



Report to: General Committee

Report Date: April 4, 2013

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

RECOMMENDATION:

- 1) THAT the report entitled “Staff Awarded Contracts for the Month of March 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 March 2013 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 delegate’s 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 award 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">• 223-T-12 Concrete Bleacher Removal and Replacement at Milliken Mills Park• 037-T-13 Supply and Delivery of One (1) Articulating Sidewalk Tractor• 028-T-13 Thornhill Refrigeration Upgrades• 020-T-13 Replacement of Tannery Pond Pedestrian Bridge (P056)• 076-T-13 Treatment of Ash Trees (Tree Azin) |
| Preferred Supplier | <ul style="list-style-type: none">• 059-T-12 Contract Extension for Tree Planting Services |

Corporate Services

| Award Details | Description |
|---|---|
| Highest Ranked/ Second Lowest Priced Supplier | <ul style="list-style-type: none">• 050-R-13 Printing and Delivery of the 2013 Issues of Markham Life Magazine |
| Highest Ranked /Third Lowest Priced Supplier | <ul style="list-style-type: none">• 319-Q-12 Consulting Services for HRIS Needs Assessment, Establishment of Business and Technical Requirements and Identification of Suitable HRIS Solutions |
| Preferred Supplier | <ul style="list-style-type: none">• 014-S-13 Purchase of Multi-Function Devices and Single Purpose Printers through the Ontario Public Sector Users Print Imaging Technology Services Agreement |

Development Services

| Award Details | Description |
|---|--|
| Lowest Priced Supplier | <ul style="list-style-type: none">• 073-Q-13 Landscape Architectural Consulting Services for Major Wood Cathedraltown Park |
| Highest Ranked/ Second Lowest Priced Supplier | <ul style="list-style-type: none">• 033-R-13 Design and Contract Administration Services – Storm Sewer Repairs |

11/04/2013

12/04/2013

X 

Joel Lustig
Treasurer

X 

Trinela Cane
Commissioner, Corporate Services



STAFF AWARD REPORT

| | |
|--------------|---|
| To: | Andy Taylor, Chief Administrative Officer |
| Re: | 223-T-12 Concrete Bleacher Removal and Replacement at Milliken Mills Park |
| Date: | January 17, 2013 |
| Prepared by: | John Hoover, Supervisor, Contract Administration, ext 2316 Patti Malone, Senior Buyer, ext. 2239 |

PURPOSE

To obtain approval to award the contract for the Concrete Bleacher Removal and Replacement at five (5) locations within Milliken Mills Park.

RECOMMENDATION

| | | |
|-----------------------------------|---|--|
| Recommended Supplier | Frontier Group of Companies Inc. (Lowest Priced Supplier) | |
| Current Budget Available | \$ 809,900.00 | 059-6150-12242-005 Bleachers (Concrete) Replacement – Milliken Mills Park |
| Less Cost of Award | \$ 482,596.80 \$ 13,188.10 <u>\$ 49,578.48</u> \$ 545,363.38 | Inclusive of HST Provisional Work (inclusive of HST)* Contingency (10%) Total Cost of Award |
| Budget Remaining after this award | \$ 264,536.62 | ** |

* The award amount includes the provisional work for asphalt paving of four (4) dugout areas in the diamonds

**The remaining budget in the amount of \$264,536.63 will be used to fund the budgeted replacement of benches to be installed on the concrete bleachers in the amount of \$5,000 and the remaining balance of \$259,536.63 will be returned to the original funding source.

The budget was estimated based on the previous concrete bleacher purchase in 2007. The replacement costs for future concrete bleachers will be adjusted accordingly in the 2013 Life Cycle reserve study update.

BACKGROUND

The project involves the removal and construction of five (5) concrete bleachers at Milliken Mills Park and involves the following:

1. Removal and disposal of existing concrete bleachers
2. Construction of new concrete bleachers
3. Restoring affected area with topsoil and sod
4. Asphaltting area surrounding the bleachers

BID INFORMATION

| | |
|---------------------------------|-------------------|
| Advertised | ETN |
| Bids closed on | December 19, 2012 |
| Number picking up bid documents | 21 |
| Number responding to bid | 11 |

PRICE SUMMARY

| Suppliers | Price (Inclusive of HST)* |
|--|----------------------------------|
| Frontier Group of Companies Inc | \$ 482,596.80 |
| Cedar Springs Landscape Group | \$ 526,315.03 |
| All Services Inc. | \$ 572,145.60 |
| Midome Construction Services | \$ 584,102.40 |
| Eagle Restoration Inc. | \$ 605,980.80 |
| Griffith Property Services Ltd. | \$ 613,078.56 |
| R-Chad General Contracting | \$ 675,686.40 |
| Rutherford Contracting Ltd. | \$ 710,786.07 |
| SST Group of Construction COS. | \$ 711,836.64 |
| Hawkins Contracting Services | \$ 758,259.04 |
| Silver Birch Contracting Ltd. | \$ 822,017.28 |

*These costs do not include the provisional asphalt work.

ENVIRONMENTAL CONSIDERATIONS

All aluminum benches on existing bleachers are to be removed and then reinstalled on new concrete bleachers. All benches that are currently damaged will be removed by the Contractor, but disposed of by the City which is funded from the Operations operating budget. Damaged benches will be transported to the City's recycling bin. Benches will be purchased by the City for installation by the Contractor. Existing concrete and rebar steel is to be recycled at an approved recycling facility.



STAFF AWARD REPORT

| | |
|--------------|---|
| To: | Bill Snowball, Acting Commissioner, Community & Fire Services |
| Re: | 037-T-13 Supply and Delivery of One (1) Articulating Sidewalk Tractor |
| Date: | March 11, 2013 |
| Prepared by: | Laurie Canning, Manager, Fleet & Supplies, Ext. 4896 Tony Casale, Senior Construction Buyer, Ext. 3190 |

PURPOSE:

To obtain approval to award the contract for the supply and delivery of one (1) articulating sidewalk tractor.

RECOMMENDATION:

| | | |
|-----------------------------------|----------------------------------|--|
| Recommended Supplier | Cubex Ltd (Lowest Priced Bidder) | |
| Current budget available | \$ 121,500.00 | 057 6150 13401 005 Corporate Fleet Replacement |
| Less cost of award | \$ 105,454.34 | Inclusive of HST |
| Budget Remaining after this award | \$ 16,045.66 | * |

*The remaining funds will be used to "Markhamize" the vehicle in the amount of \$2,600.00 following which the remaining balance of \$13,445.66 will be returned to the original funding source.

BACKGROUND:

Tender 037-T-13 was issued in accordance with purchasing By-law 2004-341. The unit specified in this tender is part of the 2013 annual fleet replacement program. Staff has reviewed the bid document and is satisfied that all terms and conditions comply with the City's requirements.

