



Report to: General Committee

Report Date: November 30, 2009

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**SUBJECT:** Staff Awarded Contracts for the Month of November 2009  
**PREPARED BY:** Alex Moore, Ext. 4711

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**RECOMMENDATION:**

1. THAT the report entitled "Staff Awarded Contracts for the Month of November 2009" be received;

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

**EXECUTIVE SUMMARY:**

Council at its meeting of May 26<sup>th</sup>, 2009 amended By-Law 2004-341, A By-Law Establishing Procurement, Service and Disposal Regulations and Policies. The By-Law delegate's authority to staff to award contracts with a monthly information report required to be submitted to Council by the Treasurer for all contracts awarded by staff >\$50,000

**PURPOSE:**

To inform Council of contracts awarded by staff for the Month of November 2009 as per Purchasing By-Law 2004-341 as listed below.

**Community & Fire Services**

Award Details	Description
Lowest Priced Supplier	<ul style="list-style-type: none"><li>• 240-T-09 Garbage Room Addition at Milliken Mills Community Centre</li><li>• 317-Q-09 Mechanical Renovations at Centennial Community Centre</li><li>• 298-Q-09 Supply, Delivery and Rental of Propane and Propane Cylinders</li><li>• 281-Q-09 Structural Repair for the Museum Blacksmith Shop</li></ul>
Sole Bidder	<ul style="list-style-type: none"><li>• 318-Q-09 Remove, Dispose, Supply and Install Streetlight Poles and Fixtures</li><li>• 263-Q-09 Centennial Energy Retrofit</li></ul>
Preferred Supplier	<ul style="list-style-type: none"><li>• 300-S-09 Continuous Safety Agreement</li></ul>

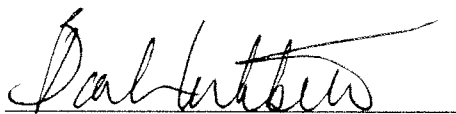
**Corporate Services**


Award Details	Description
Lowest Priced Supplier	<ul style="list-style-type: none"><li>• 311-Q-09 Portal Hardware Requirements</li></ul>
Preferred Supplier	<ul style="list-style-type: none"><li>• 315-S-09 Amanda Enhancements</li><li>• 355-S-09 Program Management Services for Portal Implementation</li></ul>

**Development Services**

Award Details	Description
Lowest Priced Supplier	<ul style="list-style-type: none"><li>• 293-Q-09 Enterprise Boulevard Pump Station Grading</li></ul>
Preferred Supplier	<ul style="list-style-type: none"><li>• 276-S-09 Feasibility Study – Highway 7 Overhead Distribution System from Rodick Road to Sciberras Road</li></ul>

**RECOMMENDED BY:**

  
Barb Cribbett,  
Treasurer

  
Andy Taylor,  
Commissioner, Corporate Services



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

To:	John Livey, Chief Administrative Officer
Re:	240-T-09 Garbage Room Addition at Milliken Mills Community Centre
Date:	November 02, 2009
Prepared by:	Bernie McDermott, Facility Coordinator Ext. 2710 Rosemarie Patano, Senior Buyer Ext. 2990

**RECOMMENDATION**

Recommended Supplier	Taylor Wakefield General Contracting Limited (Lowest Priced Supplier)	
Budget Allocated to this Award	\$ 178,279.00	070 5350 7559 005 Milliken Trash Compactor Room
Less cost of award	\$ 184,900.00	Price, exclusive of PST and exclusive of GST
Budget Remaining after this award	(\$ 6,621.00)	*

\* Funding Shortfall of \$6,621.00 is to be sourced from Project 9133, replacement of Milliken kitchen equipment with an unspent balance of \$25,000 (quotes are favourable and less than the budgeted amount). The garbage room addition Capital Project 7559 was approved by Council in 2007 but not tendered until 2009 due to review of various design options between Recreation and Waste department prior to a final solution being agreed upon.

**PURPOSE**

To obtain approval to award the contract of the garbage room addition at Milliken Mills Community Centre.

**BACKGROUND**

As per the current standard in place for all of the Town's major recreations facilities to have internal garbage room, Project 240-T-09 encompasses the building and installation of a compactor room at Milliken Mills Community Centre to safely handle all the garbage related to the site. The new addition will comprise of an area of approximately 900 sq. ft. which will be constructed adjacent to existing garbage room.

The scope of project entails three fundamental elements:

**Building addition**

The building addition will include, but not limited to the site removals and new working including concrete curbs and pavement; excavation and backfill; building foundations and structure; architectural / civil work and interior finishes.

**Mechanical**

The mechanical element to this project will include the installation of all new underground and above ground plumbing work; installation of new heaters; fire protection systems; installation of new exhaust ventilation systems and completion of all control work.

**Electrical**

The electrical element of this project will include the modifications to the building service power as they relate to the new addition; complete all power wiring; complete all new lighting systems and complete all new mechanical control interface.

The general contractor, the "Contractor", will provide the labour and materials required to complete the project in accordance with the specifications provided by the Town. The system recommended, protects against fire, vandalism and illegal dumping.

**BID INFORMATION**

Advertised	ETN
Bids closed on	October 21 <sup>st</sup> , 2009
Number picking up bid documents	20
Number responding to bid	8*

\*Two suppliers were disqualified from the process as the bid submitted did not meet the tender deadline time. The bids were returned un-opened as per Section 13 of our General Terms and Conditions and identified within bid document. Any bid that does not meet the date and time as specified within the document shall not be accepted.

