



Report to: General Committee

Report Date: January 6, 2012

SUBJECT: Staff Awarded Contracts for the Month of December 2011
PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

1. THAT the report entitled “Staff Awarded Contracts for the Month of December 2011” 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 26th, 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 December 2011 as per Purchasing By-Law 2004-341 as listed below.

Office of the Chief Administrative Officer

Award Details	Description
Highest Ranked/Second Lowest Priced Supplier	• 140-R-11 Employee Assistance Program
Preferred Supplier	• 254-S-11 2012 WSIB Excess Workers Compensation Insurance

Community & Fire Services

Award Details	Description
Lowest Priced Supplier	• 238-T-11 Tree Pruning Services • 234-T-11 Supply and Delivery of Green and Blue Bins • 228-T-11 Curb Box & Operating Rod Replacements
Preferred Supplier	• 182-S-10 Street Lighting Maintenance, Repair and Relamping Program - Contract Extension - Award # 1 • 206-S-11 Remove, Dispose, Supply and Install Streetlight Poles and Fixtures - Award # 2

Corporate Services

Award Details	Description
Highest Ranked/Lowest Priced Supplier	• 214-R-11 Supply & Install Uninterruptable Power Supply (UPS) System
Preferred Supplier	• 243-R-10 Printing of the Spring, Summer, Fall 2012 & Winter 2012/13 issues of Markham Life Magazines – Contract Extension

Development Services

Award Details	Description
Lowest Priced Supplier	• 250-T-11 Tributary # 5 Partial Relocation and Undergrounding the existing SWM Pond
Highest Ranked / Fourth Lowest Priced Supplier	• 208-Q-11 Consulting Services to Conduct a Review of the Town’s Parkland Dedication By-law, Policies and Practices

RECOMMENDED BY:

11/01/2012

X 

Joel Lustig

Treasurer/ Acting Commissioner, Corporate Ser...



STAFF AWARD REPORT

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To:	Andy Taylor, Chief Administrative Officer
Re:	140-R-11 Employee Assistance Program
Date:	November 30, 2011
Prepared by:	Bessie Mok, Manager – Compensation and Benefits, Ext. 2337 Rosemarie Patano, Senior Buyer, Ext. 2990

PURPOSE

To obtain approval to award the contract for Employee Assistance Program (EAP) for a term of 5 years commencing January 1, 2012.

RECOMMENDATION

Recommended Supplier	Homewood Human Solutions (Highest Ranked / Second Lowest Priced Supplier)	
Original 2012 Budget and Account #	\$ 40,684.00	Acct# 30-2200043 Employee Assistance Program
Less Cost of award	\$ 40,684.00	Year 1, January 1, 2012 to December 31, 2012*
	\$ 45,517.00	Year 2, January 1, 2013 to December 31, 2013*
	\$ 50,351.00	Year 3, January 1, 2014 to December 31, 2014*
	\$ 50,351.00	Year 4, January 1, 2015 to December 31, 2015*
	\$ 50,351.00	Year 5, January 1, 2016 to December 31, 2016*
	\$ 237,253.00	Total inclusive of HST Impact

*Subject to Council approval of the annual operating budget. Future year operating budgets will be adjusted accordingly.

Note: Fees for the EAP is based on a short to medium-term counseling model with face-to-face, telephone and web-based services for employees and family members. The estimated usage rate for year 1 is 400 hours, year 2 is 450 hours, and year 3, 4, 5 are 500 hours.

BACKGROUND

The Program provides employee assistance in personal and work related problems which include but are not limited to the following areas:

- a. Stress Reduction
- b. Family and/or Marital
- c. Childcare and eldercare concerns
- d. Physical health
- e. Mental health issues
- f. Emotional issues
- g. Legal/financial
- h. Career Planning
- i. Retirement Planning
- j. Substance Abuse
- k. Critical Incident Counseling (trauma response)
- l. Crisis intervention

BID INFORMATION

Advertised	Electronic Tendering Network
Bids closed on	August 08, 2011
Number picking up bid documents	10
Number of companies responding to bid	6

PROPOSAL EVALUATION

The Evaluation Team for this RFP was comprised of staff members from Human Resources Department with Purchasing staff acting as the facilitator.

The proposals were evaluated based on pre-established evaluation criteria as listed in the RFP with results illustrated in Table A: 25% past experience of consulting firm; 20% qualifications of the lead consultant and project team; 25% project delivery and 30% price totaling 100%.

TABLE A

	Technical (out of 70)	Price (out of 30)	Total (out of 100)	Ranking
SHEPELL.FGI	49.00	28.35	77.35	1
HOMEWOOD HUMAN SOLUTIONS	48.50	28.66	77.16	2
FAMILY SERVICE TORONTO – FSEAP	43.60	30.00	73.60	3
COMPSYCH CORPORATION	41.40	15.56	56.96	5
CERIDIAN CANADA LTD.	38.00	26.18	64.18	4
ORGANIZATIONAL HEALTH INC.	31.60	21.35	52.95	6

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

Consultants	Overall Score (Including Interview) Out of 110	Rank
HOMEWOOD HUMAN SOLUTIONS	85.16	1
SHEPELL F.G.I.	84.35	2

Homewood Solutions, the second lowest priced bidder (4% higher than the low bidder over the 5 years), scored high on the technical submission as well as in the Question & Answer Session, demonstrating a thorough understanding of the project and its requirements. Their proposal demonstrated to the Town's satisfaction that they have the ability to undertake the project and they have a strong understanding of the project deliverables, key issues and challenges. Through the evaluative process, the following features of superiority were identified; accessibility to services, information and learning/training; innovative programming and educational level of counseling staff as an aggregate resulted in an overall higher ranking of Homewood Human Solutions.