Upon delivery of the new vehicle, the replaced unit # 1422 will be sold in accordance with Purchasing By-law 2004-341, PART V: Disposal of Personal Property and the proceeds will be posted to account 890 890 9305 proceeds from the Sale of Other Fixed Assets.

BID INFORMATION:

| | |
|----------------------------|---------------|
| Advertised | ETN |
| Bid closed on | March 8, 2013 |
| Number picking up document | 8 |
| Number responding to bid | 5 |

PRICE SUMMARY:

| Suppliers | Bid Price (Incl. of HST) |
|----------------------------|--------------------------|
| Cubex Ltd. | \$ 105,454.34 |
| Joe Johnson Equipment Inc. | \$ 113,934.57 |
| Viking Cives Ltd. | \$ 121,033.08 |
| Amaco Equipment | \$ 121,963.04 |
| The Shop Industrial Inc. | \$ 181,470.64 |



STAFF AWARD REPORT

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| | |
|--------------|---|
| To: | Andy Taylor, Chief Administrative Officer |
| Re: | 028-T-13 Thornhill Refrigeration Upgrades |
| Date: | March 8, 2013 |
| Prepared by: | Dennis Riggs, Facility Coordinator West, Ext. 3788 Rosemarie Patano, Senior Buyer, Ext. 2990 |

PURPOSE

To obtain approval to award the contract for the Thornhill Community Centre refrigeration upgrades

RECOMMENDATION

| | | |
|-----------------------------------|---|---|
| Recommended Supplier | A-Con Construction Limited (Lowest Priced Supplier) | |
| Current budget available | \$ 653,318.00 | 500 101 539912198 Thornhill Refrigeration Plant Renovations |
| Less cost of award | \$ 639,816.00 | Inclusive of HST * |
| | \$ 13,502.00 | Contingency** |
| | \$ 653,318.00 | Total Cost of Award (Inclusive of HST) |
| Budget Remaining after this award | \$ 0.00 | |

*As per Council approval, dated February 25, 2012, the General Contractor will oversee the refrigeration system upgrades and carry a cash allowance for the Cimco Refrigeration portion of the work in the amount of \$490,890.24 (inclusive of HST). The award amount identified above includes the Cimco Refrigeration portion of the work and the General Contractor portion of the work and cost for a total project cost of \$639,816.00.

**Contingency is required to cover any unforeseen issues that may arise, such as knocking out walls to create access for equipment should there be any asbestos. This is of particular concern for a project which has such a small window to complete. Any delays would result in not meeting timeframes, which would require cancellation of ice time and loss of revenue.

BACKGROUND

The City issued a bid to the market for a General Contractor to undertake the refrigeration upgrades at Thornhill Community Centre. The scope of work is as follows:

Architectural

- Removal of existing walls and doors.
- Construction of a new vestibule into the refrigeration room complete with new doors and frames
- Complete cutting and patching as required for all wall pipe penetrations. Install fire stop on all existing and new wall penetrations.
- Supply and install all concrete housekeeping pads for refrigeration and mechanical systems.
- Painting of interior walls of the new vestibule and refrigeration room.

Mechanical work

- Modifications to building plumbing and connection for new domestic hot water heat reclaim system.
- Supply and installation of new heat reclaim storage tank, heat exchange bundle, pumps and associated piping.
- Supply and install new emergency eye wash and pipe to existing hot and cold water services.

Electrical work

- Modifications to room lighting and switches to allow installation of new refrigeration room vestibule.

Refrigeration System

- Manage the refrigeration system upgrades performed by Cimco Refrigeration and pay all invoices related to this portion of the project.

BID INFORMATION

| | |
|----------------------------|---------------|
| Advertised | ETN |
| Bid closed on | March 1, 2013 |
| Number picking up document | 7 |
| Number responding to bid | 3 |

PRICE SUMMARY

| Suppliers | Bid Price (Incl. of HST) |
|-----------------------------------|---------------------------------|
| A-Con Construction Limited | \$639,816.00 |
| Morosons Construction Ltd. | \$817,265.08 |
| Canadian Tech Air Systems Inc. | \$823,248.57 |



STAFF AWARD REPORT

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| | |
|--------------|---|
| To: | Brenda J. Librecz, Commissioner, Community & Fire Services |
| Re: | 020-T-13 Replacement of Tannery Pond Pedestrian Bridge (P056) |
| Date: | April 11, 2013 |
| 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 Replacement of Tannery Pond Pedestrian Bridge (P056) at Robinson Street.

RECOMMENDATION

| | | |
|-----------------------------------|--|---|
| Recommended Supplier | All Services Inc. (Lowest Priced Supplier) | |
| Budget available | \$ 192,005.60 | 058-6150-10274-005 Pedestrian Bridge Tannery Pond |
| Less cost of award | \$ 103,133.76 | Inclusive of HST |
| | \$ 17,858.88 | Provisional Items* |
| | \$ 20,000.00 | Contingency* |
| | \$ 140,992.64 | Total Award |
| Budget Remaining after this award | \$ 51,012.96 | ** |

* The bid submission included a list of provisional items for additional work that may be required during construction due to subsurface soil conditions and presence of an existing sanitary sewer adjacent to the proposed bridge footing. An additional contingency is required for works such as carrying out CCTV inspection of existing sanitary sewer pre and post construction, if the CCTV inspection cannot be carried out by City's Operations staff as planned and to modify the foundations if necessary due to presence of sanitary sewer.

**The remaining budget will be used for the following:

- (a) Contract Administration and Construction Inspection Services during construction
- (b) Geotechnical Services during construction to test soil compaction and concrete strength
- (c) Implementation of the Environmental Overall Benefit Plan by Ontario Stream (as part of the endangered species approval condition by MNR)
- (d) Interpretive sign as requested by Heritage Planning.

Note: The original budget for this project was split into the following components:

- 1. Consulting \$ 50,000
- 2. Construction \$200,000

During the design stage, the Consultant component was increased to approximately \$56,991 from \$37,497 to cover additional costs associated in obtaining the approvals from Toronto Regional Conservation Authority (TRCA) and Ministry of Natural Resources (MNR). The consultant had to carry out hydraulic study, prepare an arborist report, landscape/tree removal and replanting plan, a fish rescue plan and undertake an Aquatic Habitat Assessment as required under the endangered species act (Redside Dace Fish). These works were not included in the original scope of work. The tasks identified under Items (c) & (d) are not part of the consultants standard scope of work, but is required for this particular bridge as required by MNR due to presence of endangered species.

BACKGROUND

In meeting the legislative requirement of The Public Transportation and Highway Act- Regulation 104/97, the City implements annual structures inspection program to identify the maintenance and rehabilitation needs to protect and prolong the life of the structures. Since 2004, the City has undertaken regular inspection of the structures. Based on the 2009 inspection program, the Tannery Pond Pedestrian Bridge (P056) identified for replacement.