**PRICE SUMMARY**

Supplier	Price, exclusive of PST and exclusive of GST
<b>Taylor Wakefield General Contractors Limited</b>	<b>\$ 184,900.00</b>
R-Chap General Contracting	\$ 224,000.00
Mortzavi Inc.	\$ 253,500.00
Nashid Construction Corp.	\$ 284,000.00
Dontec Construction Ltd.	\$ 289,073.00
Target Construction	\$ 294,800.00



### STAFF AWARD REPORT

To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	317-Q-09 Mechanical Renovations at Centennial Community Centre
Date:	October 29 <sup>th</sup> , 2009
Prepared by:	Max Stanford, Project Manager Ext. 2710 Rosemarie Patano, Senior Buyer Ext. 2990

#### RECOMMENDATION

Recommended Supplier	S.I.G Mechanical Services Limited (Lowest Priced Supplier)	
Current Budget Available	\$ 611,292.73	070-5350-9521-005 Centennial Expansion Additions
Budget Allocated to this Award	\$ 40,493.00	Funding remaining from mechanical component of project 9521
Less cost of award	\$ 94,516.00	Price, exclusive of GST*
Budget Remaining after this award	(\$ 54,023.00)	**

\*Project award includes \$47,000 cash allowance for make-up air unit and actual cost will be approved by the Town's project management team.

\*\*The shortfall, driven by the necessity to redesign the heating/ cooling system for the pool change room and fitness change room into two separate zones, will be covered by the contingency component of project 9521, which currently has budget remaining of \$155,195.

Note: The requirement for the \$54,023.00 from the contingency fund within account 070-5350-9521-005 will not adversely affect the budget under this project. In essence, more funding will not be required to cover this \$54,023.00 overage.

#### PURPOSE

To obtain approval to award the contract of the mechanical renovations, per Council Report June 03<sup>rd</sup> 2009: Centennial Expansion Additions. The completion of contract work and repair deficiencies at the Centennial Community Centre includes mechanical work (completion of installation, and correcting deficiencies).

#### BACKGROUND

Various projects resulting from the Centennial Expansion Additions need to be completed in order to improve current service levels. This work includes mechanical system upgrades which construction contractors failed to complete with their work started in 2008 at the Centennial Community Centre. Project 317-Q-09 encompasses the complete renovations to the women's fitness room change room at the Centennial Community Centre, specifically the redesign of the HVAC systems and duct work. The scope of work entails elements of mechanical, electrical, ductwork and Controls. The new units are to be controlled by manually controlled thermostats. Thermostats are to be installed for HVAC unit in the Ladies Change Room. Controls will be tied into the BAS system at a later date by the Town of Markham. The make-up air unit for this project has been ordered by the Town, with delivery expected by December 14<sup>th</sup> 2009. The recommended bidder will be required to assume ownership, pay for this unit upon delivery to the work site and to install it as part of this scope of work.

#### BID INFORMATION

Advertised	Invitation
Bids closed on	October 23 <sup>rd</sup> , 2009
Number picking up bid documents	3
Number responding to bid	3

#### PRICE SUMMARY

Supplier	Price, exclusive of PST and exclusive of GST *
<b>S.I.G. Mechanical Services Limited</b>	<b>\$ 94,516.00</b>
Ben-Air Systems Inc.	\$ 94,850.00
Versatech Mechanical Ltd.	\$ 95,230.00

\*Prices include cash allowance of \$47,000.00 for the Make-Up Air Unit.

**STAFF AWARD REPORT**

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To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	298-Q-09 Supply, Delivery and Rental of Propane and Propane Cylinders
Date:	November 03, 2009
Prepared by:	Glen Taylor, Acting Director, Recreation, Ext. 3180 Rosemarie Patano, Buyer Ext. 2990

**RECOMMENDATION**

Recommended Supplier	Caledon Propane (Lowest Priced Supplier)	
Current Budget Available	\$ 28,337.09	See Financial Details
Less estimated cost of award	\$ 4,704.20	December 1, 2009 to December 31, 2009
	\$ 42,272.16	January 1, 2010 to December 2010**
	\$ 42,272.16	January 1, 2011 to December 2011**
	\$ 42,272.16	January 1, 2012 to November 2012**
	\$131,520.68	3 year Total, exclusive of GST
Budget remaining	\$ 23,632.89	Budget Remaining in 2009*
	\$ 241.81	Budget Remaining in 2010**

\*The remaining balance will be applied to additional propane requirements as needed.

\*\*Subject to Council approval of 2010-2012 Operating Budget.

**PURPOSE**

To obtain approval to award the contract for the supply and delivery of propane and rental of propane cylinders for various Town facilities for a term of three years.

**BACKGROUND**

This contract is for Supply, Delivery, Rental and Pick up of Propane Cylinders for Zamboni machines at various Town facilities.

**BID INFORMATION**

Advertised	ETN
Bids closed on	October 29, 2009
Number picking up bid documents	4
Number responding to bid	3

**PRICE SUMMARY**

Supplier	33 lb. Propane	Rental of Propane Cylinders	Total / 33lb cylinder
<b>Caledon Propane</b>	<b>\$10.44</b>	<b>\$0.50</b>	<b>\$10.94*</b>
Superior Propane	\$12.62	\$1.00	\$13.62**
Unitech York Inc.	\$14.19	\$1.00	\$15.19**

\*Firm fixed pricing for a one (1) year period

\*\*Bid submission(s) would not commit to a fix pricing for a one (1) year period.