FINANCIAL CONSIDERATION

The Town will be invoiced monthly on an estimated usage of services per year as outlined in the Recommendation Table based on an estimated employee population of 975. The actual annual cost of the plan will be adjusted at year end based on actual usage.

As a result of the trend of higher usage, and the increase of employee population, the estimated hours of usage have been adjusted accordingly for the next five years. Hence, the annual cost of this contract is higher compared to the previous contracts. In comparison to the previous contract the total cost has increased by approximately 3% which can be attributed to the increase in the hourly rate.



**STAFF AWARD REPORT
(OUTSIDE CRITERIA)**

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To:	Andy Taylor, Chief Administrative Officer
Re:	254-S-11 2012 WSIB Excess Workers Compensation Insurance
Date:	Dec 15, 2011
Prepared by:	Fred Rich, Senior Business & Risk Analyst Alex Moore, Manager, Purchasing

PURPOSE

To obtain approval to award the 2012 WSIB Excess Workers Compensation Insurance coverage.

RECOMMENDATION

Recommended Supplier	Jardine Lloyd Thompson (Preferred Supplier)	
Original Budget and Account #	\$1,509,523.00	840 846 5555 (Insurance Premium)*
Current Budget Available	\$445,331.04	
Less cost of award	\$147,713.76	2012 Inclusive of PST
Budget Remaining after this award	\$297,617.28	Balance of funds will be transferred to the insurance reserve at the end of 2012

Note: HST does not apply to Insurance premiums in Ontario, Insurance premiums are only PST applicable

*Subject to Council approval of the annual Budget

Staff further recommends: THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7, “(b) where there is only one source of supply for the goods to be purchased;”

BACKGROUND

Since 1999 the Town has been a schedule two WSIB employer and pays all WSIB benefits awarded to Town employees under the workers’ compensation law. In order to cap the WSIB costs, the Town has purchased WSIB Excess Workers Compensation Insurance that provides coverage for extraordinary claims in excess of one million dollars to a maximum of fifteen million dollars per claim.

The WSIB Excess Workers Compensation Insurance coverage has been provided by Cowan Insurance Group (Cowan) since 1999. Cowan also provided the Town’s General Insurance and Risk Management Program during the same time. In 2010, the Town awarded the General Insurance and Risk Management Program to JLT. However, the WSIB Excess Workers Compensation Insurance coverage remained with Cowan. In an effort to consolidate the two insurance programs under one broker, the WSIB Excess Workers Compensation Insurance was transferred to JLT during the 2011 policy period. Both Cowan and JLT are insurance brokers for the WSIB Excess Workers Compensation Insurance and since 2010, Chubb Insurance Company of Canada (Chubb) has been the only provider of this insurance coverage.

In 2011, through a staff award report, the 2011 WSIB Excess Workers Compensation Insurance was awarded to Cowan in the amount of \$147,713.76 (inclusive of PST), a 9.2% increase over the 2010 premium.

DISCUSSION

During the 2012 renewal process, JLT advised staff that Chubb is still the only Excess Workers Compensation Insurance provider in Ontario. The initial renewal premium presented to the Town was \$165,888 (inclusive of PST), however staff negotiated a premium reduction of \$2,439.72 reducing the premium to \$163,448.28 (inclusive of PST) which represents a 10.65% increase over the 2011 premium. After further discussions with both Chubb and JLT, staff negotiated a 0% increase for 2012 (a \$18,174.24 premium reduction over the initial premium proposal). In addition, Chubb also agreed to review the policy wordings to potentially provide better coverage for Fire Fighter presumptive legislation claims (wordings to be supplied early 2012). If implemented, the Town could potentially recover costs of future Fire Fighter presumptive legislation claims in excess of one million dollars. Based on the exclusive market for this insurance (one insurance provider) and the 0% increase over the 2011 premium, staff recommend awarding the 2012 Excess Workers Compensation Insurance to JLT in the amount of \$147,713.76 (inclusive of PST).

In 2012, staff will analyze the impact of the anticipated policy wording changes, investigate the feasibility of fully self insuring the WSIB exposure (discontinuing the WSIB Excess Workers Compensation Insurance) and report back to Council prior to the 2013 renewal process.

FINANCIAL ATTACHMENT

Account Description	Cccount #	Original Budget*	Budget Available*	Less: Cost of Award	Budget Remaining after Award*
Insurance Premium	840 846 5555	1,509,523.00	445,331.04	147,713.76	297,617.28
Total		\$1,509,523.00	\$445,331.04	\$147,713.76	\$297,617.28

*Pending Council approval



STAFF AWARD REPORT

To:	Brenda Librecz, Commissioner Community & Fire Services
Re:	238-T-11 Tree Pruning Services
Date:	December 8, 2011
Prepared by:	Jeff McMann, Supervisor, Forestry Patti Malone, Senior Buyer, Purchasing

PURPOSE

To purpose of this report is to obtain approval for the supply of labour, vehicles and equipment required to execute tree pruning at various townwide locations for three (3) years at the same firm fixed hourly rates.

