

## Staff Report

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<b>Report To:</b>	Joint Committees	<b>Report Number:</b>	COD-013-19
<b>Date of Meeting:</b>	September 9, 2019	<b>By-law Number:</b>	
<b>Submitted By:</b>	Marie Marano, Director of Corporate Services		
<b>Reviewed By:</b>	Andrew C. Allison, CAO	<b>Resolution#:</b>	JC-109-19 & GG-483-19
<b>File Number:</b>			
<b>Report Subject:</b>	Council Awards During Council Recess		

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### Recommendation:

1. That Report COD-013-19 be received for information.

## Report Overview

To report to Council on the contracts awarded during Council Recess

### 1. Background

- 1.1. During periods when Council is in Recess, provision has been made for the approval of contract awards in order to continue with business as usual. During the summer recess of 2019 there were x contract awards that would normally necessitate a report to Council.

### 2. Comments

- 2.1. In accordance with Purchasing By-Law 2015-022 S. 73 (2), the following contracts were awarded during the Council Recess:

PS Report#	Contract#	Description
PS-006-19	CL2019 11	Curb Reinstatement Services
PS-007-19	RFP2019-3	Needs Assessment Report
PS-009-19	RFP2019-7	Outdoor Recreation Needs Assessment
PS-011-19	Q2019-7	GBRRC Refrigeration System Plate Heat Exchanger Replacement
PS-012-19	CL2019-14	2019 Pavement Rehabilitation
PS-014-19	RFP2019-8	Consulting Services for Development Charges Background Study, Community Benefit Charges Study & Draft By-Law(s)
PS-015-19	CL2019-9	Storm Water Maintenance Pond Cleanout and Maintenance
PS-017-19	CL2019-16	Alexander Blvd and Liberty Place Reconstruction
PS-019-19	RFP2019-19	Actuarial Services
PS-021-19	CL2019-24	Bowmanville Library Renovation
PS-022-19	CL2019-29	2019 Sidewalk Replacement and New Construction

- 2.2. A copy of the recommending Purchasing Services Reports for the above noted projects are attached as Attachments.

### **3. Concurrence**

Not Applicable.

### **4. Conclusion**

The action taken by Staff as documented in the attached Report Memos be provided for Council's information.

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Staff Contact: David Ferguson, Purchasing Manager, 905-623-3379 Ext. 2209 or dferguson@clarington.net.

#### Attachments:

Attachment 1, PS-006-19 Curb Reinstatement Services  
Attachment 2, PS-007-19 Needs Assessment Report  
Attachment 3, PS-009-19 Outdoor Recreation Needs Assessment  
Attachment 4, PS-011-19 GBRRC Refrigeration System Plate Heat Exchanger Replacement  
Attachment 5, PS-012-19 2019 Pavement Rehabilitation  
Attachment 6, PS-014-19 Consulting Services for Development Charges Background Study, Community Benefit Charges Study & Draft By-Law(s)  
Attachment 7, PS-015-19 Storm Water Maintenance Pond Cleanout and Maintenance  
Attachment 8, PS-017-19 Alexander Blvd and Liberty Place Reconstruction  
Attachment 9, PS-019-19 Actuarial Services  
Attachment 10, PS-021-19 Bowmanville Library Renovation  
Attachment 11, PS-022-19 2019 Sidewalk Replacement and New Construction

#### Interested Parties:

There are no interested parties to be notified of Council's decision.

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**Date:** July 2, 2019  
**To:** Andrew Allison, Chief Administrative Officer  
**From:** David Ferguson, Purchasing Manager, Purchasing Services  
**Report#:** PS-006-19      **File#:** CL2019-11  
**Subject:** Curb Reinstatement Services  
Summer Recess Procedure (Purchasing By-Law 2015-022 S.73)

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## Recommendations

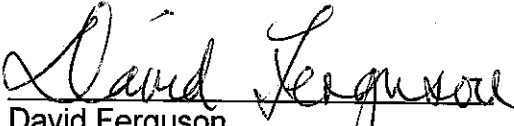
It is respectfully recommended to the Chief Administrative Officer the following:

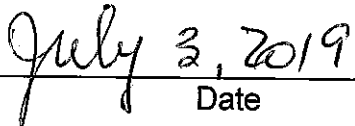
1. That Coco Paving Inc. with an annual bid in the amount of \$ \$99,724.80 (Net HST Rebate) being the lowest compliant bidder meeting all terms, conditions and specifications of Tender CL2019-11 for Curb Reinstatement Services be awarded the contract for an initial one year term, as required by the Operations Department and the Engineering Department;
2. That pending budget approval and satisfactory performance the Purchasing Manager be given the authority to extend the contract for this service for up to four additional one year terms; and
3. That the funding required for this project in the amount of \$99,724.80 (Net HST Rebate) be drawn from the following account:

Description	Account Number	Amount
Entrance Culverts-Misc. Oper. Supplies	100-36-380-10225-7112	\$99,725

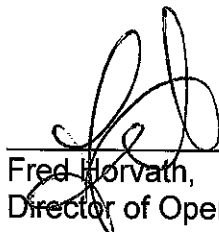
Although the annual bid amount reflects an overage to the budget account, the amount is offset by residents' fees to have the curb reinstatement service work completed.