Note: All prices shown are exclusive of GST

In comparing the 2007-09 contractual pricing, this contract represents a reduction of 32% for the first year period.

## FINANCIAL ATTACHMENT

The following table illustrates the requirements from December 1, to December 31, 2009 based on new pricing broken down by locations.

Locations	Account #	Original Budget (2009/2010)	Current Budget Available 2009	Dec 01 to Dec 31 2009	Budget Remaining after 2009 Award	Budget Remaining after 2010 Award
Thornhill Community Centre	501 921 4304	\$ 7,604.00	\$ 4,741.29	\$ 875.20	\$3,866.09	\$ (1,498.08)
R.J. Clatworthy Arena,	501 922 4304	\$ 2,951.00	\$ 2,585.35	\$ 437.60	\$2,147.75	\$ (559.72)
Milliken Mills Community Centre	502 921 4304	\$ 2,159.00	\$ 1,163.44	\$ 437.60	\$ 725.84	\$ (991.72)
Crosby Memorial Community Centre	502 922 4304	\$ 4,290.00	\$ 3,103.85	\$ 437.60	\$2,666.25	\$ 439.12
Centennial Community Centre	503 921 4304	\$ 3,900.00	\$ 1,743.75	\$ 437.60	\$1,306.15	\$ 399.20
Mount Joy Community Centre	503 922 4304	\$ 2,006.00	\$ 980.66	\$ 437.60	\$ 543.06	\$ (1,844.88)
Markham Village Community Centre	503 923 4304	\$ 2,438.00	\$ 1,130.98	\$ 437.60	\$ 693.38	\$ (712.72)
Corporate Fleet & Equipment	750 752 4352	\$ 3,980.00	\$ 3,358.75	\$ 164.10	\$3,194.65	\$ 2,273.36
	750 752 4353	\$ 4,854.00	\$ 3,728.49	\$ 164.10	\$3,564.39	\$ 3,147.36
Angus Glen Community Centre	504 921 4304	\$ 8,692.00	\$ 5,800.53	\$ 875.20	\$4,925.33	\$ (410.08)
Total		\$42,514.00	\$28,337.09	\$ 4,704.20	\$23,632.89	\$ 241.81

**STAFF AWARD REPORT**

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To:	Brenda Librecz, Commissioner, Community & Fire Services
Re:	281-Q-09 Structural Repair for the Museum Blacksmith Shop
Date:	November 12, 2009
Prepared by:	Rob Sacoransky, P. Eng., MBA, Senior Project Manager, Ext. 2845 Patti Malone, Senior Buyer, Ext. 2239

**RECOMMENDATION**

Recommended Supplier	Phoenix Restoration Inc. (Lowest Priced Supplier)	
Current Budget Available	\$ 99,972.00	See Financial Consideration section
Less cost of award	\$ 97,092.00	Price inclusive of PST, exclusive of GST
Budget Remaining after this award	\$ 2,880.00	*

\*The remaining will returned to original funding sources upon completion of project.

**PURPOSE**

To obtain approval to award the contract for the structural repair for the Museum Blacksmith Shop.

**BACKGROUND**

The Markham Museum Blacksmith Shop consists of a wood structure supported by a concrete block foundation. At present, the structure is very unstable due to a poor drainage system and the building is therefore in need of structural repairs. The scope of work for this project includes the installation of an exterior and interior weeping tile drainage system and the connection of the drainage system to the closest catch basin on site. Foundation repairs and waterproofing as well as structural timber rectification is also part of the scope of work. In order to complete the foundation repairs, the wood structure will be lifted up from the foundation and then placed back once the block foundation once the block repair is complete. It is imperative that this work be completed before the winter as the present structure may not be capable of surviving another winter.

**BID INFORMATION**

Advertised	ETN
Bids closed on	October 20 <sup>th</sup> , 2009
Number picking up bid documents	26
Number responding to bid	5

**PRICING SUMMARY**

Supplier	Price (Inclusive of PST & Exclusive of GST)
Phoenix Restoration Inc.	\$ 97,092
J. D. Strachan Construction Limited	\$125,200
P & C General Contracting Ltd.	\$237,715
Bryte Designs, Division of Architectural Millwork Products Inc.	\$319,000

\* The low bidder (\$1,728.00 or 1.8% less than recommended proponent) on bid opening is not being recommended for this award. Under the Town's General Terms and Conditions section 36, the Town reserves the right to use references of a bidder for not awarding a contract to that bidder, whether or not the bidder submits the lowest bid. Also included in bid document 281-Q-09, The Town reserves the right not to award to the lowest priced bidder whose reference checks do not provide proof of their satisfactory performance and/or qualifications.

The low bidder provided only one (1) reference as it related to a heritage building and did not provide references in relation to lifting a building foundation. Additionally, internal reference on a recent Town project was unsatisfactory when it came to safety procedures, workmanship, supervision and adherence to specifications.



## FINANCIAL CONSIDERATION

				a	b	c=a-b
Account Name	Account #	Budget Amount	Budget Available	Amount to Allocate to this project	Award	Dollars Remaining
Blacksmith Shop Repairs	510-101-5399-7588	75,000	59,972	59,972	57,092	2,880
Accessibility Replacement Program	750-101-5399-8001	80,000	80,000	40,000	40,000	-
		-	-	-	-	-
<b>Totals:</b>		<b>155,000</b>	<b>139,972</b>	<b>99,972</b>	<b>97,092</b>	<b>2,880</b>

\* Budget of \$40,000 from Accessibility Replacement Program to be transferred into project 7588 to fund this award.