RECOMMENDATION

Recommended Supplier(s)	Total Tree Service Inc. (Lowest Priced Supplier)	
Budget Available	\$ 132,000.00	730-7345399 – Forestry Contracted Services
Less cost of Award	\$ 116,572.19	Inclusive of HST, 2012*
	\$ 116,572.19	Inclusive of HST, 2013*
	<u>\$ 116,572.19</u>	Inclusive of HST, 2014*
	\$ 349,716.57	Total award
Budget Remaining after this award	\$ 15,427.81	**

*Subject to Council approval of the annual operating budget.

** The remaining balance to be used for other forestry contracted services that may arise as a result of the anticipated awareness of the urban forest diseases concerns.

BACKGROUND

The Town released a tender to the market for qualified contractors for the supply of all labour, vehicles and equipment necessary to execute a work order pruning program as directed by Town staff. The scope of work will include the completion of general tree maintenance 'work orders' provided by the Town. The contracted pruning/removal of trees on an as required basis is needed to ensure adequate response to requests for tree maintenance.

BID INFORMATION

Advertised	ETN
Bids closed on	December 7, 2011
Number picking up bid documents	12
Number responding to bid	10

PRICE SUMMARY

Suppliers	Qty	Unit Price (Inclusive of HST)	Extended Price
Total Tree Service Inc.	1,300	\$89.67	\$116,572.19
Uxbridge Tree Service Inc.	1,300	\$91.33	\$118,728.48
W. M. Weller Tree Service Ltd.	1,300	\$99.17	\$128,921.00
Arbor Tech Tree Care Inc.	1,300	\$101.76	\$132,288.00
Arborvalley Urban Forestry Co. Inc.	1,300	\$111.43	\$144,855.36
Authentic Tree Care Inc.	1,300	\$116.47	\$151,416.84
Davey Tree Expert Co. Of Canada, Limited	1,300	\$118.19	\$153,652.51
Van Dyke Tree Care Ltd.	1,300	\$152.64	\$198,432.00
Tree Doctors Inc.	1,300	\$152.64	\$198,432.00
7 Oaks Tree Care & Urban Forestry Consultants Inc.	1,300	\$249.31	\$324,105.60

Note: As compared to the 2009/2010 contract, this price represents a 10% decrease in hourly rates. Additionally, the low bidder is the incumbent who performed well in the last contract.



STAFF AWARD REPORT

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To:	Gary Adamkowski, Acting Commissioner, Community and Fire Services
Re:	234-T-11 Supply and Delivery of Green and Blue Bins
Date:	December 6, 2011
Prepared by:	Leigh Fitzgerald, Environmental Inspector, ext. 8240 Patti Malone, Senior Buyer, ext. 2239

PURPOSE

To obtain approval to award the contract for the Supply and Delivery of Green Bins and Blue Boxes in 2012.

RECOMMENDATION

Recommended Supplier	Cart Marketing Services (Lowest Priced Supplier) Gracious Living Corporation (Lowest Priced Supplier)	
Current Budget Available	\$ 145,435.00	Various (see financial considerations)
Less cost of award	\$ 127,464.58	Inclusive of HST
Budget Remaining after this award	\$ 17,970.42	*

* The balance remaining is to be used for purchase of 22 gallon large blue boxes.

BACKGROUND

This contract is to provide Green Bins and Blue Boxes in support of Markham's initiative to reach our 75% diversion target. For efficiency, staff tendered both Green Bins and Blue Boxes at the same time, since they both have similar suppliers.

Green Bins and 60 litre Blue Boxes are purchased for resale to Markham residents on a cost recovery basis and are sold through Markham's four Community Recycling Depots and at Markham's four major Community Centre's. Green Bins and 60 litre Blue Boxes are also delivered to new homes as they are occupied.

BID INFORMATION

Advertised	ETN
Bids closed on	November 30, 2011
Number picking up bid documents	23
Number responding to bid	6

PRICE SUMMARY

Green Bins

Suppliers	Qty	Unit Price (Inclusive of HST)	Extended Price
Cart Marketing Services	6,000	\$15.11*	\$90,668.16
Orbis Canada Ltd.	6,000	\$15.77	\$94,636.80

*As compared to the 2009/2010 contract, this price represents a 12% increase. The price for chemical resins have increased by approx 10% from 2010 to 2011 with 84% of the cost of manufacturing these green bins comes from this resin material.

Blue Bins

Suppliers	Qty	Unit Price (Inclusive of HST)	Extended Price
Gracious Living Corporation	8,000	\$4.60*	\$36,796.42
Scepter Corporation	8,000	\$4.78	\$38,261.76
Busch Systems Int. Inc.	8,000	\$5.17	\$41,355.26
Peninsula Plastics Ltd.	8,000	\$5.18	\$41,436.67
Orbis Canada Ltd.	8,000	\$5.90	\$47,216.64

*As compared to the 2010 contract, this price represents a 1.54% increase.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Budget Available	Cost of Award	Budget Remaining
Green Bins for Resale	770-773-4132	90,600	\$90,668	- 68
Blue Boxes for Resale	770-772-4131	54,835	\$36,796	18,039
		-	-	-
Totals:		145,435	127,465	17,970



STAFF AWARD REPORT

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To:	Andy Taylor, Chief Administrative Officer
Re:	228-T-11 Curb Box & Operating Rod Replacements
Date:	January 11, 2012
Prepared by:	Eddy Wu, Manager, Operations and Maintenance, Ext. 2445 Tony Casale, Senior Construction Buyer, Ext. 3190

PURPOSE:

To obtain approval to award the contract for curb box and operating rod replacements for three (3) years.

