

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 28, 2016

Item 1, Report No. 8, of the Special Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on June 28, 2016.

1 TENDERS AWARD REPORT UNDER CONSOLIDATED PROCUREMENT POLICY

The Special Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Chief Financial Officer & City Treasurer and the Director of Procurement Services, dated June 21, 2016:

Recommendation

The Chief Financial Officer & City Treasurer and the Director of Procurement Services, in consultation with the Director of Financial Planning and Development Finance & Deputy City Treasurer recommend:

1. That the following report regarding the award of tenders by the Director of Procurement Services under the Authority of the City of Vaughan Consolidated Procurement Policy No. PS-003 section 6.4, be received.

Contribution to Sustainability

This report is consistent with the priorities previously set by Council in the Green Directions, Vaughan and Community Sustainability Environmental Master Plan.

Economic Impact

Not applicable

Communications Plan

Not applicable

Purpose

The purpose of this staff report is to advise members of Council of those matters dealt with under the Consolidated Procurement Policy No. PS-003 section 6.4.

Background - Analysis and Options

Consolidated Procurement Policy No. PS-003 section 6.4 provides Director of Procurement Services authority for the award of contracts resulting from a request for tender upon recommendation from a Deputy City Manager, where the total cost of any goods, services or construction exceeds one hundred thousand dollars (\$100,000) but does not exceed three hundred and fifty thousand dollars (\$350,000) and the following criteria have been met:

1. The award is to the lowest priced compliant bidder
2. The award of the contract is within the approved budget
3. The award results from the normal tendering process of the City (i.e. open bidding through advertisements)
4. The term of the contract is for a maximum of 4 years
5. There is no litigation between the successful bidder and the City at the time of award and
6. There are no bidder protests at the time of contract award.

During quarter one of 2016 a total of eight tenders in the amount of \$1,702,118.85 were awarded by the Director of Procurement Services under the above noted delegated authority. Table A provides a department level summary of the number and value of these awards.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 28, 2016

Item 1, Special Finance Report No. 8 – Page 2

TABLE A Q1-2016 SUMMARY OF TENDER AWARDS		
DEPARTMENT	NUMBER OF TENDERS	TOTAL VALUE
Transportation Services Parks & Forestry Operations	2	\$447,488.50
Environmental Services	1	\$170,175.00
Parks Development	1	\$236,993.00
Facility Maintenance Services	1	\$264,032.94
ITM	2	\$356,674.41
Infrastructure Delivery	1	\$226,755.00
TOTAL	8	\$1,702,118.85

Below are the details of 2016 Q-1 tender awards:

1. Bid No. T15-585
 Description: Supply, Delivery and Installation of Desktop Computers
 Approval: January 27, 2016
 Contract Award: \$252,621.40 plus H.S.T
 Contingency: N/A
 Term: Short term project specific commitment - January 2016 – December 2016
 Total Bid Received: 3
 Awarded to: Acrodex
 Budget A/C #: Capital: IT-3013-16 – available funding \$556,295.00
 Recommended by: Chief Information Officer

2. Bid No. T16-034
 Description: Supply and Delivery of Annual Flowers
 Approval: February 23, 2016
 Contract Award: \$ 78,791.50/yr. (\$157,583.00 plus H.S.T for 2 years)
 Contingency: \$15,758.00 (excluding taxes)
 Term: Multi-Year- 2 year firm and 1 year additional optional for extensions
 Total Bids Received: 1
 Awarded to: Frank Sant and Sons Greenhouses
 Budget A/C #: Operating 6810352.7331 – annual funding \$103,088.00
 Recommended by: Deputy City Manager Public Works

3. Bid No. T15-591
 Description: Removal of Trees for 2016 for the City of Vaughan
 Approval: February 28, 2016
 Contract Award: \$289,905.50 plus H.S.T
 Contingency: \$28,990.55 (excluding taxes)
 Term: Short term project specific commitment
 Total Bids Received: 4
 Awarded to: Timberlane Tree Service
 Budget A/C #: Operating 6830363.7331 – available funds: \$444,424.00
 Recommendation: Deputy City Manager Public Works