Note: The accessibility program will not be impacted by the transfer of these funds as \$224,415.00 (projects 8001 & 9211) will remain available for "accessibility" for the balance of 2009 and beyond.



### STAFF AWARD REPORT

To:	Steve Andrews, Director, Asset Management
Re:	318-Q-09 Remove, Dispose, Supply and Install Streetlight Poles and <b>Fixtures</b>
Date:	November 6, 2009
Prepared by:	Alan Laver, Manager, Utilities and Contracts, ext. 3400 Patti Malone, Senior Buyer, ext. 2239

### RECOMMENDATION

Recommended Consultant	Langley Utilities Contracting Ltd. (Sole Bidder)	
Current Budget Available	\$ 80,164.36	058-6150-9238-005 Streetlight Repl Condn (2009)
Less cost of award	\$ 74,900.00	Award inclusive of PST, exclusive of GST
	\$ 5,264.36	Contingency*
	\$ 80,164.36	Total award
Budget Remaining after this award	\$ 0.00	*

\*Due to lower prices received as detailed in background, Staff recommends using the full 2009 budget to provide the ability to reduce further budgetary requirements in 2010 & 2011.

### PURPOSE

The purpose of this report is to obtain approval to award the contract for "Remove, Dispose, Supply and Install Streetlight Poles and Fixtures".

### BACKGROUND

In 2008 the Asset Management Department retained a Consultant to prepare an inventory and condition analysis of approx. 18,000 older streetlights in the Town. The condition analysis identified approximately 160 poles that needed to be replaced as soon as possible.

Funding was approved in the 2009 Capital Budget to start the replacement program. The original Tender (157-T-09) released to the market in June 2009 included pricing for replacement of 30 poles (with an additional 8 provisional poles) and 218 handhole covers repairs. Tender prices received were significantly lower than anticipated likely due to the competitiveness of the marketplace and/or an overestimate from the consultant (e.g. Prices received. were approx. \$2500/pole compared to the \$5,000 /pole estimate). Subsequently, the lower pricing provided an opportunity for further pole replacement in 2009 with the ability to reduce future budgetary requirements. The original contract awarded to Langley Utilities Contracting Ltd. was completed in late Oct. 2009.

In Oct. 2009 the second tender was prepared and closed. The prices received and negotiated by Purchasing will allow the Town to replace the additional 30 poles included in bid price section and 4 poles from the Provisional Schedule.

### BID INFORMATION

Advertised	ETN
Bids closed on	October 22, 2009
Number picking up bid documents	11
Number responding to bid	1

Note: Purchasing contacted a few companies who picked up the bid document but did not provide a submission. The bidders stated that their current work load and commitments eliminated them from bidding on this project.

### PRICE SUMMARY

Supplier	Price, Exclusive of GST *
<b>Langley Utilities Contracting Ltd. **</b>	<b>\$ 74,900.00*</b>

\*Pricing includes bid price section and provisional schedule section (additional poles) options.

\*\*Langley was low bidder on Tender 157-T-09 and pricing received upon bid closing on this quotation was 4% higher. However, staff negotiated a savings of 5% over submitted pricing, therefore a reduction of 1% compared to tender 157-T-09.



## STAFF AWARD REPORT

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To:	John Livey, Chief Administrative Officer
Re:	263-Q-09 Centennial Energy Retrofit
Date:	October 14, 2009
Prepared by:	Atiq Rahman, Lifecycle Analyst, ext. 2231 Rosemarie Patano, Senior Buyer Ext. 2990

### RECOMMENDATION

Recommended Supplier	S.I.G. Mechanical Services Limited (Sole Bidder)	
Current Budget Available	\$ 192,155.00	750-101-5399-8500 Centennial CC Study - Green Technology Upgrades
Less cost of award	\$ 163,835.00	Price inclusive of PST, exclusive of GST
Budget Remaining after this award	\$ 28,320.00	*

\* Balance remaining will be used towards the cost of a boiler replacement and to provide temporary hot water heating system during its replacement, which will be done next year (in 2010 or later).

### PURPOSE

To obtain approval to award the contract of the installation of the solar thermal system with drain heat recovery, as part of the Centennial Energy Retrofit project.

### BACKGROUND

Council approved in 2008, the Installation of a solar pool heating system and the replacement of the 2 existing gas-fired boilers and DHW tanks and associated works at the Centennial Community Centre. Additional funding was requested and approved in 2009 to connect these systems into the existing Building Automation System (BAS) along with other existing building mechanical systems including pool air handling unit, heat exchangers, rooftop units and exhaust fans. The integrated BAS will provide convenience in building operation and if facility managers /operators make proper use, this system will provide significant energy efficiency and cost savings.

While preparing tender specification, staff also included another work item (Pool Air Heat Reclaim Coil Control) with this project, rather than having the "Pool Air Heat Reclaim Coil Control" done as a separate project.

### OPTIONS/DISCUSSIONS

This project has been tendered twice. At the first tender in May 2009, there were only two submissions and both were substantially higher than the budget. That tender was subsequently cancelled and the project was re-designed to keep cost within budget.

In order to keep the cost of this project within budget, and to have the project done without any interruption to facility operation, few adjustments to the project scope was made that included a decision to pursue the boiler replacement in 2010 that will consider the planned pool shut down (the pool being the largest draw on the boilers), and the redesign of the solar panel that was anticipated in September 2010. The solar pool heating system has been re-designed to use fewer panels in following with the design of the system at the Milliken Mills Community Centre.

