



Report to: General Committee

Report Date: November 1, 2012

---

**SUBJECT:** Staff Awarded Contracts for the Month of October 2012  
**PREPARED BY:** Alex Moore, Ext. 4711

---

**RECOMMENDATION:**

1. THAT the report entitled "Staff Awarded Contracts for the Month of October 2012" be received;

And that Staff be authorized and directed to do all things necessary to give effect to this resolution

**EXECUTIVE SUMMARY:**

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 By-Law delegate's authority to staff to award contracts with a monthly information report required to be submitted to Council by the Treasurer for all contracts awarded by staff >\$50,000

**PURPOSE:**

To inform Council of contracts awarded by staff for the Month of October 2012 as per Purchasing By-Law 2004-341 as listed below.

**Chief Administrative Officer**

Award Details	Description
Preferred Supplier	<ul style="list-style-type: none"><li>• 102-Q-11 Organizational Excellence Consultant Services – Contract Extension</li></ul>

**Community & Fire Services**

Award Details	Description
Lowest Priced Supplier	<ul style="list-style-type: none"><li>• 202-T-12 Supply of Equipment to Plow City Streets for Winter Maintenance</li><li>• 103-T-12 Main Street – Snow Load and Haul</li><li>• 225-T-12 Corporate Security Upgrade</li></ul>
Highest Ranked / Second Lowest Priced Supplier	<ul style="list-style-type: none"><li>• 053-R-12 Supply and Delivery of the Fire Department's Bunker Gear Requirements</li></ul>
Preferred Supplier	<ul style="list-style-type: none"><li>• 092-S-04 Supply, Installation and Maintenance of Water Meters - Contract Extension</li><li>• 219-S-12 Office Furniture for Cornell Community Centre and Library (EMCC&amp;L)</li><li>• 264-S-12 Civic Centre Roof Leak – Emergency Work</li><li>• 254-S-12 Fitness Strength Equipment for Cornell Community Centre</li></ul>

**Corporate Services**

Award Details	Description
Preferred Supplier	<ul style="list-style-type: none"><li>• 255-S-12 City-wide Mailing of Tax Bills for 2013</li></ul>

**Development Services**

Award Details	Description
Lowest Priced Supplier	<ul style="list-style-type: none"><li>• 251-T-12 Civic Centre Hard Landscaping (Concrete / Asphalt / Retaining Walls) Adjacent to the Ice Rink</li><li>• 171-T-12 Citywide Illumination Projects</li><li>• 221-Q-12 Service Connections at 8 individual locations</li></ul>

**RECOMMENDED BY:**

16/11/2012

X 

---

Joel Lustig  
Treasurer

16/11/2012

X 

---

Trinela Cane  
Commissioner, Corporate Services



### STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	102-Q-11 Organizational Excellence Consultant Services – Contract Extension
Date:	September 13, 2012
Prepared by:	Don Taylor, Manager Executive Operations, Ext. 5972 Rosemarie Patano, Senior Buyer, Purchasing. Ext. 2990

### PURPOSE

To obtain approval to extend the contract for consultant services for an additional 2 ½ years (August 2012 – December 2014) to provide the expertise to support the development and execution of a strategic organizational excellence plan.

### RECOMMENDATION

Recommended Supplier	Balancing Performance (Preferred Supplier)	
Current Budget Available	\$17,927	299-999 3040 Contracted Employee Paid through A/P
Less cost of award*	\$19,905 \$47,049 <u>\$47,049</u> \$114,003	August 1 <sup>st</sup> – December 31, 2012 January 1 <sup>st</sup> – December 31, 2013** January 1 <sup>st</sup> – December 31, 2014** Total consulting fees (Inclusive of HST)
Budget Shortfall after this award***	(\$1,978)	

Note: It is requested that the contract with Balancing Performance be renewed at the current contract rate, and 2013 & 2014 rates will be subject to any future cost of living allowance.

#### \*Cost of Award:

- 2012 award amount is for the period from August 1<sup>st</sup> to December 31 (totaling 22 weeks), based on 14 hours/week at an hourly rate of \$63.51.
- 2013 and 2014 award amounts are for full year (52 weeks) at an hourly rate of \$63.51.

\*\*Subject to Council approval of the 2013 and 2014 Operating Budgets.

\*\*\*2012 budget shortfall of \$1,978 will be absorbed within the overall CAO's Office operating budget.

### BACKGROUND

This contract is for consultant services to provide the expertise to support the development and execution of a strategic organizational excellence plan. Since 2008, Balancing Performance has been the consultant for the City and has been the sole bidder for the last quote under Project #102-Q-11. As compared to the initial award in 2008, the hourly rates have increased from \$57.14 to \$63.51.

Balancing Performance (the incumbent), has demonstrated their direct experience in identifying and undertaking the general scope of work outlined in the RFP. Staff is recommending extending the contract received in 2011 due to the following reasons:

1. The original bid document issued to the market identified a contract term up to December 2014. Staff is requesting approval to extend to this date as per the original quotation submission.
2. There are few firms that have the National Quality Institute (NQI) certification required to undertake this type of project and as noted above, Balancing Performance was the sole bidder for this project when issued publicly to the market.
3. Hourly rates for this contract (\$63.51/hour) are approximately three times lower than certified NQI specialists in the market place.



## STAFF AWARD REPORT

Page 1 of 4

To:	Andy Taylor, Chief Administrative Officer
Re:	202-T-12 Supply of Equipment to Plow City Streets for Winter Maintenance
Date:	September 17, 2012
Prepared by:	Mike Brady, Supervisor, ext. 2316 Patti Malone, Senior Buyer, ext. 2239

### PURPOSE

To obtain approval to award the contract for supply of equipment to plow city streets for winter maintenance.

### RECOMMENDATION

Recommended Supplier	Defina Haulage Ltd. (Lowest Priced Supplier for 1 Area of 6 units) Donaldson Custom Farming Inc. (Lowest Prices Supplier for 2 Areas of 6 units) VBN Paving Limited (Lowest Priced Supplier for 1 Area of 5 units) Griffith Property Services Ltd. (Lowest Priced Supplier for 2 Areas of 5 units)	
Current Budget Available	\$ 455,291.00	700-504-5301 Winter Maintenance Graders
Less cost of award	\$ 325,391.54 \$1,175,653.33 \$1,175,653.33 \$1,175,653.33 \$1,175,653.33 <u>\$ 850,261.79</u> \$5,878,266.63	2012 – Nov - Dec (See att. A) 2013 – Jan – Mar & Nov – Dec (See Att B)* 2014 – Jan – Mar & Nov – Dec* 2015 – Jan – Mar & Nov – Dec* 2016 – Jan – Mar & Nov – Dec* 2017 – Jan – Mar * Total Award
Budget Remaining after this award	\$ 129,899.46	**

\*Subject to Council approval of the future years' Operating Budgets.

\*\*The remaining funds will be used for the grader contract with Curtis for seven (7) graders and one (1) windrow in the estimated amount of \$66,498 and the remaining amount of \$63,401 will be part of the 2012 year-end operating variance. Favourable variance resulted from lower than budgeted winter maintenance requirements in January to March 2012.

Note: The contractual pricing for the 1st year of the grader contract (Nov 1, 2012 – Oct 31, 2013) are fixed whereas, year 2 – 5 are subject to Consumer Price Index-Canada (CPI) increase annually. The CPI impacts will be incorporated in the Purchase Orders in years 2 – 5 and will be considered as part of the respective years' annual operating budget development.

### BACKGROUND

On June 26th Council authorized the Director of Operations and Manager of Purchasing to commence negotiations with existing contractors to secure contracts extensions for both hired loaders and graders for local winter maintenance. The report to Council included three (3) strategies:

1. Undertake negotiations with the current Grader/Loaders contractors .
2. Once Graders negotiations are exhausted, negotiate with plough and wing loader contractor for additional units.
3. Once negotiations are exhausted, release a bid to the market for remaining requirements.