RECOMMENDATION:

Recommended Supplier(s)	Global Cathodic Protection Inc. (Lowest Priced Supplier - Part 1) P.A. Envirovac Inc. (2 nd Lowest Priced Supplier - Part 2)	
Current budget available	\$ 183,825.00	760-111-5300 Contracts Services Agreement (Construction)
Cost of award	\$ 74,539.20	2012 cost of award (inclusive of HST) *
	\$ 74,539.20	2013 cost of award (inclusive of HST) *
	\$ 74,539.20	2014 cost of award (inclusive of HST) *
	\$ 223,617.60	Total Cost of Award (inclusive of HST)
Budget Remaining after this award	\$ 109,285.80	**

*The cost of award is subject to Council approval of the 2012-2014 budgets.

**The remaining balance will be used for other contract service requirements as budgeted for in this account.

BACKGROUND

A curb box is a shut off valve for a water service connection generally located at the property line in front of a house or building. Accessible from the ground surface, the Town maintains the box and underground valve. It is a valve to open or close for maintenance and control of the water service connection to a property. The majority of the repairs and replacement of this appurtenance is for the replacement of operating rod and curb box. This type of repair is done by the vacuum excavation method. In the case of a broken or leaking valve, to repair it curb box has to be dug up and replaced.

BID INFORMATION

Advertised	ETN
Bid closed on	November 23, 2011
Number picking up document	7
Number responding to bid	4

PRICE SUMMARY

Suppliers	Part 1 – Replacement of Curb Box & Operating Rod by Vacuum Excavation (Incl. of HST)	Part 2 – Emergency Replacment of curb stop, curb box & Operating Rod by Vacuum Excavation (Incl of HST)
Global Cathodic Protection Inc.	\$ 54,187.20*	\$ 30,833.28
Power Plus Utility	\$ 94,636.80	\$ 8,217.12**
P. A. Envirovac Inc.	\$ 74,412.00	\$ 20,352.00
Nu-Tech Water Box Repairs Ltd.	\$118,296.00	No Bid

*The price for Part 1 represents a 44% decrease over the 2009- 2011 contract. The prices submitted are based on estimated quantities of 375 for Part 1 and 25 for Part 2. Prices are firmed fixed for three (3) years commencing on January 1, 2012.

PRICE SUMMARY (Continued)****Power Plus Utility (Not recommended)**

Staff recommends not awarding Part II of this contract to the lowest priced bidder. In accordance with Purchasing By-Law 2004-341, Part II, Section 1 (5) "The Town reserves the right not to accept the lowest or any bid submitted, if such action is deemed to be in the best interests of the Town."

The low bidder for Part II incorrectly determined that both Parts I and II would be awarded to one (1) contractor. The bid document clearly advised bidders that the Town reserved the right, in its sole discretion, to award the contract in whole or in part (including without limitation), by item or groups of items, or to more than one bidder. Furthermore, at tender opening prices for Parts I and II were announced independently. The price provided by Power Plus Utility for Part II of the contract was substantially lower than all other proponents including the second lowest bidder (low bidder priced this item at \$8,217.12 based on estimated requirement of 25 repairs versus other bidders' pricing \$20,352 and 30,833.28 respectively).

Town staff is concerned of the inherent risks associated with awarding a contract based on pricing that does not adequately reflect the contractor's costs. Furthermore, the contractor confirmed in writing that their pricing for Part II was dependent on the assumption that the contract would be awarded to one contractor (Parts I and II) combined and that they could not provide the services in part. The Town's *General Terms and Conditions* do not permit the withdrawal of a bid after the tender closing date however the Town has the direction not to award to the lowest bidder, if such action is deemed to be in the best interest of the Town.

P.A. Envirovac Inc. (Recommended)

Staff recommends awarding Part II of the contract to the second lowest priced bidder P.A. Envirovac Inc. The Town currently pays \$1,200.00 for Part II (Emergency repairs) and pricing received from the 2nd lowest priced bidder is \$800.00 per repair, a favourable variance versus current pricing in the amount of 33%. The recommended bidder currently carries out the replacement of curb box & operating rod by vacuum excavation method and staff are confident that they will meet if not exceed expectations.



STAFF AWARD REPORT

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To:	Andy Taylor, Chief Administrative Officer
Re:	182-S-10 Street Lighting Maintenance, Repair and Relamping Program - Contract Extension - Award # 1 206-S-11 Remove, Dispose, Supply and Install Streetlight Poles and Fixtures - Award # 2
Date:	November 22, 2011
Prepared by:	Alan Laver, Manager, Utilities and Contracts, ext. 3400 Patti Malone, Senior Buyer, ext. 2239

PURPOSE

The purpose of this report is to obtain approval to extend the contract for street light maintenance, repair and relamping program at the same 2008 itemized pricing as well as to extend the contract for the Removal, Disposal & Supply and Install Streetlight Poles and Fixtures at the same 2009 itemized pricing.