The original proposed solar heating system (as per March 2008 Council Report) would reduce approximately 39,994 m<sup>3</sup> of natural gas usage, which is equivalent to \$14,395 in annual savings. However, as explained above, a less expensive system was pursued. The proposed solar pool heating system, in association with a drain heat recovery system, would save approximately 19000 m<sup>3</sup> of natural gas, which is equivalent to \$8000 savings as of today's cost of natural gas (\$0.42/m<sup>3</sup>). The integrated BAS will provide convenience in building operation and if facility managers /operators make proper use, this system will provide significant energy efficiency and cost savings.

After these revisions, the second Request for Tender (RFT) was issued publicly September 2009 to the Marketplace through electronic tendering network

#### BID INFORMATION

Advertised	ETN
Bids closed on	September 30, 2009
Number picking up bid documents	35
Number responding to bid	1*

\*Combination of factors resulted in the lack of bid responses: the majority of the bid takers work with electrical and energy systems only, and this specific bid package (requiring mechanical installation) did not pertain to them; other bid takers are consulting firms dealing with engineering work only and do not involve themselves with the construction aspect of installation and this project was not a good fit for them; a couple of the bid takers are strictly part distributors only and downloaded the document strictly out of curiosity; and from the fifteen (15) follow-up calls made, purchasing staff found only one bid taker who had both the electrical and mechanical expertise which would have been well suited for this project. However, the bid taker stated they had made the business decision not to proceed with a bid submission as the boiler portion of the bid document (which was included with the original scope of work in May 2009) was removed in its entirety, making this project not large enough for their consideration.

Comparing with Town previous experience at Milliken Mills Community Centre Retrofit in 2007, which includes a smaller pool heating system and less complex control system, the quoted cost for the scope of work(s) in this tender is very reasonable and well within our budget.

The installation of this solar thermal system with drain heat recovery would save approximately 19,000 m<sup>3</sup> of natural gas every year which is equivalent to \$8,000 saving as of today's cost of natural gas (\$0.42/m<sup>3</sup>). Since cost of natural gas is expected to go down in 2010, and 2010 budget forecast predicts a blended rate of \$0.369 per cubic meter natural gas (inclusive of gas supply and delivery charge), the revised estimated savings would be approximately \$7000 a year. This estimated savings will be built into the 2010 budget beginning March 2010.

Furthermore, the solar pool heating system would qualify for EcoENERGY / NRCan incentives.

#### Detailed Financials:

Budget Component	Budget	Actuals to-date	Commitments	Balance Remaining	Award	Balance after Award
Solar heating	121,000	15,810	23,035	82,155	62,033	20,122
BAS Integration	110,000			110,000	95,269	14,731
BAS Integration - Heat Reclaim Coil					6,533	- 6,533
Sub-total	231,000	15,810	23,035	192,155	163,835	28,320
Boiler Replacement	100,000			100,000		100,000
Other	5,500			5,500		5,500
Total Budget	336,500	15,810	23,035	297,655	163,835	133,820



### STAFF AWARD REPORT

To:	John Livey, Chief Administrative Officer
Re:	300-S-09 Continuous Safety Agreement
Date:	November 5, 2009
Prepared by:	Gil Verbeek, Maintenance Coordinator Ext. 3410 Patti Malone, Senior Buyer Ext. 2239

### RECOMMENDATION

Recommended Supplier	Electrical Safety Authority (Preferred Supplier)	
Current Budget Available	\$ 49,271.00	750 750 5314 Service Agreements – Facility Maintenance Pending 2010 Budget Approval*
Less cost of award	\$ 46,704.00	Exclusive of GST for 2010*
	\$ 46,704.00	Exclusive of GST for 2011*
	\$ 46,704.00	Exclusive of GST for 2012*
	\$140,112.00	(Total Cost of Award)
Budget Remaining after this award in 2010	\$ 2,567.00	**

\* Subject to Council approval of operating budgets.

\*\* The remaining account balance will contribute to the year-end operating variance.

Note: Compared to the 2007-2009 yearly fee, the 2010-2012 contractual pricing has increased by 2.5%, however, these costs are firm fixed for the three (3) year period.

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.

### PURPOSE

To obtain approval to award the contract for continuous safety service agreement to Electrical Safety Authority (ESA) for three (3) years.

### BACKGROUND

The current contract for the Continuous Safety Service Agreement (CSSA) was awarded to the Electrical Safety Authority (ESA) in 2006 for a three year term ending December 31, 2009. This contract reflects the annual electrical inspection for all Town facilities including those in our Parks facilities.

### DISCUSSION

ESA is the designated authority to enforce Ontario Regulation 89/99. The ESA is responsible for electrical safety in the province of Ontario including the administration and enforcement of the Electricity Act, 1998, C. 15 and the Ontario Electrical Safety Code, Ontario Regulation 164/99 as amended 10/02 (the "OESC"). Rule 2-006 of the OESC provides for periodic inspection of the electrical installations in prescribed circumstances. The ESA offers periodic inspection services through a program known as Continuous Safety Services which assists the Town to ensure due diligence concerning risk management and quality control in compliance with the Electrical Safety Code.

The new contract will cover 110 sites that the ESA inspects, including Parks sites. This allows for routine electrical work to proceed without incident and an annual inspection is done to review all work performed at these sites.

