



Report to: General Committee

Report Date: November 20, 2008

SUBJECT: October 2008, Staff Awarded Contracts Monthly Information Update
PREPARED BY: Alex Moore, Ext. 4711

RECOMMENDATION:

THAT the report entitled "October 2008, Staff Awarded Contracts Monthly Information Update" be received.

EXECUTIVE SUMMARY:

Council at its meeting of November 30, 2004 approved By-Law 2004-341, A By-Law Establishing Procurement, Service and Disposal Regulations and Policies. The By-Law delegates authority to staff to award contracts up to a value of \$350,000.00. It also stipulates that a monthly information report be submitted by the Treasurer to the General Committee for all contracts awarded by staff from \$50,000.00 to \$350,000.00.

PURPOSE:

To inform Council of contracts awarded by staff from \$50,000.00 to \$350,000.00 as per Purchasing By-Law 2004-341 as listed below.

Community & Fire Services

Qty.	Award Details	Description
4	Lowest priced bidder	<ul style="list-style-type: none">• 064-T-08 Townwide, Supply and delivery of Municipal Waterworks and Sanitary Sewer Materials• 161-Q-08 59 Elgin Street Slope, Bank Stabilization• 213-Q-08 Supply and delivery of Trees for Fall 2008• 228-T-08 Centennial Community Centre Expansion, External Restoration and Paving
1	Highest Ranked / Lowest priced bidder	<ul style="list-style-type: none">• 160-R-08 Bullock Drive Watermain Replacement, Consulting Engineering Services
2	Preferred supplier	<ul style="list-style-type: none">• 187-S-08 Green Bins and Kitchen Collectors For Resale• 214-S-08 Supply and delivery of fifteen Automatic Vehicle Locators (AVLs)
7	Total	

Corporate Services

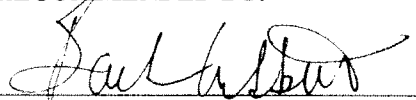
Qty.	Award Details	Description
1	Lowest priced bidder	<ul style="list-style-type: none">• 027-T-08 Fire Department, Supply and delivery of Hardware
3	Preferred supplier	<ul style="list-style-type: none">• 148-S-08 EZ Labour Time Management Module• 185-S-08 Supply and install Eclipse Enterprise License• 225-S-08 ILS Migration to Symphony Platform
4	Total	

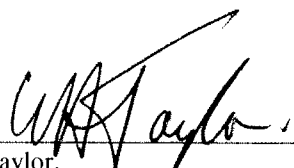
Development Services

Qty.	Award Details	Description
1	Highest Ranked / Highest Priced Bidder	<ul style="list-style-type: none">• 115-Q-08 Growth Management Strategy - Public Engagement Program
2	Preferred supplier	<ul style="list-style-type: none">• 147-S-08 Enterprise Drive, Service Relocates & Connections• 193-S-08 Langstaff Master Plan, Transportation Study
3	Total	

ATTACHMENT: Copies of the award reports as listed above.

RECOMMENDED BY:


Barb Cribbett,
Treasurer


Andy Taylor,
Commissioner, Corporate Services

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

To:	John Livey, Chief Administration Officer
Re:	064-T-08 Supply and Delivery of Municipal Waterworks/ Sanitary Sewer Materials
Date:	June 17, 2008
Prepared by:	Robert Flindall, Manager, Operations & Maintenance Wilma De Souza, Contract Administrator

RECOMMENDATION

Recommended Supplier	Wamco Supply Inc. (Lowest Priced Supplier)	
Current Budget Available	\$ 63,167.80	Various (See Financial Considerations)
Less cost of award	\$ 63,167.80	June – Dec 31, 2008
	\$ 83,750.00	Jan – Dec 31, 2009*
	\$ 34,895.83	Jan – May 31, 2010*
	\$ 181,813.63	Total award (Inclusive of PST and Exclusive of GST)
Budget Remaining after this award	\$ 0.00	

*Subject to Council approval of the 2009 and 2010 operating budgets.

Note: The total award is based on the estimated waterworks and sanitary sewer materials required over the duration of this contract. However, the tender document included additional items that have either been estimated or a minimum quantity of one (1) used. This action was taken in order to have a quoted price in the event that those particular items would be required during the duration of this contract and to have a committed fixed pricing for these items over a two (2) year period.

PURPOSE

To obtain approval for the award of the contract for the Supply and Delivery of Municipal Waterworks/ Sanitary Sewer Materials.

BACKGROUND

This tender is for the supply and delivery of watermain supplies (Section A), water services supply (Section B) and sewer supplies (Section C). The contract term is for a two (2) year period, commencing June 1, 2008 to May 31, 2010.

BID INFORMATION

Advertised	ETN (Electronic Tendering Network)
Bids closed on	April 18, 2008
Number picking up bid documents	5
Number responding to bid	3

PRICE SUMMARY

Supplier	Price Exclusive of GST (Items A,B & C)
Wamco	\$ 220,792.50 *
Emco	\$ 229,003.85 **
Crowle Fittings	\$ 235,671.14

* Wamco was the low bidder for 62% of the items in Section A and 99% of the items in sections B & C.

** Emco prices were adjusted to include 35 items that they could not supply. The lowest prices for these 35 items were inserted for cost comparison purposes.

Note: Based on previous contract (2006-2008) these prices represent a 9% increase and are firm fixed for two (2) years.

064-T-08 Supply and delivery of Municipal Waterworks and Sanitary Sewer Materials

FINANCIAL CONSIDERATIONS

Account	Description	2008 Annual Budget	Budget allocated	Spent To-Date	Balance Remaining to be allocated to Award
760 100 4530	Water Main Breaks (Water/Sewer Materials)	\$28,665.00	\$20,565.00	\$1,934.00	\$18,631.00
760 110 4530	T&D - Main Line (Water/Sewer Materials)	\$8,073.00	\$6,373.00		\$6,373.00
760 111 4530	T&D - Residential Services (Water/Sewer Materials)	\$18,875.00	\$13,875.00	\$3,141.50	\$10,733.50
760 112 4530	T&D - ICI Services (Water/Sewer Materials)	\$6,064.00	\$4,264.00	\$1,193.50	\$3,070.50
760 113 4530	T&D - Valves (Water/Sewer Materials)	\$6,817.00	\$5,417.00	\$1,056.80	\$4,360.20
760 114 4530	T&D - Chambers (Water/Sewer Materials)	\$4,993.00	\$3,893.00	\$224.00	\$3,669.00
760 115 4530	T&D - Hydrants (Water/Sewer Materials)	\$20,431.00	\$14,131.00	\$12,920.40	\$1,210.60
760 500 4530	Sewer Line Breaks (Water/Sewer Materials)	\$4,368.00	\$3,468.00		\$3,468.00
760 510 4530	T&D - Main Line (Water/Sewer Materials)	\$2,184.00	\$2,184.00		\$2,184.00
760 511 4530	T&D - Residential Services (Water/Sewer Materials)	\$1,208.00	\$908.00	\$112.00	\$796.00
760 512 4530	T&D - ICI Services (Water/Sewer Materials)	\$1,191.00	\$891.00		\$891.00
760 560 4530	Manhole Maintenance (Water/Sewer Materials)	\$9,881.00	\$7,781.00		\$7,781.00
		\$112,750.00	\$83,750.00	\$20,582.20	\$63,167.80

**STAFF AWARD REPORT**

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To:	John Livey, Chief Administration Officer
Re:	161-Q-08 59 Elgin Street Slope/Bank Stabilization
Date:	October 7, 2008
Prepared by:	Dereje Tafesse, Technical Coordinator Patti Malone, Senior Buyer

RECOMMENDATION:

Recommended Supplier	R & M Construction (Lowest Priced Bidder)	
Budget Available for Award	\$ 613,698.19	050-6150-7194-005 Rain Storm Damage
Less cost of award	\$ 94,304.00	Excluding GST
	\$ 9,430.00	Contingency (10 %)
	\$ 103,734.00	Total Award
Budget Remaining after this award	\$ 509,964.19	*

*Balance remaining of \$509,964 will be used towards the outstanding projects as budgeted for in account number 050 -6150-7194-005.