RECOMMENDATION

Recommended Supplier	Award # 1 PowerStream (Preferred Supplier) Award # 2 Langley Utilities Inc. (Preferred Supplier)	
Current Budget Available	\$ 1,035,230.00 <u>\$ 199,200.00</u> \$ 1,234,430.00	See Financial Considerations *
Less cost of award	\$ 1,035,230.00 <u>\$ 199,200.00</u> \$ 1,234,430.00	Award # 1 inclusive of HST* Award # 2 inclusive of HST* Total award
Budget Remaining after this award	0.00	**

*Subject to Council Approval of the 2012 Operating Budget

**Award # 1 includes growth of 600 additional lights.

Staff further recommends:

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

BACKGROUND

Award # 1 Contract Extension 182-S-10 Street Lighting Maintenance, Repair and Relamping Program

The Council meeting on December 2010 approved the following:

That the CAO be authorized to renew the contract for an additional 3 years (2012 -2014) exercised at one year intervals, subject to performance and based on yearly approval of the Operating budget

The Town's street lighting network (approx. 23,900 lights predicted at the end of 2011) is owned and operated by the Town. Staff anticipates that approx. 600 new lights will be added to the inventory through new development and scheduled capital projects related to lighting improvements on major roads in 2012.

The Town has historically engaged Markham Hydro then PowerStream to provide streetlight related maintenance services due to their expertise and background with the electrical systems. This engagement is one of the three components of a shared service agreement between the Town and PowerStream. The other two services are hydro cashier services and water meter reading and billing.

Award # 1 Contract Extension 182-S-10 Street Lighting Maintenance, Repair & Relamping Program (Continued)

The services provided by PowerStream includes emergency repairs to damaged poles and fixtures, replacement of burned out bulbs, ballasts, light sensors, fixtures (based on residents' complaints to the Town's Contact Centre and outages reported by the Town's night patrols), underground and overhead supply line repairs (burn outs/faults) and locating services for underground streetlight infrastructure. The service also includes a yearly relamping and fixture cleaning program where bulbs are replaced and fixtures cleaned on a 5 year rotation (approx. 1/5th of Town's lighted areas per year) for preventive maintenance.

PowerStream invoices their costs monthly based on the actual time and materials used by the contractor to make the requested repairs to the system using the contractor's approved unit pricing plus PowerStream's administration fee of 20% (approximately \$207k).

Asset Management in 2007 did an overall review of the extension of services using PowerStream for Streetlight Maintenance. It was determined that the Town would continue to use PowerStream on an ongoing basis. In early 2009, the Asset Management Department was also asked to do a preliminary review of costs should the Town assume contract administration and locating services for street lighting which are now provided by PowerStream. A preliminary estimate by Asset Management to take over these services would include \$150,000 per year for additional staffing expenses and \$350,000 per year for streetlight locating services. Physical locates in the field are required prior to any excavation to ensure safety and prevent damage. PowerStream charges the Town a 20% administration markup on contracted services to cover their expenses, which amount to approximately \$200,000 per year. There would be estimated increase of \$300,000 to the Town to take over these services.

PowerStream subcontracts all the work out other than utility locates to Langley Utilities Inc (Langley). The existing contract between PowerStream and their subcontractor (Langley) expires December 31, 2011 and the pricing has remained firm since 2008 (the original 3 year term of the contract and a negotiated 1 year extension for 2011).

During negotiations for 2012, PowerStream initially received a 5% cost increase from their sub-contractor which was then negotiated down to an increase of 3% or approximate dollar value of \$30,000 by PowerStream (This cost increase would have been passed onto Markham). Subsequently, purchasing staff further negotiated a one year contract extension at the same pricing level, therefore, eliminating this 3% or \$30,000 increase (based on 2011 volumes).

Award # 2 206-S-11 Remove, Dispose, Supply and Install Streetlight Poles and Fixtures

Every 5 years, Asset Management prepares an inventory and condition analysis of older streetlights. In 2008, after the review of 18,000 streetlights a condition analysis identified approximately 160 poles that needed to be replaced. Funding for the removal and replacement of these 160 poles were identified to be funded over 5 years, however, due to the tender prices from the low bidder (Langley) being lower than estimate, the Town was able to complete the original 160 poles in 3 years and at approximately half of the original estimate for the program.

A recent condition n analysis for an additional 6,000 streetlights older than 1985 has identified approximately 100 streetlights requiring replacement. Langley has been the lowest priced bidder on 2 separate tenders allowing Markham to complete the 5 year program in 3 years. By utilizing synergies between award # 1 and # 2, Purchasing has been able to eliminate the 3% or \$30,000 increase under contract 182-S-10 by extending 206-S-11 contract at the same 2009 itemized pricing.

Additionally, under contract 206-S-11 Staff is requesting to utilize Langley's prices for emergency pole replacements due to accidents which occur approximately 7 times / year.

**Award # 1: 182-S-10 Street Lighting Maintenance, Repair & Relamping Program – Contract
Extension & Award # 2: 206-S-11 Remove, Dispose, Supply & Streetlight Poles & Fixtures**

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FINANCIAL CONSIDERATIONS

Award #	Account Name	Account #	Budget Amount	Spent to Date	Committed	Budget Available	Amount to Allocate this project	Budget Remaining
1	Streetlight Maintenance & Repair	720-720-5497	\$ 1,035,230.00	\$ -	\$ -	\$ 1,035,230.00	\$ 1,035,230.00	\$ -
2	Streetlight Pole replacement	750-101-5399-11347	\$ 51,000.00	\$ -	\$ -	\$ 51,000.00	\$ 51,000.00	\$ -
2	Streetlight Pole replacement	12297	\$ 148,200.00	\$ -	\$ -	\$ 148,200.00	\$ 148,200.00	\$ -
	Total		\$ 1,234,430.00	\$ -	\$ -	\$ 1,234,430.00	\$ 1,234,430.00	\$ -



STAFF AWARD REPORT

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To:	Andy Taylor, Chief Administrative Officer
Re:	214-R-11 Supply & Install Uninterruptable Power Supply (UPS) System
Date:	December 21, 2011
Prepared by:	Sugun Rao, Manager – Technology, Ext. 4868 Rosemarie Patano, Senior Buyer, Ext. 2990

PURPOSE

To obtain approval to award this contract for the supply and install of Uninterruptable Power Supply (UPS) System.