Without this agreement, the Town's obligation by law is to submit an application for the inspection of any electrical work, including:

- Electrical service upgrades
- Installation of new electrical equipment
- Installation of outlets, switches, light fixtures, etc.
- Routine maintenance

The Continuous Safety Service Agreement offers a cost effective solution to individual inspections. Furthermore, the contract offers staff training in electrical risk management and access to electrical expertise.



## STAFF AWARD REPORT

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To:	John Livey, Chief Administrative Officer
Re:	311-Q-09 Portal Hardware Requirements
Date:	October 26, 2009
Prepared by:	Sugun Rao, Manager , Technology Ext, 4868 Alex Moore, Manager of Purchasing Ext, 4711

### RECOMMENDATION

Recommended Supplier	Compugen (Lowest priced bidder)	
Current Budget Available	\$ 2,036,922.25	049-5350-8659-005 Portal Implementation
Less cost of award	\$ 210,140.50	Town of Markham Portion
	\$ 10,000.00	Contingency
	\$ 210,140.50	Region of York*
	\$ 10,000.00	Contingency
	\$ 420,281.00	Town of Markham / Region of York*
	\$ 20,000.00	Contingency
	\$ 440,281.00	Total award
Budget Remaining after this award	\$ 1,816,781.75	**

\*An amount of \$220,140.50 (50% of the cost for this engagement) will be paid by the Region of York as part of the 50% cost sharing arrangement for the Joint Portal project.

\*\*The remaining balance of \$1,816,781.25 in account 049 5350 8659 005 will be used for the purpose of implementing portal technology in multiple phases through council approval.

### PURPOSE

To obtain approval to award the Hardware requirements for the Portal project.

### BACKGROUND

In 2008, Council approved the award of Hardware, Software and the associated Support Services to IBM under Request for Proposal 077-R-09. The professional services component (implementation) was not awarded at that time due to the complexity of the original scope, difficulty in comparing proposals and the Town's desire to implement in multiple phases. In the IBM proposal to this RFP, the hardware component was identified to consist of about 12 servers, a Storage Area Network and other peripherals and the total cost was in the range of \$262,178 including support services over five years.

As a preparation for the Professional Services work on the Joint Portal project, the Town engaged IBM in early 2009 with the following three deliverables: an overall road map, a detailed requirement to be used for Phase 1 implementation, and a technical architecture for the whole program. During this phase a more detailed understanding of the actual software and hardware requirements were established, and the appropriate revisions to the 2008 IBM proposed software and hardware solutions were made.

Among the major revisions to the hardware requirement are the increase of servers to approximately 22 (from 12), and the need for tape library for backup. Staff worked with IBM to obtain revised pricing; however, it became evident that it was very difficult to confirm whether the Town was being provided with competitive pricing. Following discussion with and approval from IBM, Town staff sought quotes from three IBM authorized Business Partners, namely, Softchoice, Compugen and Scalar in order to ensure a competitive pricing structure was received. The Town's Legal Department has reviewed and concurs with the approach taken for this award.

### PRICE SUMMARY

Supplier	Pricing*
<b>Compugen</b>	<b>\$ 420,281.00</b>
Softchoice	\$ 493,877.94
IBM	\$ 739,860.60**
Scalar	Incomplete Bid***

\* Pricing includes maintenance and support for five (5) years

\*\* IBM could have potentially provided some discount if the Town didn't go through the quotation process.

\*\*\* Scalar was only able to provide a partial quote and cannot be considered for price comparisons purposes.

IBM has confirmed that they cannot provide the Town with the discount levels available through its IBM authorized Business Parties. Therefore, IBM and the Town have agreed (in accordance with the subcontractor provisions of the Contract) that the Town will procure directly from an IBM authorized Business Partner to meet the Town's hardware / hardware support requirements. The Town will contract directly with the IBM authorized Business Partner for such procurement.



### STAFF AWARD REPORT

To:	John Livey, Chief Administrative Officer
Re:	315-S-09 Amanda Enhancements
Date:	October 27, 2009
Prepared by:	June Fry, ITS Client Advisor, Ext. 2539 Omer Ariburnu, Manager, Client Delivery, Ext. 4885 Rosemarie Patano, Senior Buyer, Ext. 2990

### RECOMMENDATION

Recommended Supplier	CSDC Systems (Preferred Supplier)	
Current Budget Available	\$ 348,885.00	400-101-5361-8668- Corporate ITS Project Request - Amanda Enhancements
Less cost of award	\$ 89,640.00	Amanda Public Portal Software and licenses
	\$ 17,928.00	Year one (1) maintenance*
	\$ 4,633.20	Training/go-live support and disbursements
	\$ 112,201.20	
Budget Remaining after this award	\$ 236,683.80	*

\* Future maintenance costs will be included in ITS annual maintenance budget approved through Council.

\*\* The remaining balance to be applied to other Amanda modules/services to be acquired at a later date for Amanda Enhancements

### Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (1) (b) "where there is only one source of supply for the goods to be purchased."

### PURPOSE

To obtain approval to award the contract for Amanda enhancements.

### BACKGROUND

The Town of Markham first implemented AMANDA in 1995. AMANDA was first deployed by the Building Department as a departmental application for 24 staff to serve the business needs of the Town's growing Building Community. Since then, the Town has expanded AMANDA significantly to manage the rapid growth of many service delivery units. Ten years later, AMANDA is now used by over 300 Town employees across 10 distinct client-facing service delivery units.