PURPOSE:

To obtain approval to award the contract for restoration of 59 Elgin St. Slope/Bank Stabilization.

BACKGROUND:

The project encompasses the restoration of the erosion site at the concrete storm pipe outlet located adjacent to 59 Elgin Street in Markham with the following requirements:

- Supply & installation of sediment and erosion control measures
- Removal of existing gabion wall (east and west bank)
- Removal of approximately 2m³ accumulated sediment from the channel
- Supply & place armour stone
- Supply & place rip-rap layer
- Supply and install chain link fence
- Removal and replacement of iron gate and fence
- Supply & place concrete head wall
- Associated erosion protection work as shown on contract drawing
- Supply and place top soil and seed mix as per Table 1
- Supply & plant trees and shrubs as per the contract drawings
- Removal of existing buried corrugated steel culvert pipe and replace with 12" Big 'O', BOSS 2000 high density polyethylene pipe
- Site restoration and sodding as per the contract drawing
- Supply & install live stakes as specified

BID INFORMATION:

Advertised	ETN (Electronic Tendering Network)
Bids closed on	September 26, 2008
Number picking up bid documents	4
Number responding to bid	2

PRICE SUMMARY:

Supplier	Price (exclusive of GST)
R & M Construction	\$94,304.00
Cambridge Landscaping Inc.	\$94,796.00

**STAFF AWARD REPORT**

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To:	Brenda Librecz, Commissioner
Re:	213-Q-08 Supply and Delivery of Trees for Fall 2008
Date:	October 17 th , 2008
Prepared by:	Jeffrey McMann, Supervisor, Forestry Patti Malone, Senior Buyer, Purchasing

RECOMMENDATION**(Lowest Priced Bidders)**

Recommended Suppliers (Lowest priced bidders)	V. Kraus Nurseries Ltd.	\$8,937.00 – Items 8, and 13
	Uxbridge Nurseries Limited	\$370.00 – Items 16 and 22
	Braun Nursery Ltd.	\$1,522.80 – Items 1 and 19
	Macuto Nurseries Ltd.	\$27,853.20 – Items 2,3,4,5,6,7,10,11,14,18 and 24
	Cedar Valley	\$10,257.84 – Items 9,12,15,19,20,21 and 23
	GTA Grounds Care Ltd.	\$5,745.60 – Item 17
Current Budget Available	\$148,066.00	Various accounts (see Financial Attachment below)
Less cost of award	\$ 54,686.44	Inclusive of PST, exclusive of GST
Budget Remaining after this award	\$ 93,379.56*	

*The remaining balance of \$93,379.56 will be used for the removals/ stumping and planting of trees as budgeted for within each respective accounts.

PURPOSE

To obtain award approval for the contract purchase of trees for fall 2008.

BACKGROUND

This tender is for the supply and delivery of 510 trees for the fall planting program which will commence in October, 2008.

BID INFORMATION

Advertised	ETN (Electronic Tendering Network)
Bids closed on	October 10 th , 2008
Number picking up bid documents	15
Number responding to bid	11

DETAILED PRICING INFORMATION

This Quotation was released to procure 24 different varieties of trees. After analyzing all bid submissions the contract is being jointly awarded as follows:

- V. Kraus Nurseries Ltd. (lowest priced bidder on 2 types of trees)
- Uxbridge Nurseries Limited (lowest price bidder on 2 types of trees)
- Braun Nursery Ltd. (lowest priced bidder on 2 types of trees)
- Macuto Nurseries Ltd. (lowest priced bidder on 11 types of trees)*
- Cedar Valley (lowest priced bidder on 6 types of trees)*
- GTA Grounds Care Ltd. (lowest priced bidder on 1 type of tree)

*Lowest bidder on items 6, 12 and 23 had a minimum purchase of 95 trees, therefore the next lowest bidder (Macuto and Cedar Valley) are recommended for award.

213-Q-08 Supply and Delivery of Trees for Fall 2008

FINANCIAL ATTACHMENT

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Account # and Description	Original Budget	Current Budget Available (Unspent)	Less Cost of this Award, Inclusive of PST and Exclusive of GST	Budget Remaining after this award*
730 -734-4401 Forestry – New Trees	\$ 54,020.00	\$ 18,347.00	\$ 18,347.00	\$ 0
059-6150-8286-005 2008 – Replacement of Blvd Trees	\$150,000.00	\$111,084.00*	\$ 18,443.20	\$ 92,640.80
059-6150-8245-005 New Tree Planting Parks.	\$ 20,000.00	\$ 18,635.00	\$ 17,896.24	\$ 738.76
Total	\$224,020.00	\$148,066.00	\$ 54,686.44	\$ 93,379.56

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

To:	John Livey, Chief Administrative Officer
Re:	228-T-08 Centennial CC Expansion External Restoration and Paving
Date:	October 8 th 2008
Prepared by:	Michael Shatil, Manager Facilities Malcolm Hann, Senior Construction Buyer

RECOMMENDATION

Recommended Supplier	Mopal Construction Ltd. (Lowest Priced bidder)	
Current Budget Available	\$ 333,161.73	As of October 8 th 2008 070-5350-5047-005 Centennial CC Expansion
Less cost of award	\$ 130,500.00 \$ 15,660.00 \$ 146,160.00	Inclusive of PST , exclusive of GST Construction Contingency @ 12%* Total Cost of Award
Budget Remaining after this award	\$ 187,001.73	*

* The remaining funds will be used on other related project costs.

Staff further recommends:

As per purchasing by-law 2005-1 and under the emergency section 7.3

Notwithstanding any other provision of this By-law, 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

PURPOSE

To obtain approval to award the contract for the Centennial Community Centre North Parking Lot Reconstruction Asphalt, curb and Sidewalk.

BACKGROUND

Construction of the Centennial CC has resulted in grading mismatch immediately in front of the new north entrance. The Town requires a contractor to restore all the work in the north entrance as well as complete the curbs, sidewalk and asphalt paving. This project was not publicly tendered as staff deems this is as an emergency under the Town's purchasing by-law which refers to a situation where the immediate purchase of goods or services is essential to prevent serious delays, and restore minimum service to the residents of the Town of Markham. If this work is not completed prior to this winter season, the completion and opening of Centennial CC will be in jeopardy as emergency exits doors will not be operational around this section of the building.

