officer
Re:	286-T-13 Daniels Fairty House Stabilization and Preservation - Construction
Date:	November 13, 2013
Prepared by:	Renee Chong, Project Engineer, Ext. 2674 Tony Casale, Senior Construction Buyer, Ext. 3190

### PURPOSE

To obtain approval to award the contract for the Stabilization and Preservation of the Daniels Fairty House.

### RECOMMENDATION

Recommended Supplier	Heritage Restoration Inc. (Lowest Priced Supplier)	
Current budget available	\$ 408,408.99	750 101 5699 12287 Daniel Fairty House Stabilization
Less cost of award	\$ 337,639.68	Construction (Incl. of HST)
	\$ 3,001.92	Provisional Items *
	\$ 34,064.16	Contingency (10%)
	\$ 374,705.76	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 33,703.23	**

\* The provisional items include remediation of the septic system and the supply and installation of a painted storm sash.

\*\* The remaining funds will be used for building permit fees, specialty consulting, geotechnical, materials and soil testing, and site security as budgeted.

### BACKGROUND

The Daniel's Fairty House located at 7060 Markham Road has been designated as a heritage property by the City. The 2-story portion of the house located closest to Markham Road and the attached kitchenette are of heritage significance and are being retained and restored. The westerly portion, breezeway and garage are being demolished and landscaped appropriately.

A general description of the work is as follows:

- Demolition of garage, breezeway and a portion of the house
- Removal of debris within the house
- Restoration of exterior foundation walls, waterproofing and weeping tile
- Exterior brick work
- New roof and gutters
- Repairs to existing supports
- Insulation
- Window and door replacement and/or repair

Additionally, the Bid requested prices for the following five provisional items which were not included in the base due to budgetary concerns;

1. Perimeter fence around dwelling
2. Security lighting on posts at perimeter of dwelling
3. Remediation of the septic system
4. Supply and installation of a painted storm sash including hardware
5. Removal and replacement of asphalt

Staff has reviewed pricing for the provisional items above and recommends proceeding with provisional items 3-4 as pricing for these items are in line with cost estimates.

The project is expected to be completed by August 31, 2014

**BID INFORMATION**

Advertised	ETN
Bid closed on	October 31, 2013
Number picking up document	13
Number responding to bid	7

**PRICE SUMMARY**

Suppliers	Bid Price (Incl of HST)	Provisional Items	Total
Heritage Restoration Inc.	\$ 337,639.68	\$ 3,001.92	\$ 340,641.60
Silver Birch Contracting Ltd.	\$ 378,343.68	\$ 4,273.92	\$ 382,617.60
Integrated Building & Design Corporation	\$ 390,026.17	\$ 9,667.20	\$ 399,693.37
Hawkins Contracting Services Limited	\$ 429,605.28	\$ 11,193.60	\$ 440,798.88
Rutherford Contracting Ltd.	\$ 429,847.47	\$ 12,577.54	\$ 442,425.00
Canada Construction Limited	\$ 494,826.32	\$ 14,755.20	\$ 509,581.52
City Corp Construction Inc.	\$ 498,624.00	\$ 11,498.88	\$ 510,122.88



## STAFF AWARD REPORT

Page 1 of 2

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	260-T-13 Supply of Granular Materials
Date:	January 16, 2014
Prepared by:	Morgan Jones, Manager, Roads Operations, Ext. 2285 Eddy Wu, Manager, Operations & Maintenance, Ext. 2445 Tony Casale, Senior Construction Buyer, Ext. 3190

### PURPOSE

To obtain approval to award the contract for the supply of granular materials for two (2) years with an option to renew for two (2) additional one (1) year terms at the same itemized pricing.

### RECOMMENDATION

Recommended Supplier	Strada Aggregates Inc. (Lowest Priced Supplier)	
Current budget available	\$ 77,843.00	Various accounts (Refer to financial attachment)
Cost of award	\$ 77,502.96	2014 cost of award (inclusive of HST) *
	\$ 77,502.96	2015 cost of award (inclusive of HST) *
	\$ 77,502.96	2016 cost of award (inclusive of HST) *
	\$ 77,502.96	2017 cost of award (inclusive of HST) *
	\$ 310,011.84	Total Cost of Award (inclusive of HST)
Budget Remaining after this award	\$ 340.04	

\*The cost of award is subject to Council approval of the 2014 -2017 operating budgets.

### BACKGROUND

Granular materials are required for gravel resurfacing of roads, shoulders and base repairs. They are also used to repair storm, sanitary sewers and watermain. In an effort to leverage the purchase of these granular materials the requirements for both the Waterworks and Operations Departments have been combined and the breakdowns of the requirements are outlined below.

Part A – Supply of granular ‘A’ and clear limestone for the Waterworks Department. The materials specified are to be stored and be made readily available for pick-up by City staff or approved contractor(s) on the suppliers site based on a 24/7 pick-up schedule. It is mandatory that the pick-up location of materials for Part ‘A’ only be within 5km of the City of Markham boundary so that Waterworks staff could quickly respond quickly to emergency repairs.

Part B - Supply and haulage of granular material for the Operations Department for delivery to the Works Yard at 555 Miller Avenue and/or Various locations throughout the City. The material requirement for this portion of the contract is Granular “A”, Granular “B” and Brick Sand.

Part C - Supply and haulage of limestone material for the Operations Department for delivery to the Works Yard at 555 Miller Avenue and/or to Various Locations throughout the City. The material requirement for this portion of the contract is limestone ¾” clear, limestone ¾” crusher run, gabion small and large and limestone screenings.

### BID INFORMATION

Advertised	ETN
Bid closed on	November 7, 2013
Number picking up document	5
Number responding to bid	3

**PRICE SUMMARY**

<b>Suppliers</b>	<b>Part A – Waterworks Dept. (Incl. of HST)</b>	<b>Part B – Operations Dept. (Incl. of HST)</b>	<b>Part C – Operations Dept. (Incl. of ST)</b>
<b>Strada Aggregates</b>	\$ 36,023.04	\$ 19,199.57	\$ 18,642.43
<b>Miller Paving Ltd</b>	\$ 35,565.12	No Bid	\$ 19,483.22
<b>Vicdom Sand &amp; Gravel</b>	No Bid	\$ 19,436.16	\$ 27,999.26

Note: This contract represents 1.2% percent increase from the previous contract.