Tannery Pond pedestrian bridge crosses the Robinson Creek and is located in Tannery Pond Park, 250m west of Main Street Markham and 70m north of Robinson Street. The existing bridge has a span of 5.8m span. During spring 2009 storm, this bridge was sub-merged and later temporarily repaired by Operations.

Construction Timing

The construction timing will be from July 1st – Sept 15th during the allowable TRCA/MNR fisheries time window. The pathway at the bridge will be closed for 8 weeks during the construction. Prior to construction, area residents will be notified of the construction.

BID INFORMATION

| | |
|----------------------------|-------------------|
| Advertised | ETN |
| Bid closed on | February 22, 2013 |
| Number picking up document | 31 |
| Number responding to bid | 14 |

PRICE SUMMARY

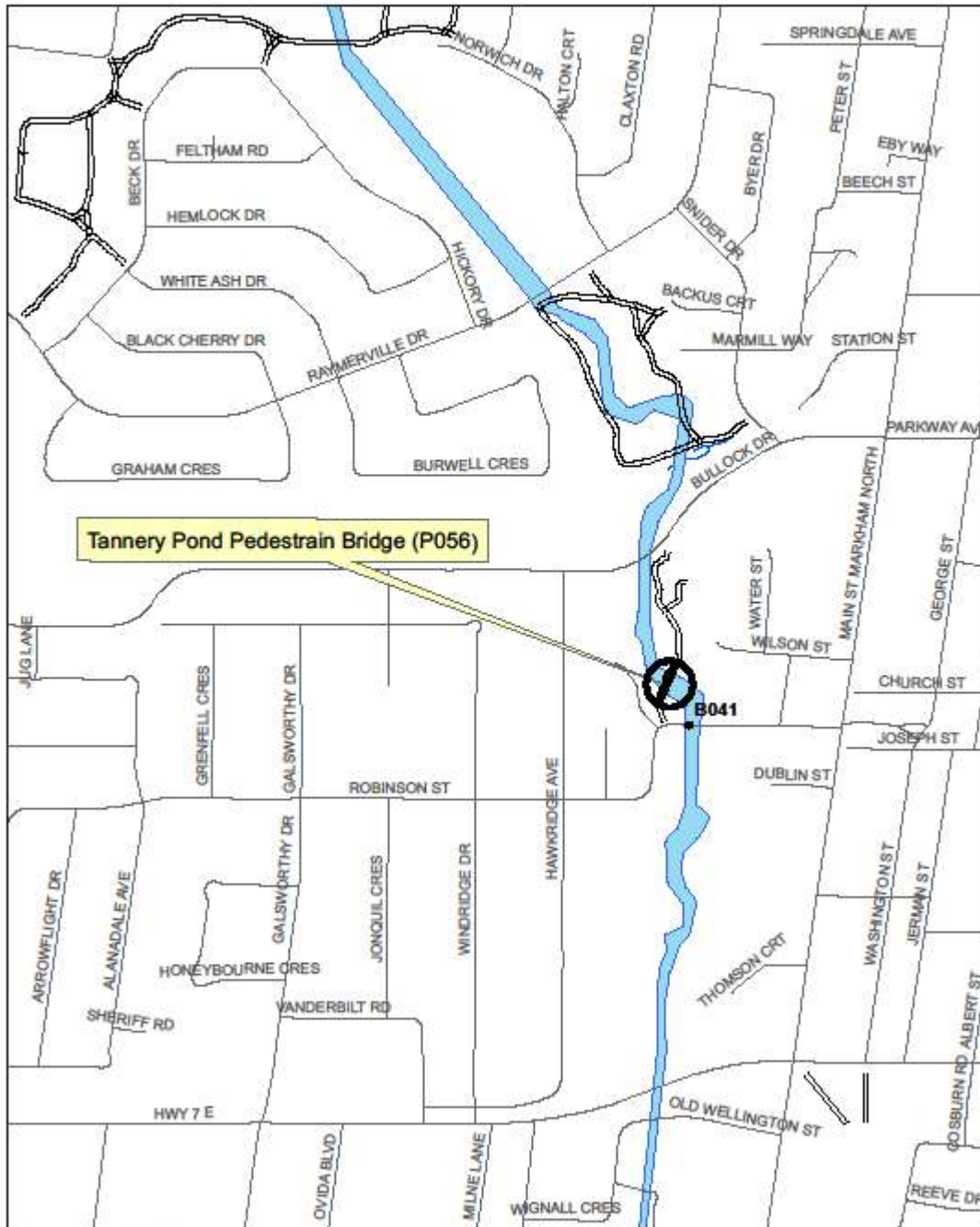
| Suppliers | Price (including of HST) |
|--|--------------------------|
| All Services Inc. | \$103,133.76 |
| Hawkins Contracting Services Limited | \$121,557.41 |
| Hollingworth Construction Co. | \$132,450.82 |
| Mopal Construction Limited | \$137,421.79 |
| Pine Valley Enterprises Inc. | \$137,437.06 |
| Mcpherson-Andrews Contracting Ltd. | \$142,656.33 |
| MTM Landscaping | \$142,789.63 |
| Serve Construction Ltd. | \$152,843.52 |
| GMP Contracting | \$173,138.53 |
| Spectre Construction & Management Inc. | \$173,948.54 |
| Metric Contracting Services Corp. | \$186,220.80 |
| Montgomery MacEwen Contracting Limited | \$197,326.86 |
| Dynaform | \$217,006.27 |
| Dig-Con International | \$281,962.35 |

ATTACHMENT

Key Map: Tannery Pond Pedestrian Bridge (P056)



Key Map: Tannery Pond Pedestrian Bridge (P056)



Attachment "A"



STAFF AWARD REPORT

| | |
|--------------|--|
| To: | Brenda Librecz, Commissioner, Community and Fire Services |
| Re: | 076-T-13 Treatment of Ash Trees (Tree Azin) |
| Date: | April 11, 2013 |
| Prepared by: | Jeff McMann, Forestry Supervisor, Ext. 2335 Patti Malone, Senior Buyer, Ext. 2239 |

PURPOSE

To obtain approval to award the contract for the spring treatment of ash trees (tree azin).

RECOMMENDATION

| | | |
|-----------------------------------|--|--|
| Recommended Supplier | Advanced Tree Care Inc. (Lowest Priced Bidder) | |
| Current budget available | \$ 1,986,800.00 | 700-101-5399-13438 Emerald Ash Borer Program |
| Less cost of award | \$ 92,011.39 | Estimate treatment of 550+/- trees, inclusive of HST |
| Budget Remaining after this award | \$ 1,894,788.61 | |

* Balance remaining will be used for other work related to the EAB program including consultants, tree removals, disposal of infested trees, stumping and planting

Note: The bid document included provisional prices for the cost to undertake residential ash tree treatment for Markham residents if they required this service. Staff have to finalize the legality, payment method by residents and internal administration levels required prior to proceeding to implement a program of this type.