Operations currently require forty (40) graders to assist in the removal of snow from the City's local road network for winter maintenance. This award represents the conclusion of the three strategies listed above.

**BACKGROUND (Continued)**

As part of the contract extension for Hired Graders and Loaders for Winter Maintenance (approved in August 2012), negotiations netted seven (7) of the required forty (40) units which resulted in Operations and Purchasing issuing a tender calling for the remaining thirty-three (33) units.

Tender 202-T-12 was issued in August and closed August 24, 2012. This tender called for thirty-three (33) tractor/grader/loader units to cover six (6) areas within Markham with three (3) areas requiring five (5) units and three (3) areas requiring six (6) units. The standby rate under this contract is fixed for the tractor/grader/loader units at \$152.64 per day (including HST impact).

Each area was to include at least one windrow truck to maintain seniors' windrows at a fixed rate of \$8.65 per driveway and \$55.97 per day for standby (including HST impact). Note that this award requires seven (7) windrow trucks to support the existing program for cleaning seniors driveways. The existing program calls for 2200 driveways to be cleaned. The result is that eight (8) windrow trucks are required, at approximately 275 driveways per unit. One (1) of the eight (8) windrow trucks was already awarded under the contract extension for 012-T-03, hence the remaining seven (7) windrow trucks will be awarded through this contract award.

Note that standby rates under this contract will be fixed for the 5 year term while hourly rates are subject to annual consumer price index (CPI) escalation.

**BID INFORMATION**

Advertised	ETN
Bids closed on	August 24, 2012
Number picking up bid documents	43
Number responding to bid	9

**PRICE SUMMARY (Inclusive of HST)**

The following lists the lowest suppliers for the recommended contractors to attain thirty-three (33) units required under this contract.

Suppliers	Hourly rate	# of units
Defina Haulage Ltd.	\$73.36	6
Donaldson Custom Farming Inc.	\$152.64	12
VBN Paving Limited	\$172.99	5
Griffith Property Services Ltd.	\$178.08	10
Total		<b>33</b>

The following lists the other suppliers not recommended for this contract:

Suppliers	Hourly rate	# of units
Vidome Construction Limited	\$228.96	6
747728 Ontario Ltd./Ballontrae Property Services	\$228.96	12
Jag Construction Limited	\$252.36	6
VBN Paving Limited	\$338.80	5
Force North Inc. o/a Clintar Landscape Management	\$503.71	10
694904 Ontario Inc. Curbside Construction	\$559.68	5

**Note:** VBN Paving Limited provided separate pricing for two (2) different units.

## ATTACHMENT A: Calculation of November to December Award

## November to December 2012 Award

## Grader Award: November 1 to December 31, 2012

Contractor	# of Graders	Hours per Unit	Variable Costs		Days	Fixed/Standby Costs		Total Cost of Award
			\$/Hr	Total Variable Cost		\$/Day	Total Fixed Cost	
Defina Haulage Ltd.	6	12	\$ 73.37	\$ 5,282.57	46	\$ 152.64	\$ 42,128.64	\$ 47,411.21
Donaldson Custom Farming Inc.	12	12	\$ 152.64	\$ 21,980.16	46	\$ 152.64	\$ 84,257.28	\$ 106,237.44
VBN Paving Limited	5	12	\$ 172.99	\$ 10,379.52	46	\$ 152.64	\$ 35,107.20	\$ 45,486.72
Griffith Property Services Ltd.	10	12	\$ 178.08	\$ 21,369.60	46	\$ 152.64	\$ 70,214.40	\$ 91,584.00
Total	33			\$ 59,011.85		\$ 152.64	\$ 231,707.52	\$ 290,719.37

## Windrows Award: November 1 to December 31, 2012

Contractor	# of Windrows	# of Windrows per Unit	Variable Costs		Days	Fixed/Standby Costs		Total Cost of Award
			\$/Windrow	Total Variable Cost		\$/Day	Total Fixed Cost	
Defina Haulage Ltd.	1	275	\$ 8.65	\$ 2,378.64	46	\$ 55.97	\$ 2,574.53	\$ 4,953.17
Donaldson Custom Farming Inc.	2	275	\$ 8.65	\$ 4,757.28	46	\$ 55.97	\$ 5,149.06	\$ 9,906.34
VBN Paving Limited	1	275	\$ 8.65	\$ 2,378.64	46	\$ 55.97	\$ 2,574.53	\$ 4,953.17
Griffith Property Services Ltd.	3	275	\$ 8.65	\$ 7,135.92	46	\$ 55.97	\$ 7,723.58	\$ 14,859.50
Total	7			\$ 16,650.48		\$ 55.97	\$ 18,021.70	\$ 34,672.18

## Total Award: November 1 to December 31, 2012

		Variable Costs			Fixed/Standby Costs			
Contractor				Total Variable Cost			Total Fixed Cost	Total Cost of Award
Defina Haulage Ltd.				\$ 7,661.21			\$ 44,703.17	\$ 52,364.37
Donaldson Custom Farming Inc.				\$ 26,737.44			\$ 89,406.34	\$ 116,143.78
VBN Paving Limited				\$ 12,758.16			\$ 37,681.73	\$ 50,439.89
Griffith Property Services Ltd.				\$ 28,505.52			\$ 77,937.98	\$ 106,443.50
Total				\$ 75,662.33			\$ 249,729.22	\$ 325,391.54

**ATTACHMENT B: Calculation of full year award****January to December 2013 Award****Grader Award: January 1 to December 31, 2013**

Contractor	# of Graders	Variable Costs			Fixed/Standby Costs			Total Cost of Award
		Hours per Unit	\$/Hr	Total Variable Cost	Days	\$/Day	Total Fixed Cost	
Defina Haulage Ltd.	6	72	\$ 73.37	\$ 31,695.39	136	\$ 152.64	\$124,554.24	\$ 156,249.63
Donaldson Custom Farming Inc.	12	72	\$ 152.64	\$131,880.96	136	\$ 152.64	\$249,108.48	\$ 380,989.44
VBN Paving Limited	5	72	\$ 172.99	\$ 62,277.12	136	\$ 152.64	\$103,795.20	\$ 166,072.32
Griffith Property Services Ltd.	10	72	\$ 178.08	\$128,217.60	136	\$ 152.64	\$207,590.40	\$ 335,808.00
<b>Total</b>	<b>33</b>			<b>\$354,071.07</b>		<b>\$ 152.64</b>	<b>\$685,048.32</b>	<b>\$ 1,039,119.39</b>

**Windrows Award: January 1 to December 31, 2013**

Contractor	# of Windrows	Variable Costs			Fixed/Standby Costs			Total Cost of Award
		# of Windrows per Unit	\$/Windrow	Total Variable Cost	Days	\$/Day	Total Fixed Cost	
Defina Haulage Ltd.	1	1,375	\$ 8.65	\$ 11,893.20	136	\$ 55.97	\$ 7,611.65	\$ 19,504.85
Donaldson Custom Farming Inc.	2	1,375	\$ 8.65	\$ 23,786.40	136	\$ 55.97	\$ 15,223.30	\$ 39,009.70
VBN Paving Limited	1	1,375	\$ 8.65	\$ 11,893.20	136	\$ 55.97	\$ 7,611.65	\$ 19,504.85
Griffith Property Services Ltd.	3	1,375	\$ 8.65	\$ 35,679.60	136	\$ 55.97	\$ 22,834.94	\$ 58,514.54
<b>Total</b>	<b>7</b>			<b>\$ 83,252.40</b>		<b>\$ 55.97</b>	<b>\$ 53,281.54</b>	<b>\$ 136,533.94</b>