**FINANCIAL CONSIDERATIONS**

<b>Account Name</b>	<b>Department</b>	<b>Account #</b>	<b>Budget Amount</b>	<b>Amount to Allocate to this project</b>	<b>Cost of Award</b>	<b>Budget Remaining</b>
Watermain Breaks	Waterworks	760-100-4530	56,490	15,000	14,873	127
T&D - Residential Services	Waterworks	760-111-4530	32,577	7,500	7,436	64
T&D - ICI Services	Waterworks	760-112-4530	17,588	2,000	1,983	17
T&D - Chambers	Waterworks	760-114-4530	10,400	2,000	1,983	17
T&D - Hydrants	Waterworks	760-115-4530	96,967	5,000	4,958	42
Sewer Line Breaks	Waterworks	760-500-4530	4,000	3,000	2,975	25
T&D - Residential Services	Waterworks	760-511-4530	8,000	2,000	1,983	17
T&D - ICI Services	Waterworks	760-512-4530	6,000	1,000	992	8
Manhole Maintenance	Waterworks	760-560-4530	10,000	2,500	2,479	21
Stone Gravel	Operations	700-501-4541	22,190	22,190	22,189	1
Stone Gravel	Operations	700-507-4541	9,189	9,189	9,189	-
Stone Gravel	Operations	730-743-4541	6,464	6,464	6,464	-
<b>Totals:</b>			<b>279,865</b>	<b>77,843</b>	<b>77,503</b>	<b>340</b>



### STAFF AWARD REPORT

To:	Paul Ingham, Director, Operations
Re:	266-Q-13 Supply and Delivery of Automotive Parts
Date:	Thursday, November 21, 2013
Prepared by:	Shahid Rehman, Ext: 4005 Robert Slater, Senior Construction Buyer, Purchasing, Ext. 3189

### PURPOSE

To obtain approval to award a contract for the supply and delivery of automotive parts and supplies for a three (3) year period at the same itemized prices.

### RECOMMENDATION

Recommended Supplier	Traction M (Lowest priced supplier)	
Current Budget Available	\$ 25,000.00	Budget allocated for this award
Less cost of award	\$ 19,773.87	Year 1. January 1 to December 31, 2014*
	\$ 19,773.87	Year 2. January 1 to December 31, 2015*
	\$ 19,773.87	Year 3. January 1 to December 31, 2016*
	\$ 59,321.61	Total cost of award, inclusive of HST impact
Budget Remaining after this award	\$ 5,226.13	**

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

\*\*The remaining balance in the amount of \$5,226.13 will remain as favourable variance in the 2014 operating budget results and potentially used to offset unfavourable variances from other Operations operating contracts.

### BACKGROUND

266-Q-13 was issued in accordance with purchasing By-law 2004-341. The parts and supplies identified in this quotation (120 part numbers) are required for the maintenance and repair of vehicles and equipment along with various user department supplies used throughout the City. Staff have reviewed the bid document and are satisfied that all terms and conditions comply with the City's requirements

### BID INFORMATION

Advertised	ETN
Bids closed on	November 5, 2013
Number picking up bid documents	21
Number responding to bid	4

### PRICE SUMMARY

Suppliers	Price (inclusive of HST)
<b>Traction M</b>	<b>\$ 19,773.87*</b>
Impact Auto Parts	\$ 19,985.75
Hansen Automotive	\$ 22,342.86
Berco Automotive Supply	\$ 22,802.04

\*Compared to the previous contract (2010-2013), the prices received under this contract reflects a 5% increase, however, the pricing under this contract is fixed for three (3) years.

**STAFF AWARD REPORT**

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	218-T-13 Underground Streetlight Cable Replacement/Repair
Date:	January 16, 2014
Prepared by:	Samina Mehar, Senior Project Manager, ext. 3400 Patti Malone, Senior Buyer, ext. 2239

**PURPOSE**

To obtain approval to award the contract for the underground streetlight cable replacement/repair.

**RECOMMENDATION**

Recommended Supplier	Langley Utilities Contracting Ltd. (Lowest Priced Supplier)	
Current Budget Available	\$529,385.00	058-6150-13345-005 Streetlights – Underground Cable Replacement/Repair
Less cost of award:	\$418,674.73	Award amount
	<u>\$41,867.47</u>	Contingency (10%)
	\$460,542.20	Total Award Inclusive of HST
Budget Remaining after this award	\$ 68,842.80	*

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

**BACKGROUND**

In 2013, for the first time, the City carried out the underground streetlight cable inspection program to identify the deficient underground cables which are prone to frequent faults. Based on the 2013 inspection program, approximately 7 km length of underground streetlight cables were found to be in poor condition and required immediate replacement. This program will systematically replace the deficient underground streetlight cables and will upgrade the cable connection components to the current standard. The replacement of deficient underground streetlight cable network is consistent with the City's strategy to upgrade the aged infrastructure to improve reliability and customer satisfaction.

Based on the cable inspection, the following streets are identified for immediate replacement of underground streetlight cable and associated street lighting electrical system components due to poor condition: Royal Orchard Blvd, Kirk Drive, Knotty Pine Trail, Shady Lane Crescent, Blue Spruce Lane and Doncaster Avenue. The streets identified in the 2013 Budget request (Gibson Drive, Arcadia Avenue, Laureleaf Road and John Street) have been deferred to 2014 and the necessary budget has been requested under 2014 budget request.

The project will commence in January and will be completed by end of April 2014.

**BID INFORMATION**

Advertised	ETN
Bids closed on	October 24, 2013
Number picking up bid documents	6
Number responding to bid	6



**PRICE SUMMARY (Inclusive of HST)**

<b>Suppliers</b>	<b>Bid Price</b>
<b>Langley Utilities Contracting Ltd.</b>	<b>\$418,674.73</b>
Fellmore Electrical Contractors Limited	\$485,798.39
Black & McDonald Limited	\$564,505.37
Beacon Utility Contractors Limited	\$689,283.28
Guild Electric Limited	\$803,367.61
Dundas PowerLine Ltd.	\$822,535.14



### STAFF AWARD REPORT

To:	Paul Ingham, Director of Operations
Re:	311-Q-13 Supply and Delivery of Ice Melt Material
Date:	December 17, 2013
Prepared by:	Steve Matunin, Acting Manager Parks Operations Ext. 4560 Patti Malone, Senior Buyer, ext. 2239

### PURPOSE

To obtain approval to award the contract for Supply and Delivery of Ice Melt Material for a period of one (1) year with an option to renew for an additional two (2) years at the same itemized pricing.