In 2005, CSDC was hired to evaluate the use of AMANDA and provide an AMANDA Assessment report with recommendations on how to improve AMANDA usage and efficiencies at the Town. In 2007, the Make It Happen Taskforce also performed a study in which most of the recommendations include proper use of AMANDA to realize efficiencies. Both these reports mentioned the need for the services provided by the Amanda Public Portal Product.

AMANDA Public Portal will provide citizens real-time access to AMANDA. It will combine our internal processes with externally-facing online services such as address based general inquiries for building permits, electronic plan review applying / renewing / viewing status and/or paying for animal and business licenses and other value added services to be defined in the future. By allowing access online to these services, it will reduce the number of inquiries currently processed both in-person and over the phone. Staff will appreciate usability of the application and the simple methods by which the business rules and workflows can be changed on line while still ensuring control and audit ability. It is anticipated that The Town of Markham's Constituent Portal will dovetail with the Amanda Public Portal to provide an integrated one stop shopping solution for all users. The integration of the Amanda Public Portal into Markham's Constituent Portal will be assessed and implemented as appropriate as part of the latter's project roadmap. As part of this assessment, ITS and related User Groups will establish a clear understanding of the phased approach in terms of what can develop in the future through the Markham Constituent Portal directly via the Amanda Back-end Modules, versus what should be developed now via the Amanda Public Portal.

Amanda is extensively used for supporting many business processes across multiple business units across the corporation. It would not be feasible to develop a similar externally-facing online service from another vendor or internally as the Amanda Public Portal is a highly customized product with many specialized features which would be difficult to replicate. Further, the Amanda Public Portal is one module of an already established CSDC Amanda Suite in place at the Town.





## STAFF AWARD REPORT

Page 1 of 2

To:	John Livey, Chief Administrative Officer
Re:	355-S-09 Program Management Services for Portal Implementation
Date:	November 19, 2009
Prepared by:	Nasir Kenea, Chief Information Officer Ext. 4733 Alex Moore, Manager, Purchasing Ext. 4711

### RECOMMENDATION

Recommended Supplier	Sewell Associates (Preferred Supplier)	
Current Budget Available	\$ 1,781,333.00	049-5350-8659-005 Portal Implementation
Less cost of award	\$ 57,750.00	Estimate for 6 month award - Town of Markham Portion
	\$ 57,750.00	Estimate for 6 month award - Region of York*
	\$ 115,500.00	Total award
Budget Remaining after this award	\$ 1,723,583.00	**

\*Will be paid by the Region of York as part of the 50% cost sharing arrangement for the Joint Portal project.

\*\*The remaining balance in account 049 5350 8659 005 will be used for the purpose of implementing portal technology in multiple phases.

#### Steps taken:

1. Region of York advertised publicly a two (2) year contract position for this role. **Unsuccessful**
2. Region of York advertised publicly to the market place for a consultant firm to lead this role. **Unsuccessful**
3. Town of Markham reviewed CV's and proceeded to interview individuals for this role **Recommended**

#### Staff further recommends:

THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (1) (f) "where, for any reason, a call for Tenders does not result in the successful award of a Tender;

#### PURPOSE:

To obtain approval to award the contract for program management services required for the Implementation of Joint Portal with the Region of York.

#### BACKGROUND:

In Oct. 2008 Council approved the Hardware, Software and Support services requirement for the Joint Portal project initiative to be awarded as per RFP 077-R-09. IBM Canada was subsequently engaged in early 2009 in order to provide a road map, a technical architecture as well as a detailed requirement to be used for the initial implementation of the portal project. The output from this engagement provided plans for multiple phases of implementations for both constituent facing and employee facing portals for Markham and the Region of York in the next few years.

In September 2009 the Professional Services component was awarded to Perficient Canada as per RFP 145-R-09. The scope of this service is to implement the Phase I scope of constituent facing portal for Markham and employee facing portal for the Region of York. The complexity of this project requires the establishment of a proper governance framework between the two municipalities, which is now in place with co-sponsors, Joint Steering Committee, and local project coordinators in both Markham and the Region of York. In addition, the need for an overall program manager has been identified as one of the critical factors for the success of the project. The role of the Program Manager is to ensure the overall program delivery is on time and budget, interacting with vendors such that they deliver as per plan, manage risks and issues as well as help both Markham and the Region of York in responding to requirements and change process.

In order to fill the Program Manger role a number of efforts were made through the Region of York. Initially the position was posted through the Region of York's Human Resources Department and five (5) interviews were conducted. The interviews did not result in finding a suitable candidate. Therefore, Region of York advertised the need for a consulting firm publicly and a RFP was issued. The submission response to the RFP were evaluated and found not suitable due to the prohibitively expensive (Prices ranged from \$600,000 - \$1,000,000/year). Staff then reviewed six (6) resumes from recruitment firms and the Town interviewed one (1) individual (Ian Sewell) from the list of resumes provided. Ian Sewell & Associates has been found to be the most suitable candidate for this role.

Through the interview process, Ian demonstrated strong experience in areas of program management and implementation of several large technology projects. His strength in vendor management, the discipline of adhering to project management standards and his people's skills were also very apparent. In addition, Ian was prepared to negotiate with staff on rates and work hours that meets the financial requirements as well as project execution role satisfactory to staff. These observations were also validated through reference checks.

Since the Portal will have multiple phases, the Program Manger of the Joint Portal Project is a contract role that may continue to be required for the success of the project at different levels as we move forward. Although the current contract is for six months, it is expected to be extended depending on the complexity and progress of the project. The number of work days per week is currently 4-5 days; however it is expected to fluctuate with the actual needed effort as the project moves forward. The cost for the role is to be shared between the Region of York and Town of Markham on 50-50 basis.