RECOMMENDATION

Recommended Supplier	CSI Power & Environmental Inc. (Highest Ranked / Lowest Priced Supplier)	
Current budget available	\$ 152,640.00	49-6150-11434-005 Data Centre UPS Replacement
Less cost of award	\$ 119,816.30	Inclusive of HST impact
	\$ 10,000.00	Contingency
	\$ 129,816.30	Total award (Inclusive of HST impact)
Budget Remaining after this award	\$ 22,823.70	*

*The remaining balance will be returned to the original funding source upon completion of the project.

Note: the annual support and maintenance cost will be contained within the ITS operating budget

BACKGROUND

The Town's Data Centre Uninterrupted Power Supply (UPS) plays a crucial role in ensuring that the critical technology infrastructure remains operational in the event of a power disruption. The existing 36KVA PowerWare UPS has long passed its expected life span, and can't be upgraded. The manufacture has discontinued production and support for this system and its parts, making us reliant on refurbished components to maintain the equipment

Furthermore, the growth in the number of business application (for example – the addition of call pilot, phone systems, new AMANDA applicants for Building Inspections) and the physical equipments (more servers) in our Data centre has resulted in shortening the battery runtime of the UPS system to 15 to 20 minutes. As a result staffs are unable to execute a controlled shut-down of the Data centre equipment's when power outage happens outside the Town's normal business hour. The sudden shutdown of power causes potential damage to equipments or results in hard disk failures – creating a risk to the Town's critical technology infrastructure.

In July 2011, the Town engaged a consultant to conduct a business needs assessment including future growth, establish a requirement and assist us with the procurement of a new UPS system. Based on the assessment, it was determined that the Town requires a minimum of 45KVA, 3 Phase UPS system scalable to a minimum of 80KVA in capacity and minimum one hour and twenty minutes battery runtime on full 45KVA load. This would allow staff more time outside business hours to monitor the situation and conduct a far a more graceful shutdown of the server.

It is with this background that the Town issued a RFP for the supply, install, maintenance of the Uninterrupted Power Supply and decommissioning and removal of the existing UPS system.

BID INFORMATION

Advertised	Electronic Tendering Network
Bids closed on	November 02, 2011
Number picking up bid documents	13
Number of bidders responding to bid	3

Purchasing contacted bidders who attended the Mandatory Site Meeting (there were sixteen suppliers in attendance) and did not submit a bid. From the eleven (11) follow-up calls made, Purchasing found that six (6) of the suppliers expertise is outside of the requested scope work: three (3) of those suppliers specialized in different UPS system requirements, and the other three (3) suppliers were either direct manufacturers or subcontractors (who had no intention of submitting a direct bid to the Town of Markham). Five (5) suppliers indicated that there was simply too many suppliers who attended the Mandatory Site Meeting, and felt they would not be competitive.

PROPOSAL EVALUATION

The evaluation team comprised of staff from the ITS department with purchasing staff acting as the facilitator. The evaluation was based on pre-established evaluation criteria as detailed in the Request for Proposal: 10% Company Information and Experience of the Vendor, 50% Meeting all RFP Business and Technical Environment Requirements (which includes Project Implementation, Delivery Training and Support), and 40% Price, totaling 100% with resulting scores as follows:

Suppliers	Score (out of 100)	Rank
CSI Power & Environmental Inc.	69	1
TechXtend	62	2
Danik Electrical Construction Company Limited	44	3

Prices ranged from \$119,816.30 to \$141,315.10 inclusive of HST impact for the supply and install of the UPS.

The support and maintenance cost for the first year is included in the hardware base price. Starting from the second year, there will be an annual support and maintenance cost of \$5,513.60 (approximately \$27,568 inclusive of HST over the next four years) which will be contained within the ITS operating budget under account #400-404-5360 (ITS Computer Hardware).

Scoring highest on its technical submission, CSI Power & Environmental Inc., demonstrated a thorough understanding of the project and our requirements. The vendor has proposed Liebert (Tier One Manufacturer) UPS System with one hour and twenty minutes of battery runtime on full load. The proposal also includes full installation services with their core expertise in UPS systems; a full support model with 7x24 support of the entire solution for five (5) years; local and dedicated sales and support teams; training of Markham staff to ensure smooth transitions; special discounting being presented at 15% off of Manufacturer List Pricing as part of this award and 3% discount on invoice processed within Net 15 days (not offered by the other bidders). It should be noted that the Town has the option to go to the market to retain a support and maintenance service provider after the initial five years term.

After the evaluation was completed, purchasing staff negotiated with CSI Power & Environmental Inc, the highest ranked/lowest priced bidder, and obtained an 11% (approximately \$14,897 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. The Town is also receiving the decommissioning and removal services of all hardware, plus the provision and installation of all required racking to house the proposed UPS system as part of this award.



STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	243-R-10 Printing of the Spring, Summer, Fall 2012 & Winter 2012/13 issues of Markham Life Magazines - Contract Extension
Date:	December 19, 2011
Prepared by:	Emma Girard-Uffren, Production & Quality Coordinator, Ext. 2500 Rosemarie Patano, Senior Buyer, Ext. 2990

PURPOSE

To obtain approval to extend the contract for Printing of the Spring, Summer, Fall 2012 & Winter 2012/13 issues of Markham Life Magazines, at the same 2011 itemized pricing and as per original proposal submission.

RECOMMENDATION

Recommended Supplier	CanMark Communications (Preferred Supplier)	
Current Budget Available	\$ 253,348.00	795 796 5874 Print Mat-Rec Guide (2012)
Less cost of award	\$ 63,188.00	2012 Spring Issue, inclusive of HST*
	\$ 63,188.00	2012 Summer Issue, inclusive HST*
	\$ 63,188.00	2012 Fall Issue, inclusive of HST*
	\$ <u>63,188.00</u>	2012/13 Winter Issue, inclusive of HST *
	\$ 252,752.00	Total Cost of the Award*
Budget Remaining after this award	\$ 596.00	

*Subject to Council Approval of the 2012 operating budget

BACKGROUND

Historically, the Town of Markham prints four (4) guides per year (one per season) and distributes each seasonal guide to over 80,000 residents and provides an additional 4,000 copies for pick up at various Town facilities. Each guide provides residents with information on all recreational, cultural and library programming offered by the Town, as well as general information and latest Town related news items. This award will encompass the distribution to the Town and Markham Economist and Sun of 84,000 guides every season.

Staff awarded Request for Proposal (RFP) 243-R-10 to the highest ranked / 2nd lowest priced bidder (CanMark Communications) in 2011 for a one (1) year term. The RFP had an option to renew for one (1) additional year at the same terms, conditions, pricing and subject to suppliers performance and satisfaction of the Town.

Communications & Community Relations and Purchasing department are satisfied of their performance of CanMark and agree with the Recommendation to extend as per the original proposal submission and at the same 2011 itemized pricing.

ENVIRONMENTAL CONSIDERATIONS

The Text pages of the guide will be 25% post consumer waste (85-100% recycled paper) and the cover will be 30% post consumer waste. CanMark is committed to minimizing the environmental impact, e.g. the oven emissions at the print shop are treated through a regenerative thermal oxidizer, eliminating virtually all Volatile Organic Compounds (VOC's) while using a fraction of the natural gas required by previous technologies and other print shop facilities. Markham Life Magazine will include an environmental calculator explaining the full environmental benefits to readers.



STAFF AWARD REPORT

Page 1 of 2

To:	Andy Taylor, Chief Administrative Officer
Re:	250-T-11 Tributary # 5 Partial Relocation and Undergrounding the existing SWM Pond
Date:	December 19 th , 2011
Prepared by:	Alan Brown, Director Engineering, Ext, 7207 Robert Slater, Senior Construction Buyer, Ext. 3189

PURPOSE:

To obtain approval to award the contract for partial relocation and undergrounding of an existing SWM Pond, in a section of Tributary 5 in an area bounded by Main Street, Unionville and Enterprise Drive.

RECOMMENDATION:

Recommended Supplier	Primrose Contracting (Ontario) Inc. (Lowest Priced Supplier)	
Current budget available	\$ 924,749.50	070-5350-11416-005 Toronto 2015 Pan/Parapan American Games Budget allocated for this purchase
Less cost of award	\$ 650,183.56 \$ 65,018.36 \$ <u>25,032.07</u> \$ 740,233.99	Inclusive of HST Impact Contingency @ 10% Engineering Fees @ 3% Total Award
Budget Remaining after this award	\$ 184,515.51	*

* The remaining balance in the amount of \$184, 515.51 will be returned to the original funding source upon completion of this project.

At the Council meeting on December 13th, 2011, Council approved the following:

That the Chief Administrative Officer be authorized to make the tender award for the Tributary #5 relocation and associated works to the lowest priced contractor in accordance with Section 5(c) of Purchasing Bylaw 2004-34.

BACKGROUND

As part of the agreement between the Town and Infrastructure Ontario (IO) and Toronto 2015 for the construction of an Aquatics and Field house Facility at 16 Main Street, Unionville the Town is obligated to provide a construction ready site by July 1, 2012 so IO can proceed with construction and commissioning of the facility in 2014, one year prior to the Games. The key issue to provide a construction ready site is the relocation of Tributary.

Currently the Town has an above ground storm water management facility at the North West corner of Kennedy Road and YMCA Blvd. This pond provides quantity control for YMCA Blvd, Rivas Drive and the YMCA site.

The relocation of Tributary #5 impacts the existing pond and the storm treatment facility has to be relocated and condensed in a smaller land area by the use of an underground facility. The underground facility will also enable the Town to use the surface for other uses such as a parkette or parking. If in the future the development of the site is required for MISTA facilities the underground facility can be relocated or incorporated into a future site plan.

BID INFORMATION

Advertised	ETN
Bid closed on	December 19, 2011
Number picking up document	22
Number responding to bid	13

Due to the scope of the project, tight timelines and since installation of Storm trap system has only recently begun in Canada the tender was issued in two stages.

Stage one (1) Bidders experience

Prior to opening pricing, staff wanted to ensure that bidders had the necessary experience of similar size and scope of which a Stormtrap system has been installed. The tender document identified similar size and scope being an Installation of Hanson Stormtrap, Installation of Pre-Cast Concrete Box Culverts with greater than 3m span and Installation of Storm Sewer in excess of 2.5m diameter. The bidder is required to be experienced in placing large storm sewer lines involving multiple pre-cast concrete pipe sections.