### RECOMMENDATION

Recommended Supplier (s)	Mister Chemical Ltd. (Lowest Priced Supplier)	
Current Budget Available	\$29,913.00	See financial considerations
Less cost of award	\$22,737.25	Year 1 (2014)*
	\$22,737.25	Year 2 (2015)*
	\$22,737.25	Year 3 (2016) *
	\$68,211.75	Total (Inclusive of HST)
Budget Remaining after this award	\$ 7,175.75	**

\* Subject to Council approval of the 2014 to 2016 Operating Budgets

\*\* The remaining balance to be used for potential winter maintenance requirements at City facilities based on weather conditions.

### BACKGROUND

This contract is for supply and delivery of 20 kg or 44 lb bags of arctic blast melter which is the winter control material being used for City facilities, parking lot/garage and walkways.

### BID INFORMATION

Advertised	ETN
Bids closed on	December 12, 2013
Number picking up bid documents	12
Number responding to bid	2*

\*The Purchasing Staff contacted bidders who downloaded the document but did not submit a bid. The majority of bidders acknowledged they do not carry this type of material specified and one bidder did not have a vehicle capable of offloading the skids from the truck.

### PRICE SUMMARY (Inclusive of HST)

Suppliers	Qty	Unit price*	Extended Price
Mister Chemical Ltd.	2,100	\$10.83	No Bid
Markham Industrial & Trade Supplies Ltd.	2,100	\$13.22	No Bid

\*Unit price per 20 kg or 44 lb bag and delivered on skids. Compared to the previous contract the current price represents a 23% decrease.

### FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Amount	Amount to Allocate to this project	Cost of Award	Budget Remaining
Facility Maintenance - Chemicals	730-743-4410	20,913	20,913	15,896	5,017
Cornell Winter Services	730-737-5414	18,000	9,000	6,841	2,159
<b>Totals:</b>		<b>38,913</b>	<b>29,913</b>	<b>22,737</b>	<b>7,176</b>



## STAFF AWARD REPORT

Page 1 of 3

To:	Brenda Librecz, Commissioner Community & Fire Services
Re:	167-R-13 Provision of Personal Fitness Training Services
Date:	November 29, 2013
Prepared by:	Janice Carroll, Community Recreation Manager, West Ext. 6884 Rosemarie Patano, Senior Buyer, Ext. 2990

### PURPOSE

To obtain approval to award the contract for personal fitness training services at Thornhill CC, Centennial CC, Cornell CC & Civic Centre for a total contract term of THREE (3) years, being ONE (1) for the initial term and TWO (2) optional ONE (1) year terms.

### RECOMMENDATION

Recommended Supplier	Health Systems Group (Highest Ranked Supplier with Highest Revenue)	
Revenues	\$ 18,600.00	January 1, 2014 to December 31, 2014
	\$ 18,600.00	January 1, 2015 to December 31, 2015
	<u>\$ 18,600.00</u>	January 1, 2016 to December 31, 2016
	\$ 55,800.00	Bid price, pre-tax
	<u>\$ 7,254.00</u>	HST (13%)
	\$ 63,054.00	Total

Note:

The Total Revenue is based on a three (3) contract term with firm and fixed pricing; \$18,600.00 (YEAR 1) + \$18,600.00 (YEAR 2) + \$18,600.00 (YEAR 3) = \$55,800.00.

**PAYMENT SCHEDULE:** at the beginning of the contract and every option year taken thereafter, the successful bidder will issue, to the City of Markham, twelve (12) post-dated cheques for the full amount of the fee payable - which represents the revenue offering of each concession bid. These post dated cheques shall include all appropriate taxes.

### BACKGROUND

The City of Markham (the "City") has approximately 4,250 combined active fitness members for the Centennial Fitness Centre, Thornhill Fitness Centre and Cornell Health & Fitness Centres. The City of Markham currently employs two different independent training companies (outside the competitive procurement process) to provide personal fitness training services. These services are not only considered a benefit to existing fitness members (a value added component which provides one-on-one personalized services in-house), but is considered an additional source of revenue to the Fitness Centres.

In September 2013, the City issued a Request for Proposal ("RFP") for personal fitness services for Thornhill CC, Centennial CC, Cornell CC & Civic Centre. To protect the City from possible poaching of clients, it was a mandatory requirement of the RFP that Bidders are NOT a National Brand or Franchise System. The RFP specified the following core responsibilities of the Successful Bidder:

- provision of Services to the City of Markham fitness members by qualified trainers
- personalized programs developed for clients that meet their ability and goals
- offer a variety of program packages and session times to meet client expectations
- provision of promotional materials listing all services offered
- develop a business plan to maximize the financial contribution to the City

**BID INFORMATION**

Advertised	Electronic Tendering Network*
Bids closed on	September 24, 2013
Number picking up bid documents	17**
Number of companies responding to bid	2

\*In addition to the Electronic Tendering Network, Staff also posted the advertisement via the CSEP (Canadian Society for Exercise, Physiology) Opportunities website.

\*\*From the 17 suppliers who picked up the bid document, 5 suppliers attended the mandatory site visit. From the City's original Vendor list, only 1 out of the 4 vendors attended this session. The reasons for not participating with a bid submission, included: disinterest from the suppliers based on the bid financial model, as they typically would bid on projects whereby the purchaser compensates the vendor for providing the wellness services they require as outlined in the RFP the purchaser sends out; the financial model presented is strongly weighted in favour of the City, and they objected to the addition of the commissions payable on top of the guaranteed annual revenue; fitness industry is trending in a very different direction from that of the Municipal model, and a yearlong contract is not nearly enough time to enact the necessary changes to reverse the declining membership; security deposit of 10% is too high for a small independent personal training company.

**PROPOSAL EVALUATION**

This Request for Proposal ("RFP") was released using a three-stage, two-envelope 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 20 points; the Interview (Stage 2) was evaluated with 5 points and 75 points assigned for price (Stage3).