### STAFF AWARD REPORT

To:	Jim Baird, Commissioner, Development Services
Re:	293-Q-09 Enterprise Boulevard Pump Station Grading
Date:	November 10, 2009
Prepared by:	Nehal Azmy, Senior Capital Works Engineer, Ext. 2197 Robert Slater, Senior Construction Buyer, Ext. 3189

### RECOMMENDATION

Recommended Supplier	Laycon Construction Services Inc. (Lowest Priced Supplier)	
Budget Available	\$ 1,847,456.21	083-5350-9320-005 Enterprise Drive Phase 2
Less cost of award	\$ 89,790.00	Excluding GST
	\$ 13,468.50	Contingency (15%)
	\$ 103,258.50	Total Award
	\$ 12,391.83	Internal Management Fees (12%)
	\$ 115,649.52	Total Project Costs
Budget Remaining after this award	\$ 1,731,806.69	*

\* The remaining balance in the amount of \$1,731,806.69 shall be used for the construction of Enterprise Boulevard Phase 2.

### PURPOSE

To obtain approval for awarding a construction contract for the Enterprise Boulevard Pump Station Grading.

### BACKGROUND

Flooding has occurred at the pump station during the spring thaw periods, due to lack of proper grading. This causes minor damages and safety concerns. In order to address this matter installation of a storm sewer system that will convey surface and ground water flow to an existing inlet in the pump station is proposed. The storm sewer system includes storm pipes with ditch inlets, catch basins and manholes. The grading work involves the re-grading of the area around the pump station to ensure that surface water drains away from the building, filling /compacting areas that have settled since the original construction was completed and redirecting surface run-off to new ditches.

### BID INFORMATION

Advertised	ETN
Bids closed on	October 22 <sup>nd</sup> , 2009
Number picking up bid documents	25
Number responding to bid	4

### PRICE SUMMARY

Supplier	Price (exclusive of GST)
<b>Laycon Construction Services</b>	<b>\$ 89,790.00</b>
Rutherford Contracting Limited.	\$ 126,905.00
Oak Site Preparation Inc.	\$128,670.00
Mopal Construction Ltd	\$169,629.00



## STAFF AWARD REPORT

To:	John Livey, Chief Administrative Officer
Re:	276-S-09 Feasibility Study – Highway 7 Overhead Distribution System from Rodick Road to Sciberras Road
Date:	September 14, 2009
Prepared by:	Alain Cachola, Manager, Capital Administration. Ext: 2711 Robert Slater, Senior Construction Buyer. Ext: 3189

### RECOMMENDATION:

Recommended Consultant	Giffels Associates Limited/IBI Group (preferred supplier)	
Current Budget Available	\$ 70,000.00	Hwy 7 Streetscape – Rodick Road to Sciberras Road Account # 083-5350-7077-005
Less cost of award	\$ 56,000.00 \$ 5,000.00 \$ 61,000.00	Exclusive of GST Contingency allowance Total award cost *
Budget Remaining after this award	\$ 9,000.00	**

\* Funding for the Feasibility Study is to be cost shared by the Town of Markham (1/3), Region of York (1/3) and Powerstream (1/3). The Town is to upfront the cost for the project and recover the costs from the Region and Powerstream.

\*\* Remaining balance of funds to be used for Hwy 7 Streetscape Design.

“Staff recommends: THAT the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 Non Competitive Procurement (1) - (h) where it’s necessary or in the best interests of the Town to acquire Consulting or Professional Services from as preferred supplier or from a supplier who has a proven track record with the Town in terms of pricing, quality and service”.

### PURPOSE:

The purpose of this report is to obtain approval to retain a consultant, to evaluate the feasibility, timing and costing to relocate the existing Powerstream overhead distribution lines and equipments underground. The proposed study is located on Highway 7 between Rodick Road and Sciberras Road.

### BACKGROUND:

As a part of their 10 Year Capital Program, The Region of York is scheduled to commence the road improvements on Highway 7 from Rodick Road to Sciberras Road in 2010. The proposed road improvement works on Highway 7 include the Rapid Transit, urbanization and widening of the road, as well as the enhanced streetscape. The proposed road improvements also include the relocation of the existing overhead Powerstream distribution lines. The Town of Markham, Region of York and other municipalities are reviewing a policy and financing options for the under grounding of the overhead hydro. As the Highway 7 improvements have to proceed in advance of under grounding the overhead hydro, a conceptual design to underground the line is required to ensure it can be undertaken in future when funds are available.

Staff proposes to retain Giffels Associates Limited/IBI Group to provide the Town with the professional services for the Feasibility Study of the overhead distribution system relocation. Giffels Associates Limited/IBI Group has extensive experience in preparing feasibility/assessment study reports and has worked with the Town on the Markham Centre Studies. In addition, Giffels Associates Limited/IBI Group also just recently completed the York Region Power Plant Relocation Impact Study Report on Yonge Street for Powerstream and York Region. This is the same type of study that is required for Hwy 7 between Rodick Road and Sciberras Road.

### FINANCIAL CONSIDERATIONS:

The Feasibility Study is to be financed by the Town of Markham (1/3), Region of York (1/3) and Powerstream (1/3). The Town will have to upfront the full cost of the study and will invoice the Region of York and Powerstream accordingly. The study is to be financed from Capital Account 083-5350-7077-005.