



Report to: General Committee

Report Date: March, 2013

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

RECOMMENDATION:

- 1) THAT the report entitled "Staff Awarded Contracts for the Month of February 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 over \$50,000 for the month of February 2013, as per the Purchasing By-law 2004-341.

BACKGROUND:

Council, at its meeting of May 26th, 2009, amended By-Law 2004-341, A By-Law Establishing Procurement, Service and Disposal Regulations and Policies. The Purchasing By-Law delegates authority to staff to award contracts without limits if the award meets the following criteria:

- The award is to the lowest priced bidder
- The expenses relating to the goods / services being procured is included in the approved budget (Operating/Capital)
- The award of the contract is within the approved budget
- The award results from the normal tendering process of the City (i.e. open bidding through advertisements that meet transparency and enables open participation)
- The award is to the lowest priced bidder
- The term of the contract is for a maximum of 4 years
- There is no litigation between the successful bidder and the City at the time of award
- There are no bidder protests at the time of contract award

If one of the above noted criteria is not met, then any contract award over \$350,000 requires Council approval.

When the contract being awarded is a Request for Proposal (RFP), the approval authority limit of staff is up to \$350,000.

Community & Fire Services

Award Details	Description
Lowest Priced Supplier	• 235-T-12 Summer Camp Busing Service
Preferred Supplier	• 031-S-13 Angus Glen Community Centre ice resurfacing machine replacement • 289-T-10 Short Term Rental of Vehicles - Contract Extension • 224-R-10 Consulting Engineering Services to conduct a monitoring program at Settlers Park landfill site - Contract Extension

Corporate Services

Award Details	Description
Preferred Supplier	• 033-Q-12 Printing and Delivery of Councillor Ward Newsletters - Contract Extension

26/03/2013

X 

Joel Lustig
Treasurer

26/03/2013

X 

Trinela Cane
Commissioner, Corporate Services



STAFF AWARD REPORT

To:	Brenda Librecz, Commissioner Community & Fire Services
Re:	235-T-12 Summer Camp Bussing Service
Date:	February 06, 2013
Prepared by:	Colin Service, Manager, Planning & Policy Development, ext. 7543 Rosemarie Patano, Senior Buyer, ext. 2990

PURPOSE

To obtain approval to award the contract for Summer Bussing Services for the 2013 and 2014 seasons.

RECOMMENDATION

Recommended Supplier	Stock Transportation Ltd. (Lowest Priced Supplier)	
2013 Budget Available	\$125,073.00	Various Bus Rental Accounts (see financial considerations)
Less cost of award	\$123,894.06 <u>\$123,894.06</u> \$247,788.12	2013 Cost of Award 2014 Cost of Award * Total Cost of Award (Inclusive of HST)
2013 Budget Remaining after this award	\$ 1,178.94	**

* Subject to Council approval of 2014 operating budget.

** The remaining budget of \$1,178.94 will be used for other items as budgeted for within the Operating accounts.

BACKGROUND

This contract is for bussing services for various summer camps throughout the City.

BID INFORMATION

Advertised	Electronic Tendering Network
Bids closed on	November 21, 2012
Number picking up bid documents	6
Number responding to bid	4

PRICE SUMMARY

Suppliers	Price (Inclusive of HST)*
Stock Transportation	\$ 123,894.06**
First Student Canada	\$ 130,894.91
Student Choice Transit Corp	\$ 127,259.54
P.W. Transportation	\$ 269,787.52

*Staff have adjusted all Tender Submissions to reflect reduced requirements: Part B - Shuttles Thornhill Area Camps, Chess & Badminton/ Media Mania has been eliminated; Part F – Shuttles Unionville/Angus, Discovery Camp, Leadership in Training, Jr. Sports Camps and Awesome Authors; Part G – Shuttles – Camp Chimo, Camp Chimo Swim have all had the number of busses and the number of required weeks reduced.

** Compared to the previous contract, this contract represents approximately a 3.7% increase. Pricing is firm fixed for two (2) years (2013-2014).

FINANCIAL CONSIDERATIONS

Account	Location	2013 Budget	2013 Award	Variance
501 9315505	Thornhill-West	10,324	10,227	97
503 9325505	Camp Chimo	61,343	60,765	578
503 9315505	Markham-East	15,377	15,232	145
502 9315505	Milliken-South	19,903	19,715	188
504 9315505	Angus Glen-North	18,126	17,955	171
	Total	125,073	123,894	1,179

The 2013 Award represents a 3.7% increase over the 2012 Award. This increase is both price and volume.



STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	031-S-13 Angus Glen Community Centre ice resurfacing machine replacement
Date:	February 01, 2013
Prepared by:	Dave Merriman, Community Recreation Manager Rosemarie Patano, Senior Buyer, Ext. 2990

PURPOSE

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

RECOMMENDATION

Recommended Supplier	Zamboni Company Ltd. (Preferred Supplier)	
Current Budget Available	\$ 98,900.00	057 6150 13401 005 – ‘Corp Fleet Replacement –
Less cost of award	\$ 90,219.60	Inclusive of HST & Transportation
Budget Remaining after this award	\$ 8,680.40	*

* Remaining balance of \$8,680.40 will be returned to original funding sources.

Note: pricing for this ice surfacing 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 Town 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.

The Zamboni (2000 Model 520-6793) 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 are in inventory 12 Zambonis at City facilities and there are no surplus units.

Trade- in values on previous units such as (2001 Model 520-6971) has proven to provide the best value with respect of the surplus unit. Proceeds of the trade in the amount of \$8,000 will 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 2

To:	Andy Taylor, Chief Administrative Officer
Re:	289-T-10 Short Term Rental of Vehicles - Contract Extension
Date:	January 21, 2013
Prepared by:	Laurie Canning, Manager, Fleet & Supplies, ext 4896 Patti Malone, Senior Buyer, ext. 2239

PURPOSE

To obtain approval to exercise the option to renew the second year (2013) of a two year renewal period under contract 289-T-10 "Short Term Rental of Vehicles" at the same itemized 2011 pricing and as per original bid submission.

RECOMMENDATION

Recommended Supplier (s)	Sommerville National Leasing & Rentals Ltd.(Preferred Supplier), Item 1 & 2 Discount Car and Truck Rentals (Preferred Supplier), Item 3	
Current Budget Available	\$ 260,160.00	See Financial Section
Less cost of award	\$ 136,163.70 \$ 92,179.54 \$ 228,343.24	2013 Inclusive of HST (Sommerville, 23 vehicles) 2013 Inclusive of HST (Discount, 25 vehicles) 2013 Total *
Budget Remaining after this award	\$ 31,816.76	**

*Subject to Council approval of the 2013 operating budget

** The remaining amount of \$31,816.76 will be used to cover potential damage costs.

Staff further recommends:

That the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (g) where it is in the City's best interest not to solicit a competitive bid.

BACKGROUND

These vehicles are for 2013 seasonal requirements identified by the Operations Parks and Roads, Waste Management, Bylaws and Engineering departments. These units are required as seasonal fleet units to deliver the required services throughout the spring and summer seasons.

In 2013, three additional rentals are required compared to prior year:

- Two (2) half ton pickups to replace units that were previously covered by keeping surplus units in service as seasonal units. These two (2) units have now been sold and rentals will be needed to fill this gap
- One (1) half ton pick up truck will be required as a result of the one vehicle sold as part of the E3 pilot project.

Note that two (2) additional half ton cab pickups for Parks growth as identified in the 2013 budget process will be offset by the reduction of two (2) crew cab pickups no longer required due to the contracting out of two turf maintenance crews beginning in 2013.

Of the total 2013 seasonal rental requirements, 48 vehicles are rented and 1 is served by a vehicle retained from previous vehicle replacements.

Comparison of Fleet rentals 2012 – 2013:

Vehicle Type	2012 Qty	2013 Qty	Change
9200 lbs GVW Crew Cab Pickups	25	23	-2
1/2 ton Regular Cab Pickups	20	25	5
Total number of Rental Vehicles	45	48	3
Owned vehicles retained	3	1	-2
E3 Pilot Project vehicles	1	0	-1
Total number of vehicles kept/purchased in place of rentals	4	1	-3
Total number of Vehicles	49	49	0

BACKGROUND (Continued)

The 2013 corporate fleet replacement program will be rolled out during the year and any owned vehicles in good condition will not be sold and be retained to offset some of these requirements. Operations staff will maximize the use of surplus vehicles in place of rentals where practical.

Staff awarded tender 289-T-10 to the lowest priced bidders, Sommerville National Leasing & Rentals Ltd. for items 1 and 2 and Discount Car and Truck Rentals for item 3 (see table below for item reference). Tender 289-T-10 had an option to renew for two (2) additional years (2012 and 2013) at the same terms, conditions, pricing and subject to the contractor's performance and satisfaction of the City.

Fleet department completed the contractor evaluation and are satisfied with their performance. Additionally, the itemized pricing awarded to Sommerville and Discount Car in 2011 was 10 – 15% lower than the next lowest bidder in the tender 289-T-10.