The Evaluation Team (Team) for this RFP was comprised of staff from the Recreation 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: 8 points for Bidders Experience and Qualifications; 10 points for Marketing Philosophy, Policies, Procedures and Methodology (Business Plan); 2 points for Reporting Capabilities, for a total score out of 20. The Bidders, who scored a minimum of 75% or 14.9 points out of 20, were selected to continue to the second stage – Interview.

**TABLE A****Stage (1) – Scoring**

Suppliers	Score (out of 20)	Rank Results
Health Systems Group	17.15	1
Innofit*	Disqualified	

\*Supplier bid is rejected / disqualified as non-compliant, for not meeting the MANDATORY requirement. Page 27 of the bid document provides as follows: "It is MANDATORY requirement of this RFP that Bidders be able to provide evidence (satisfactory to the City, in its sole discretion) that all trainers employed by the Bidder be qualified trainers who possess a CSEP-CPT certification. Failure to meet this requirement shall result in bid disqualification.

**Stage (2) – Interview**

Upon completion of Stage 1 for all proponents, ONLY the selected proponents from Stage 1 who scored >75% was opened. One (1) proponents progressed to Stage 2. The Bidder(s), who scored a minimum of 75% or 3.73 points out of 5, were selected to continue to the third stage - Envelope 2 which is the price evaluation).

**Stage (2) – Scoring**

Suppliers	Score (out of 5)	Rank Results
Health Systems Group	4.50	1

**Stage (3) – Price Evaluation (Envelope 2)**

Upon completion of Stage 2 for all proponents, ONLY the sealed pricing envelope provided by the selected proponents from Stage 2 who scored >75% was opened. Health Systems Group progressed to Stage 3.

Suppliers	Score (out of 75)	Rank Results
Health Systems Group	75	1

**Overall Scoring**

Suppliers	Score (out of 100)	Rank Results
Health Systems Group	96.65	1

Health Systems Group, scored high on both the technical submission and the interview, 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, Health Systems Group demonstrated a depth of experience and expertise as it specifically relates to: customer focus; program excellence; empowered staff; systemic operations; environmental efficacy; engaged partnership and Stewardship.

Health Systems Group have been in business since 1978, providing consulting and management services in fitness, recreation and wellness in two key market sectors: (1) Corporate - including onsite fitness centres and non-facility based wellness programs; and (2) Non-Profit / Community - including work with post secondary education and private community centres. In business for 35 years, Health Systems Group has the right combination of experience in fitness and wellness, as well as in community recreation sector and other not-for profit based operations. Health Systems Group operates fitness and recreation facilities and delivers personal training and wellness programs in a variety of settings and on behalf of a wide range of owners. Some of their major clients include (but not limited to): Ontario corporate clients – Amex, Proctor & Gamble, Air Miles; OPG (Ontario Power Generation), Rogers (3 locations), Honda, Sun Life, General Electric, Dofasco; and Non-Profit / Community clients – Fanshaw College, St. Claire College, Mohawk College, Miles Nadal Jewish Community Centre, Prosserman Jewish Community Centre, Schwartz Reisman Centre.

**FINANCIAL CONSIDERATIONS:**

The recommended award of this contract is based on a guaranteed minimum amount of \$18,600 (exclusive of HST). However, the terms of the contract will also include eight percent (8%) of Annual Gross Sales up to and including \$50,000, plus ten percent (10%) of that portion of Annual Gross Sales which is in excess of \$50,000. The guaranteed minimum revenue is split by location as follows: Thornhill CC (\$6,000), Centennial (\$6,000), Cornell CC (\$6,000) and Civic Centre (\$600). The three (3) year average of actual from 2010-2012 of personal training revenue at Thornhill CC, Centennial CC and Civic Centre is \$11,200. Under the terms of this contract those same 3 locations (Centennial, Thornhill, Civic Centre) would be \$12,600. This represents a 13% increase in revenue from the previous 3-year average. Of note, this is the first contract for personal training via Purchasing Procurement Process.

Payable will be the Annual Revenue Commitment PLUS the Percentage (Commission Base) as scheduled. Under the agreement, at the end of every twelve (12) months, the Contractor will compare the total Annual Revenue Commitment with its total gross sales for the preceeding twelve (12) months. These financial records will be submitted to the City within the first 30 days of the next succeeding month. Should the amount of the gross sales exceed the Annual Revenue Commitment for that twelve (12) month period, the Contractor shall pay the difference to the City within the first 30 days of the next succeeding month.

**STAFF AWARD REPORT****Page 1 of 3**

To:	Andy Taylor, Chief Administrative Officer
Re:	249-R-13 Consulting Services to Conduct Landfill Monitoring Program
Date:	December 5, 2013
Prepared by:	Robert Penner, Manager, Utilities, Survey & GIS Assets Database ext. 4550 Patti Malone, Senior Construction Buyer ext. 2239

**RECOMMENDATION**

Recommended Supplier	AMEC Environmental & Infrastructure (Highest Ranked/3 <sup>rd</sup> Lowest Priced Supplier)	
Current Budget Available	\$ 109,917.30 (a)	
Less cost of award	\$ 70,338.55	2014 Monitoring Program (incl. HST)*
	\$ 6,162.68	2014 Contingency (10%)
	\$ 76,501.23 (b)	<b>2014 Award (incl. HST)</b>
	\$ 62,335.12	2015 Monitoring Program (incl. HST)**
	\$ 63,191.94	2016 Monitoring Program (incl. HST)**
	\$ 12,552.71	Contingency 10%
	\$ 138,079.77	<b>Total Award (2015 &amp; 2016)</b>
Budget Remaining after 2014 award	\$ 33,416.07 (c)	***

\* The 2014 award includes monitoring (\$61,626.88) and preparation of an acoustic report (\$8,711.67) to satisfy the Ministry of Environment (MOE) requirements. This is a onetime report and not required in 2015/2016.

\*\*Subject to Council approval of the 2015/2016 Capital budgets.

\*\*\*The remaining balance of \$33,416.07 (a – b = c) will be returned to the original funding source.

Note: The annual monitoring cost will increase by 1.1% in 2015 over 2014 and 1.4% in 2016 over 2015.

**PURPOSE**

To obtain approval to award a contract for consulting services to complete landfill monitoring program for the period 2014 – 2016.