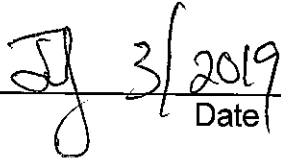
Recommended by:


  
David Ferguson,  
Manager, Purchasing Services

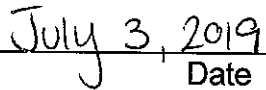
  
Date

Concurrence:

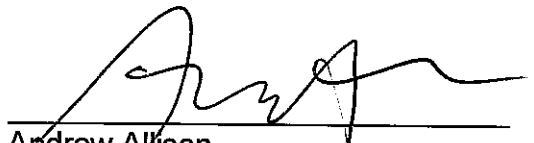
  
Fred Horvath,  
Director of Operations

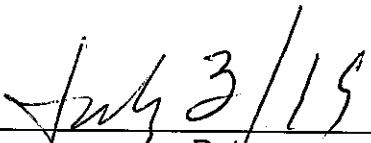
  
Date

  
Anthony S. Cannella,  
Director of Engineering

  
Date

Approved by:

  
Andrew Allison,  
Chief Administrative Officer

  
Date

MM\DF\br

cc: M. Marano, Director, Corporate Services

## Background

1. Tender specifications were prepared by the Operations Department and the Engineering Department and provided to the Purchasing Services Division.
2. This tender specifies for the removal of driveway curb depressions and the restoration of the curb to a full curb. In some cases the sidewalk also requires adjustment due to the grade of the driveway entrance. The locations are determined on an as needed basis and paid for by residents with revenue directed to the Entrance Culverts Fees Account #100-36-130-31010-6400.
3. Tender CL2019-11 was issued by the Purchasing Services Division and advertised electronically on the Municipality's website. Notification of the availability of the document was also posted on the Ontario Public Buyer's Association website.
4. Six (6) companies downloaded the document.
5. The tender closed on April 26, 2019.

## Analysis

6. One (1) bid was received in response to the tender call. The bid was reviewed and tabulated by the Purchasing Services Division (see Attachment 1). The submission was deemed compliant.
7. The results were forwarded to the Operations Department and the Engineering Department for their review and consideration. The bid was received from Coco Paving Inc.
8. After further review and analysis of the submission by the Operations Department, the Engineering Department and the Purchasing Services Division it was mutually agreed that the low compliant bidder Coco Paving Inc. be recommended for the award of contract CL2019-11.
9. The Municipality has worked with Coco Paving Inc. in the past and their level of service has been satisfactory.

## Financial

10. That funding required in the amount of \$99,724.80 (Net HST Rebate) is in the approved 2019 budget allocation as provided and will be funded from the following account in the respective budget year:

Description	Account Number	Amount
Entrance Culverts-Misc. Oper. Supplies	100-36-380-10225-7112	\$99,725

Although the annual bid amount reflects an overage to the budget account, the amount is offset by residents' fees to have the curb reinstatement service work completed.

11. Queries with respect to the department needs, specifications, etc. should be referred to the Director of Operations or the Director of Engineering.

## **Conclusion**

12. It is respectfully recommended that Coco Paving Inc. with the lowest compliant bid amount of \$99,724.80 (Net HST Rebate) be awarded the contract for Curb Reinstatement Services as per the terms, conditions and specifications of Tender CL2019-11.

## Attachment #1

# Municipality of Clarington

CL2019-11

## Curb Reinstatement Services

### Bid Summary

Bidder	Total Bid (Net HST Rebate)	Projected 5 Year Contract Value (Net HST Rebate)
Coco Paving Inc.	\$99,724.80	\$498,624.00



**Date:** July 16, 2019  
**To:** Andrew Allison, Chief Administrative Officer  
**From:** David Ferguson, Purchasing Manager, Purchasing Services  
**Report#:** PS-007-19      **File#:** RFP2019-3  
**Subject:** **Needs Assessment Report**  
**Summer Recess Procedure (Purchasing By-Law 2015-022 S.73)**

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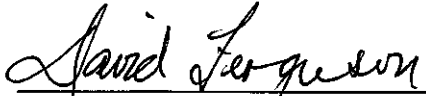
## Recommendations

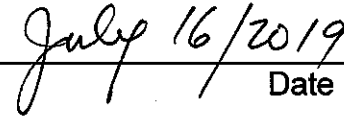
It is respectfully recommended to the Chief Administrative Officer the following:

1. That the proposal received from Resource Planning Group Inc., being the most responsive bidder meeting all terms, conditions and specifications of RFP2019-3 be awarded the contract for the provision of a Needs Assessment Report for the Operations Department; and
2. That the funding required in the amount of \$66,571.00 (Net HST Rebate) be drawn from the following accounts:

Description	Account Number	Amount
Professional Fees Reserve	100-00-000-00000-2926	\$6,657
DC Funds	580-00-000-00000-7400	\$59,914

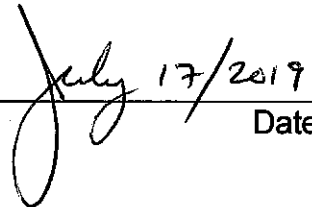
Recommended by:


  
David Ferguson,  
Manager, Purchasing Services

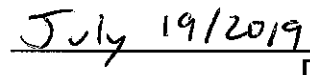
  
Date

Concurrence:

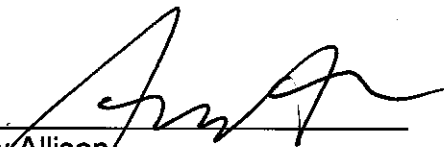
  
for Fred Horvath  
Director of Operations

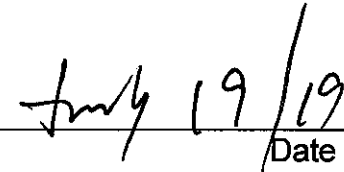
  
Date

  
Trevor Pinn, B.Com, CPA, CA  
Director of Finance, Treasurer

  
Date

Approved by:

  
Andrew Allison,  
Chief Administrative Officer

  
Date

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cc: M. Marano, Director, Corporate Services

## Background

1. The proposal specifications for the Needs Assessment Report was prepared by the Operations Department and provided to the Purchasing Services Division.
2. The purpose of the Needs Assessment Report is to ascertain if there is a requirement for new or expanded facilities to accommodate the Operations Department, Building Services, Animal Services and a fire tower and extraction pad for Emergency Services training purposes to meet projected growth rates into the year 2030 and beyond. This report shall determine how the Municipality can best prepare for the future through fiscally responsible investments to accommodate anticipated services levels.
3. The Needs Assessment Report is to include a detailed planning assessment study, recommended building site locations and the preparation of draft conceptual drawings for any proposed new or expanded building footprints to be realized in the 2019 – 2024 time period.
4. A Request for Proposal RFP2019-3 was issued by the Purchasing Services Division and advertised electronically on the Municipality's website. Notification of the availability of the document was also posted on the Ontario Public Buyer's Association website.
5. Six (6) companies downloaded the document.
6. The proposal closed on May 17, 2019.
7. In view of the Summer Council Recess, authorization is requested to award the above contract in accordance with Purchasing By-Law #2015-022 Part 2, Section 73, Council Recess Procedures.