BACKGROUND

In accordance with Emerald Ash Borer Management Plan, Tree Azin has been identified as the current treatment option for injection of our Ash trees to suppress the spread of the insects. This treatment should be performed between the months of April through September by a licensed applicator and is to be performed every two years provided the tree still remains a viable candidate. Based on the current monitoring program for Emerald Ash Borer, an estimate of 550 trees will be treated in spring of 2013.

BID INFORMATION

| | |
|----------------------------|---------------|
| Advertised | ETN |
| Bid closed on | March 1, 2013 |
| Number picking up document | 15 |
| Number responding to bid | 13 |

PRICE SUMMARY

| Suppliers | Price (Inclusive of HST) |
|--|--------------------------|
| Advanced Tree Care Inc. | \$ 92,011.39 |
| Treescape Certified Arborists | \$ 95,145.60 |
| GreenLawn | \$ 97,384.32 |
| Davey Tree Expert Co. of Canada, Limited | \$ 100,518.53 |
| Arborvalley Urban Forestry | \$ 107,458.56 |
| Eastern Ontario Arborists Inc. | \$ 117,532.80 |
| Bruce Tree Expert Co. Ltd. | \$ 125,368.32 |
| Ontree | \$ 125,368.32 |
| Four Seasons Tree Care and Service Ltd. | \$ 127,159.30 |
| Shadylane Expert & Tree Care | \$ 128,726.40 |
| Van Dyke's Tree Care Ltd. | \$ 129,845.76 |
| Urban Services | \$ 134,323.20 |
| Great Northern Greenery | \$ 145,516.80 |



STAFF AWARD REPORT

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| | |
|--------------|---|
| To: | Andy Taylor, Chief Administrative Officer |
| Re: | 059-T-12 Contract Extension for Tree Planting Services |
| Date: | March 11, 2013 |
| Prepared by: | Jeff McMann, Supervisor, Forestry Ext. 2335 Patti Malone, Senior Buyer Ext. 2239 |

PURPOSE

The purpose of this report is to obtain approval to extend the current contract for "Tree Planting Service" to include the requirements resulting from the tree removals for the Emerald Ash Borer infestation.

RECOMMENDATION

| | | |
|-----------------------------------|--|---|
| Recommended Supplier | Iron Trio Inc. (Preferred Supplier) | |
| Available Budget | \$ 2,066,300.00 | 700-101-5399-13438 Emerald Ash Borer Program |
| Less cost of award | \$ 79,500.00 <u>\$ 79,500.00</u> \$ 159,000.00 | 2013 – estimate planting of 1,060 trees, Inclusive of HST 2014 – estimate planting of 1,060 trees, Inclusive of HST* |
| Budget Remaining after this award | \$ 1,986,800.00 | ** |

*Subject to Council approval of the 2014 budget

**Balance remaining will be used for other work related to the EAB program including consultants, tree removals, disposal on infested trees, stumping and treatment of trees

Staff further recommends: THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (1) (c) when the extension of an existing contract would prove more cost-effective or beneficial;

BACKGROUND

As part of the Emerald Ash Borer program, an estimate of 1,060 trees will be removed and replanted in 2013. The City will attempt to treat as many trees that meet criteria in an effort to reduce the quantity of trees removed. The tree planting contract is for the planting of a typical 60mm tree.

This contract is to supply all the labour for the planting of a typical 60mm tree which are supplied by the City. The contractor will do the following:

- Excavation of the planting site
- Deliver and place the tree in the planting pit at the approved depth
- Trees in wire baskets, top half of basket to be removed
- Backfilling the planting pit with acceptable planting medium (screened top soil)
- Initial watering
- All nursery tags shall be removed
- Staking and tying
- Mulching (where indicated)
- Pruning to remove any damaged branches

RATIONALE FOR PREFERRED SUPPLIER**1. Align with current contract**

In April 2012, the contract (059-T-12) for tree planting service was awarded to the lowest priced bidder, Iron Trio Inc. for a period of three (3) years (2012 – 2014) with an estimate of 900 trees annually. Due to the Emerald Ash Borer infestation, Markham needs to plant an additional 1,060 over the next two (2) years and as such is requesting approval to extend the existing contract with these additional quantities. Awarding these additional tree planting requirements will allow the City to manage one (1) contractor for all tree planting requirements and allow the new contract to be released in 2014/15 to include the annual requirements and Emerald Ash Borer program needs.

2. Value for money

Iron Trio Inc., which was awarded contract 059-T-12 was the lowest price bidder of the twelve (12) submissions. Their price of \$75.00 per tree to plant was 5% lower than the 2nd lowest price bidder and 21% lower than the 3rd lowest priced bidder. Additionally, the price from Iron Trio Inc of \$75.00 per tree planting received under contract 059-T-12 is lower than the City's previous three (3) tender awards to different contractors.

- 2005- \$83.95 per tree (low bidder)
- 2006- \$88.88 per tree (low bidder)
- 2010- \$82.50 per tree (low bidder)

3. Performance/ Completion

In the past Markham has had issues with tree planting contractors whose productivity was too slow and trees were not planted. Operations staff is satisfied with the performance of Iron Trio Inc. in 2012 and is confident that they will be able to maintain this performance going forward. Also, Iron Trio Inc. has agreed to increase their daily planting average to accommodate the additional requirements.



STAFF AWARD REPORT

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| | |
|--------------|---|
| To: | Andy Taylor, Chief Administrative Officer |
| Re: | 050-R-13 Printing and Delivery of the 2013 Issues of Markham Life Magazine |
| Date: | March 18, 2013 |
| Prepared by: | Emma Girard, Senior Coordinator, Production & Advertising, ext. 2500 Michelle Zhu, Senior Buyer / Analyst, ext. 2025 |

PURPOSE

To obtain approval to award the contract for printing and delivery of the Summer 2013, Fall 2013 and Winter 2013/2014 issues of Markham Life Magazine with an option to renew for 2014 and 2015 pending the supplier's satisfactory performance, at the same itemized pricing.

RECOMMENDATION

| | | |
|-----------------------------------|--|---|
| Recommended Supplier (s) | St. Joseph Communications Inc. (Highest Ranked /Second Lowest Priced Supplier) | |
| Current Budget Available | \$ 207,407.17 | 795-796-5874 Markham Life Magazine |
| Less cost of award | \$ 58,210.79 | 2013 Summer Issue, inclusive of HST |
| | \$ 58,644.29 | 2013 Fall Issue, inclusive of HST |
| | \$ 58,644.29 | 2013/2014 Winter Issue, inclusive of HST |
| | \$ 12,331.62 | <u>Total provisional item, inclusive of HST</u> |
| | \$ 187,830.99 | Total Cost of Award, inclusive of HST |
| Budget Remaining after this award | \$ 19,576.18 | ** |

* The delivery component of this contract is limited to the magazine delivery from the printer to our distribution centre's (i.e., YRMG and Community Centre's), and it does not include the subsequent delivery to the residents.