**BACKGROUND**2014 – 2016 Monitoring Program

The Former Sabiston Landfill Site located at Settlers Park in Markham includes a gas collection system, a gas monitoring and environmental monitoring networks. These systems need to be managed, measurements are required to be taken and condition inspections need to be performed on a regular basis. The work includes making recommendations from results of monitoring, ensuring compliance with all agency regulations/certificate of authorizations, coordinating with external agencies, supporting the City staff in documenting findings and future actions. A noise study will be included in the first year of the contract.

**BID INFORMATION**

Advertised	ETN (Electronic Tendering Network)
Bids closed on	Oct 17, 2013
Number picking up bid documents	17
Number responding to bid	9

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

**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 Suppliers' 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 (20%); qualifications and experience of the lead consultant and project team (25%); project delivery (20%). The 3 highest ranked suppliers who attained a passing grade of 48.8% out of 65% and received satisfactory reference checks were considered for Stage 2.

**Stage One (1) Scoring:**

Suppliers	Technical Score (out of 65%)	Rank Results
AMEC Environment & Infrastructure	63.25	1
SPL Consultants Ltd.	54.85	2
Conestoga-Rovers & Associates	49.75	3
Exp Services Inc.	46.30	4
Golder Associates Ltd.	46.25	5
Cambium Inc.	44.95	6
Terrapex Environmental Ltd.	41.80	7
Genivar Inc.	37.80	8
Comcor Environment Ltd.	37.45	9

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

The three (3) highest ranked suppliers qualified under Stage One of the evaluation processes and were eligible for evaluation under Stage Two- Pricing . The award of the contract is based on combination of the technical and financial evaluations. The results of the Stage Two pricing as follows:

**Stage Two (2) Scoring:**

Suppliers	Score (out of 35%)	Rank Results
Conestoga-Rovers	34.30	1
SPL Consultants Ltd.	33.92	2
AMEC Environment & Infrastructure	30.15	3

Note: The top 3 ranked consultants bid prices ranged from \$182,520.87 to \$215,321.11 (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
AMEC Environment & Infrastructure	93.40	1
SPL Consultants Ltd.	88.77	2
Conestoga-Rovers Associates	84.05	3

AMEC scored highest on their technical submission, when compared to the other proponents, and their proposal demonstrated, to the City's satisfaction, a thorough understanding of the project and its requirements. AMEC has extensive experience in landfill monitoring.

AMEC provided a project team which is very experienced in this type of work and has completed similar projects in the past years. AMEC original bid opening price was negotiated by Purchasing and subsequently reduced by 8.26% (\$19,455.49) to the recommended amount of \$195,865.01 (excluding contingency) for the 3 year term. In comparing the 2014 monitoring price of \$61,626.88 from AMEC, the 2014 pricing is \$9,089.20 higher than the 2013 monitoring cost. However, the 2014 scope of work has increased over 2013 related to the following: the number of gas probes that need to be monitored bi-monthly has increased from 16 to 21; and, the number of observation wells has increased from 10 to 21. Also, additional soil vapour samples will be tested from the gas probes near the Golf Course Buildings.

**FINANCIAL CONSIDERATIONS**

<b>Account Name</b>	<b>Total Budget</b>	<b>Budget Available</b>	<b>Amount to Allocate for 2014 Award</b>	<b>Budget Remaining</b>
Former Sabiston Landfill - Management 750-101-5699-13357	\$232,900.00	\$109,917.30	\$76,501.23	\$33,416.07

Monitoring is ongoing and is included in the Lifecycle for \$232,900 and is adjusted yearly for inflation. The change in price from this Award will be reflected in the 2014 Lifecycle Reserve Study update.





## STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	317-S-13 Ice Resurfacing Machine for Thornhill Community Centre
Date:	December 02, 2013
Prepared by:	Scott Hill, Community Recreation Coordinator - North, Ext. 7107 Rosemarie Patano, Senior Construction Buyer, Ext. 2990

### PURPOSE

To obtain approval to purchase one (1) ice resurfacing machine for the Thornhill Community Centre.

### RECOMMENDATION

Recommended Supplier	Zamboni Company Ltd. (Preferred Supplier)	
Current Budget Available	\$ 98,900.00	057 6150 13401 005 – Corp Fleet Replacement – Non Fire
Less cost of award	\$ 90,330.77	Inclusive of HST & Transportation
Budget Remaining after this award	\$ 8,569.23	*

\* Remaining balance of \$8,569.23 will be returned to original funding sources.

Note: pricing for this ice resurfacing machine purchase is 4% lower than our 2009 costs

### 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 (e) which states “Where the City is acquiring specialized equipment, in which case the sources of supply may be identified based on technical specifications prepared by the User Department staff. The Manager of Purchasing may negotiate purchases based on such specifications in consultation with the User Department;”

### BACKGROUND

Council at its January 20, 2009 meeting resolved that Zamboni Company Ltd. be established as the City's sole source for ice resurfacing machines for the next five years (2009 – 2014).

The Recreation Department typically replaces one machine per year through the capital budget process. Replacement is requested every ten years at the single pad arenas and every 5 years at the twin pad facilities. Further, a condition assessment is completed annually to determine which machine is best suited for trade-in.

The ice resurfacing machine (2003 Model 520-7707) identified for replacement in this report has had a condition assessment completed by maintenance staff and meets the criteria of the fleet replacement guidelines. There is an inventory of 12 ice resurfacing machines at City facilities and there are no surplus units.

The Angus Glen Community Centre back up machine (2003 Model 520-7707) is the unit designated for trade in, with the proceeds of the trade-in sale in the amount of \$9,500 to be posted to account 890 890 9305 (proceeds from the sale of other fixed assets) in accordance with the Purchasing By-Law 2004-341.

**STAFF AWARD REPORT**

Page 1 of 3

To:	Andy Taylor, Chief Administrative Officer
Re:	242-R-13 Thornlea Pool, Building Maintenance and Pool Maintenance
Date:	November 25, 2013
Prepared by:	Mary Creighton, Director, Recreation, Ext 7515 Rosemarie Patano, Senior Construction Buyer, Ext. 2990

**PURPOSE**

To obtain approval to award the contract for Building and Pool Maintenance at the Thornlea Pool for thirteen (13) months with the option to renew for two (2) additional years.