## Analysis

8. Two (2) proposals were received in response to the proposal call (see Attachment 1). Both submissions complied with the mandatory requirements and was distributed to the evaluation team for their review and scoring.
9. Of the four (4) companies who downloaded the document but chose not submit pricing: one felt they could not handle the project due to current workload, and three companies did not respond to our request for information.
10. The Technical Proposals were first evaluated and scored independently by the members of the evaluation team in accordance with the established criteria as outlined in the RFP. The evaluation team was comprised of staff from the Operations Department, the Planning Department, the Finance Department, and the Purchasing Services Division.
11. The evaluation team then met to review and agree upon the overall scores for each proposal. Some of the areas on which submissions were evaluated were as follows:
  - Highlights of services provided within the past five (5) years.

- Allocated roles and responsibilities of team members; timeline for scope of project and coverage.
  - Demonstrated understanding of the Municipality's requirements, the project and related issues.
  - Demonstrated ability to carry out all aspects of the project.
12. Upon completion of the evaluation, the evaluation team concluded that one (1) submission met the pre-determined threshold of 85% for Phase 1 and moved on to the second phase of the process.
13. It was deemed by the evaluation team that a presentation was required to provide further clarification regarding the proposal received.
14. Resource Planning Group Inc., was invited to meet with the evaluation team on June 13, 2019 and provided a presentation of their proposal submission. Resource Planning Group Inc., provided a quality presentation with minimal questions arising. Upon completion of the presentation, discussions between the evaluation team members resulted in the recommendation to award the project to Resource Planning Group Inc.
15. The Pricing Envelope was then opened for Resource Planning Group Inc.
16. Staff reviewed the pricing submitted by Resource Planning Group Inc., and found it to be acceptable.
17. As Resource Planning Group Inc. had not worked for the Municipality in the past, references supplied as part of the submission were contacted and proved to be satisfactory.

## Financial

18. That the funding required in the amount of \$66,571.00 (Net HST Rebate) be drawn from the following accounts:

Description	Account Number	Amount
Professional Fees Reserve	100-00-000-00000-2926	\$6,657
DC Funds	580-00-000-00000-7400	\$59,914

19. Queries with respect to the department needs, specifications, etc. should be referred to the Director of Operations.

## Conclusion

20. It is respectfully recommended that Resource Planning Group Inc. with the most responsive bid in the amount of \$66,571.00 (Net HST Rebate) be awarded the contract for the Needs Assessment Report as per the terms, conditions and specifications of Proposal RFP2019-3.

Attachment #1

# Municipality of Clarington

RFP2019-3

## Needs Assessment Report

### Bid Summary

Bidder
Resource Planning Group Inc. *
Astra Zeidan Inc.

\* Denotes firms who were shortlisted.

**Date:** July 8, 2019  
**To:** Andrew Allison, Chief Administrative Officer  
**From:** David Ferguson, Purchasing Manager, Purchasing Services  
**Report#:** PS-009-19      **File#:** RFP2019-7  
**Subject:** Outdoor Recreation Needs Assessment  
Summer Recess Procedure (Purchasing By-Law 2015-022 S.73)

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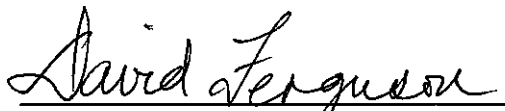
### Recommendations

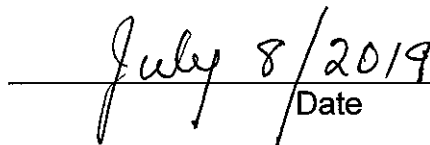
It is respectfully recommended to the Chief Administrative Officer the following:

1. That the proposal received from Monteith Brown Planning Consultants being the most responsive bidder meeting all terms, conditions and specifications of RFP2019-7, be awarded the contract for the provision of consulting services to complete the Outdoor Recreation Needs Assessment; and
2. That the funds required in the amount of \$58,457.95 (net HST rebate) be drawn from the following account:


Description	Account Number	Amount
Admin. Professional Fees	110-32-325-83285-7401	\$58,458

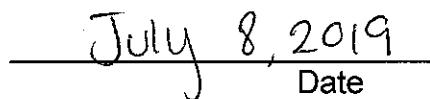
Recommended by:

  
David Ferguson,  
Manager, Purchasing Services

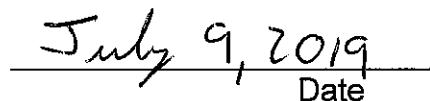
  
Date

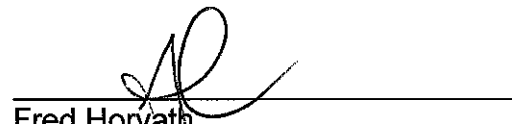
Concurrence:

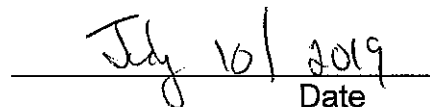
  
Anthony S. Cannella,  
Director of Engineering

  
Date

  
Trevor Pinn,  
Director of Finance/Treasurer

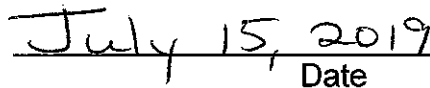
  
Date

  
Fred Horvath,  
Director of Operations

  
Date

Approved by:

  
Andrew Allison,  
Chief Administrative Officer

  
Date

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cc: M. Marano, Director, Corporate Services

## Background

1. RFP specifications were prepared by the Engineering Department and provided to the Purchasing Services Division for the provision of Professional Services as required for the completion of the Outdoor Recreation Needs Assessment.
2. The intent of the RFP was to secure the services of a consultant to complete the Outdoor Recreation Needs Assessment. The Needs Assessment will assist in identifying outdoor recreation needs within the Municipality for the next fifteen years. The Needs Assessment will also determine appropriate and fiscally-achievable provision strategies, complete with priorities and timing, to meet these needs.
3. The consultant is expected to include as part of their review a detailed planning assessment study. The study's conclusions will be based upon a series of inputs including expressed community need, current and projected usage demands, and consultation with key stakeholders and Municipal staff.
4. RFP2019-7 was issued by the Purchasing Services Division and advertised electronically on the Municipality's website. Notification of the availability of the document was also posted on the Ontario Public Buyer's website. The RFP was structured on the price-based two envelope RFP system.
5. Seven (7) companies downloaded the document.
6. The RFP closed on June 19, 2019.

## Analysis

7. The RFP stipulated that bidders were to provide a description of the Firm/Consulting team, key qualifications, firm profile, highlights of past service and experience of team members with projects of similar size, nature and complexity and a demonstrated understanding of the Municipality's requirements.
8. Two (2) submissions were received (refer to Attachment 1) by the closing date and time. All submissions met the mandatory requirements and moved forward to the phase one of evaluation.
9. Each submission consisted of a comprehensive proposal identifying:
  - Qualifications and experience
  - Experience of the proponent/sub-consultants with projects of similar nature, size and complexity
  - The proposed team who would be working with the Municipality
  - The Proponent's understanding and approach to complete the Needs Assessment
  - The proposed tasks and timelines
  - Identification of accessibility design, features and criteria and approach to methodology of project delivery



10. The submissions were reviewed and scored in accordance with the established criteria outlined in the RFP by an evaluation team consisting of staff from the Engineering Department and the Operations Department. Some of the areas on which submissions were evaluated were as follows:
- Allocated roles and responsibilities of the proposed team members;
  - Proposed approach to completing the project;
  - Proposed timelines to complete the tasks required;
  - Highlights of services provided within the past five years only; and
  - The Proponent's understanding of the Municipality's requirements, the project and related issues.
11. Upon completion of the evaluation, both submissions met the established threshold of 85% for phase one and moved forward to phase two of the RFP process.
12. It was deemed by the evaluation committee that a presentation by the bidders would not be required and the pricing envelopes were opened (refer to Attachment 1). The low bid was Monteith Brown Planning Consultants.
13. Monteith Brown Planning Consultants has successfully completed work for the Municipality in the past.

## Financial

14. That funding required in the amount of \$58,457.95 (Net HST Rebate) is in the approved 2019 budget allocation as provided and will be funded from the following account in the respective budget year:

Description	Account Number	Amount
Admin. Professional Fees	110-32-325-83285-7401	\$58,458

15. Queries with respect to the department needs, specifications, etc. should be referred to the Director of Engineering.

## Conclusion

16. It is respectfully recommended that Monteith Brown Planning Consultants being the most responsive bidder be awarded the contract for the provision of consulting services as required to complete the Outdoor Recreation Needs Assessment in accordance to the terms, conditions and specifications of RFP2019-7.

## Attachment #1

# Municipality of Clarington

RFP2019-7

## Outdoor Recreation Needs Assessment

### Bid Summary

Bidder	Total Bid (Net HST Rebate)
Monteith Brown Planning Consultants	\$58,457.95
Sierra Planning and Management	\$65,162.02

**Date:** August 13, 2019  
**To:** Andrew Allison, Chief Administrative Officer  
**From:** David Ferguson, Purchasing Manager, Purchasing Services  
**Report#:** PS-011-19      **File#:** Q2019-7  
**Subject:** GBRRRC Refrigeration System Plate Heat Exchanger Replacement  
Summer Recess Procedure (Purchasing By-Law 2015-022 S.73)

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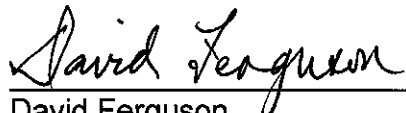
### Recommendations

It is respectfully recommended to the Chief Administrative Officer the following:

1. That Council be advised of a required change to the scope of work to accommodate emergency repair work following inspection of the Plate Heat Exchanger project at Garnet B. Rickard Recreation Complex (GBRRRC) with an increased cost of \$197,478.60 (Net HST Rebate) in addition to the original award of \$58,865.60 to Carmichael Engineering Ltd.; and
2. That the total funds required in the amount of \$256,344.20 (net HST rebate) be drawn from the following account:

Description	Account Number	Amount
GBRRRC Building Maintenance	110-42-421-84256-7401	\$256,344

Recommended by:



David Ferguson,  
Manager, Purchasing Services

August 13, 2019

Date

Concurrence:



George Acorn,  
Acting Director of Community Services

August 13, 2019

Date

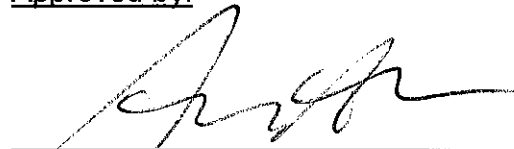


Trevor Pinn, B.Com, CPA, CA  
Director of Finance/Treasurer

August 13, 2019

Date

Approved by:



Andrew Allison,  
Chief Administrative Officer

Aug 13/19

Date

MM\DF\br

cc: M. Marano, Director, Corporate Services

## Background

1. Specifications were prepared by the Community Services Department and provided to the Purchasing Services Division for the refurbishment of the Plate Heat Exchangers for the arena refrigeration system at Garnet B. Rickard Recreation Complex (GBRRC).
2. The original scope of work was for the refurbishment of the heat exchangers and the replacement of the exchanger gaskets.
3. Request for Quotation Q2019-7 was issued by the Purchasing Services Division and advertised electronically on the Municipality's website. Notification of the availability of the document was also posted on the Ontario Public Buyer's Association website.
4. Seven (7) companies downloaded the document.
5. The tender closed on April 26, 2019.
6. Four (4) bids were received in response to the quotation call.
7. The bids were reviewed and tabulated by the Purchasing Services Division (see Attachment 1). One bid was deemed non-compliant as it did not take all of the stipulated requirements into consideration. Three submissions were deemed compliant.
8. The results were forwarded to the Community Services Department for their review and consideration. After review and analysis of the submissions by the Community Services Department and the Purchasing Services Division, it was mutually agreed that the low bidder Carmichael Engineering Ltd being the lowest compliant bidder be recommended for the award of contract Q2019-7 in the amount of \$58,865.60 (Net HST Rebate). PO # 10995 was subsequently issued.

## Comments

9. During the removal of the insulation on the piping connected to the exchangers, as shown in attached memo from the Acting Director of Community Services (see attachment 2), it was discovered that there was significant corrosion on the exterior of the piping and the associated ammonia receiver. At that time the contractor advised staff that the insulation on the receiver and piping did not include a vapour barrier. This allowed condensation to soak the insulation and corrode the equipment prematurely.
10. Due to potential risks associated with a system failure involving ammonia, the decision was made to complete the recommended replacement of the receiver and piping. To mitigate the additional costs the two heat exchangers were replaced with one unit to serve both ice surfaces. The completion of this additional work expediently will also reduce the impact to the start of the 2019/20 ice season at the facility. An additional \$197,478.60 (Net HST Rebate) was required to complete the revised scope of work bringing the total revised contract value to \$256,344.20 (Net HST Rebate).
11. This work is considered an emergency in accordance with Purchasing By-law #2015-022 Part 3, Section 80 which states:

- 1) Emergency means a situation or the threat of an impending situation which, in the opinion of the CAO or a Department Head, requires an immediate Acquisition to prevent serious delays, damage to a basic service, or to maintain or restore a basic service provided by the Corporation.
- 2) Emergency Acquisitions shall be made by the Purchasing Manager. In the absence of the Purchasing Manager, Emergency Acquisitions may be made by a Department Head.
- 3) All Emergency Acquisitions shall be confirmed through a Purchase Order and shall be reported to Committee through a report prepared jointly by the Department Head and the Purchasing Manager if the Cost exceeds \$250,000 or an approved budget limit.

## **Financial**

12. That funding required in the amount of \$256,344.20 (Net HST Rebate) exceeds the approved 2019 budget allocation of \$82,000 and will be funded from the following accounts:

Description	Account Number	Amount
GBRRC Building Maintenance	110-42-421-84256-7401	\$256,344

Note: The original budgeted funds and the additional fund needed are from our Federal Gas Tax and have no impact on tax levy or reserve funds.

13. Queries with respect to the department needs, specifications, etc. should be referred to the Acting Director of Community Services.

## **Conclusion**

14. It is respectfully recommended that staff be authorized to amend the scope of work and purchase order issued to Carmichael Engineering Ltd. for a revised total value of \$256,344.20 to complete the necessary work on this refrigeration equipment and have the system operational as soon as possible.

Attachment #1

# Municipality of Clarington

Q2019-7

## GBRRC Heat Plate Exchanger Replacement

### Bid Summary

BIDDER	Total Bid (including HST)	TOTAL BID (Net HST Rebate)
Carmichael Engineering Ltd.	\$ 65,392.31	\$ 57,869.30
Canadian Tech Air Systems Inc.	\$111,192.00	\$ 98,400.00
Black & McDonald Ltd.	\$128,029.00	\$ 113,300.00

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**Date:** July 11, 2019  
**To:** Andrew Allison, Chief Administrative Officer  
**From:** David Ferguson, Purchasing Manager, Purchasing Services  
**Report#:** PS-012-19      **File#:** CL2019-14  
**Subject:** 2019 Pavement Rehabilitation  
Summer Recess Procedure (Purchasing By-Law 2015-022 S.73)

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### Recommendations

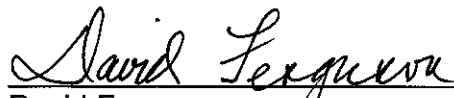
It is respectfully recommended to the Chief Administrative Officer the following:

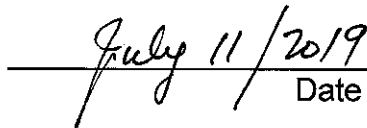
- 1 That Coco Paving Inc. with a revised total bid amount of \$2,290,179.49 (Net HST Rebate) being the lowest compliant bidder meeting all terms, conditions and specifications of Tender CL2019-14 be awarded the contract for the 2019 Pavement Rehabilitation, Various Locations, as required by the Engineering Services Department; and
- 2 That the total funds required for this project in the amount of \$2,556,000.00 (Net HST Rebate), which includes the construction cost of \$2,290,179.49 (Net HST Rebate) and other costs such as detailed design and tendering, material testing, inspection and contract administration, permits and contingencies in the amount of \$265,820.51 (Net HST Rebate) be funded by the Municipality as follows:

Description	Account Number	Amount
Pavement Rehabilitation Program (2019)	110-32-330-83212-7401	\$2,373,777
Rural Road Rehabilitation Program (2018 and 2019)	110-32-330-83680-7401	182,223




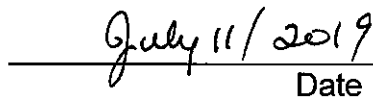
Recommended by:

  
David Ferguson,  
Manager, Purchasing Services

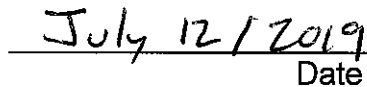
  
Date

Concurrence:

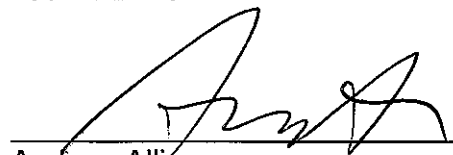
  
Anthony S. Cannella,  
Director of Engineering Services

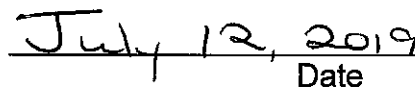
  
Date

  
Trevor Pinn,  
Director of Finance/Treasurer

  
Date

Approved by:

  
Andrew Allison,  
Chief Administrative Officer

  
Date

MM\DF\br

cc: M. Marano, Director, Corporate Services

## Background

1. Tender specifications were prepared by the Engineering Services Department and CIMA and provided to the Purchasing Services Division.
2. Tender CL2019-14 was issued by the Purchasing Services Division and advertised electronically on the Municipality's website. Notification of the availability of the document was also posted on the Ontario Public Buyer's Association website.
3. Ten (10) Companies downloaded the tender document.
4. The tender closed on June 19, 2019.
5. In view of the Summer Council Recess, authorization is requested to award the above contract in accordance with Purchasing By-Law#2015-022 Part 2, Section 73, Council Recess Procedures.

## Analysis

6. Two (2) bids were received in response to the tender call.
7. The eight (8) companies who downloaded the tender documents but did not submit a bid were contacted to find out why they chose not to bid. The responses were as follows: two were construction associations; three companies were subcontractors; one company advised that they were unable to bid due to their current workload; and two companies did not respond to our request for information on why they did not submit a bid.
8. The bids received were reviewed and tabulated by the Purchasing Services Division (see Attachment 1). Both submissions were deemed compliant.
9. The results were forwarded to the Engineering Services Department for their review and consideration.
10. After review and analysis of the submissions by the Engineering Services Department and the Purchasing Services Division, it was mutually agreed that the low bidder, Coco Paving Inc. be recommended for the award of contract CL2019-14 (see Attachment 2).
11. Due to budget constraints the following provisional items: Part F, G, H, I and J were removed from the contract thereby amending the construction cost from \$2,771,681.17 to \$2,290,179.49 Net HST Rebate.
12. For continuity, cost efficiencies, and maintaining the project schedule, CIMA+ will continue to provide the inspection and contract administration required for this project. It is important to have the design consultant available during construction to address any changes that may be required and to provide stamped as-constructed drawings at the completion of the project.
13. Coco Paving Inc. has successfully completed work for the Municipality in the past.

## Financial

14. The funding required in the amount of \$2,556,000.00 (Net HST Rebate) which includes the construction cost of \$2,290,179.49 (Net HST Rebate) and other costs such as detailed design and tendering, material testing, inspection and contract administration, permits and contingencies in the amount of \$265,820.51 (Net HST Rebate) is in the approved budget allocation as provided and will be funded from the following accounts:

Description	Account Number	Amount
Pavement Rehabilitation Program (2019)	110-32-330-83212-7401	\$2,373,777
Rural Road Rehabilitation Program (2018 and 2019)	110-32-330-83680-7401	182,223

15. Queries with respect to the department needs, specifications, etc. should be referred to the Director of Engineering Services.

## Conclusion

16. It is respectfully recommended that Coco Paving Inc. being the lowest compliant bid be awarded the contract for the 2019 Pavement Rehabilitation, Various locations with all work being completed in accordance to all terms, conditions specifications and drawings of tender CL2019-14.

## Attachment #1

# Municipality of Clarington

CL2019-14

## 2019 Pavement Rehabilitation

### Bid Summary

<b>BIDDER</b>	<b>Total Bid (including HST)</b>	<b>TOTAL BID (Net HST Rebate)</b>	<b>Revised Total (excluding provisional items Part F G H I J) (Net HST Rebate)</b>
Coco Paving Inc.	\$3,077,829.92	\$2,771,681.17	\$2,290,179.49
Ashland Paving Ltd.	\$4,841,546.73	\$4,359,962.79	\$3,627,444.66

If this information is required in an alternate format, please contact the Accessibility Co-ordinator at 905-623-3379 ext. 2131

**To:** David Ferguson, Purchasing Manager  
**From:** Ron Albright, Assistant Director of Engineering Services  
**Date:** June 28, 2019  
**Subject:** CL2019-14, 2019 Pavement Rehabilitation  
**File:** CPR.2019.1

The Engineering Services Department has reviewed the submissions for CL2019-14 and offers the following comments.

The work involves the replacement of the asphalt road surface or pavement preservation treatments, and associated repairs at various locations listed below and as shown on the attached map.

Location	Scope of Work
Massey Drive from Foster Creek Drive to King Avenue West	Remove and replace asphalt full depth
Foster Creek Drive from Edward Street to Edward Street	Remove and replace asphalt full depth
Lillian Crescent from Foster Creek Drive to Foster Creek Drive.	Remove and replace asphalt full depth
Stanford Crescent from Edward Street to Foster Creek Drive	Remove and replace asphalt full depth
Foster Creek Court from Foster Creek Drive to South End Cul de Sac	Remove and replace asphalt full depth
Rutherford Drive from Edward Street to Foster Creek Drive	Remove and replace asphalt full depth
Ochonski Road from Taunton Road to 890m South & Station St Intersection	Pulverize surface and place asphalt
Emily Street from Baldwin Street to Church Street	Pulverize surface and place asphalt
Bennett Road from Highway 401 to Highway 2	Spot repair asphalt and place slurry seal
Spry Avenue from Baseline Road to Waverly Road	Spot repair asphalt and place slurry seal
Lawrence Crescent from Spry Avenue to Waverly Road	Spot repair asphalt and place slurry seal