**The remaining balance will be applied to the distribution of the three issues of Markham Life magazine to residents which will be handled by York Region Media Group ("YRMG".)

NOTE: Staff will issue a Council Report in fall 2013 to obtain Council approval on the 2014 and 2015 contract renewal.

BACKGROUND

City of Markham prints four (4) magazines per year (Spring, Summer, Fall and Winter) and distributes 84,000 to 85,000 copies per season to residents and for pick up at various City facilities. The magazine provides residents with information on all recreational, cultural and library programming offered by the City, as well as general information and latest City related news items. Each issue of the magazine has 168 pages of text including a 4 page cover in color, at a size of 7.75" x 10.75".

BID INFORMATION

Staff released to the marketplace a request for proposal for printing and delivery of multiple issues of Markham Life Magazines.

| | |
|---------------------------------|------------------------------------|
| Advertised | ETN (Electronic Tendering Network) |
| Bids closed on | March 4, 2013 |
| Number picking up bid documents | 38 |
| Number responding to bid | 4 |

PROPOSAL EVALUATION

The evaluation team was comprised of staff from the Corporate Communications & Community Engagement with Purchasing staff acting as the facilitator. The evaluation was based on pre-established evaluation criteria as listed in the Request for Proposal: 35% qualifications and experience of the Supplier, 10% demonstrated understanding of the project, 25% project management experience and 30% price, totalling 100%, with resulting scores as follows:

PROPOSAL EVALUATION (Continued)

| Suppliers | Total Score | Rank |
|----------------------------------|--------------------|-------------|
| St. Joseph Communications | 95.6 | 1 |
| CanMark Communications | 89 | 2 |
| Star Web Printing Ltd. | 81 | 3 |
| Swiss Printing International | 52 | 4 |

Prices received range from \$183,252.93 to \$457,094.35 inclusive of HST impact and provisional item.

St. Joseph Communications scored the highest on the technical submission and was the second lowest supplier on price. As allowed in the bid document, staff went back to negotiate with St. Joseph Communications on the pricing and was able to achieve a 1.4% price reduction from their original submission. Their proposal demonstrated to the City's satisfaction that they have the experience, equipment and capability to undertake this project and they have a strong understanding of the project related requirements, such as timeline, press check and delivery. Through the evaluation process, St. Joseph Communications also demonstrated their commitment to the environmentally friendly yet cost effective printing solution.

Furthermore, in comparison with our printing cost for 2012, the cost-per-copy has decreased by 5.0% from \$0.713 to \$0.679 per copy. Staff will review the 2014 obligations and expectations to determine the proposed costs for 2014 and 2015, and will make any necessary adjustments in the 2014 and 2015 operating budget.

ENVIRONMENTAL CONSIDERATION

As stipulated in the bid document, the successful supplier must be Forest Stewardship Council (FSC) certified. FSC is an organization established to promote the responsible management of the world's forests. The FSC certification provides a credible link between responsible production and consumption of forest products, enabling consumers and businesses to make purchasing decisions that benefit people and the environment as well as providing ongoing business value.

In addition, staff requested the suppliers to propose optional paper that has higher post consumer waste (PCW) content than the paper currently used. St. Joseph Communication was able to propose a paper that is 5% higher in PWC content, 13 grade points higher in Gloss and with a cost saving of 3%. The text pages of the magazine will be 30% PCW-FSC, 40lb with 60 Gloss and the cover will be 30% PCW-FSC, 100 lb paper.



STAFF AWARD REPORT

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| | |
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| To: | Trinela Cane, Commissioner Corporate Services |
| Re: | 319-Q-12 Consulting Services for HRIS Needs Assessment, Establishment of Business and Technical Requirements and Identification of Suitable HRIS Solutions |
| Date: | February 25, 2013 |
| Prepared by: | Teo Tecsa, Manager Applications & GIS, Ext. 4724 Rosemarie Patano, Senior Buyer, Ext. 2990 |

PURPOSE

To obtain approval to award the contract for consulting services for HRIS needs assessment, establishment of business and technical requirements and identification of suitable HRIS solutions.

RECOMMENDATION

| | | |
|-----------------------------------|--|--|
| Recommended Supplier | KPMG LLP (Highest Ranked / 3 rd Lowest Priced Supplier) | |
| Original Budget and Account # | \$ 100,000.00 | 200-101-5699-10068 Human Resource Information Systems (HRIS) Phase I of II |
| Less Cost of award | \$ 99,216.00 | Inclusive of HST |
| Budget Remaining after this award | \$ 784.00 | * |

*The remaining budget in the amount of \$784.00 will be returned to the original funding source

BACKGROUND

In the City's context, a Human Resources Information System (HRIS) is defined as a system that provides a single, centralized view of the data that the City requires for completing human resource processes. Such processes include recruiting, applicant tracking, payroll, time and attendance, performance appraisals, benefits administration, HR management, learning management, performance management, employee self-service, absence management, online on-boarding and other related functions.

The consultant will work closely with key stakeholders to conduct the review and to define a comprehensive list of HRIS system business and technical requirements. These requirements will enable the City to achieve its vision of automated human resource processes based on an integrated system platform that shares data amongst various system components. The requirements should address specific business processes that may be unique to the City and also incorporate industry best practices.

The scope of work includes six main objectives:

1. Provide a detailed assessment of the City's Human Resources (HR) business processes and needs in consultation with key stakeholders.
2. Develop the City's HRIS business and technical requirements with consideration of industry best practices as well as prioritize the City's business and technical requirements.
3. Deliver a high level assessment of the City's HR related systems in order to produce Enterprise System Diagrams describing the current and future states of the HRIS and its interfaces with other corporate systems.
4. Perform a detailed fit/gap analysis between Markham's HRIS requirements and York Region's HRIS environment which operates on the PeopleSoft platform v 9.1 as well as associated systems. Estimate the cost required for Markham to align with York Region's implemented solution and any other system that Markham requires but that York Region does not have. The cost should include: licensing, implementation, migration, training and operational estimates.
5. Provide a high level assessment of the benefits/ risks of entering into shared HRIS services with York Region.
6. Provide a feature and cost comparison of the most suitable best in class solutions (not to exceed 5), including PeopleSoft, that will satisfy the City's HRIS business and technical requirements. The cost should include: licensing, implementation, data migration, training and operational estimates

BID INFORMATION

| | |
|---------------------------------|------------------|
| Advertised | By Invitation |
| Bids closed on | January 23, 2013 |
| Number picking up bid documents | 15 |
| Number responding to bid | 5 |

PROPOSAL EVALUATION

The evaluation team was comprised of staff from Human Resources, Financial Services and Information Technology Services with Purchasing staff acting as the facilitator. The evaluation was based on pre-established evaluation criteria and points as identified in the Request for Proposal: 25% for Past Experience of Consulting Firm, 25% for Qualifications of Lead Consultant and Project Team, 20% for Project Delivery and Management and 30% for price, totaling 100% with resulting scores as follows:

| Suppliers | Total (out of 100) | Ranking |
|--------------------------|-------------------------------|----------------|
| Info-Tech Research Group | 82.50 | 1 |
| KPMG LLP | 78.87 | 2 |
| Katalogic | 72.33 | 3 |
| Gartner Canada Co. | 64.73 | 3 |
| Ernst & Young | 59.98 | 3 |

Consulting Fees ranged from \$80,594 - \$299,174 (inclusive of HST).