**Total Award: January 1 to December 31, 2013**

Contractor		Variable Costs			Fixed/Standby Costs			Total Cost of Award
				Total Variable Cost			Total Fixed Cost	
Defina Haulage Ltd.				\$ 43,588.59			\$132,165.89	\$ 175,754.48
Donaldson Custom Farming Inc.				\$155,667.36			\$264,331.78	\$ 419,999.14
VBN Paving Limited				\$ 74,170.32			\$111,406.85	\$ 185,577.17
Griffith Property Services Ltd.				\$163,897.20			\$230,425.34	\$ 394,322.54
<b>Total</b>				<b>\$437,323.47</b>			<b>\$738,329.86</b>	<b>\$ 1,175,653.33</b>



## STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	103-T-12 Main Street – Snow Load and Haul
Date:	September 25, 2012
Prepared by:	John Hoover, Supervisor, Contract Administration, ext. 4808 Patti Malone, Senior Buyer, ext. 2239

### PURPOSE

To obtain approval to award the contract for the load and haul of snow on Markham Main Street, Unionville Main Street, Yonge Street, Cornell Park Avenue and Greensborough Park Circle for one year with the option to renew for an additional two years at the same terms, conditions and pricing.

### RECOMMENDATION

Recommended Supplier (s)	Cosimo Cotroneo (Lowest Priced/Markham & Unionville Main Street, Yonge Street) Wilson Contracting Limited (Lowest Priced/Cornell Park Avenue) Rafat General Contracting Inc. (Lowest Priced/Greensborough Park Circle)	
Current Budget Available	\$ 65,690.00	700-504-5416 Snow Hauling Main Street
Less cost of award	\$ 58,308.40 \$ 58,308.40 <u>\$ 58,308.40</u> \$ 174,925.20	2013 Inclusive of HST* 2014 Inclusive of HST* 2015 Inclusive of HST* Total Award
Budget Remaining after this award	\$ 7,381.60	**

\*Subject to the Council approval of the 2013-2015 operating budget.

\*\* The balance remaining will be part of the year-end operating budget variance.

### BACKGROUND

This service is to supply labour, equipment and traffic control measures necessary to load and haul snow from Markham Main Street, Unionville Main Street, Yonge Street in Thornhill, Cornell Park Avenue and Greensborough Park Circle. This snow is to be hauled to a dump site designated by the City representative, complete with operators and equipment for the fixed price per occurrence. This service is budgeted for two (2) occurrences at each location, once in January and February of each winter season.

### BID INFORMATION

Advertised	ETN
Bids closed on	August 8 <sup>th</sup> , 2012
Number picking up bid documents	20
Number responding to bid	6*

\*One supplier requested their bid be withdrawn due to an error in their submission.

\*Another supplier's bid was rejected for not being able to supply three references for similar work within the last 5 years.

### DETAILED PRICING INFORMATION (INCLUSIVE OF HST)

Suppliers	Markham Main Street per Occurrence	Unionville Main Street per Occurrence	Yonge Street per Occurrence	Cornell Park Avenue per Occurrence	Greensborough Park Circle per Occurrence
<b>Cosimo Cotroneo</b>	<b>\$8,242.56</b>	<b>\$7,275.84</b>	<b>\$8,039.00</b>	\$4,121.28	\$4,121.28
<b>Rafat General Contracting Inc.</b>	\$11,702.40	10,176.00	\$29,001.60	\$3,052.80	<b>\$3,052.80</b>
<b>Wilson Contracting Limited</b>	No Bid	\$7,530.24	No Bid	<b>\$2,544.00</b>	No Bid
Elirpa Construction	\$132,288.00	\$66,144.00	No Bid	\$16,790.40	\$16,790.40

\*Compared to the contract for common locations there is a 14% decrease since 2008.



### STAFF AWARD REPORT

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	225-T-12 Corporate Security Upgrade
Date:	October 1, 2012
Prepared by:	Rob Bell, Facility/Lifecycle Coordinator, ext. 3526 Patti Malone, Senior Buyer, ext. 2239

#### PURPOSE

To obtain approval to award the contract for corporate security upgrade at nine (9) facilities.

#### RECOMMENDATION

Recommended Supplier	UTC Fire and Security Inc. (Lowest Priced Supplier)	
Current Budget Available	\$ 210,020.00	056-5350-11314-005 Corporate Security Operations and System Upgrades
Less cost of award	\$ 100,073.85	Inclusive of HST impact
	\$ 10,007.38	Contingency Inclusive of HST impact (10%)
	\$ 110,081.23	Total Award
Budget shortfall after this award	\$ 99,938.77	*

\*The remaining balance will be utilized for other Corporate Security Upgrades.

#### BACKGROUND

The award for physical system upgrades to the City of Markham facilities is part of the Corporate Security Program. Based on the audit conducted by Hoffman and Associates, this award focuses on the installation of CCTV (Closed Circuit Television), including on site recording devices, at nine (9) facilities; Markham Civic Centre, Milliken Mills Recycling Depot, Markham Village Recycling Depot, Thornhill Recycling Depot, City of Markham Operations Centre, City of Markham Central Park Shop, City of Markham West Park Shop, Markham Village Library Parking Lot, and the Community and Fire Service Administration 8100 Warden Avenue.

#### BID INFORMATION

Advertised	ETN
Bids closed on	September 12, 2012
Number picking up bid documents	22
Number responding to bid	6

#### PRICE SUMMARY

Suppliers	Price inclusive of HST
<b>UTC Fire and Security Inc.</b>	<b>\$100,073.85</b>
The Diebold Company of Canada Limited	\$105,547.83
T.C. Securities Corp.	\$109,747.15
AC Technical Systems Ltd.	\$134,261.13
Altel Integration Systems	\$153,460.66
TYCO Integrated Security Canada Inc.	\$203,837.08



## STAFF AWARD REPORT

Page 1 of 3

To:	Andy Taylor, Chief Administrative Officer
Re:	053-R-12 Supply and Delivery of the Fire Department's Bunker Gear Requirements
Date:	October 17, 2012
Prepared by:	Philip Alexander, Deputy Fire Chief Support Services Ext, 5960 Rosemarie Patano, Senior Buyer Ext. 2990

### PURPOSE

To obtain approval to award the contract for supply and delivery of Fire Department's bunker gear requirements.

### RECOMMENDATION

Recommended Supplier	Safedesign Apparel Ltd. (Highest Ranked / 2 <sup>nd</sup> Lowest Priced Supplier)	
Current Budget Available	\$ 298,782.00	See 'Financial Considerations'
Less cost of award	\$ 86,346.31	Year 1 – 2012 (inclusive of HST)*
	\$ 79,950.29	Year 2 – 2013 (inclusive of HST)*
	\$ 83,947.93	Year 3 – 2014 (inclusive of HST)**
	\$ 250,244.53	
Budget Remaining after this award***	\$ 132,486.00	Remaining balance after awarding Year 1 & 2

\*The 2012 & 2013 bunker gear allocation will be funded from existing open bunker gear capital projects.

\*\*Subject to Council approval of the 2014 Capital Budget.

\*\*\* Remaining funds will be used for future bunker gear replacement based on condition assessment and other items and for replacement of equipment due to staff retirements as budgeted for in these approved accounts.

Cost of Award is to replace 154 bunker suits over 3 years. Award is to replace 150 bunker suits as part of regular lifecycle replacement over 3 years (50 per year) and in 2012 an additional 4 new bunker suits for new firefighters hired in September 2012 to fill vacancies due to retirements. Cost of Award inclusive of HST is \$1599/suit in both 2012 & 2013. For 2014, there is a 5% price increase to \$1679/suit based on predicted material increases.