**RECOMMENDATION**

Recommended Supplier	PPL Aquatic, Fitness & Spa Group Inc. (Sole Bidder)		
	<b>2013*</b>	<b>2014**</b>	
Current Budget available	\$8,333.33	\$174,600.70	S/A Facility Maintenance, 501-911-5314
Less cost of award	\$10,580.50 (\$ 211.61)	\$184,796.16 (\$ 3,695.92)	December 1 – December 31, 2013* January 1 – December 31, 2014**
	\$ 10,368.89	\$181,100.24	Total Award Including HST
Budget Remaining after this award	(\$2,035.56)	(\$ 6,499.54)	***

\* The first month (December 2013) will only be staffed with a skeleton staff crew (shorter operational hours) until January 2014 and until such time as PPL Aquatic, Fitness & Spa Group Inc. are able to hire, train and relocate staff from other locations to the Thornlea Pool on a permanent basis.

\*\*Subject to Council Approval of the 2014 operating budget.

\*\*\*The shortfall amount of \$2,035.56 will be incorporated as part of the 2013 year end operating variance. The 2014 shortfall will be mitigated through expense discount payment and the monitoring and control of expenses within the overall Recreation department. This account will be reviewed as part of the 2015 Operating budget process.

Note: Staff were able to negotiate a 2% payment discount (pay invoices within 15 days), Staff believe this is attainable and will reduce the annual cost by \$3,695.92 ( $\$184,796.16 \times .02 = \$3,695.92$ ). Staff are recommending an award up to December 31, 2014 with a report to be brought forward to Council to consider in 2014 with the option to extend the contract past this first year. Year 2 and 3 will increase by 2% annually.

**BACKGROUND**

The City of Markham assumed full operation of the Thornlea facility (25m, lane pool and single gymnasium) from the Board of Education on July 1, 2013, which includes the maintenance of the facility. Prior to this the city of Markham had only been responsible for the program of the pool.

A Request for Proposal (RFP) was issued to the market with the intention that a contractor would provide the provision of maintenance services at the Thornlea Facility. The contractor is required to provide Staff who are Certified Pool Operators, WHMIS and Certified in Standard First Aid.

The vendor scope is as follows:

- Staffing from 5:00 a.m. - 11:30 p.m., seven (7) days a week
- Inspection from Supervisors five (5) to seven days a week

- Property Watch and Inspections:
  - The Contractor shall be responsible for on-site walk-thru inspections of both the property's interior and exterior, to be performed on a daily basis
- Pool Services and Maintenance:
  - The Contractor shall be responsible for all pool water testing and inspections - water assessments, balancing of chemicals, recording results to be performed on a daily basis
- Facility Cleaning Services:
  - The Contractor shall be responsible for regular housekeeping and maintenance of the Premises, to be performed on a daily basis. The Premise shall always be kept in a tidy, clean, sanitary condition to the satisfaction of the Facility Coordinator
- Property Maintenance:
  - The provision of basic services for completion of minor repairs and maintenance of both the property's interior and exterior, to be performed on an as-warranted basis
- All Staff hiring, training, scheduling, and payroll

The City's responsibilities include:

- Provide the Contractor with pool chemical supplies through the City's current Contracts for these products
- Provide the Contractor with paper and cleaning supplies through the City's current Contracts for these products
- The City may perform semi-annual customer satisfaction surveys with the purpose of identifying and prioritizing areas for improvement for the Contractor.
- The City will have direct access to the Contractor's daily, monthly and annual service records and logs in order to verify work completed
- The City will provide access to all equipment for use by staff administering the services.
- The City will be responsible for the procurement and management of any Lifecycle repairs and major capital projects.
- The City will provide a list of approved contractors for repairs such as electrical, mechanical, plumbing, pool equipment, etc
- The City will provide keys for access to all required areas. All keys will need to be assigned to an individual and recorded.

#### BID INFORMATION

Advertised	Electronic Tendering Network
Bids closed on	October 15, 2013
Number picking up bid documents	9
Number responding to bid	1*

\*Purchasing Staff contacted 20 vendors with the majority of the responses indicating that the scope of work under this RFP was outside their scope of work and they did not have the in-house expertise and /or experience to manage the pool maintenance requirement of this RFP. Staff contacted property management firms who do condominium pool maintenance contracts, however, none of these firms had any experience with pool maintenance for Class "A" pools (Community Pool).

Note: Thornlea pool is a Class "A" pool and through Staff's research, there is only one (1) firm who has experience with Class "A" Pools, them being PPL Aquatic, Fitness & Spa Group Inc. All other Class "A" Pools are maintained by the owner (i.e. Municipality)

**PROPOSAL EVALUATION**

This Request for Proposal ("RFP") was released using a three-stage approach: the technical proposal (Stage 1) was evaluated with 60 points; the interview (Stage 2) was evaluated with 10 points; and 30 points were assigned for pricing (Stage 3).

The Evaluation Team for this RFP was comprised of Staff's from the Recreation Department, with Purchasing Staff acting as the facilitator.

**Stage 1 – Technical Evaluation**

The first stage included evaluating the submissions against the pre-established evaluation criteria as listed in the Request for Proposal: 25 for Experience and Qualification of the Bidder and Staffing; 25 for Operating Practices, Procedures, Methodology and Preventative Maintenance Program and 10 for Reporting, for a total score out of 60. The Suppliers, who scored a minimum of 75%, were selected to continue to Stage 2.

**Stage 1 – Scoring**

Suppliers	Score (out of 60)	Rank Results
PPL Aquatic, Fitness & Spa Group Inc.	45.50	1

**Stage 2 – Interview**

As noted above, ONLY the selected proponents from Stage 1 who scored >75% were invited to participate in Stage 2.

**Stage 2 – Scoring**

Suppliers	Score (out of 10)	Rank Results
PPL Aquatic, Fitness & Spa Group Inc.	8.20	1

**Stage 3– Price Evaluation**

Upon completion of Stage 2, the sealed pricing envelopes of those Suppliers who past staged 2 were opened.