Staff elected to invite the two highest ranked vendors to a Question & Answer/Presentation session, as allowed for in the bid document. The interview panel was comprised of staff and Purchasing acting as the facilitator. The interview was evaluated on pre-established questions and scoring criteria, with an additional 10% provided for the proponents.

| Suppliers | Total (out of 110) | Ranking |
|--------------------------|-------------------------------|----------------|
| KPMG LLP | 88.17 | 1 |
| Info-Tech Research Group | 87.40 | 2 |

The evaluation criteria included a number of dimensions focused on: the experience and knowledge in the assessment, evaluation and analysis of HR business processes and technical solutions; process mapping and fit-gap analysis; HR, Finance and IT experience in assessing HRIS systems in the municipal sector; HRIS systems compliance with collective agreements and all relevant legislation and regulations; and, stakeholder consultation experience.

The recommended candidate KPMG has the appropriate credentials and team in place to assess and evaluate critical business processes through business case studies, leading practice research, process mapping, analysis and design. They have demonstrated their capability to leverage their global network of advisors and industry memberships to bring the best evidence and skill set to the analysis, process mapping, and requirements gathering in support of a large-scale technology implementation, including HRIS integrated systems (with consideration to governance and shared model services). Also, based on their experience, KPMG demonstrated an understanding that the sustainability of implemented projects requires an appropriate methodology and a strong focus on business planning to drive results, stakeholder engagement and corporate buy-in. They work from multiple sources for vendor data, leading practices and services analytics.

KPMG, the third lowest priced bidder, scored highest on the technical submission as well as in the Question & Answer Session, demonstrated 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.



STAFF AWARD REPORT

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| | |
|--------------|---|
| To: | Andy Taylor, Chief Administrative Officer |
| Re: | 014-S-13 Purchase of Multi-Function Devices and Single Purpose Printers through the Ontario Public Sector Users Print Imaging Technology Services Agreement |
| Date: | March 5, 2013 |
| Prepared by: | June Fry, Client Advisor ITS, Ext. 2539 Sugun Rao, Manager ITS, Ext.4868 Rosemarie Patano, Senior Buyer, Ext. 2990 |

PURPOSE

To obtain approval to award a contract to Compugen ("Compugen") for the purchase of twenty-six (26) black and white multifunction devices, twenty-two (22) colour multifunction devices, sixteen (16) single function devices and thirteen (13) mobile printers through the Ontario Provincial Government Print Imaging Technology Services Agreement.

RECOMMENDATION

| | | |
|-----------------------------------|--|---|
| Recommended Supplier | Compugen Inc. through Ontario Provincial Government (Preferred Supplier) | |
| Original Budget and Account # | \$ 585,440.00 | Capital Budget (various accounts-see Financial Consideration) |
| | \$ 128,121.00 | Photocopier Expenses (various operating budget accounts) |
| | \$ 713,561.00 | Total Budget |
| Less cost of award | \$ 378,932.14 | Total capital purchase including HST impact |
| | \$ 83,500.00 | Estimated click charges (April – December)* |
| | \$ 462,432.14 | Total Award |
| Budget Remaining after this award | \$ 35,095.61 | Capital Budget** |
| | \$ 12,500.00 | Operating Budget*** |
| | \$ 47,595.61 | |

* The estimated annual click charges are based on the current volume and rate per click per new photocopiers. Photocopiers specific rate per click are: Colour: \$0.07500 - \$0.11224; Black & White: \$0.00670 - \$0.02436.

* *Budget remaining from Capital of \$35,095.61 will be returned to original funding source.

*** Staff will monitor the printer expenses in 2013 and will make any necessary adjustments to the 2014 operating budget.

"Click Charges" means the cost per page charged by the vendor for toner and maintenance kit.

Staff further 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's in the City's best interest not to solicit a competitive bid";

AND THAT as per Council resolution on December 14, 2010 (see attached), the CAO is authorized to approve contracts through the Ontario Provincial Government relating to ITS requirements such as, cellular phone acquisition/plans, printing and imaging devices/services, server and computer acquisition.

AND THAT Staff recommends through Ontario Provincial Government that Compugen be the preferred supplier for Multifunctional Devices, Print Management Software, Black and White Printers, Colour Printers, Single Function Devices and Mobile Printers Operating costs (including the click charges) for the next 6 years.

BACKGROUND

In 2006, the City of Markham began consolidating printers, copiers and fax machines into one single multifunctional device (MFD). Following a competitive process, the City selected Xerox Canada to supply, implement and manage 40 multifunction devices that replaced 36 photocopiers, 31 printers and 33 fax machines across the organization.

These devices have reached their end of life and are due for replacement. As part of this replacement process, ITS retained a consultant to provide a replacement strategy in 2011. The recommendations from this strategy included:

- ☐ Manage devices under a single cost/page plan
- ☐ Implement a Managed Services Agreement
- ☐ Eliminate single function devices, combine black/white/colour devices into one MFD
- ☐ Rollout faxing from desktop & incoming fax to email
- ☐ Consider a secure print solution – avoid waste of paper, network access and
- ☐ Consider elimination of 11X17 printing

ITS department took these recommendations into consideration and prepared printer specifications suitable for each business unit, which was then reviewed with the business unit and further adjustments made where appropriate. These recommendations were reviewed with the Directors and Commissioners, followed by approval from ELT on October 3, 2012.

The approved recommendation included a reduction of printers from 159 to 101, 4 printers were replaced in 2012, leaving a balance of 77 printers that will be replaced by new Xerox printers and 20 low volume single function black and white printers will continue to be used.

MULTI FUNCTIONAL PRINTERS

In early 2010, the Ministry of Government Services at the Province of Ontario went through a competitive process and finalized the retention of vendors for the provision of printing and imaging technology services. The selected vendor(s) of record(s) are Compugen and Ricoh Canada Inc. that are also available to all Broader Public Sector Entities (BPS) for acquiring all of the deliverables contained in the agreement. The Contract objectives include a green print imaging strategy to reduce, reuse and recycle as well as to reduce the cost of acquiring the Equipment and Services while providing more efficient, cost effective service to the Ontario Public Services and Broader Public Sector Clients. This particular award covers multi-functional devices, printers, and mobile printers.