BID INFORMATION

Advertised	By invitation (Emergency Purchase)*
Number Invited and viewed the site	5
Number responding to bid	2

*Staff secured the most open procedure at the lowest obtainable price.

PRICE SUMMARY

Supplier	Price, Inclusive of PST and Exclusive of GST
Mopal Construction Ltd.	\$130,500.00
FR Paving.	\$166,299.00

Purchasing staff contacted D.Crupi & Sons, Finch Paving and Furfari Paving. All of these contractors declined the opportunity due to their current workload and timelines to complete (End of October 2008).

**STAFF AWARD REPORT**

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To:	Andy Taylor, Acting Chief Administrative Officer
Re:	160-R-08 Consulting Engineering Services for Bullock Drive Watermain Replacement (from McCowan Road to Water Street)
Date:	September 23, 2008
Prepared by:	Prathapan Kumar, Senior Project Engineer Patti Malone, Senior Construction Buyer

RECOMMENDATION:

Recommended Supplier	Wardrop Engineering Inc. (highest ranked / lowest priced bidder)	
Current Budget Available	\$ 100,000.00	053-6150-8436-005 2008 Watermain Construction 09 Design
Less cost of award	\$ 97,030.00	Design, Inclusive of disbursements, exclusive of GST
	\$ 10,000.00	Contingency
	\$ 107,030.00	Total Design award (2008)
	\$ 26,050.00	Construction Administration (2009) **
	\$ 20,840.00	Construction Administration (2010) **
	\$ 153,920.00	Total award
Budget Remaining after this award	(\$ 7,030.00)	Design award only*

* Shortfall of \$7,030 for the design award (2008) will be funded from 2007 Capital Project 053-6150-7663-005 Watermain Construction Design (available budget: \$61,209). The designs for this project were done internally instead of an external consultant as originally budgeted, which resulted in savings. The remaining balance of \$54,179.00 in account 053-6150-7663-005 will be returned to the original funding source.

** The release of a purchase order for the 2009/2010 Construction Administration costs to be contingent on the consultant's successful design and council approval of the construction budget for this project.

PURPOSE:

The purpose of this report is to obtain approval to award the Part 1 - Design Services portion for RFP 160-R-08 Consulting Engineering Services for Bullock Drive Watermain Replacement (from McCowan Road to Water Street).

BACKGROUND:

The Town is proposing to replace the existing aging cast iron municipal watermain on Bullock Drive from McCowan Road to Water Street with a new 300mm diameter PVC watermain. The project is part of waterworks department's on-going watermain improvement program to systematically replace and upgrade deficient watermain. The existing watermain is one of the older watermain in the Town of Markham. Replacement of this watermain is required in order to improve supply capacity and reduce disruption of services to the area businesses and residents.

BID INFORMATION:

Advertised	ETN (Electronic Tendering Network)
Bids closed on	August 22, 2008
Number picking up bid documents	11
Number responding to bid	7

160-R-08 Consulting Engineering Services for Bullock Drive Watermain Replacement (from McCowan Road to Water Street)

PROPOSAL EVALUATION:

The evaluation team was comprised of staff from the Asset Management Department. The evaluation was based on pre-established evaluation criteria as listed in the Request for Proposal: 15% for past experience of consulting firm, 20% for qualifications and experience of the lead consultant and project team, 30% for project delivery and 30% for price, totaling 100%, with resulting scores as follows:

Consulting Firm	Score (out of 100)	Rank Results
Wardrop Engineering Inc.	89.0	1
URS Canada Inc.	82.2	2
Cole Engineering Group Ltd.	80.7	3
Chisholm Fleming & Associates	75.4	4
Genivar Ontario Inc.	72.4	5
Totten Sims Hubicki Associates	66.6	6
Trow Associates Inc.	60.1	7

Note: Price ranges are \$143,920.00 (Low bidder) to \$425,451.00 (High bidder). Also, Purchasing Staff negotiated a \$13,535.00 reduction from low bidder after evaluation was completed.

The RFP was divided into two (2) parts: Part 1 for design services, Part 2 for contract administration and construction inspection during works in 2009 and 2010.

Wardrop Engineering Inc. is the highest ranked and lowest priced bidder. Wardrop Engineering Inc. submitted a solid proposal with excellent approach and methodology. Staff is confident that Wardrop Engineering Inc. will provide satisfactory services to the Town for this project.

FINANCIAL CONSIDERATIONS

Wardrop Engineering Inc. will be awarded for the Part 1 - Design portion only in the amount of \$97,030.00 inclusive of disbursement and exclusive of GST. A contingency allowance of \$10,000 will be allocated for any unforeseen costs during the design stage. The 2009 and 2010 contract administration will be included in the 2009/2010 Capital Budgets along with the construction component.

The RFP stipulated that the consultant must guarantee the contract administration and construction inspection pricing for 2009 and 2010. Wardrop Engineering Inc. confirmed that the fees quoted for contract administration and construction inspection for Phases 1 and 2 are to provide full time inspection for a 70 working day construction period. The contract administration and construction inspection services will be awarded at a later date, subject to the availability of funds.



STAFF AWARD REPORT

To:	John Livey, Chief Administrative Officer
Re:	187-S-08 Supply and Delivery of Green Bins
Date:	September 17, 2008
Prepared by:	Peter Veiga, Supervisor, Waste Management Operations

RECOMMENDATION

Recommended Supplier	Norseman Plastics Ltd. (Preferred Supplier)	
Current Budget Available	(\$ 4,256.27) \$ 13,317.10 \$ 9,060.83	770 773 4132 Green Bins For Resale 770 773 4133 Kitchen Collectors For Resale
Less cost of award	\$ 63,120.00 \$ 8,280.00 \$ 71,400.00	Cost of Green Bins, Inclusive of PST, Exclusive of GST Cost of Kitchen Containers, Inclusive of PST, Exclusive of GST Total Cost of Award
Budget Remaining after this award	(\$ 67,376.27) \$ 5,037.10 (\$ 62,339.17)*	770 773 4132 Green Bins For Resale 770 773 4133 Kitchen Collectors For Resale

*The negative variance of \$62,339.17 will be offset by revenues of \$65,783 from the sale of the containers (See Table)

Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement, item 1 (g) which states "where it is in the Town's best interest not to solicit a competitive bid;"

PURPOSE

To obtain approval to pay invoices for Green Bins and Kitchen Collectors that were sole source purchased and received from Norseman Plastics in 2008 prior to receiving staff award.

BACKGROUND

Green Bins and Kitchen Collectors are purchased for resale to Markham residents on a cost recovery basis. Since 2005 we have been purchasing these bins from Norseman Plastics.

4,000 Green Bins and 2,540 Kitchen Collectors were sole source purchased and received from Norseman Plastics in 2008 without an approved staff award. The invoices total \$63,120 for Green Bins and \$8,280 for Kitchen collectors.