**Stage 3 – Scoring**

Suppliers	Score (out of 30)	Rank Results
PPL Aquatic, Fitness & Spa Group Inc.	30	1

**Overall Scoring (Combined Stage 1 & 2 & 3)**

Suppliers	Score (out of 100)	Rank Results
PPL Aquatic, Fitness & Spa Group Inc.	83.70	1



### STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	270-T-13 Preparation, Printing, Insertion and Mailing of Municipal Tax Bills
Date:	January 16, 2014
Prepared by:	Miranda Miluzzi, Manager of Taxation, Ext. 4726 Tony Casale, Senior Buyer, Ext. 3190

#### PURPOSE

To obtain approval to award the contract for the Preparation, Printing, Inserting and Mailing of Municipal Tax Bills for a period of two (2) years with an option to extend the contract for an additional two (2) years at the same itemized pricing.

#### RECOMMENDATION

Recommended Supplier	Data Direct Group Inc. (Lowest Priced Supplier)	
Current Budget available	\$ 55,288.00	410 410 4010 Tax External Printing
Cost of award	\$ 49,790.67	2014 - Inclusive of HST & contingency *
	\$ 49,790.67	2015 - Inclusive of HST & contingency *
	\$ 49,790.67	2016 - Inclusive of HST & contingency *
	\$ 49,790.67	2017 - Inclusive of HST & contingency *
	\$ 199,162.68	Total Cost of Award inclusive of HST
Budget Remaining after this award	\$ 5,497.33	**

\*Subject to Council approval of the 2014-2017 operating budgets. The contract award for the years 2015, 2016 and 2017 will be adjusted accordingly to reflect growth in Markham (new homes added to tax rolls);

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

Note: Each year of the award (2014-2017) includes a \$2,000 contingency which may be utilized for additional items that could be included in the interim and final tax bill.

#### BACKGROUND

This contract is for the preparation, printing, insertion and mailing of residential, commercial, industrial and multi-residential tax bills. The service is required to provide prompt billing for the collection of taxes for the City of Markham, Region of York and York Region School Boards.

#### BID INFORMATION

Advertised	ETN
Bids closed on	November 7, 2013
Number picking up bid documents	13
Number responding to bid	6*

\*Two bidders were disqualified as they did not meet the mandatory requirements as specified in the Bid document.

#### PRICE SUMMARY

Suppliers	Price (Inclusive of HST)
Data Direct Group Inc.	\$ 47,790.67
Cover-All Computer Services Corp.	\$ 49,923.56
Torpedo Marketing Inc.	\$ 54,673.66
The Data Group Ltd.	\$ 63,246.75

Note: This contract included additional requirements that were not included in the previous contract i.e. PTP Buck Slip (interim and final) and Tag Line (interim and final). When excluding these items for direct comparison, this contract represents approximately a 1% decrease from the 2010 contract and includes 100% post consumer waste (PCW) paper which was excluded from the 2010 contract.

#### ENVIRONMENTAL CONSIDERATIONS

The paper used for tax bills including the brochures use 100% PCW and Forest Stewardship Council (FSC) certified. FSC certification ensures our forests are managed in an environmentally and socially responsible manner.



## STAFF AWARD REPORT

Page 1 of 4

To:	Andy Taylor, Chief Administrative Officer
Re:	105-Q-13 Cornell Media Room Hardware, Software and Support
Date:	October 04, 2013
Prepared by:	June Fry, Client Advisor ITS, Ext. 2539 Moe Hosseini-Ara, Director Service Excellence, Ext. 5997 Rosemarie Patano, Senior Buyer, Ext. 2990

### PURPOSE

To obtain approval to award the contract work for the Cornell Media Room Hardware, Software and Technical Support for a term of three (3) years, with an option to extend the contract for three (3) additional successive terms of twelve (12) months.

### RECOMMENDATION

Recommended Supplier	MacLean Media Systems Inc. (Sole Bidder)	
Current Budget Available	\$ 60,000.00	070-5350-10559-005 East Markham CC & Library - IT Library
Cost of award	\$ 55,204.80	Year 1 – Jan. 2014 to Dec. 2014*
	\$ 13,788.48	Year 2 – Jan. 2015 to Dec. 2015**
	\$ 13,788.48	Year 3 – Jan. 2016 to Dec. 2016**
	\$ 18,491.83	Optional Year 4 – Jan. 2017 to Dec. 2017***
	\$ 18,491.83	Optional Year 5 – Jan. 2018 to Dec. 2018***
	\$ 18,491.83	Optional Year 6 – Jan. 2019 to Dec. 2019***
	\$ 138,257.24	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	\$ 4,795.20	****

\*Total Year 1 cost of the award includes:

- hardware, all applicable peripherals;
- software (including subscription licenses for 3-Years Adobe Creative Suite Collection (4 subscriptions) and Microsoft Office Suite (4 subscriptions), with costs to be renewed on a yearly basis after the third year);
- installation, professional services and training;
- first year warranty, maintenance and support fees.

\*\* These costs include warranty, maintenance and on-going support fees. The budgets for 2015 and 2016 will be subject to Council approval.

\*\*\* The higher cost starting in Year 4 is due to the renewal of 4 subscriptions for each of Adobe Creative Suite Collection and Microsoft Office Suite which were included in the first year costs. The budgets for 2016 to 2019 will be subject to Council approval. Best efforts will be made to manage these additional costs within the existing budget.

\*\*\*\*The remaining budget in the amount of \$4,795.20 will be utilized for purchasing of cabling and infrastructure as budgeted in the Cornell Community Centre project.

Note: The costs for warranty, maintenance and on-going support fees starting Year 2 will be charged to ITS Computer Software account#400-400-5361.

### BACKGROUND

Libraries across the globe are modernizing and updating their technical capabilities. The contemporary trends of digital information transfers demand that libraries possess the utility to provide residents with access to a wide array of hardware and software capabilities. Digital Media Labs (DML), hacker spaces and technological maker spaces have seen tremendous growth in libraries in the US, Europe and Asia. Since the mid 1990s, the City of Markham has embarked on a strategic plan to modernize the community and attract foreign direct investment in the technology sector. The success of this strategy is witnessed by the new subtitle of Markham, "The High-Tech Capital of Canada". With developments planned for the new Markham city centre, this influx of technological capital will undoubtedly continue.