The above product categories are complimented with the following services:

- Configuration Services
- Delivery
- Installation
- Supplies and Consumables
- Support Services (e.g., Maintenance and Warranty)
- Services (e.g. installation, training, moves/adds/changes (MACs), removal)
- Packaging pick-up and recycling
- Supplies and Consumable Container Recycling Program

OPTIONS/DISCUSSION

The City's RFP process is the standard approach used for retaining a vendor to provide printer replacement. Although the amount/volume of equipment purchased is not significant enough to be an incentive for large price reduction by vendors, the RFP process provides the City with competitive pricing. The Province of Ontario, as the largest Government body in the Province with over 68,000 employees, will be a better alternative for many municipalities particularly in the area of technology acquisition.

OPTIONS/DISCUSSION (Continued)

Through its provisioning for the Broader Public Sector in Ontario, the Provincial Government offers an opportunity for municipalities to benefit from its purchasing power, if they choose to do so, by including such a provisioning in its agreement particularly with technology vendors.

Compugen has partnered with Xerox Canada in this contract. The following are the key differentiators between Compugen/ Xerox and Ricoh on the Vendor of Record:

- City of Markham already has a fleet of Xerox MFDs and users are well accustomed to the interface and workflow. Moving to new Xerox MFDs would minimize any switching costs for users and limit change management requirements for IT. All new Xerox MFDs have a common user interface across all devices minimizing training requirements for users.
- Compugen provides a broader product portfolio for the MFDs in Stream 1 than Ricoh. Compugen offer both letter/legal and full size 11x17 capable MFDs, where as Ricoh only offers the full size 11x17 models on the VOR. This is important as it ensures Compugen's offering will cover off all requirements in City of Markham, including where smaller sized MFDs may be required because of space constraints or lower volumes (e.g. community centres, fire stations, small satellite offices, etc).
- Xerox is the only manufacturer with products in Stream 3 of the VOR, which is for single function printers and cost/page service. This again emphasizes the broad portfolio of Xerox products on the VOR. Only the Compugen/Xerox VOR offering includes devices for every possible requirement which the City of Markham may have.
- The Environment and Solid Ink – Xerox has a Solid Ink MFD (ColorQube8700) available on the VOR (Stream 3) to help with City of Markham's environmental initiatives. Solid Ink creates 90% less waste from print (packaging, cartridges, etc) vs Laser technology. Solid Ink technology is exclusive to Xerox.
- City of Markham can leverage all the different VORs that Compugen holds, and deal with a single vendor to access pre-negotiated pricing for all IT equipment requirements.
- Managed Print Services (MPS) - Compugen includes its Fleetwatch MPS solution as part of the Compugen/Xerox VOR offering. This solution will provide fleet management capabilities, visibility/reporting for all print devices in City of Markham, as well as automated proactive replenishment of supplies, proactive service calls (i.e. based on alerts from the devices) and automated meter reads. The MPS offering minimizes any intervention by users improving their overall customer experience. The Ricoh offering is just an equipment and cost/pg offering with no proactive service/supplies or fleet management capabilities.

Further, Markham client users are familiar with the interfaces of Xerox devices, existing workflows can be leveraged, and the catalogue options support diverse models needed across the organization. In addition, our users are satisfied with the services provided by Xerox Canada, as is the Regional Municipalities of York and Halton whom are both using the VOR.

The replacement of 77 printers will occur over three year period (2013 to 2015), with 83% or 64 printers will be replaced in 2013. The expected life cycle of these printers is six years. Therefore, the term of the service contract for the toner and maintenance is required to be six years. It is recommended that additional similar print devices that are required due to increase in volume and/or new facilities during this term to be procured through Compugen. This will facilitate consistent users experience and familiarity in use of the devices across the organization, reuse of existing work flow, use of same technology (card reader and accounting software), integrated reporting and streamline vendor management.

PRICE COMPARISONS

Staff anticipated savings can be achieved through a standardized MFD service contracting model and associated best pricing/price creep protection. The costs for the toner and maintenance for the single function printers will no longer be required, as most of the single function printers will be eliminated. Staff will monitor the printer expenses in 2013 and will make any necessary adjustments to the 2014 operating budget.

DISPOSAL OF PRINTERS

The disposal of the old printers will be done in accordance with Purchasing By-Law 2004-341, Part V and shall be disposed by means of public auction, tender, quotation, donation or recycling after approval has been received from the Chief Administrative Officer and the Treasurer. Staff will work with XEORX to recycle these printers in the most environmentally approved methodology and will pursue any stewardship funding for the recycling of these printers. XEROX provides an effective and reliable way to dispose of end-of-life IT equipment that guarantees data security and privacy and fully compliant environmental stewardship.

In summary, the opportunity to acquire technology equipment and services through the Ministry of Government Services of Ontario for the Broader Public Sector – to which the City of Markham belongs - provides tremendous value to the City in terms of accessing well tested technology standards for the City. The City would realize measurable financial benefits through this approach due to the Province's purchasing power, as well as save significant time and effort required to complete a competitive process using internal resources. Based on these factors, staff recommends the City use Compugen in order to acquire printers and printer software required for its business operations for the next six years.

FINANCIAL CONSIDERATIONS AND TEMPLATE:

1) Capital Purchase

| Account Name | Account # | Budget Amount | Budget Available | Cost of Award | Budget Remaining* |
|---|--------------------|-------------------|-------------------|-------------------|-------------------|
| Printer Replacement 2013 (Phase 1 of 3) | 049-6150-13828-005 | 475,740.00 | 405,737.26 | 370,641.65 | 35,095.61 |
| Fire - Mobile Printers | 049-5350-13820-005 | 11,200.00 | 7,015.03 | 7,015.03 | 0.00 |
| Waterworks Other Operating Supplies | 760-998-4299 | 98,500.00 | 1,275.46 | 1,275.46 | 0.00 |
| Total Capital Purchase | | 585,440.00 | 414,027.75 | 378,932.14 | 35,095.61 |

* Budget remaining from Capital of \$35,095.61 will be returned to original funding source.

2) Operating Expenses

| Account Name | Account # | Annual Budget | Budget Available* Apr. - Dec. | Cost of Award** | Budget Remaining*** |
|-------------------------------------|------------------|---------------------|----------------------------------|--------------------|---------------------|
| Photocopier Expense (click charges) | various accounts | 128,121.00 | 96,000.00 | 83,500.00 | 12,500.00 |
| Total Operating Expenses | | \$128,121.00 | \$96,000.00 | \$83,500.00 | \$12,500.00 |

*Budget Available is calculated as the annual budget \$128,121 prorated for 9 months.