### BACKGROUND

Bunker gear suits are designed for firefighters with materials to afford protection to the upper and lower body, excluding head, hands, and feet, against adverse environmental effects during structural fire fighting. It is mandatory that all materials and construction must meet or exceed NFPA Standard #1971 (current edition) and/or OSHA 29 CFR 1910.156, latest interpretation.

Ensembles and ensemble elements that are approaching 10 years since the date of their manufacture have a high likelihood of performance deficiencies in multiple areas than can often be detected only by destructive testing. As required per equipment tests through the NFPA 1851 legislation, Section 10.1.2, structural fire fighting ensembles and ensemble elements shall be retired no more than 10 years from the date the ensembles or ensemble elements were manufactured. The fire department is required to begin testing of all bunker gear on an annual basis. An indication of the performance and comfort of the new materials, if not the life cycle durability, is anticipated by the end of the first recruit training in December.

This RFP is for the supply and delivery of firefighters' bunker suits to replace the old suits of current firefighters and provide bunker suits for new recruits. There are different companies in the industry who manufacture bunker suits with different design and specifications using similar materials and construction techniques. Three companies responded to the tender.

**BID INFORMATION**

Advertised	Electronic Tendering Network
Bids closed on	August 10, 2012
Number picking up bid documents	7
Number of companies responding to bid	3

**PROPOSAL EVALUATION**

This Request for Proposal ("RFP") was released using a two-stage approach whereby the Suppliers provided a technical proposal in envelope 1 and a price proposal in envelope 2. The technical proposal (Stage 1) was evaluated with 70 points and 35 points assigned for price in Stage 2 with an option for 10 additional points for an interview/presentation and demonstration assessment.

The Evaluation Team for this RFP was comprised of staff members from the Fire 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: 25 for Technical and Business Requirements, 20 Supplier's Past Experience, 20 Project Delivery, Service and Support (Warranty Program). Note: The Suppliers who scored a minimum of 75% or 52.5 out of 70 were selected to continue to the second stage - Envelope 2 which is the price evaluation.

**Stage (1) – Scoring**

Suppliers	Score (out of 70)	Rank Results
Safedesign Apparel Ltd.	<b>64.60</b>	<b>1</b>
AJ Stone Co. Ltd.	<b>54.80</b>	<b>2</b>
PPE Solutions Inc.	38.80	3

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

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

**Stage (2) – Scoring**

Suppliers	Score (out of 30)	Bonus Points (score out 5)*	Rank Results
Safedesign Apparel Ltd.	25.51	0	2
AJ Stone Co. Ltd.	30.00	5	1

\*Bonus Points were assigned for suppliers who maintained their 2014 pricing for the two optional renewal years (in years 4 and 5).

Two proponents progressed to Stage 2- Safedesign Apparel Ltd. and AJ Stone Co. Ltd. Prices ranged from \$232,419.84 to \$273,299.37 inclusive of HST for year one (1) to year (3) for these submissions.

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

Suppliers	Score (out of 105)	Rank Results
Safedesign Apparel Ltd.	<b>90.11</b>	<b>1</b>
AJ Stone Co. Ltd.	89.90	2

**OPTIONS/DISCUSSIONS**

Safedesign Apparel Ltd., the 2<sup>nd</sup> lowest priced supplier and scored highest on the technical submission demonstrating a thorough understanding and compliance of the technical and business requirements. Markham Fire and Emergency Services have used Safe design Firefighter Bunker Gear since 2006 and have received exceptional performance from these garments. While wear and tear on firefighting garments is not entirely predictable, manufacturers estimate that bunker gear has a typical life expectancy of 5 years. To date Fire staff has received far greater wear from Safedesign suits than the typical life expectancy. On average the City have received roughly 6.5 to 7 years service life from these suits and it is anticipated the proposed garments will provide the same performance. The Lifecycle Reserve Study has already been adjusted to reflect bunker gear to a 7 year lifespan.

**OPTIONS/DISCUSSIONS (Continued)**

Also, 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 and service requirements. Through the evaluation process, Safedesign demonstrated a depth of experience and expertise as it specifically relates to: service accessibility and ease of service (meeting City's business and technical requirements) resulting in an overall higher ranking. As value added solution providers, Safedesign's management team and employees are totally dedicated on proper, continuous circular alignment processes, with their strategy to:

- Maximize their service component to provide immediate response and action from department inquiries, requests and issues
- Provide the fastest completion of tasks related to the department's request in the industry
- Provide the fastest overall rate of delivery for custom designed and manufactured PPE in the industry
- Provide "Best in Value" in terms of dedicated customer service support, full management participation and PPE???? "Life Cycle Costing".
- Provide full access to Fire Service Management Ltd., Safedesign's in-house fully accredited and Certified Care and Maintenance Provider for repairs, alterations, cleaning, inspection and decontamination of toxic fire ground contaminants and pathogens as needed within 24 to 48 hours turnaround timing, followed with state of the art, on-line reporting system available 24/7 with internet access.

After evaluation scoring was completed, purchasing staff negotiated with Safedesign the highest ranked and 2<sup>nd</sup> lowest priced supplier, a 11% (approximately \$28,941.50 exclusive of tax) cost reduction from their initial proposed price as allowed under the Purchasing By-Law, while still maintaining the same level of project deliverables. After negotiations, price difference with second lowest bid is a 5% delta.

It is recommended that RFP 053-R-12 Supply and Delivery of the Fire Department's Bunker Gear Requirements be awarded to the highest ranked and 2<sup>nd</sup> lowest priced proponent, Safedesign Apparel Ltd. at a unit price of \$921 per jacket, \$678 per pair of trousers at a total cost of \$1,599 per suit, inclusive of HST for a 2012 and 2013, and with a unit price of \$967 per jacket, \$712 per pair of trousers at a total cost of \$1,679 per suit, inclusive of HST for 2014, with an option to renew for 2 additional years (for 2015 and 2016) at prices to be negotiated (not to exceed a 5% increase).

**FINANCIAL CONSIDERATIONS**

<b>Account Description</b>	<b>Account #</b>	<b>Budget</b>	<b>Budget Available</b>	<b>Allocation of Award*</b>	<b>Budget Remaining</b>
Bunker Gear Life Cycle Replacement	067-6150-11185-005	\$ 113,700	\$ 104,833	\$ 104,833	\$ -
Bunker Gear Life Cycle Replacement	067-6150-12180-005	\$ 115,800	\$ 115,800	\$ 55,067	\$ 60,733
Replacement of Equipment due to Staff Retirements	067-6150-12178-005	\$ 86,000	\$ 78,149	\$ 6,396	\$ 71,753
<b>Total</b>		<b>\$ 315,500</b>	<b>\$ 298,782</b>	<b>\$ 166,296</b>	<b>\$ 132,486</b>

\* Existing open capital projects are sufficient to fund both 2012 and 2013 bunker gear requirements. As a result, there is no bunker gear Capital submission for 2013. The allocation for bunker gear in the Lifecycle Reserve Study for 2013 will be pushed forward into 2014. Currently, there is no allotment in the Lifecycle Reserve Study for bunker gear in 2014.

Remaining funds in 'Bunker Gear Life Cycle Replacement' 067-6150-12180-005 will be used for any other bunker gear replacement after condition assessment in 2013 as budgeted for in this account. The capital account, 'Replacement of Equipment due to Staff Retirements' 067-6150-12178-005 budgeted for 13 potential retirees and includes all necessary equipment including bunker suits for each new staff. Department is in the process of providing for 4 new recruits due to retirements. Remaining funds will be used for the other 9 individuals eligible for retirement.



## STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	092-S-04 Supply, Installation and Maintenance of Water Meters - Contract Extension
Date:	September 05, 2012
Prepared by:	David Huynh, Infrastructure Project Engineer, ext. 2400 Tony Casale, Senior Construction Buyer, ext. 3190

### PURPOSE

To obtain approval to increase the value of the existing purchase order with Neptune Technology Group (Canada) Ltd. for three additional months.

### RECOMMENDATION

Recommended Supplier	Neptune Technology Group (Canada) Ltd. (Preferred Supplier)	
Current Budget Available	\$ 147,194.00	2012 Budget (See Financial Considerations)
	<u>\$ 922,813.00</u>	2013 Budget (See Financial Considerations)*
	\$ 1,007,000.00	Total
Less cost of award	\$ 237,099.00	Nov 1 – Dec 31, 2012
	<u>\$ 76,901.00</u>	Jan 1 – Jan 31, 2013*
	\$ 314,000.00	Total Cost of Award
Budget Remaining after this award	(\$ 89,904.00)	2012 budget remaining**
	\$ 845,912.00	2013 budget remaining***

\* Subject to Council approval of the 2013 budget.

\*\* The shortfall in the 2012 budget resulted from higher than expected water meter purchases. This increase will be offset by favorable revenues from water meter sales and installation fees.

\*\*\*The remaining balance will be used for February 1 - December 31, 2013 requirements for the supply, installation and maintenance of water meters.

### Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7.1 (c) “where the extension of an existing contract would prove more cost-effective or beneficial.”

### BACKGROUND

For over 25 years, the City has been using a single brand of water meters due to operational and maintenance efficiencies. The manufacturer and supplier of the water meters is Neptune Technology Group (Canada) Ltd.

In 2001, the City of Markham awarded a three year contract to Neptune Technology Group (Canada) Ltd. for the supply, installation and maintenance of water meters. This contract was subsequently extended in June 2004 for five additional years.

In December 2009, Council approved an extension to the existing contract for an additional two years from November 1, 2009 – October 2011. Council also approved that the Director of Operations be authorized to extend the contract for one additional year from November 2011 – October 2012 and that the Mayor and City Clerk be authorized to execute the contract with Neptune Technology Group (Canada) Ltd. in a form acceptable to the City Solicitor.

### DISCUSSION

Due to the time required for the preparation and signing of the Agreement, there is currently a three (3) month variance between the Council approved contract period (Nov. 1, 2009 – October 2012) and that of the signed Agreement (February 1, 2010 – January 31, 2013) with the option to extend the contract for one final year (2012/13).

In an effort to align the purchase order with the signed agreement, Staff requests approval to increase the value of the existing purchase order by three additional months ending January 31, 2013.

**FINANCIAL CONSIDERATIONS****November 1 to December 31, 2012 Award**

Account	Description	2012 Budget	Expenditures	Commitment	Total Available	Cost of Nov-Dec 2012 Award	Balance Remaining
7601204530	W1INR Water/Sewer Materials	137,584	98,477		39,107	39,107	-
7601214530	W1INI Water/Sewer Materials	43,223	79,873		(36,650)	53,254	(89,904)
7601304530	W1MTR Water/Sewer Materials	45,871	28,711		17,160	17,160	-
7601314530	W1MTI Water/Sewer Materials	15,000	11,097		3,903	3,903	-
7601205300	W1INR Construction	83,940	60,357		23,583	23,583	-
7601305300	W1MTR Construction	63,000	39,648		23,352	23,352	-
7601315300	W1MTI Construction	6,638	4,756		1,882	1,882	-
760-101-5399-12332	Water Meter Replacement/Upgrade Program – Annual	476,200	269,192	132,151	74,857	74,857	-
<b>Total</b>		<b>871,456</b>	<b>592,111</b>	<b>132,151</b>	<b>147,194</b>	<b>237,099</b>	<b>(89,904)</b>

**January 1 to January 31, 2013 Award**

Account	Description	Proposed 2013 Budget	Expenditures	Commitment	Total Available	Cost of Jan 2013 Award	Balance Remaining
7601204530	W1INR Water/Sewer Materials	150,361			150,361	12,530	137,831
7601214530	W1INI Water/Sewer Materials	64,087			64,087	5,341	58,746
7601304530	W1MTR Water/Sewer Materials	45,871			45,871	3,823	42,048
7601314530	W1MTI Water/Sewer Materials	15,000			15,000	1,250	13,750
7601205300	W1INR Construction	91,856			91,856	7,655	84,201
7601305300	W1MTR Construction	63,000			63,000	5,250	57,750
7601315300	W1MTI Construction	6,638			6,638	553	6,085
2013 Project	Water Meter Replacement/Upgrade Program – Annual	486,000	-	-	486,000	40,500	445,500
<b>Total</b>		<b>922,813</b>	<b>-</b>	<b>-</b>	<b>922,813</b>	<b>76,901</b>	<b>845,912</b>

Total November 1 to January 31 Award

**314,000**

\* Unfavourable variance due to more high density meters being installed and will be offset by favourable variances in Revenue in Water Meter Installation Fee (760-998-8846) and Water Meter Sales - Individual (760-998-8890)



## STAFF AWARD REPORT

Page 1 of 2

To:	Gary Adamkowski, Director, Asset Management Alex Moore, Senior Manager, Purchasing & Accounts Payable
Re:	264-S-12 Mold Removal at the Civic Centre – Emergency Purchase
Date:	October 1, 2012
Prepared by:	Patti Malone, Senior Buyer Ext, 2239

### PURPOSE

The purpose of this report is to provide an update on the emergency purchase for the mold removal at the Civic Centre.

### RECOMMENDATION

Recommended Suppliers	Pinchin Environmental Ltd. and Davroc & Associates (Emergency Purchase)	
Cost of award	\$ 54,553.54	Inclusive of HST
	\$ 7,581.65	Contingency
	\$ 62,135.19	Total Award

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 3 (a) "The following provisions shall apply in case of an emergency: wherever feasible, the Manager of Purchasing, upon the recommendation of the Director of the User Department, shall secure by the most open procedure at the lowest obtainable price and consistent with service requirements, any goods or services required up to the amount of \$350,000

### BACKGROUND

Due to a drain blockage on the Council Chamber roof, water damage occurred in the bulk head of the upper area of the chamber. On investigation of the damage, Asset Management staff retained Pinchin Environmental (Pinchin) and requested a mould assessment on the damaged drywall. The report from Pinchin confirmed the presence of mould which has been designated as a level 3 remediation which requires the area to be sealed off with a negative pressure High efficiency Particulate Air (HEPA) vacuum system.

In order to complete the works prior to the first General Committee meeting (September 10, 2012), the consultant works were awarded to Pinchin Environmental and Davroc & Associates on an emergency basis.

### OPTIONS/DISCUSSIONS

Staff utilized the following contractors:

1. Pinchin Environmental Ltd. \$49,770.82 (Incl. of HST)
  - Investigation, field work , prepare report, environmental testing , pre and post testing
  - Project manage the abatement (Removal and Reinstate Drywall)
  - The abatement work was 3 quoted and awarded to I & I Construction Services
    1. **I & I Construction Services** **\$35,803.00**
    2. Caliber Environmental Construction Services Inc. \$48,900.00
    3. Ferro Canada Inc. \$ 54,797.00
2. Davroc & Associates \$4,782.72 (Incl. of HST)
  - Investigation, roof leak tests, report with recommendation for the repair
  - Labour & equipment

Note: The partial roof replacement and flashing repairs were issued to the market place under tender 274-T-12 and closed on October 24<sup>th</sup>, 2012.

**FINANCIAL CONSIDERATIONS**

Capital Account # 750 101 5399 12289 Markham Museum Lightning Arrest Implementation will be used for this emergency. This account has funding available in this account is \$239,700.00. The lightning arrest implementation is no longer required due to a high-rise condo building being built beside the Markham Museum. The project is proposed to be closed as part of the closed capital exercise.



### STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	219-S-12 Office Furniture for Cornell Community Centre and Library (EMCC&L)
Date:	August 17, 2012
Prepared by:	Henry Tse, Senior Project Manager, Asset Management. Ext: 2208 Robert Slater, Senior Construction Buyer. Ext: 3189

### PURPOSE

The purpose of this report is to obtain approval to award a contract for standardized office furniture (Steelcase work stations) for the new Cornell Community Centre and Library.

### RECOMMENDATION

Recommended Suppliers	POI Business Interiors (Preferred Supplier)	
Current Budget Available	\$ 484,301.00 <u>\$ 1,882,044.00</u> \$ 2,366,344.00	070-5350-9533-005 Cornell CC & Library - FF&E 070-5350-10556-005 Cornell CC & Library - FF&E Total
Less cost of award	\$ 99,781.29 <u>\$ 4,989.06</u> \$ 104,770.35	Inclusive of HST Contingency @ 5% Total Award
Budget Remaining after this award	\$ 2,261,573.65	* See Financials

\*The remaining funds will be used to purchase other FF&E items as budgeted for within these accounts.

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

On May 31, 2011, Council approved Steelcase Inc. as the preferred supplier of office furniture (workstations) for all Town facilities and within the same report; Council approved POI Business Interiors as the distributor for Steelcase Inc. office furniture for a two year period.

The Cornell Community Centre & Library is being constructed at the south west intersection of Bur Oak and Church St, adjacent to the Markham Stouffville Hospital. The furnishings to be provided by this award are for use by staff and include tables, chairs, desks, partitions, filing cabinets and accessories. The City has a standing agreement with POI Business Interiors Inc. to provide standardized furnishings at a cost that is discounted between 45-58%. Budgets were developed and established by the user departments and the project team consulted with both Library and Recreation staff to establish their needs. Stakeholder coordination meetings were held, resulting in a tender package for office systems furniture that was assembled by the interior design specialist of the Perkins + Will prime consultant team. This package was then presented to the supplier of record, POI, for pricing.

### FINANCIAL ATTACHMENT

Account Name	Account #	Budget Amount	Spent to Date	Committed	Budget Available	Amount to Allocate this project	Budget Remaining
Cornell CC, FF & E – Library	070-5350-9533-005	\$666,000	-	\$181,699	\$484,301	\$59,674	\$424,627
Cornell CC, FF & E - Recreation	070-5350-10556-005	\$2,034,500	-	\$152,456	\$1,882,044	\$45,096	\$1,836,948
<b>Total</b>		<b>\$2,700,500</b>	<b>-</b>	<b>\$334,156</b>	<b>\$2,366,344</b>	<b>\$104,770</b>	<b>\$2,261,574</b>



## STAFF AWARD REPORT

Page 1 of 3

To:	Andy Taylor, Chief Administrative Officer
Re:	254-S-12 Fitness Strength Equipment for Cornell Community Centre
Date:	September 28, 2012
Prepared by:	Warren Watson, Community Program Coordinator, Ext. 4341 Rosemarie Patano, Senior Buyer, Ext. 2990

### PURPOSE

To obtain approval to award the purchase supply and delivery of Cybex and Life strength fitness equipment for the Cornell Community Centre

### RECOMMENDATION

Recommended Supplier(s)	Advantage Fitness (Preferred Supplier – Life Strength Fitness Equipment) Legacy Fitness (Preferred Supplier – Cybex Strength Fitness Equipment)	
Current Budget Available	\$1,872,993.00	070-5350-10556-005 Cornell FF&E, Recreation
Less Cost of award	\$ 54,796.52	Award to Advantage Fitness ( inclusive of HST impact) Award to Legacy Fitness (inclusive of HST impact)
	\$ 37,793.06	
	\$ 92,589.58	
Budget Remaining after this award	\$ 1,780,403.42	*

\* Remaining balance of \$1,780,403.42 in account 070-5350-10556-006 will be used to purchase other FF&E items 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 (e) 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;

### BACKGROUND

This recommended award is for the supply and delivery of Life and Cybex strength fitness equipment for the Cornell Community Centre. Both Life Fitness and Cybex products are well known in the industry and currently exist in our own fitness facilities. Their products are durable and user friendly, and are equal to or better than other products we have in our facilities. With the purchase of this equipment, the City is maintaining the variety of the current models that are part of the City's current strength training line and that will aesthetically complement with the other products the City offers. In addition, the Eagle line of equipment (Cybex) also offers the flexibility for users that may use our equipment for rehab purposes.

The recommended strength equipment is as follows:

### ADVANTAGE FITNESS

Item No.	Quantity	Manufacture	Model	Description
1	1	Life Fitness	Life	Cable Motion Multi-Jungle – Stations & accessories
2	1	Life Fitness	Life	Duplex Pulley (with integrated console)
3	1	Life Fitness	Life Signature Series	Linear Leg Press
4	1	Life Fitness	Life Signature Series	Olympic Bench Press with weight storage
5	1	Life Fitness	Life Signature Series	Abdominal
6	1	Life Fitness	Life Signature Series	Torso Rotation
7	1	Life Fitness	Life Signature Series	Back Extension
8	1	Life Fitness	Life Signature Series	Peck Fly
9	1	Life Fitness	Life Signature Series	Assisted Chin Dip
10	4	Life Fitness	Life Signature Series	Multi-Adjustable benches

**LEGACY FITNESS**

Item No.	Quantity	Manufacture	Model	Description
1	1	Cybex	VR3	Leg Ext w/Start RLD
2	1	Cybex	VR3	Leg Curl w/Start RLD
3	1	Cybex	Eagle	Leg Press
4	1	Cybex	VR3	Glut Extension
5	1	Cybex	Eagle	Chest Press
6	1	Cybex	Eagle	Overhead Press
7	1	Cybex	VR3	Triceps Extension
8	1	Cybex	VR3	Arm Curl
9	1	Cybex	Eagle	Row
10	1	Cybex	Eagle	Lat Pull down

**OPTIONS/DISCUSSIONS**

In December 2011, staff invited the following four (4) suppliers to provide one (1) hour presentations on both their cardio and strength training lines: Advantage Fitness, Vo2 Fitness, Legacy Fitness and Technogym. These presentations, combined with subsequent facility tours at Cambridge and Toronto, allowed staff to evaluate the products being considered for the Cornell facility. Each supplier had an opportunity to share with us the lines of equipment they represent. From this meeting it was determined if further research was warranted on any line of equipment presented.

The process of presentations was not a process to determine who would be a selected supplier but simply to offer an opportunity for suppliers to share information with the City about the product lines and the companies they represent.

Information such as a company's Green initiative, LEED certifications and new technologies were shared at each of these presentations. After the presentations it was determined that further investigation of two lines of equipment may be required. Subsequently 2 two site visits were arranged to view Nautilus 1 strength training line and Technogym Element line.

Nautilus 1( Vo2 Fitness) – After seeing the Nautilus 1, line of equipment it was determined that it was not close enough in mechanical operation and design to fit alongside the current City standard of (Cybex & Life strength training equipment).

At this time we are not prepared to offer a third line of strength equipment to our user that does not offer something unique. In the end inconsistency with current product designs and lack of new technology were used in this determination. Nautilus 1 was not going to be considered in the mix of strength training products for Cornell.