Church Street from Division Street to Liberty Street	Spot repair asphalt and place slurry seal
Bons Avenue from Scugog Street to 41m West of Nicks Street	Spot repair asphalt and place slurry seal
Nash Road from Varcoe Road to Centerfield Drive	Partial depth asphalt removal and re-paving
Concession Road 6 from Solina Road West Leg to 432 m E of Solina Road	Pulverize surface and place asphalt
Jones Avenue from Newtonville Road 18 to 249 m East of Newtonville Road 18	Full depth excavation and placement of gravel and asphalt

The low bidder on this contract was Coco Paving Inc. Based on past experience with this contractor, we recommend award of the contract to Coco Paving Inc. Due to budget constraints, we recommend removal of the provisional parts of the contract, Parts 'F', 'G', 'H', 'I', and 'J'. Removal of the provisional parts does not change the bid order. We recommend award of the contract to Coco Paving Inc. in the amount of \$2,543,143.50 inclusive of HST, or \$2,290,179.49, net of HST rebate.

A contingency amount of 8% is carried forward, including the contingency items within the contract. Therefore, including other costs such as detailed design and tendering, material testing, inspection and contract administration, permits, contingencies and net HST costs, the Engineering Department advises of the following funding:

Construction (net of HST) (Based on Low Bid)	\$2,290,179.49
Other costs (net of HST)	\$265,820.51
Total Project Value	\$2,556,000.00
Budget Amount:	
Pavement Rehabilitation Program 110-32-330-83212-7401	\$2,373,777.43
Rural Road Rehabilitation Program 110-32-330-83680-7401 (2018 and 2019)	\$182,222.57
Total	\$2,556,000.00

\* A more detailed breakdown to be provided to Finance to provide necessary information for tracking of Tangible Capital Assets (TCA).

We recommend that Purchasing move forward with the award of the contract based on the above apportionments.

Should you have any further questions, please feel free to contact the undersigned.

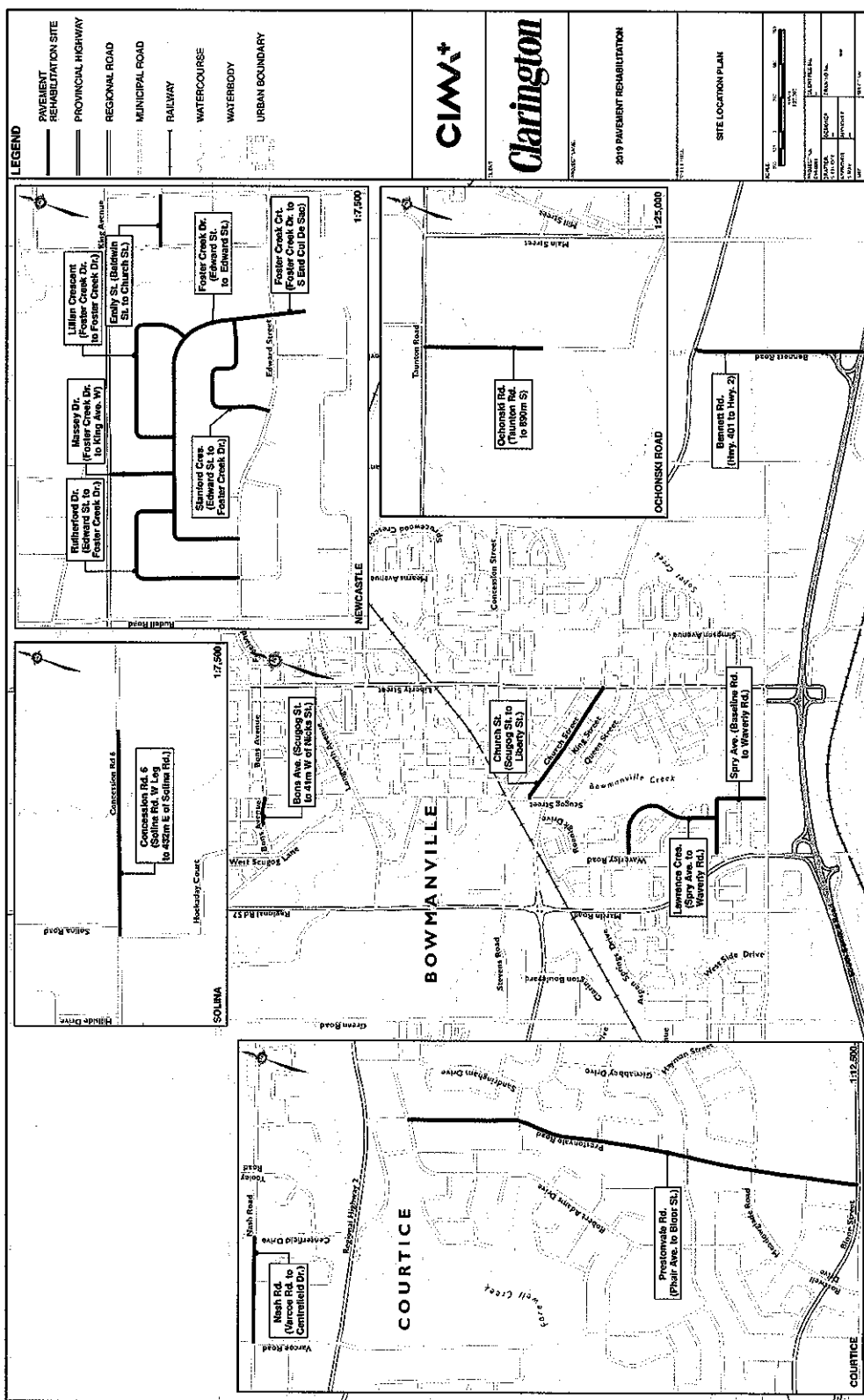
Regards,

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Ron Albright, P.Eng.  
Assistant Director of Engineering Services