Stage (1) – Scoring

The evaluation criteria under stage one (1) was based on meeting or exceeding the expectations of the established evaluation criteria. The scoring was based on 5 points for installation experience of Hanson storm trap, 55 point for work experience of similar projects, 20 points for Experience with realignment/relocation of Watercourse and 20 points for work schedule Bidder's were required to obtain a minimum of seventy points in order to advance to Stage 2.

Suppliers	Score (out of 100)
Con-Drain Company (1983) Limited	100
Loc-Pave Construction Limited	97
BOT Engineering and Construction Ltd	95
Dufferin Construction Company	95
Metric Contracting Services Corporation	95
AECON Construction and Materials Limited	92
Graham Bros	92
Primrose Contracting (Ontario) Inc.	92
Elirpa Construction and Materials Ltd.	87
Dagmar Construction Inc.	87
Tacc	75
Drainstar	55
F.C.M. Construction	15

Of the thirteen (13) submissions, eleven (11) met the evaluation criteria scoring threshold and qualified to move forward to stage two (2).

Stage two (2) Pricing

Bidders that have been qualified under Stage One of the Evaluation Process will be eligible for evaluation under Stage Two of the Evaluation Process. Stage Two of the Evaluation Process will be based on the evaluation of the Bidder's price based solely on the lowest bid price. Ten of the eleven contractors that were qualified under Stage 1 submitted a Bid under Stage 2.

PRICE SUMMARY

Suppliers	Bid Price
Primrose Contracting (Ontario) Inc.	\$ 650,183.56
Dagmar Construction Inc.	\$ 887,180.02
Metric Contracting Services Corporation	\$ 899,558.40
Con-Drain Company (1983) Limited	\$ 981,928.41
Graham Bros	\$1,073,691.99
Dufferin Construction Company	\$1,093,440.20
Loc-Pave Construction Limited	\$1,116,307.20
Elirpa Construction and Materials Ltd.	\$1,122,494.06
AECON Construction and Materials Limited	\$1,296,562.74
BOT Engineering and Construction Ltd.	\$1,658,468.20

Staff met with Primrose to discuss its Bid Price and confirm that they could meet the strict timelines required by the Town.



STAFF AWARD REPORT

To:	Jim Baird, Commissioner, Development Services
Re:	208-Q-11 Consulting Services to Conduct a Review of the Town's Parkland Dedication By-law, Policies and Practices
Date:	December 2, 2011
Prepared by:	Tom Villella, Senior Projects Coordinator, Ext. 2758 Tony Casale, Senior Buyer, Ext. 3190

PURPOSE

To obtain approval to award the contract for consulting services to conduct a review of the Town's Parkland Dedication By-law, Policies and Practices.

RECOMMENDATION

Recommended Supplier	The Planning Partnership (Highest ranked and 4 th lowest priced supplier)	
Current budget available	\$ 101,800.00	Project # 12011 Parkland Dedication Policy Review
Less cost of award	\$ 76,522.25 \$ <u>7,652.00</u> \$ 84,174.25	(Inclusive of Disbursements & HST) Contingency @ 10% Total award (Inclusive of HST)*
Budget Remaining after this award	\$ 17,625.75	**

* The award letter and purchase order will be issued upon Council's approval of the 2012 budget.

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

BACKGROUND

As part of the land development process, the Town of Markham requires developers to contribute to the Town's parkland inventory, either through the direct dedication of land or through "cash-in-lieu" of parkland, as permitted through Sections 42 and 51.1 of the Ontario Planning Act. The Town's current By-law with respect to Parkland Dedication has been in effect since 1990. The Town is undertaking a review of the existing Parkland Dedication Policy in the context of the policy direction and urban structure plan currently being developed for the Town's new Official Plan.

BID INFORMATION

Advertised	ETN
Bids closed on	November 4, 2011
Number picking up Bid document	12
Number responding to bid	04

PROPOSAL EVALUATION

The Evaluation Team was comprised of staff from the Planning and Urban Design Department with purchasing staff acting as the facilitator. The proposals were evaluated based on pre-established evaluation criteria as listed in the Request for Quotation: 20% experience of the consulting firm; 20% qualifications of the lead consultant and project team; 30% project methodology / delivery and 30% price, totaling 100%.

Suppliers	Total Score	Rank
The Planning Partnership	91.82	1
Macauley Shiomi Howson Ltd	88.90	2
GSI Real Estate & Planning Advisors Inc.	84.00	3
Bienenstock Design and Consulting Inc.	67.12	4

PRICING ANALYSIS

Prices received from the four Bidders ranged from \$71,200 to \$75,198 respectively (inclusive of disbursements and HST). The highest ranked proponent is approximately \$5000.00 more expensive as compared to the lowest priced proponent.

DISCUSSION

Staff is recommending the highest ranked, highest priced bidder, The Planning Partnership as their proposal best satisfied the project requirements. Their proposal demonstrated clear experience in rapidly growing edge cities, suburban areas and high-density urban "downtown core" areas. They have experience not only in Canada but in major centre's across the USA and abroad. The team is very experienced including the Project Manager (Ron Palmer) having 28 years of professional experience. This was the only firm that included a Land Economist on their team. Furthermore, they provided value added service in the form of a "best practice community visit and discussion" to other municipalities with members of the Town's Technical Steering Committee which will allow the Steering Committee members to view parkland development, parkland implementation, physical form, cost and maintenance.