A sole source staff award was started in December 2007 for these purchases, however, Norseman Plastics would not commit to a contract unit price because of the volatility in the oil market to which plastic resin prices are directly tied

The Green Bins and Kitchen Collectors have been sole sourced from Norseman Plastics because the only competitor, Rehrig Pacific, has historically been unable to meet delivery deadlines and quality specifications.

The budget impact of the purchases outlined in this memorandum is outlined in the following table.

FINANCIAL ATTACHMENT

Net Revenue from the Sale of 90% of 4,000 (3600) Green Bins and 100% of 2,540 Kitchen Collectors by 2008 year end

	Account	Budget	YTD Expenditure	Balance	Award Cost	Balance
Expense	Green Bins 770-773-4132	\$40,000	\$44,256	(\$4,256)	\$63,120	(\$67,376)
	Kitchen Collectors 770-773-4133	\$15,000	\$1,683	\$13,317	\$8,280	\$5,037
	Total Expense	\$55,000	\$45,939	\$9,061	\$71,400	(\$62,339)
Revenue	Green Bins 770-773-9164	(\$40,000)	(\$40,581)	\$581	(\$60,012)	\$60,593
	Kitchen Collectors 770-773-9165	(\$15,000)	(\$8,430)	(\$6,570)	(\$11,760)	\$5,190
	Total Revenue	(\$55,000)	(\$49,011)	(\$5,989)	(\$71,772)	\$65,783
	Net Revenue	\$0	(\$3,072)	\$3,072	(\$372)	\$3,444

* Net of PST and GST

**The Town provides residents Green Bins free of charge when they bring in a broken unit for exchange. Product warranty covers the cost of half of the exchanged units resulting in the Town absorbing the cost of about 10% of all Green Bins it purchases.

An inventory system is in place to track the sale of the containers. Staff will perform an annual inventory reconciliation of all container types at year end. All unsold bins will be carried forward as inventory to be sold in 2009

Staff intends to solicit competitive bids in 2009 from Norseman Plastics and Rehrig Pacific for the purchase of Green Bins and Kitchen Collectors because recent industry events make it appear that Rehrig Pacific may have successfully addressed its past performance issues.

The revenue from the sale of Green Bins will be deposited in Waste Management Operating account # 770-773-9164.

The revenue from the sale of Kitchen Collectors will be deposited in Waste Management Operating account# 770-773-9165.



STAFF AWARD REPORT

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To:	Jim Baird, Acting Chief Administrative Officer
Re:	214-S-08 Supply and Airtime for Automatic Vehicle Locators (AVLs)
Date:	September 23, 2008
Prepared by:	Bob Walter, Manager District East

RECOMMENDATION

Recommended Consultant	Strategic Mapping (Preferred supplier)-Strategic Mapping Bell Canada (Preferred supplier)-Airtime	
Budget allocated	\$ 25,000.00 \$ 12,959.72 \$ 37,959.72	049-5350-6327-005 2004 Other ITS Projects 057-5350-8519-005 Side Walk Winter Maintenance Total Budget Allocated to one time purchase costs
Less cost of award	\$ 17,803.80 \$ 7,209.00 \$ 25,012.80 (a) \$ 25,365.00 (b) \$ 18,156.00 (c) \$ 68,533.80 (d)	AVL Units Strategic Mapping - Excluding GST (One time cost) Software / Airtime (Nov 15/Dec 1 – Dec31/08)* Total award 2008 Software / Airtime - Excluding GST (4.0 to 4.5 months in 2009)** Software / Airtime - Excluding GST (3.0 months in 2010)** Total award 2008-2010 (a + b + c = d)
Budget Remaining after this award	\$ 5,838.20 \$ 14,317.72 \$ 20,155.92	049-5350-6327-005 2004 Other ITS Projects*** 057-5350-8519-005 Side Walk Winter Maintenance**** Total Budget Remaining

*2008 operating cost of \$7,209 will be included in the 2008 year end forecast balance as per Table 2.

** 2009/10 award costs to be added to the operating budget subject to Council approval.

***Balance remaining of \$5,838 in 049-5350-6327-005 will be returned to the original funding source upon final invoice payment.

**** Balance remaining of \$14,317.72 will be used for "Markhamizing" costs as identified in award of 197-T-08.

Staff recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7: (1 d and g) where this study is privately funded by the landowner but will be administered by the Town (53 Units purchase by contractors) and it is to the Town's best interest not to solicit a competitive bid (15 Units purchase by Town).

PURPOSE

To obtain approval to purchase fifteen (15) Automatic Vehicle Locators and award a two (2) year airtime contract for sixty eight (68) Automatic Vehicle Locators.

- 15 Units Town requirements (Purchase and Airtime)
- 53 Contractors requirements (Airtime only for tandem and sidewalk units)

With AVL installed in Town and contractors units, the Town will be able to continuously monitor the location and progress of their winter maintenance response teams and are able to share information with field units, have complete awareness of their crew members out in the field, and provide added safety to their winter maintenance crews. The following is some of the added advantages with the use of AVL's:

- **Tracking system** displays the vehicle location on a virtual map in the dispatch center, allowing all personnel to view the progress of the unit. The system identifies what type of unit, the exact location, and whether or not they are performing the activities as assigned.
- **View vehicle progress in real-time** to keep track of the response units out in the field. AVL makes it easy for dispatchers to respond to queries, and adjust operations to response to activity needs, without having to worry about being told the location.
- **Decreases response time** by enabling dispatchers to assign the closest unit to the call site. Getting accurate directions is a snap, too. The system can automatically recommend new routes to avoid road closures and traffic. Details known obstacles can be disseminated to all other units and the dispatch center so everyone is aware of current road conditions and activity requirement.
- **Keep accurate records** to make it easy for team members to review the response process, starting with where the unit was located, and that it is performing duties as assigned. Through AVL's, public safety personnel and Contact Centre staff are more equipped to evaluate the progress of the operation.
- **Keep your personnel safer** by knowing exactly where they are at all times. If an employee or operator needs assistance and is unable to radio in their exact location, AVL ensures that their information is accurate, and constant—displayed in real-time.
- **Payment** will accurately track start and finish time of units in the field to ensure accuracy of payment and the imposition of any penalties for non-performance.

Operations staff undertook a review of requirements for the use of AVL's (Automatic Vehicle Locators) for the winter maintenance contracts (Plows and Sidewalk). Staff invited five AVL supplies to provide a demonstration/presentation of their products and services, those demonstrating were Grey Island Systems, Burnside, Telus-Fleet Complete, Datacom, and Strategic Mapping.

Following the presentations, staff conducted a evaluation with Fleet and Operations to determine who best could meet our needs for tracking equipment, information submission, access to data, data storage and retrieval, equipment monitoring, (plow up, plow down, sander on/off, material monitoring, geo fencing, ease of mounting, serviceability and progressiveness in the field.

The key criteria for the selection of Strategic Mapping versus the others was the ability to provide live detailed road monitoring, combined with our ability to access reporting material in order to process payment and provide documentation to our insurance carrier. Additionally, Staff referenced other municipalities for the other proponents and received feedback that these suppliers had difficulties with providing access to their server when downloading archived information and do not provide the same level of route detail required to monitor sidewalk machines.