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 28, 2016

Item 1, Special Finance Report No. 8 – Page 3

4. Bid No. T16-010
Description: Supply and Install Ice Arena Refrigeration System Controls at APCC, RCC, GWCC, MCC and WPMA
Approval: March 14, 2016
Contract Award: \$264,032.94 plus H.S.T
Contingency: \$8,000.00
Term: Short term project specific commitment
Total Bids Received: 3
Awarded to: CIMCO Refrigeration
Budget A/C #: Capital: BF-8101-08 – available funds: \$703,955.00
Recommended by: Deputy City Manager Community Services
5. Bid No. T16-080
Description: Martin Grove Road Fire Station #73 Sanitary and Storm Sewer Servicing
Approval: April 25, 2016
Contract Award: \$226,755.00 plus H.S.T.
Contingency: \$34,000.00
Term: Short Term project specific commitment
Total Bids Received: 7
Awarded to: MGI Construction Corporation
Budget A/C #: Capital: FR-3640-15 – available funds: \$488,119.44
Recommended by: Deputy City Manager Public Works
6. Bid No. Q16-171
Description: Fire Hardware Warranty & Support Renewal
Approval: April 28, 2016
Contract Award: \$104,053.01 plus HST.
Contingency: N/A
Term: Short term project specific commitment
Total Bids Received: 2
Awarded to: Acrodex Inc.
Budget A/C #: Operating 050050.7531 – available funds- \$105,000.00
Recommended by: Chief Information Officer
7. Bid No. T15-488
Description: Tennis Court Reconstruction at Civic Park
Approval: May 4, 2016
Contract Award: \$236,993.00 plus H.S.T.
Contingency: \$35,548.95
Term: Short term project specific commitment
Total Bids Received: 7
Awarded to: Court Contractors Ltd.
Budget A/C#: Capital – PK-6525-15, available funds - \$298,612.00
Recommended by: Deputy City Manager Planning & Growth Management
8. Bid No. T16-138
Description: Supply & Delivery of Concrete Materials
Approval: April 14, 2016
Contract Award: \$56,725.00/year (\$170,175.00 plus H.S.T. for 3 years)
Contingency: \$5,672.00
Term: One year (May 30, 2017) with an option to renew for two (2) additional One (1) year extensions.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 28, 2016

Item 1, Special Finance Report No. 8 – Page 4

Total Bids Received: 4
Awarded to: Toronto Redi-Mix
Budget A/C#: Operating 2350721.7330, 2350722.7330, 2360823.7330, 2360821.7330,
2340621.7330 available funds - \$62,400.00
Recommended by: Deputy City Manager Public Works

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

Not applicable

Conclusion

The above tenders were awarded based on low bid and met all conditions under 6.4 of Consolidated Procurement Policy No. PS-003. This report, which outlines those tenders that were recommended by respective Deputy City Managers, is provided to Council for their information.

Attachments

No attachments

Report prepared by:

Asad Chughtai
Director of Procurement Services

TENDERS AWARD REPORT UNDER CONSOLIDATED PROCUREMENT POLICY

Recommendation

The Chief Financial Officer & City Treasurer and the Director of Procurement Services, in consultation with the Director of Financial Planning and Development Finance & Deputy City Treasurer recommend:

1. That the following report regarding the award of tenders by the Director of Procurement Services under the Authority of the City of Vaughan Consolidated Procurement Policy No. PS-003 section 6.4, be received.

Contribution to Sustainability

This report is consistent with the priorities previously set by Council in the Green Directions, Vaughan and Community Sustainability Environmental Master Plan.

Economic Impact

Not applicable

Communications Plan

Not applicable

Purpose

The purpose of this staff report is to advise members of Council of those matters dealt with under the Consolidated Procurement Policy No. PS-003 section 6.4.

Background - Analysis and Options

Consolidated Procurement Policy No. PS-003 section 6.4 provides Director of Procurement Services authority for the award of contracts resulting from a request for tender upon recommendation from a Deputy City Manager, where the total cost of any goods, services or construction exceeds one hundred thousand dollars (\$100,000) but does not exceed three hundred and fifty thousand dollars (\$350,000) and the following criteria have been met:

1. The award is to the lowest priced compliant bidder
2. The award of the contract is within the approved budget
3. The award results from the normal tendering process of the City (i.e. open bidding through advertisements)
4. The term of the contract is for a maximum of 4 years
5. There is no litigation between the successful bidder and the City at the time of award and
6. There are no bidder protests at the time of contract award.

During quarter one of 2016 a total of eight tenders in the amount of \$1,702,118.85 were awarded by the Director of Procurement Services under the above noted delegated authority. Table A provides a department level summary of the number and value of these awards.