Technogym (Technogym) – The Technogym Element strength training line was also reviewed at a site visit. This line of equipment is similar in design to the current City standard of (Cybex & Life strength training equipment). It also offers a unique Wellness system technology; which allows user information to be tracked, captured and shared electronically. This technology is an important part of cutting edge technology and programming that will be required in the new medical setting we will be surrounded by in Cornell. However; there are substantial logistical space and user traffic flow is an issue in the new setting and not until we are in the facility, will we be able to determine if these Technogym pieces will be able to physically fit into the new fitness centre square footage, or if they will hinder the flow of user traffic. That will be determined at once occupancy takes place later this year. For this reason we are not considering Technogym at this time.

**RATIONALE**

Advantage Fitness has provided Life Fitness products to the City of Markham for over seven (7) years, with a high success rate in durability, ease of use, facility design and attention to detail. Providing a senior level Key Account Manager for the City of Markham, they are uniquely qualified as a partner for the different phases of the City's development, including: the determination of the right mix of equipment for the needs of the users; assessing the various spaces to maximize the use of the facilities floor. The Life Fitness product is inviting, safe, and easy to manage.

Cybex has also been a key player in the complement of equipment offered by City Fitness facilities. The Cybex brand is well respected in the industry and their lines of equipment have met the needs of our users for over 10 years.

The key product features for Life products, include:

- Converging / diverging movements with minimal adjustments
- Ergonomic contoured, injected molded pads with textured vinyl
- Dial increment weight system
- Gas assisted seat adjustments
- Selectorized weight stacks located close to exerciser
- Standard, semitransparent front and rear weight stack shrouds
- Remote range of motion adjustments for maximum ease of use

The key product features for Cybex products, include:

- **Basic drive** - Best use of belt, cable and drive shaft. Application specific for the most direct feel possible.
- **Increment System** - Second Generation Twist Select - 5 lb increments - A fully balanced system eliminates drag and includes top plate oiling capabilities. Large fluted knob is designed for easy grasp. Large numerals indicate incremental resistance.
- **Weight Shield** – Full weight shield for safety.
- **Vertical Seat Adjustment** - Gas assisted with 4-bar linkage. External gas spring for service ease
- **Adjustments** - Highlighted in yellow and visible from access direction.
- **Logical Pairs** - Allows complementary machines to be placed back to back, saving space and makes sense for an effective workout.

Advantage Fitness is the sole distributor of Life products and Legacy Fitness is the sole distributor of Cybex products, there are no other companies that can provide these brands of strength equipment or systems. Cybex and Life are two well established product lines in the fitness industry, well respected for their performance, durability and functionality. These systems are currently in use at both the Centennial and Thornhill Fitness Centres. The equipment represents the standard for City Fitness Centres. Use of Cybex and Life strength equipment at the new Cornell Fitness Centre is consistent with the standard.

Pricing for both Life and Cybex strength equipment is comparable to other similar but not equal product lines. Based on a proven track record in the two existing Markham fitness facilities; Life and Cybex have proven to be excellent value in terms of performance, durability and member satisfaction. Markham is a preferred customer with both Life and Cybex and as such receives approximately 25% discount off of the regular commercial price list.



## STAFF AWARD REPORT

To:	Joel Lustig, Treasurer
Re:	255-S-12 City-wide Mailing of Tax Bills for 2013
Date:	October 11, 2012
Prepared by:	Paul Wealleans, Director, Revenues Ext. 4734 Tony Casale, Senior Construction Buyer Ext. 3190

### PURPOSE

To award the contract for postage for city-wide mailing of tax bills in 2013.

### RECOMMENDATION

Recommended Supplier	Canada Post Corporation (Preferred Supplier)	
Estimated cost of award	\$ 124,222.08	Inclusive of HST
Budget Remaining after award	\$ 134,377.92	**

\*Subject to Council approval of the 2013 operating budget.

\*\*The remaining balance will be utilized for other postage requirements as budgeted for in the 2013 operating account.

Staff further recommends:

In accordance with the City's Expenditure Control Policy dated June 2011, Item 8.05 (Treasurer's Authority) states; "Despite any other provision in this policy, the Treasurer is authorized to pay the following accounts provided that funds are available in the Operating Budget...(c) all accounts for telephones, postage and utilities supplied to Markham;"

### BACKGROUND

Each year, the City of Markham mails property owners the interim and property tax bills. In addition to the regular mailings, the City of Markham mails the supplementary tax bills several times per year for properties that are new or are improved as determined by the Municipal Property Assessment Corporation (MPAC).

Currently, Canada Post is the only provider that can accommodate this type of work as the property tax bills must be mailed to the individually addressed property owners. The chart below shows the tax bill mailings for 2012. The average cost per mailing is \$0.67 and the Canada Post increase for 2013 is 3.3%, therefore, the 2013 average cost per envelope will be \$0.69.

	2012 Actual		
	# Mailings	\$ (Incl. of HST)	Average \$/Mailing
Interim residential and non-residential	55,791	\$39,491.03	0.71
Residential Pre- Authorized Payment Interim	26,116	\$14,962.81	0.57
Residential Final	60,643	\$42,572.17	0.70
Pre-Authorized Payment Final	26,431	\$15,671.55	0.59
Final Non-residential	5,071	\$4,304.45	0.85
<b>Total Tax Billings</b>	<b>174,052</b>	<b>\$117,002.01</b>	<b>0.67</b>
Supplementary 1	980	\$697.19	0.71
Supplementary 2 Approx.	2,000	\$1,422.84	0.71
<b>Total Supplementary</b>	<b>2,980</b>	<b>\$2,120.03</b>	<b>0.71</b>
<b>Total</b>	<b>177,032</b>	<b>\$119,122.04</b>	<b>0.67</b>

**FINANCIAL CONSIDERATIONS**

It is estimated that the volume for 2013 will increase from 177,032 to 180,032 based on the information received from MPAC. At an average rate of \$0.69/mail the total cost is estimated to be \$124,222.08. Please see details below:

	2013 Estimate	
<b># of Mailings</b>		
2013 Tax Billing	177,032	
Estimated 2013 Supplemental Billings	<u>3,000</u>	Based on 2012 actual
	180,032	
<b>\$/Mailing (incl. HST impact)</b>	\$0.69	Increase by 3.3% from \$0.67
<b>2013 Estimated Cost</b>	<b>\$124,222.08</b>	

Note: The 2013 budget has increased by \$8,000 in comparison to the 2012 budget of \$250,600 to reflect the 3.3% price increase while volume remains the same.



## STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	251-T-12 Civic Centre Hard Landscaping (Concrete / Asphalt / Retaining Walls) Adjacent to the Ice Rink
Date:	September 28, 2012
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 the Civic Centre Hard Landscaping (Concrete / Asphalt / Retaining Walls) adjacent to the Ice Rink.

### RECOMMENDATION

Recommended Supplier	MTM Landscaping Contractors Inc (Lowest Priced Supplier)	
Current budget available	\$ 278,955.19	070 5350 12424 005 Civic Centre Rink Site Improvement
Less cost of award	\$ 152,183.10 \$ 58,104.96 <u>\$ 31,543.20</u> \$ 241,831.26  <u>\$ 21,764.81</u> \$ 263,596.07	Inclusive of testing allowance and HST Provisional Items (Incl. of HST)* Contingency @ 15% ** Total  Internal Management Fee @ 9% Total Cost of Award (Incl. of testing allowance, provisional items & HST)
Budget Remaining after this award	\$ 15,359.12	***

\* The provisional item included are a concrete retaining wall and armour stone wall.

\*\* A 15% contingency is requested due to the fact that the site is situated in a former pond area which may have unforeseen soils conditions. There are also existing refrigeration lines for the ice rink that may require additional insulation upon excavation.

\*\*\* The remaining balance will be used for other Civic Centre rink site improvements which may include providing additional space for programming, landscaping, other minor site improvements and outdoor furniture.