Staff determined that Strategic Mapping's product would meet our needs, and since we were looking at a potential new Town owned trunking radio system we would need to have the potential to enable us to move from their supplier to our own system that they agreed they could do in the future. The two winter contracts, Tandem Trucks and Sidewalks are for (7) years, the AVL air time option is for (2) years with and opportunity to expand the contract to meet our needs for the duration of the contracts.

The addition of AVL's within the Town's winter maintenance vehicles will provide route optimization (reduce time on the street) reduce material usage (salt application), accurately track time on the road, allows staff to isolate problem spots, access historical data for defending claims, and provide the Contact Centre with access to the virtual mapping screen that will provide them with up to date information when fielding calls from the general public.

PRICE SUMMARY

Unit cost (One time)	\$1,186.92 (Strategic Mapping)
Software cost (Monthly) per unit	\$ 39.00 (Strategic Mapping)
Airtime cost (Monthly) per unit	\$ 50.00 (Bell)

Note: Software and Airtime cost are competitive within the field, whereas unit costs are difficult to evaluate since prices range from \$600.00 - \$1,400 dependant on specifications required by user.

FINANCIAL CONSIDERATIONS

The winter maintenance analysis included \$20,250 for annual AVL costs an estimated monthly charge of \$75 for 60 units for a 5-month average annual usage. The actual monthly charge of \$89 and a revised average annual usage of 4.5 months resulted in an annual cost increase of \$1,911. Also, 8 additional units were included (7 Tandem plows – Town owned /1 AVL unit for Tandem Coordinator vehicle) that were not previously budgeted for which resulted in an annual cost increase of \$3,204.

TABLE 1: Cost Summary

Description	OPERATING COSTS				ONE TIME COSTS		
	Software /Airtime-# of Units	Software /Airtime -# of months per year	Software /Airtime monthly cost	Annual Software /Airtime costs	# of units	Unit cost	Total Purchase costs
Tandem Axle	19	4.5	\$ 89	\$ 7,610			
Tandem Plows	7	4.5	\$ 89	\$ 2,804	7	\$ 1,187	\$ 8,308
Total Tandem	26	4.5	\$ 89	\$10,413	7	\$ 1,187	\$ 8,308
Sidewalk-4 areas	34	4.0	\$ 89	\$12,104			
Sidewalk-1 areas-in house	8	4.0	\$ 89	\$ 2,848	8	\$ 1,187	\$ 9,495
Total Sidewalk	42	4.0	\$ 89	\$14,952	8	\$ 1,187	\$ 9,495
TOTAL	68	17	\$ 89	\$25,365	15	\$ 2,374	\$17,804
				Annual Software /Airtime costs	Total Purchase costs		
2008 Costs (1.5 months-Tandem/Tandem Plows, 1 month-Sidewalk, 1.5 month In house-Sidewalk)				\$ 7,209*	\$17,804		
2009 Cost (As included in chart)				\$25,365*			
2010 Cost (3 months for all units)				\$18,156*			
Total Award Cost (2008-2010)				\$50,730	\$17,804		

*2008 operating cost of \$7,209 will be included in the 2008 year end forecast balance. 2009/2010 costs will be added to the operating budget subject to Council approval.

TABLE 2: Impact to 2008 Year-end Forecast

Description	Account	2008 YE Forecast	AVL cost incl. in 2008 YE Forecast	Actual 2008 AVL Cost	Increase over YE Forecast	Revised YE Forecast	Staff Award Reference
Tandem Axle	700-504-5316	(\$318,713)	\$ 2,025	\$ 3,471	\$1,446	(\$320,159)	095-T-08
Sidewalk	700-504-5302	(\$166,435)	\$ 2,700	\$ 3,026	\$ 326	(\$166,761)	032-T-08
Sidewalk-In house	700-504-5302	(\$ 94,576)	\$ 675	\$ 712	\$ 37	(\$94,613)	197-T-08
Total		(\$579,723)	\$ 5,400	\$ 7,209	\$1,809*	(\$581,532)	

*AVL increase due to monthly charge of \$89 vs. \$75 as budgeted for in staff awards and 8 additional Tandem units not previously budgeted for (7 Tandem plows –Town owned and 1 AVL unit for Tandem Coordinator vehicle)

**STAFF AWARD REPORT**

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To:	John Livey, Chief Administrative Officer
Re:	027-T-08 Supply and Delivery of Hardware for the Fire and By laws Department
Date:	July 20, 2008
Prepared by:	June Fry, Client Advisor

RECOMMENDATION:

Recommended Suppliers	Click – Into Inc. (Lowest priced bidder) Acura Embedded Systems (Lowest priced bidder)	
Current Budget Available	\$ 110,000.00	049 5350 8665 005 ITS Mobile Computer for Fire
	<u>\$ 110,000.00</u>	049 5350 8669 005 Equip for Legislative Svc.
	\$ 220,000.00	Total Budget Available
Less cost of award	\$ 96,691.00	049 5350 8665 005 ITS Mobile Computer for Fire
	<u>\$ 55,925.48</u>	049 5350 8669 005 Equip for Legislative Svc.
	\$ 152,616.48	Total Award (Excl. of GST)
2008 Budget remaining after this award	\$ 67,383.52	*

* The remaining balance of \$13,309.00 in account 049 5350 8665 005 will be used for the purchase of a computer server for the Fire Department and installations.

The remaining balance of \$54,074.52 in account 049 5350 8669 005 will be used for the purchase of Amanda mobile licenses in the amount of \$17,820.00 exclusive of GST (Staff award report 069-S-08 Amanda Mobile for By laws) and installation in By law vehicles. Upon completion of the installation the remaining balance will be returned to the original funding source.

PURPOSE:

To obtain approval to award the contract for the supply and delivery of mobile computers and accessories for Fire and Legislative Services.

BACKGROUND:

In 2006, nine (9) Itronix tablets and mobile printers were rolled out to By law Officers with hardware installed in their Town vehicles. In 2007, By-laws increased the mobile use to all their By law Officers (2 additional tablets, printers with vehicle installation) excluding Parking Control. In 2008, By-laws obtained approval to outfit their last group, Parking Control, with the same hardware as the By law Officers which will complete the current requirements for mobile computers. This requirement for Parking Control consists of eleven (11) mobile computers and accessories for eleven (11) vehicles with the same specifications currently utilized by the By laws Department. One (1) additional unit is being purchased (to remain in ITS) to replace units being serviced.

The mobile computers being used by the By laws Department are Itronix, Duo-Touch II Tablet PCs. These are fully rugged Tablet PC's that are designed for mobile computing in environmentally challenging work environments (36" drop protection). These tablets will be used in the office, in their vehicles and outdoors. The additional installation costs in 2007 ranged from \$1300.00 - \$1526.00 depending on interior car design.

In 2007, Fire piloted the use of Acura Powerbrick mobile computers in two (2) of their Fire vehicles. In 2008, Fire obtained budget to outfit the remaining eleven (11) Fire vehicles with mobile computers.