**BACKGROUND (Continued)**

A DML is a space designed for library customers to have access to the software and hardware needed to create digital media, such as videos, music, podcasts, images, eBooks, websites, animation, and more. The media lab facilitates content creation by providing resources to the community that many people could not afford, or would not want to invest in for long-term use. Customers can record and preserve their history, they can interview a family member or scan slides and negatives from generations before them, small-business owners can use the equipment and software to create professional-looking brochures or videos to market their enterprises, aspiring artists can edit photographs, create graphic designs, or compose music. Students can use the lab to develop new talents or to complete class projects.

The change in library offerings is reflective of larger societal trends. How individuals choose to engage with each other, seek information and create knowledge has been altered by the advent of the internet and modern technological inventions. As such, Digital Media Lab's have become a permanent fixture in the design and construction of new urban libraries across North America and Europe. As demonstrated by the deployment of DMLs at Pickering Public Library, Innisfil Public Library, Seneca College Academic Library and the new facility approved by Vaughan Public Library; technologically sophisticated facilities that offer residents the ability to produce, create and consume digital media are in high demand. Also, the Toronto Public Library is looking to add digital media facilities to multiple branches.

Digital Media facilities also currently exist at: Cleveland (being the first library in North America to offer access to, and programs about 3D printers); New York; Washington; Chicago; Los Angeles, Reno and more. The full list of North American libraries that will be deploying these facilities is expected to rise exponentially over the next 2-4 years. In support of objectives outlined by the City of Markham, Markham Public Library (MPL) has approved the development of a Digital Media Lab at the Cornell branch to be launched in Q1 of 2014.

The following requirements were considered for this project:

- **Hardware, Software and all applicable peripherals (cables, accessories, etc)**
- **Installation, Professional Services and Training:** Configuration and training services are provided. Vendor will be responsible for onsite install, configure, optimize and train library staff on all hardware and software elements.
- **Ongoing Support:** As part of ongoing Maintenance of supplied hardware equipment's and software, the vendor will be responsible to install the minor software releases / hotfixes/ patches on semi-annual basis and major software releases / hotfixes/ patches etc. within one month
- **Warranty, Support and Maintenance:** the Vendor will replace, at no cost to the City, any hardware component that requires three service calls in any three consecutive month's period with the current equivalent Hardware component.

**BID INFORMATION**

Advertised	ETN
Bids closed on	May 08, 2013
Number picking up bid documents	6
Number responding to bid	1

**OPTIONS/DISCUSSIONS**

In April 2013, request for quote 105-Q-13 was issued publicly to the marketplace through the electronic tendering network with six (6) bidders downloading the document. MacLean Media Systems Inc. was the only supplier who responded with a bid submission. Combination of factors resulted in the lack of bid response, with the majority of the Bid takers identifying that this project did not fit with their core manufacturer partners.

The initial quoted price from the sole supplier was over the estimated budget for this project. Through numerous discussions with the supplier, Staff and the supplier worked together to align the scope of work to meet our budget requirements. Changes were made to the initial software requirements (Adobe Creative Suite 6 Master Collection and Microsoft Office for Mac home and Business Edition 2011), which were determined as not suitable for a Library environment and customer base.

**OPTIONS/DISCUSSIONS (Continued)**

These two elite software packages are utilized by top professionals in the field of digital media. Due to the complexity of the software and its offered features, these professional packages have been substituted with a suitable equivalent that offers a balance of low complexity and high end features. Also, some duplication in requirements was eliminated, the numbers of required licenses were aligned with the hardware requirements and staff negotiated discounts on hardware, software and on-going technical support.

Staff have worked with MacLean Media Systems in various media projects within the City, and are satisfied with the level of service and quality of workmanship provided. Compounded by their strong external references and confirmation of cost competitiveness (based on follow-up calls made to suppliers who opted not to submit a bid), Staff does not recommend re-issuing the RFQ. By going out to market for bid again, there is no assurance that the City will see lower pricing. This is combined with the fact that there are few suppliers within this field that have the same experience and qualifications, which the City is seeking.

Costs are competitive and in line with original capital estimates. However, this does not include the support and maintenance charges which after negotiations are still slightly higher as a whole than the typical 15-20% range for ITS software items. This is due to two reasons:

- The fact that MacLean Media Systems will be supporting and maintaining all the hardware and software for this room. ITS does not have the expertise and capacity to support and maintain an Apple environment as the City's core technology platform is standardized on Windows. Therefore, a decision was made that these services should be provided by the third party vendor.
- Although there are Windows-based solutions that would provide a similar outcome, the Apple environment is the recognized and preferred platform used by the intended audience/users and the industry norm for this stream of discipline. There would be little uptake by the community for using a Windows platform, and as such a Windows solution is not recommended.
- The fact that the Adobe and Microsoft products have changed from a license (one time purchase) to an annual **subscription model**.

**With these two factors removed, the maintenance cost are within the** typical range.

During the planning stages, MPL researched existing DMLs at other institutions including Skokie (Chicago) Public Library, Innisfil Public Library, Seneca at York University and Chicago's YOU Media. MPL consulted with these institutions on a variety of topics:

- **What types of hardware and software they are using**; providing valuable insight on what is both popular and user-friendly with their client base.
- **Policies and guidelines governing the DML**; sharing best practices for booking the space and lending the equipment.
- **Building a DML**; providing insight on the purchase and service of their DML hardware & software.

In every instance Apple was the platform used to offer these services. Staff from MPL also paid a visit to Seneca at York University to see their DML in action which provided helpful information regarding how people (staff and users) interact with space.

Cornell is the first site to create a media room for their patrons within MPL. The implementation of a DML and providing these advanced media tools will increase our service level to the Markham residents. MPL is expecting to deploy a similar room at the South East Library to open in 2015. It is expected that a similar process and expenditure will be required for that deployment. There are no plans for other existing libraries to be retrofitted with this technology.



**FINANCIAL CONSIDERATIONS**

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

Project Name	Account#	Budget Amount	Spent to Date	Commitment	Budget Available	Cost of Award	Budget Remaining
East Markham CC & Library - IT Library	070-5350-10559-005	\$ 771,500	\$ 480,504	\$ -	\$ 290,996	\$ 55,205	\$ 235,791

The remaining budget in the amount of \$235,791 will not be returned to the original funding source until the entire Cornell Community Centre project is complete and reconciled. The ITS Operating Budget starting 2015 will be adjusted for the warranty, maintenance and on-going support fees.