TABLE A Q1-2016 SUMMARY OF TENDER AWARDS		
DEPARTMENT	NUMBER OF TENDERS AWARDED	TOTAL VALUE
Transportation Services Parks & Forestry Operations	2	\$447,488.50
Environmental Services	1	\$170,175.00
Parks Development	1	\$236,993.00
Facility Maintenance Services	1	\$264,032.94
ITM	2	\$356,674.41
Infrastructure Delivery	1	\$226,755.00
TOTAL	8	\$1,702,118.85

Below are the details of 2016 Q-1 tender awards:

- Bid No. T15-585
 Description: Supply, Delivery and Installation of Desktop Computers
 Approval: January 27, 2016
 Contract Award: \$252,621.40 plus H.S.T
 Contingency: N/A
 Term: Short term project specific commitment - January 2016 – December 2016
 Total Bid Received: 3
 Awarded to: Acrodex
 Budget A/C #: Capital: IT-3013-16 – available funding \$556,295.00
 Recommended by: Chief Information Officer
- Bid No. T16-034
 Description: Supply and Delivery of Annual Flowers
 Approval: February 23, 2016
 Contract Award: \$ 78,791.50/yr. (\$157,583.00 plus H.S.T for 2 years)
 Contingency: \$15,758.00 (excluding taxes)
 Term: Multi-Year- 2 year firm and 1 year additional optional for extensions
 Total Bids Received: 1
 Awarded to: Frank Sant and Sons Greenhouses
 Budget A/C #: Operating 6810352.7331 – annual funding \$103,088.00
 Recommended by: Deputy City Manager Public Works
- Bid No. T15-591
 Description: Removal of Trees for 2016 for the City of Vaughan
 Approval: February 28, 2016
 Contract Award: \$289,905.50 plus H.S.T
 Contingency: \$28,990.55 (excluding taxes)
 Term: Short term project specific commitment
 Total Bids Received: 4
 Awarded to: Timberlane Tree Service

Budget A/C #: Operating 6830363.7331 – available funds: \$444,424.00
Recommendation: Deputy City Manager Public Works

4. Bid No. T16-010
Description: Supply and Install Ice Arena Refrigeration System Controls at APCC, RCC, GWCC, MCC and WPMA
Approval: March 14, 2016
Contract Award: \$264,032.94 plus H.S.T
Contingency: \$8,000.00
Term: Short term project specific commitment
Total Bids Received: 3
Awarded to: CIMCO Refrigeration
Budget A/C #: Capital: BF-8101-08 – available funds: \$703,955.00
Recommended by: Deputy City Manager Community Services
5. Bid No. T16-080
Description: Martin Grove Road Fire Station #73 Sanitary and Storm Sewer Servicing
Approval: April 25, 2016
Contract Award: \$226,755.00 plus H.S.T.
Contingency: \$34,000.00
Term: Short Term project specific commitment
Total Bids Received: 7
Awarded to: MGI Construction Corporation
Budget A/C #: Capital: FR-3640-15 – available funds: \$488,119.44
Recommended by: Deputy City Manager Public Works
6. Bid No. Q16-171
Description: Fire Hardware Warranty & Support Renewal
Approval: April 28, 2016
Contract Award: \$104,053.01 plus HST.
Contingency: N/A
Term: Short term project specific commitment
Total Bids Received: 2
Awarded to: Acrodex Inc.
Budget A/C #: Operating 050050.7531 – available funds- \$105,000.00
Recommended by: Chief Information Officer
7. Bid No. T15-488
Description: Tennis Court Reconstruction at Civic Park
Approval: May 4, 2016
Contract Award: \$236,993.00 plus H.S.T.
Contingency: \$35,548.95
Term: Short term project specific commitment
Total Bids Received: 7
Awarded to: Court Contractors Ltd.
Budget A/C#: Capital – PK-6525-15, available funds - \$298,612.00
Recommended by: Deputy City Manager Planning & Growth Management
8. Bid No. T16-138
Description: Supply & Delivery of Concrete Materials
Approval: April 14, 2016

Contract Award: \$56,725.00/year (\$170,175.00 plus H.S.T. for 3 years)
Contingency: \$5,672.00
Term: One year (May 30, 2017) with an option to renew for two (2) additional One (1) year extensions.
Total Bids Received: 4
Awarded to: Toronto Redi-Mix
Budget A/C#: Operating 2350721.7330, 2350722.7330, 2360823.7330, 2360821.7330, 2340621.7330 available funds - \$62,400.00
Recommended by: Deputy City Manager Public Works

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

Not applicable

Conclusion

The above tenders were awarded based on low bid and met all conditions under 6.4 of Consolidated Procurement Policy No. PS-003. This report, which outlines those tenders that were recommended by respective Deputy City Managers, is provided to Council for their information.

Attachments

No attachments

Report prepared by:

Asad Chughtai
Director of Procurement Services

Respectfully submitted,

Asad Chughtai
Director, Procurement Services

Laura Mirabella-Siddall
Chief Financial Officer & City Treasurer