These units are designed specifically for emergency vehicles and have the capability to be used for crisis management including real time video recording linked to a supervisory vehicle / server, tracking of emergency vehicles by dispatchers, up-to-date on-line access to street maps and building floor plans, and instant access to databases for review of e.g. hazardous materials to control a hazmat situation. Medical information on patients at e.g. accident scenes can immediately be transferred to a hospital while en route. These Powerbrick computers are installed in the fire trucks permanently. The additional installation cost are \$847.50 per day to have an installer on site. It is estimated that two (2) fire trucks can be equipped with the Powerbrick per day.

The purchase of these tablets will enhance efficiencies throughout the departments as it allows staff to access, input, update and print active complaint information and work tasks in the field. This capacity enables a reduction in staff time spent in the office, reduces duplicate data entry and provides the value added component of issuing orders on the spot, which reduces the unit cost for serving complaints and the number of staff required.

BID INFORMATION:

Advertised	ETN (Electronic Tendering Network)
Bids closed on	May 16, 2008
Number picking up bid documents	9
Number responding to bid	4

PRICE SUMMARY:

Supplier	Equipment for Legislative Items 1 – 9 Incl. 3 year Warranty	Mobile Computers for Fire Services Items 10 – 15
Click – Into Inc *	\$55,925.48	No Bid
Acura Embedded Systems	\$59,784.83	\$96,691.00
OCR Canada Ltd.	\$56,964.50	\$102,703.45
Bell Canada	\$58,250.12 **	No Bid

* This contract represents a 15% decrease in price as compared to the 2006/2007 pricing.

** Bell Canada's pricing was adjusted to include item #9 that they did not supply. It should be noted that Click-Into Inc. was the lowest priced Supplier for items 1 – 9.

Note: Proponents have provided firm fixed pricing for three (3) years (2008 – 2010).



STAFF AWARD REPORT

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To:	John Livey, Chief Administrative Officer
Re:	148-S-08 EZ Labour Time Management Module
Date:	September 15, 2008
Prepared by:	Raj Raman, Senior Manager, Expenditure Control and Purchasing

RECOMMENDATION

Recommended Supplier	ADP Canada (Preferred Supplier)	
Current Budget Available	\$ 121,812	Operating Budget Account 410-4225399
	\$ 15,000 (a)	Capital Budget Account 049 5350 8666 005
Less cost of award	\$ 50,000	Estimated annual operating cost*
	\$ 7,603 (b)	Capital Budget Account 049 5350 8666 005
Budget Remaining after this award	\$ 7,397 (a) – (b)	**

* The estimated annual operating cost will be funded through Recreation Services approved operating budget. The ezLabor module will be implemented effective from the 2nd qtr of 2009.

** The balance in the capital budget will be transferred to the original funding source. The 2008 operating budget balance of \$121k will be used for the balance period in 2008 for existing payroll services.

PURPOSE:

To obtain approval to award the contract for implementation of the Remote Time sheet module for capturing hours worked by Part Time staff at recreation facilities

BACKGROUND:

The Payroll department currently processes part time payroll from timesheets that are transmitted electronically in an excel format from departments such as Recreation and Operations and from time sheets that are either dropped off at payroll or sent through inter office mail from other departments. Time sheets that are dropped off at Payroll are manually entered in to the ADP payroll system for processing while the electronically transmitted timesheets are uploaded directly in to the ADP payroll system. While the process is efficient in ensuring the timely processing of payroll, there are challenges in monitoring the hours worked by staff with multiple rates at multiple locations.

With the ensuing implementation of part time pay grids by HR, the need to have accurate payroll data relating to hours worked by jobs is vital to ensure the movement through the grid is captured accurately. Further the present ADP system at HR that maintains the master data does not have the capability of handling multiple rates by employee. In order to address this concern, staff have been seeking an integrated web based time and attendance system that would seamlessly integrate employee hours with our current ADP payroll processing system and form a time sheet to pay cheque solution as well as enable HR to maintain the master data with multiple rates by employee.

The ezLabor module from ADP will provide the Town a simpler way of automating staff time and attendance practices using the Internet, where employees log on to a secure web site to fill out an online timesheet and has the capability to store multiple rates by employee. As employee hours are collected, ezLabor Manager can be set to apply company policies, such as the pay rate for hours collected above or below a specified level, as well as any applicable Statutory Holiday requirements in accordance with Provincial and Federal legislation. As a result, employee hours will be totaled with increased accuracy and delivered for payroll processing with the company payroll rules applied, while redundant data entry is eliminated. In addition, ezLaborManager provides ADP clients with a self-serve capability for scheduling and pay information. Overall, the system will manage timesheets, tracking of individuals working in multiple positions with multiple rates of pay and multiple supervisors.

The implementation of the ezLabor module will be in phases beginning with the Recreation Services in the second quarter of 2009.

FINANCIAL CONSIDERATION:

The implementation for Phase 1 of the project is budgeted for in the 2008 Capital Budget. The ongoing operating costs for maintaining the ezLabor module will be approx. \$50,000 / year which will be funded from the Recreation operating budget.

The operating costs for Phase 2 for implementing ezLabor across the Town are expected to be approx. \$45,000 and will be addressed in the future operating budgets.

In 2007, during the original IT Capital Project Investigation, ITS staff along with the Business Stakeholders investigated two solution providers and their respective products – ADP ezLabor and SFG/Cayenta – both vendors currently providing solutions to the Town. The results are summarized in the table below. The consensus to focus on ADP and Cayenta is in line with the ITS Strategic Plan – Guiding Principle of reusing IT assets as well as Data Management Principle of eliminating the redundant cost of repeatedly capturing and storing data in the new application requiring complex and customized interfaces

While the quote from Cayenta is competitive, staff is of the opinion that their capability of seamless integration with the existing HR system is restrictive and requires additional resource to maintain and monitor the flow of data from HR to Payroll.

PRICE SUMMARY

Supplier	Price, Inclusive of PST and exclusive of GST
ADP Canada	\$7,603.20 + \$1.84 per employee/pay
Cayenta Financials	\$28,890.00

**STAFF AWARD REPORT**

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To:	Andy Taylor, Acting Chief Administrative Officer
Re:	185-S-08 Supply and install Eclipse Enterprise License
Date:	September 23, 2008
Prepared by:	Ellen Mistelbacher, Client Advisor

RECOMMENDATION

Recommended Supplier	Solutions Q Inc. (Preferred Supplier)	
Current Budget Available	\$ 55,000.00	049 5350 7387 005 e-Construction Install
Less cost of award	\$ 50,719.00	Inclusive of PST and exclusive of GST
Budget Remaining after this award	\$ 4,281.00*	

* Upon payment of all invoices the remaining balance of \$4,281.00 will be returned to the original funding source.

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 (a) which states "Where there is only one source of supply for the goods to be purchased;"

PURPOSE

To obtain approval to award the contract for the purchase and installation of one (1) Eclipse Enterprise license.

BACKGROUND

In 2004 the Town of Markham selected and purchased an Eclipse Project Portfolio Management application for \$20,000. This acquisition included a limited license (for ITS employees only) to manage projects and a Project Management Office. The quote also included an option to upgrade the limited license to an Enterprise license for an incremental fee of \$30,000 however this option was not exercised.