The 2013 fleet rental requirements will be:

Vehicle Type	Quantity	Months	Monthly Rate per Unit	Extended Cost
Crew Cab Pickups (Item 1)	13	7	\$965.70	\$87,878.70
Crew Cab Pickups (Item 2)	10	5	\$965.70	\$48,285.00
1/2 ton Regular Cab Pickups (Item 3)	17	4	\$755.57	\$51,378.76
1/2 ton Regular Cab Pickups (Item 3)	6	7	\$755.57	\$31,733.94
1/2 ton Regular Cab Pickups (Item 3)	2	6	\$755.57	\$9,066.84
Total Cost (Inclusive of HST)				\$228,343.24

DISCUSSION**E3 Pilot Project**

In 2011, a Cross Commission Team from Finance, Fleet and the CAO's Office was formed to implement an E3 pilot project. The intent of this pilot was to purchase two vehicles at a wholesale/dealer auction in the spring and sell the vehicles in the fall of the same year. One vehicle was sold in the fall of 2011 and the outcome resulted in a near breakeven scenario due to the higher than anticipated purchase price and a lower sale price of the vehicle. The second vehicle was kept for two rental seasons and sold in December 2012. A net saving of \$2,000 (including maintenance and insurance) over a two year period was achieved, exclusive of storage costs. The cost associated with storing one vehicle is not material. However if the City is to implement this project for all seasonal units, a suitable storage location will be required which may add additional costs. Also, consideration must be given to the additional Staff time and dedication to roll out the program. With the anticipation of a new Operations facility in the future and seasonal fleet requirements to meet Operational needs the expansion of the E3 pilot project will be reassessed.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Amount	Budget Available	Amount to Allocate to this project	Budget Remaining
Fleet Vehicle Rent/Lease (2013)	750-752-5500	251,093	251,093	219,276	31,817
Engineering Vehicle Rent/Lease (2013)	640-998-5500	9,067	9,067	9,067	0
Totals:		260,160	260,160	228,343	31,817



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	224-R-10 Consulting Engineering Services to conduct a monitoring program at Settlers Park landfill site - Contract Extension
Date:	January 25, 2013
Prepared by:	Robert Penner, Supervisor, ext. 4550 Patti Malone, Senior Buyer, ext. 2239

PURPOSE

To obtain approval to extend 224-R-10 "Consulting Engineering Services to conduct Landfill Monitoring Program" for an additional one (1) year at the same 2010 itemized pricing as per original proposal submission and additional works identified under 2013 program.

RECOMMENDATION

Recommended Supplier	AMEC Environment & Infrastructure (Preferred Supplier)	
Budget Available	\$ 578,576.00	Amount Allocated to Project
Less cost of award	\$ 52,537.67	2013 Monitoring Program
	\$ 4,157.91	Engineering services for supply and installation of back-up generator and pump
	\$ 50,661.22	Engineering services to install 11 additional monitoring wells and conduct a groundwater plume delineation study
	\$ 10,694.98	Repairs to gas collection system and elimination of water build-up in pipes
	\$ 12,618.24	Settlement Assessment along North/West boundaries
	\$ 130,670.02	Sub Total
	\$ 27,000.00	Contingency
	\$ 157,670.02	Total Award Including HST
Budget Remaining after this award	\$ 420,905.98	*

* The remaining balance of \$420,905.98 will remain in each respective account as follows: Remaining balance in 750-101-5399-7028 'Settlers Park Landfill Site Mgmt' of \$290,857 will be used in accordance with the Nov 20, 2012 'Former Sabiston Landfill Site – Status Update' Council Report. Remaining balance in 750-101-5699-13357 'Former Sabiston Landfill Management' of \$130,049 will be used as budgeted for continued regular monitoring in 2013 and 2014.

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

The former Sabiston Landfill located at Settlers Park includes a gas collection system, a gas monitoring network and an environmental monitoring network. These systems need to be managed, measured and condition inspections performed on a regular basis.

Staff awarded proposal 224-R-10 to the highest ranked/third lowest priced (AMEC Earth & Environmental (AMEC) in 2010 for 2011/2012 monitoring works. Staff negotiated with AMEC and was able to retain the 2010 itemized pricing for 2013 monitoring program even though the 2013 program includes monitoring of additional five (5) gas probes, two (2) monitoring wells and ten (10) groundwater sampling. The incremental cost for this additional work is about \$4,000/year; however AMEC is willing to absorb these additional costs which bring them in line with the second lowest bidder based on the 2010 award.

BACKGROUND (Continued)

Staff evaluated, AMEC's quote for additional works and found the prices are reasonable compare to the 224-R-10 rates and the hourly rates are 2.2% higher than 2011/2012 program which is in line with the industry standard inflation.

Asset Management completed the consultant evaluation and is satisfied with their performance.