### BACKGROUND

The outdoor ice skating rink located at the City of Markham Civic Centre was constructed in 2010. The sodded area east of the ice rink is used during the skating season for dumping snow/ice picked up by the ice resurfacing machine.

The runoff from the sodded slopes on either side of the steps at the south side of the ice rink creates an uneven and hazardous ice surface. The intent of this work is to address the above mentioned issues by constructing a concrete paved area, a reinforced concrete wall, and a raised armor stone planter wall. This was the subject of a Council report in June 2012 which addressed the required site improvements at the Civic Centre Ice Rink.

### BID INFORMATION

Advertised	ETN
Bid closed on	September 26, 2012
Number picking up document	19
Number responding to bid	7*

\*One supplier was disqualified due to a late bid submission. The disqualified supplier protested this decision however based on feedback from the Clerks Department the submission was submitted late and was date/time stamped as such.

PRICE SUMMARY

Suppliers	Bid Price (Incl. of HST)
MTM Landscaping Contractors Inc.	\$ 152,183.10
Gateman-Milloy Inc.	\$ 199,480.28
Hawkins Contracting Services Limited	\$ 211,800.21
Rutherford Contracting Ltd.	\$ 228,115.24
Midome Construction Services Ltd.	\$ 265,736.06
Cedar Springs Landscape Group Ltd.	\$ 298,579.10

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

To:	Andy Taylor, Chief Administrative Officer
Re:	171-T-12 City-wide Illumination Projects
Date:	September 17, 2012
Prepared by:	Dereje Tafesse, Capital Works Engineer. Ext: 2034 Robert Slater, Senior Construction Buyer. Ext. 3189

**PURPOSE**

To obtain approval to award the contract for the installation of streetlight systems at the ten locations listed herein.

**RECOMMENDATION**

<b>Recommended Supplier</b>	Langley Utilities Contracting Ltd. (Lowest Priced Supplier)	
Current Budget Available	\$ 1,184,500.92	083-5350-10052-005 Illumination Program
Less: Cost of Award	\$ 493,757.84	Construction cost including of HST Impact 10% Contingency
	\$ 49,375.78	
	\$ 543,133.62	
	\$ 40,735.02	7.5% Internal Management Fee
	\$ 583,868.64	Total Project Cost
Budget Remaining after this award	\$ 600,632.28	*

\* The remaining balance will be used for the 2013 illumination program.

**BACKGROUND**

As part of the five (5) year illumination plan, Markham has identified following locations (below) for the supply and installation of streetlight system. The work is scheduled to commence in September 2012 and be completed by January 2013;

- Alden Road (opposite side of existing lighting), Esna Park to Warden Avenue
- Kennedy Road, West Side, Highglen to Lee Avenue
- Victoria Park Avenue, East Side, Steeles to Steelcase Road
- Victoria Park Avenue, West Side, Steelcase Rd to Denison Street
- Woodbine Avenue, East Side, Buttonville Crescent S to N
- Esna Park Rd, West Side, Steeles Avenue to Alden Road
- Esna Park Rd, North Side, Alden Road to Woodbine Ave
- Birchmount Rd, East Side, Denison Street to 14th Avenue
- Second Street North, South Side, Kennedy Road to east limit.
- Steeles Avenue, North Side, CN Railway to Old Kennedy Road

The total cost of this project is within the approved budget and any remaining funds will be used to fund other City wide illumination projects.

**BID INFORMATION (171-T-12)**

Advertised	ETN
Bids closed on	August 8, 2012
Number of Suppliers that picked up bid documents	11
Number of Suppliers responding to bid	6

**BID EVALUATION**

The bids have been verified for accuracy and compliance with the Request for Tender terms and conditions. Purchasing has reviewed the references of the recommended proponent and is satisfied with the references provided. Langley Utilities Contracting Limited was the lowest priced supplier and it is recommended that it be awarded the contract for this project.

**PRICE SUMMARY**

Suppliers	Bid Price (Inclusive of HST)
<b>Langley Utilities Contracting Ltd.</b>	<b>\$ 493,757.84</b>
Fellmore Electrical Contractors Ltd.	\$ 568,308.23
Guild Electric Limited.	\$ 655,070.68
Stacey Electric Company Limited.	\$ 671,355.49
Black & McDonald Limited.	\$ 726,427.46
Beacon Utility Contractors Limited.	\$1,013,923.41

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

To:	Alan Brown, Director, Engineering
Re:	221-Q-12 Service Connections at 8 individual locations
Date:	September 4, 2012
Prepared by:	Eugene Chen, Capital Works Engineer. Ext: 2451 Robert Slater, Senior Construction Buyer. Ext. 3189

**PURPOSE**

To obtain approval to award contracts for service connections at 8 individual locations as set out herein.

**RECOMMENDATION**

Recommended Suppliers	F.D.M. Contracting Co. Ltd. (Lowest Priced Supplier) NSJ Water Worx Group Ltd (Lowest priced Supplier)	
Current Budget Available	\$ 74,077.00	083-5350-8331-005 Service Connections
Less: Cost of Award	\$ 39,875.00	F.D.M.Contracting
	\$ 22,600.00	NSJ Water Worx Group
	\$ 63,475.00	Total Project Cost
Budget Remaining after this award	\$ 9,702.00	*

\* The remaining balance will be used for upcoming service connections.

**NOTE**

The total cost of this project is within the approved budget and any remaining funds will be used to fund other service locations.

For service connections the full amount is fully recoverable from the homeowner that requested the work and no work is commenced until the fee has been paid in full and received by the City (Issuance of the purchase order is contingent upon receipt of funds from the homeowner).

**BACKGROUND**

Upon receipt of an application from a property owner for the installation of either a water, storm and/or sanitary service connection to service residential infill lot, the Engineering Department prepares a tender and obtains quotation for the work. The successful tender amount is then provided to the property owner for their approval and subsequent payment including 16% engineering fees, 20% contingency fees and taxes. Upon receipt of payment in full, the Tender for the works is then awarded and the works completed. Any unused proportion of the contingency allowance is returned to the property owner.

**BID INFORMATION (221-Q-12)**

Advertised	By Invitation
Bids closed on	August 22, 2012
Number of Suppliers that picked up bid documents	8
Number of Suppliers responding to bid	2

**BID EVALUATION**

The bids have been verified for accuracy and compliance with the Request for Tender terms and conditions. Purchasing has reviewed the references of the recommended proponents and is satisfied with the references provided. Each of the two Suppliers priced all eight locations. In accordance with the terms of the RFQ each of the eight projects are to be awarded individually based on lowest price. The breakdown is shown in the Price Summary below.

**PRICE SUMMARY**

<b>Suppliers</b>	<b>F.D.M.</b>	<b>NSJ</b>
<b>Locations</b>	<b>Bid Price (Inclusive of HST)</b>	<b>Bid Price (Inclusive of HST)</b>
1 Bowes Lyon Court	\$4,330.00	\$ 4,200.00
10 Buttonville Crescent	\$7,500.00	\$ 6,400.00
19A Oakcrest Avenue	\$11,950.00	\$16,800.00
49 Glenbourne Park	\$15,500.00	\$12,000.00
58 Highland Park Boulevard	\$1,800.00	\$3,200.00
77 Johnson Street	\$1,850.00	\$3,200.00
82 Woodward Avenue	\$1,775.00	\$3,200.00
10197 Woodbine Avenue	\$22,500.00	\$25,000.00
<b>Bid Total</b>	<b>\$67,205.00</b>	<b>\$74,000.00</b>
<b>Award Totals</b>	<b>\$39,875.00</b>	<b>\$22,600.00</b>

Based on the foregoing it is recommended that a contract be awarded to F.D.M. in the amount of \$39,875.00 for the five specified locations and, that a contract be awarded to NSJ Water Worx in the amount of \$22,600.00 for the three locations identified.