RATIONALE

Asset Management and ITS have evaluated the Eclipse Project Portfolio Management application and determined that it meets the project management needs for the Facility Assets capital projects. Acquiring an Eclipse Enterprise license has the following benefits:

- Solution Q has maintained their 2004 pricing of \$50,000 for an Enterprise license. The cost estimate for a comparable application license is in the range from \$100,000 to \$125,000.
- Eclipse annual license, support and maintenance fees are approximately \$9,000. The cost estimate for a comparable annual fee is in the range of \$15,000 to \$20,000.
- ITS has utilized the application for four (4) years and this implementation can leverage the existing in-house ITS expertise.
- The application will interface with Cayenta, which will improve project cost management.
- Eclipse has comparable functionality to the benchmark Project Management application MS Project. This acquisition has the potential to eliminate the need for MS Project and associated license and software assurance costs.
- The Eclipse Project Portfolio Management application is a tool that can provide a framework to standardize a flexible project management methodology.
- An Enterprise license supports project management that involves cross commission teams.

PRICE SUMMARY:

Software	Units	Price Per Unit	Total Price
Enterprise License Upgrade (A)	1	\$30,000.00	\$30,000.00
Implementation Services (B)	12 Days	\$ 1,200.00	\$14,400.00
Financial Data Exchange Service (C) *	5 Days	\$ 1,200.00	\$ 6,000.00
Discount on Services (Items B & C)			\$ (3,060.00)**
Total award (Inclusive of PST)			\$50,719.00

* Interface implementation between Cayenta and Eclipse.

** Purchasing staff negotiated a fifteen 15% discount on the implementation and financial data exchange services. This savings represents a savings of \$3,060.00 Cdn.



STAFF AWARD REPORT

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To:	John Livey, Chief Administrative Officer
Re:	225-S-08 MPL - ILS Migration to Symphony Platform
Date:	October 8, 2008
Prepared by:	June Fry, ITS Client Advisor

RECOMMENDATION

Recommended Supplier	SirsiDynix Corporation (Preferred Supplier)	
Current Budget Available	\$ 30,000.00 \$ 27,996.50 \$ 57,996.50	049-5350-7384-005 Horizon Upgrade V8 049-6150-8672-005 MPL Website Redesign
Less cost of award	\$ 51,645.60	Inclusive of PST, Exclusive of GST
Budget Remaining after this award	\$ 6,350.90	*

* The remaining balance of \$6,350.90 in account 049-5350-7384-005 will be used for the purchase of a server.

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 (b) which states "Where there is only one source of supply for the goods to be purchased;"

PURPOSE

To award the contract for the purchase of software and services for Markham's integrated library system.

BACKGROUND

In September 1991, Markham Public Libraries (MPL) purchased Dynix, its Integrated Library System (ILS) from Dynix Systems. In June 2005, Sirsi merged with Dynix to form SirsiDynix under the SirsiDynix Corporation. In March 2007, SirsiDynix Corporation announced that they were consolidating their three (3) integrated library systems into one platform called Symphony.

Both ITS and MPL are in agreement that the scope of the approved 2007 Horizon Upgrade be changed to the ILS Symphony Platform due to the consolidation of ILS by SirsiDynix Corporation. As a result of this scope change, a new server is required which was not originally identified in the 2007 budget request.

MPL's requirement to implement a redesign of the website was originally identified as a separate request from the Horizon Upgrade. It was investigated and funded as such. This was due to the fact that Horizon 8.0 comprised of a platform upgrade only. ITS team has since confirmed that Symphony ILS migration includes a Web Module and it makes sense to group and implement both deliverables on or about the same time.

Symphony software and its related modules are proprietary to SirsiDynix Corporation and all of the steps and services of the software upgrade/data migration process must be performed by SirsiDynix personnel. Retaining SirsiDynix as the software vendor ensures that the supplied software and related database components and services will be configured and work properly in conjunction with the existing hardware platform as an integrated system.

The Library remains very satisfied with the support that they have received for the last seventeen years and sees the migration from the Horizon to Symphony platform as a positive and natural transition. Further, the effort required to implement a new product that is different than the existing vendor and product (SirsiDynix, Horizon) would be cost prohibitive based on initial investigations and due to initial startup costs.

The annual maintenance for Horizon is approximately \$24,000.00. SirsiDynix Corporation has included in their migration package an offering for one (1) free year of maintenance which begins immediately after implementation. This purchase will provide a cost avoidance of approximately \$24,000.00. Once this period is over, the maintenance for Symphony will remain consistent with the maintenance currently being charged for Horizon.

The proposed upgrade/migration package includes full installation, functional testing and acceptance of all required database and software components. It also includes a license for 150 concurrent-users and an initial staff-training component. SirsiDynix is not charging the Town fees for the cost of the actual Symphony software, but rather the costs to migrate the existing ILS system.

To:	Jim Baird, Commissioner, Development Services
Re:	115-Q-08 Growth Management Strategy – Public Engagement Program
Date:	July 24, 2008
Prepared by:	Margaret Wouters, Senior Project Coordinator Malcolm Hann, Senior Construction Buyer

RECOMMENDATION

Recommended Consultant	DPRA (Highest ranked and 5 th . highest priced)	
Current Budget Available	\$ 30,000.00	080-5399-8125-005 Design for Consultation Program
	<u>\$ 50,000.00</u>	080-5399-8121-005 Public Consultation Program Phase 1
	\$ 80,000.00	
Less cost of award	\$ 79,926.00	Including disbursements/PST, Exclusive of GST
Budget Remaining after this award	\$ 74.00	*

* Upon payment of all invoices associated with this project, the remaining balance of will be returned to the original funding source

PURPOSE

To obtain approval to award the Growth Management Strategy, Public Engagement Program.

BACKGROUND

Consultants are being retained to design and implement a comprehensive Public Engagement Program for the Growth Management Strategy. The consultant work will consist of two phases: program design and program implementation. Program design will begin in late July, 2008 and be completed by the end of September, 2008. Implementation of the program will begin in the fall, 2008 and continue through to Council approval of the Growth Management Strategy in 2009. A budget of \$80,000 for 2008 was approved in the 2008 capital budget. Approval of additional budget in 2009 will be requested, if required, at the time of Council approval of the proposed Public Engagement Program.

BID INFORMATION

Advertised, place and date	ETN
RFQ closed on	June 13, 2008
Number picking up bid documents	19
Number responding to bid	7

PROPOSAL EVALUATION

The evaluation team was comprised of staff from the Planning Department with Purchasing staff acting as the facilitator. The evaluation was based on pre-established evaluation criteria as listed in the Request for Proposal: 30% experience of the firm, 30% quality of the proposal, 20% project management, 20%, price, totaling 100%. Based on this score, four high score firms were interviewed and scored for a further 20% (total 120%) with resulting scores as follows:

Consultants	Total Score	Rank
DPRA	100.89 *	1
Lura	98.59 *	2
Hardy Stevenson & Associates	95.76 *	3
Dialogue Partners	90.33 *	4
Envision	62.00	5
Edelman	58.09	6
Purves, Lynch Associates	38.87	7

* Of the 7 submissions received, the highest ranked top 4 proponents (after initial scoring) were selected and invited to an interview that was further scored out of 20 points for a total of 120 points.