**Cost of Award is based on the ITS estimated annual click charges of \$109,073 prorated for 9 months. The annual click charges are based on the current estimated volume and the rates for the new photocopiers.

***Staff will monitor the printer expenses in 2013 and will make any necessary adjustments to the 2014 operating budget.



STAFF AWARD REPORT

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| | |
|--------------|---|
| To: | Rino Mostacci, Director, Planning & Urban Design |
| Re: | 073-Q-13 Landscape Architectural Consulting Services for Major Wood Cathedraltown Park |
| Date: | March 12, 2013 |
| Prepared by: | Linda Irvine, Manager, Parks & Open Space Development Ext. 2120 Tony Casale, Senior Construction Buyer Ext. 3190 |

PURPOSE

To obtain approval to award the contract for Landscape Architectural Consulting Services for Major Wood Cathedraltown Park.

RECOMMENDATION

| | | |
|-----------------------------------|--|---|
| Recommended Supplier | Basterfield and Associates Inc. (Lowest Priced Supplier) | |
| Current Budget Available | \$ 108,800.00 | 081-5350-13016-005 Major Wood Cathedraltown |
| Less cost of award | \$ 55,968.00 | Inclusive of HST |
| | \$ 5,596.80 | Contingency @ 10% |
| | \$ 61,564.80 | Total Cost of Award |
| | \$ 5,540.83 | Internal Project management fee 9% |
| | \$ 67,105.63 | Total project cost |
| Budget Remaining after this award | \$ 41,694.37 | * |

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

BACKGROUND

Major Wood Cathedraltown Park is a neighbourhood park located north of Victoria Square Avenue, east of the Woodbine By Pass, West of Woodbine Avenue, and south of Murison Drive. The park works may consist of the following components:

- Unlit Senior Soccer Field
- Gazebo/Trellis Shade Structure
- Small Water play
- Stone masonry
- Clearing, grubbing and rough grading
- Topsoil and finish grading
- Sub-drainage
- Planting of trees, shrubs & ground cover
- Sodding
- Electrical lighting

BID INFORMATION

| | |
|---------------------------------|----------------|
| Advertised | By Invitation |
| Bids closed on | March 08, 2013 |
| Number picking up bid documents | 7 |
| Number responding to bid | 7 |

PRICE SUMMARY

| Suppliers | Total (Inclusive of HST) |
|--|---------------------------------|
| Basterfield & Associates Inc. | \$ 55,968.00 |
| Harrington McAvan Ltd. | \$ 63,645.79 |
| JSW & Associates | \$ 67,639.87 |
| Victor Ford and Associates Inc. | \$ 72,758.40 |
| Cosburn Giberson Consultants Inc. | \$ 76,727.85 |
| PMA Landscape Architects | \$ 99,465.56 |
| Dillon Consulting Limited | \$ 107,077.21 |



STAFF AWARD REPORT

Page 1 of 2

| | |
|--------------|--|
| To: | Jim Baird, Commissioner of Development Services |
| Re: | 033-R-13 Design and Contract Administration Services – Storm Sewer Repairs |
| Date: | March 19, 2013 |
| Prepared by: | Philip Zhang, Engineering Design Assistant, ext. 2477 Alain Cachola, Manager of Infrastructure and Capital Projects, ext. 2711 Robert Slater, Senior Construction Buyer, ext. 3189 |

PURPOSE

To obtain approval to award the Design and Contract Administration Services for repairs of existing storm sewer at approximately one hundred (100) locations within Markham.

RECOMMENDATION

| | | |
|-----------------------------------|---|--|
| Recommended Supplier | Associated Engineering (Ont.) Ltd. (Highest Ranked/Second Lowest Priced Supplier) | |
| Current Budget Available | \$ 378,000.00 | 058-5350-12302-005 (Storm Sewer Repairs) |
| Less cost of award | \$ 19,631.54 | Detailed Design (Inclusive of HST) |
| | \$ 51,458.00 | Contract Administration (Inclusive of HST) |
| | \$ 10,663.43 | Contingency for Design and C.A 15% |
| | \$ 81,752.97 | Total Cost of Award (Inclusive of HST) |
| | \$ 9,810.36 | Engineering Department Internal Management Fee (12%) |
| | \$ 91,563.33 | Total Project Cost |
| Budget Remaining after this award | \$ 286,436.67 | |

* The remaining balance of \$286,436.67 from 058-5350-12302-005 will remain in the account to be used for the construction of storm sewer repairs scheduled for summer 2013.

BACKGROUND

In 2011, the City of Markham completed a CCTV investigation program on the storm sewers within the city's boundaries that identified that a number of sewers that are in a state of disrepair. In 2012, a Consultant was retained by the City to review the storm sewer reports and videos and produced a list of one hundred (100) sewer locations/sections that are need of immediate repair and/or upgrading. Six (6) sewer locations can be repaired using the open cut method and the remaining, approximately one hundred (100) sewer locations/sections, can be repaired using the trenchless method.

The scope of the engineering services required for this project includes:

- Preliminary design and confirming with the City the scope of the sewer repairs/construction work and methods
- Detailed design of the sewer repairs: preparation of contract drawings showing the map of locations of the sewers and the typical details of the repair methods.
- Preparation of the tender document: bid forms, special specifications etc.
- Assisting the City staff in evaluation of the submitted tenders and selection of the contractor.
- Construction administration and field inspection of the project.

BID INFORMATION

| | |
|---------------------------------|------------------------------------|
| Advertised | ETN (Electronic Tendering Network) |
| Bids closed on | February 15, 2013 |
| Number picking up bid documents | 12 |
| Number responding to bid | 3 |

PROPOSAL EVALUATION

The evaluation team was comprised of staff from the Engineering Department with Purchasing staff acting as the facilitator. The evaluation was based on pre-established evaluation criteria as listed in the Request for Proposal, 20%

Qualification and Experience, 20% Understanding of the Project, 30% Project Management and Delivery and 30% Price, totaling 100%.

| Suppliers | Total Score | Rank |
|---|--------------------|-------------|
| Associated Engineering (Ont.) Ltd. | 87.48 | 1 |
| Condeland Engineering Ltd. | 76.00 | 2 |
| Stantec Consulting Ltd. | 65.37 | 3 |

Prices ranged from \$67,670.40 to \$98,422.27 (inclusive of HST).

Associated Engineering (Ont.) Ltd. (AE) received the highest score after evaluation based on the criteria set out in the Request For Proposal. AE's proposal has demonstrated to the City's satisfaction a thorough understanding of the project and its requirements. AE has also demonstrated an extensive experience on trenchless sewer repairs. AE's project team is very experienced in this type of work and has completed similar projects in the past years.

The bids have been verified for accuracy and compliance with the Request for Proposal Terms and Conditions. Purchasing has reviewed the references of the recommended supplier and is satisfied with these recommendations.