Additional Works:

As per the Council Resolution dated Nov. 20, 2012, the following additional works need to be carried out during 2013:

1. Supply and installation of back-up generator and pump
2. Installation of 11 additional monitoring wells and conduct a groundwater plume delineation study

In addition, the following works will be carried out which are part of the 2013 monitoring program:

3. Repairs to gas collection system and elimination of water build-up in pipe
4. Settlement Assessment along North/West boundaries

Account Name	Account #	Original Budget Amount	Spent to date	Budget Available	Cost of Award	Budget Remaining*
Settlers Park Landfill Site Mgmt	750-101-5399-7028	\$ 616,360	\$ 270,684	\$ 345,676	\$ 54,819	\$ 290,857
Former Sabiston Landfill Management	750-101-5699-13357	\$ 232,900	\$ -	\$ 232,900	\$ 102,851	\$ 130,049
Total		\$ 849,260	\$ 270,684	\$ 578,576	\$ 157,670	\$ 420,906

FINANCIAL CONSIDERATION

* Remaining balance in 750-101-5399-7028 'Settlers Park Landfill Site Mgmt' of \$290,857 will be used in accordance with the Nov. 20, 2012 'Former Sabiston Landfill Site – Status Update' Council Report. Remaining balance in 750-101-5699-13357 'Former Sabiston Landfill Management' of \$130,049 will be used as budgeted for continued regular monitoring in 2013 and 2014.

RATIONALE

- AMEC performed exceptionally well during the last 2 years monitoring. Whenever the methane gas readings were high, it was informed to the staff and appropriate actions were taken on timely manner to mitigate the problem.
- In 2012, AMEC carried out a Leachate Management Feasibility Study and recommended to carry out a detailed groundwater plume delineation study in order to determine if other leachate management alternatives need to be considered for the Site. This plume delineation study may eliminate the need of a costly Leachate Collection System and save substantial amount to the City. If we hire another consultant, they will have to go start all over again.
- Also continuity is desirable as significant learning curve is required for the new consultant to familiarize with the site and to efficiently manage the ongoing challenges at this landfill site.

Staff will issue a RFP to the market in Q4, 2013 for the 2014/2015/2016 monitoring program.



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	033-Q-12 Printing and Delivery of the Councillor Ward Newsletters - Contract Extension
Date:	January 29, 2013
Prepared by:	Stephen Huycke, Acting Deputy City Clerk, Ext: 4290 Michelle Zhu, Senior Buyer / Analyst, Ext: 2025

PURPOSE

To obtain approval to extend the existing contract per the original bid document for the printing and delivery of the Councillor Ward Newsletters for two (2) additional years at the same 2012 itemized.

RECOMMENDATION

Recommended Supplier	Data Direct Group Inc. (Preferred Supplier)	
Current Budget Available	\$ 31,500.00	310-998-4010 External Printing
Less cost of award	\$ 30,909.28	2013 Cost of Award (Incl. of HST)
	\$ 30,909.28	2014 Cost of Award (Incl. of HST)*
	\$ 61,818.56	Total Cost of Award (Incl. of HST)
Budget Remaining after this award	\$ 509.72	**

* Subject to Council approval of the 2014 operating budget.

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

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 (c) "When the extension of an existing contract would prove more cost-effective or beneficial,"

BACKGROUND

The City's Councillor Ward Newsletters were initially prepared on an 'as required' basis and were coordinated through the Clerk's Office and Corporate Communications. To create efficiencies, improve service levels to the Councillors and to develop opportunities for savings (by combining the print order of potentially all Councillors into one contract), City Staff solicited Bids for the printing of various Councillor Ward Newsletters for 2012, including minor author alterations/corrections and delivery to the City of Markham Civic Centre.

The scope of work includes:

- Printing of a maximum of 16 seasonal newsletters, full colour throughout, no bleeds, on 80lb Text Enviro 100 – 100% PCW FSC paper with a mandatory 100% PCW FSC certified paper from an FSC certified printer.
 - 8 in the Spring (depending on request by ward Councillor)
 - 8 in the Fall (depending on request by ward Councillor).
- Two different sizing options for Councillors:
 - 8.5" x 11" Double-sided, folded in half to final mailing size 8.5" X 5.5"
 - 11" x 17" Double-sided and folded in half, folded in half again to final mailing size 8.5" X 5.5".
- Quantity of printing depends on ward count

OPTIONS/DISCUSSIONS

In 2012, Staff issued a Request for Quotation publicly for a three (3) year contract to secure a printing firm to carry out the printing and delivery of the Councillor Ward Newsletters. Subsequently, staff awarded a one (1) year contract and identified to the bidder that the option to renew for the additional two (2) years would be subject to the performance of the contractor and at the sole discretion of the City.

The evaluation in 2012 confirmed Data Direct Group Inc. to be the highest ranked bidder in combined technical and financial scoring. With the highest technical score overall, Data Direct Group Inc. have previous background in projects of a similar scope and size as well as a good understanding of the project deliverables, key issues and challenges.

Data Direct has provided satisfactory performance in 2012 and Staff is confident that they will continue to meet the City's expectations. Therefore, Staff are recommending extending the contract as per the original bid document and at the same 2012 itemized pricing.