PROPOSAL EVALUATION (Continued)

Note: The pricing levels are not indicated as they may indicate a methodology, and therefore may reveal confidential technical or commercial information about the proponents. However, the prices quoted ranged from \$67,500.00 to \$128,150 (including disbursements, excluding GST).

DPRA was \$12,426.00 higher than the low bidder. However, based on the pre-established evaluation criteria with resulting scores as shown in the above table, DPRA achieved the overall highest total score. DPRA submitted an excellent proposal with very good understanding of the scope of the project and suggested possible solutions to some of the challenges. The project team has strong experience in similar studies, good understanding of the study area and the agencies involved. Staff is confident that their project team will provide the expected services that meet the requirements as outlined in the RFP and is therefore recommended to be awarded the contract.

**STAFF AWARD REPORT**

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To:	John Livey, Chief Administrative Officer
Re:	147-S-08 Services Re-locate and Connection for Enterprise Drive Phase 2
Date:	July 22, 2008
Prepared by:	Nehal Azmy, Senior Capital Works Engineer Malcolm Hann, Senior Construction Buyer

RECOMMENDATION

Recommended Supplier	Power Stream / Bell Canada / Rogers (Preferred Suppliers)	
Current Budget Available	\$ 1,156,763.00	
Less cost of award	\$ 123,358.50	Power Stream plant relocation
	\$ 15,674.08	Power Stream permanent connection to pump station
	\$ 114,111.63	Bell Canada Services relocation
	\$ 7,500.00	Rogers Cable Relocate Services
	\$ 260,644.21	Total Award
	\$ 18,985.82	Internal Project Management Fee
	\$ 279,630.03	Total project cost (Exclusive of GST)
Budget Remaining after this award	\$ 877,132.97	*

* Upon payment of all the invoices, any remaining funds will be used for the construction of the extension of Enterprise Drive to Kennedy Road as budgeted for in account 083-5350-6742-005.

Staff recommends: THAT the tendering process be waived in accordance with Purchasing By-Law 143-2000, Section 14 (2) which states "Tenders or quotations shall not be required for goods and services to be provided by any of the following: (b) Public utilities;

PURPOSE

To obtain approval to award the contract(s) for relocation of services on Enterprise Dr. from Rivis Rd to Kennedy Rd to facilitate road construction in 2009.

BACKGROUND

The extension of Enterprise Drive to Kennedy road is scheduled to start spring 2009. The work will include the widening of Unionville Gate from Main Street to Kennedy Road and accordingly the relocation of existing utilities to accommodate the proposed road widening.

The storm pumping station on Enterprise Drive is connected to a temporary pole line. The Town will require Power Stream to replace the existing temporary connection with a new permanent power connection and to relocate underground facilities on Unionville Gate. The Bell portion of work will be the relocation of Bell facilities along Unionville Gate. And lastly, Rogers will be required to relocate existing cable lines.



STAFF AWARD REPORT

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To:	John Livey, Chief Administrative Officer
Re:	193-S-08 Transportation Study in Support of the Langstaff Master Plan
Date:	August 8, 2008
Prepared by:	Prasenjit Roy, Senior Transportation Engineer Malcolm Hann, Senior Construction Buyer

RECOMMENDATION

Recommended Supplier	IBI Group (Preferred Supplier)	
Current Budget Available	\$ 150,000.00	080-5350-8505-005 Langstaff Area Master Plan Subject to receipt of funds from developers *
Less Cost of award	\$ 95,000.00	Master Plan Transportation Study (excl. GST)
	\$ 25,000.00	Provisional Secondary Plan policies plus meetings (excl. GST)
	\$ 30,000.00	Provisional Contingency (25% of above)
	\$ 150,000.00	Total cost (exclusive of GST)
Budget remaining after this award	(\$ 0.00)	

* Purchase order release is subject to receipt of funding from the landowners as per the draft Langstaff Development Charge Credit and Financing Agreement.

Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7: (1d, 1g and 1h) where this study is privately funded by the landowner but will be administered by the Town, where it is to the Town's best interest not to solicit a competitive bid, and where it necessary or in the best interests of the Town to acquire non-standard items or Consulting and Professional Services from a preferred supplier or from a supplier who has a proven track record with the Town in terms of pricing, quality and service, and

PURPOSE

To obtain approval to award the contract to undertake a transportation study for the Langstaff area

BACKGROUND

The Planning Department is currently undertaking a Master Plan Study for the Langstaff Area to evaluate redevelopment opportunities with the preferred land-use and built form scenarios. In conjunction with the land-use and built form analysis, an evaluation of the transportation requirements will be necessary to complement the planning analysis. The evaluation of the infrastructure costs will also form part of the analysis in determining the preferred land-use, density and future Development Charges Bylaws.

Council at its meeting on May 27, 2008, has authorized staff in the "Award of Tender 033-R-08 Langstaff Area Master Plan" report to retain a consultant on a preferred supplier basis, in accordance with the applicable provisions of the Purchasing By-law.

IBI Group has considerable history of conducting studies related and relevant to the Langstaff Plan, including the Markham's Transportation Strategic Plan (MTSP). IBI group is also currently involved in providing consulting services to Metrolinx for their Regional Transportation Plan. IBI Group was also involved with the Region of York in developing a Langstaff Gateway Transit Oriented Development Study.

DISCUSSION

IBI Group has been involved in the process of conducting transportation studies that include a number of related components including transportation demand modelling analysis, parking management, TDM, access management and transportation/transit needs. By retaining IBI Group on a preferred supplier basis, to conduct the Langstaff Transportation Study, will eliminate the duplication of the data collection, model development and analysis, parking, TDM, access management strategy, related policy developments, and save crucial time, effort and budget.

DISCUSSION (Continued)

A scope of work and quote was received from IBI Group for \$95,000 excluding GST to conduct the Transportation Study. The scope of work is attached. The cost includes (i) background research and analysis, (ii) Design Alternatives and Design Charrette (iii) up to four land use and transportation scenarios, (iv) preparing for and attending two public information centres along with Calthorpe and two presentations to the Development Services Committee, (v) meeting various stakeholders and agencies, and (vi) development of a transportation report.

Note that as part of the draft front ending agreement with the Langstaff Owners Committee, the budget should include the costs up to the secondary plan stage. We have assumed that another \$25,000 would be needed at the secondary plan stage for any additional site specific detailed transportation analysis, if required. Another 25% provisional contingency item has been included for additional work as required during the course of the project.

The proposed transportation budget would be treated as an upset limit. Should any tasks not be required, or be less in scope, payment will be made for actual fees incurred. A breakdown of the costs to conduct the Transportation Study is as follows.

(i)	Transportation Study	\$95,000.00 excl. GST
(ii)	Provisional Works at the Secondary Plan Stage	\$25,000.00 excl. GST
(iii)	Provisional Works and Contingency (25% of items i & ii)	\$30,000.00 excl. GST
		<hr/>
		Total = \$150,000.00 excl. GST