RA/SB/cv

Pc: Trevor Pinn, Director of Finance  
A.S. Cannella, Director of Engineering Services  
S. Bagshaw, Capital Works Manager





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**Date:** July 19, 2019  
**To:** Andrew Allison, Chief Administrative Officer  
**From:** David Ferguson, Purchasing Manager, Purchasing Services  
**Report#:** PS-014-19      **File#:** RFP2019-8  
**Subject:** Consulting Services for Development Charges Background Study,  
Community Benefit Charges Study & Draft By-Law(s)  
Summer Recess Procedure (Purchasing By-Law 2015-022 S.73)

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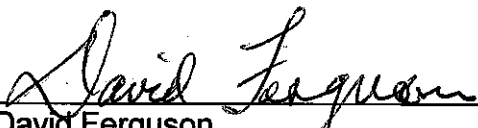
### Recommendations

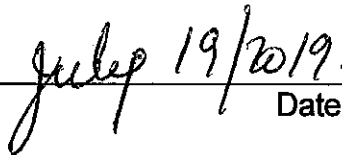
It is respectfully recommended to the Chief Administrative Officer the following:

1. That the proposal received from Watson & Associates Economists Ltd., being the most responsive bidder meeting all terms, conditions and specifications of RFP2019-8 be awarded the contract for the Consulting Services for Development Charges Background Study, Community Benefit Charges Study & Draft By-Law(s) for the Finance Department; and
2. That the funding required in the amount of \$59,967.00 (Net HST Rebate) be drawn from the following account:

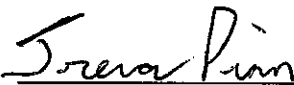
Description	Account Number	Amount
Uncl Admin Professional Fees	100-21-211-00000-7161	\$59,967

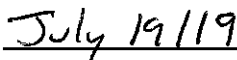
Recommended by:

  
David Ferguson,  
Manager, Purchasing Services

  
Date

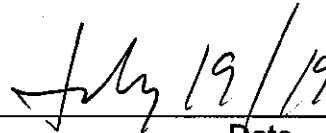
Concurrence:

  
Trevor Pinn, B.Com, CPA, CA  
Director of Finance/Treasurer

  
Date

Approved by:

  
Andrew Allison,  
Chief Administrative Officer

  
Date

MM\DF\ta

cc: M. Marano, Director, Corporate Services

## Background

1. The proposal specifications for the Consulting Services for Development Charges Background Study, Community Benefit Charges Study & Draft By-Law(s) was prepared by the Finance Department and provided to the Purchasing Services Division.
2. A Request for Proposal RFP2019-8 was issued by the Purchasing Services Division and advertised electronically on the Municipality's website. Notification of the availability of the document was also posted on the Ontario Public Buyer's Association website.
3. Five (5) companies downloaded the document.
4. The proposal closed on June 26, 2019.
5. The purpose of this Request for Proposal was to select a qualified Consultant with the skills, resources and experience necessary to undertake background analysis, specific policy analysis and incorporate data provided by municipal staff and others to complete a new Development Charges Background Study and Draft By-Law, to conform with the Development Charges Act 1997 and related Regulations.
6. Due to recent changes by the Province of Ontario to the Development Charges Act 1997, as part of the scope the Consultant will be required to separate the Development Charges Background Study and Draft By-Law into two reports covering the Development Charges Background Study and the Community Benefit Charges Study as well as corresponding Draft By-laws.
7. The Consulting Services for Development Charges Background Study, Community Benefit Charges Study & Draft By-Law(s) will include all the requirements set out in the Development Charges Act 1997 inclusive of all applicable updates and regulations. The study process will contain all necessary data and information, including a draft Study Report and a final Study Report. The consultant will provide advice on alternative implementation approaches (e.g. exemptions or area specific charges) to meet municipal planning and development objectives including revitalization of downtowns and servicing of industrial lands.
8. The Consultant will also assist the Municipality in preparing the corresponding Development Charges By-law and Community Benefit Charges By-Law including recommending provisions and Council Reports.
9. In view of the Summer Council Recess, authorization is requested to award the above contract in accordance with Purchasing By-Law #2015-022 Part 2, Section 73, Council Recess Procedures.

## Analysis

10. Two (2) proposals were received in response to the proposal call (see Attachment 1). Both submissions complied with the mandatory requirements and were distributed to the evaluation team for their review and scoring.

11. The three (3) companies who downloaded the RFP documents and chose not to submit a proposal or pricing did not respond to our request for information.
12. The Technical Proposals were first evaluated and scored independently by the members of the evaluation team in accordance with the established criteria as outlined in the RFP. The evaluation team was comprised of staff from the Finance Department, the Operations Department, the Planning Department, the Engineering Department, and the Purchasing Services Division.
13. The evaluation team then met to review and agree upon the overall scores for each proposal. Some of the areas on which submissions were evaluated were as follows:
  - Highlights of services provided within the past ten (10) years.
  - Allocated roles and responsibilities of team members; timeline for scope of project and coverage.
  - Demonstrated understanding of the Municipality's requirements, the project and related issues.
  - Demonstrated ability to carry out all aspects of the project.
14. Upon completion of the evaluation, the evaluation team concluded that both submissions met the pre-determined threshold of 85% for Phase 1 and moved on to the second phase of the process.
15. Clarification regarding the proposals in reference to the recent changes to the Development Charges Act of 1997 was requested by the evaluation team with the responses received deemed sufficient.
16. The Pricing Envelopes were then opened for both proponents.
17. The evaluation team reviewed the prices submitted by Hemson (previous incumbent) and Watson & Associates Economists Ltd. Watson & Associates Economists Ltd. was deemed to have the lowest price. The price was within the approved 2019 budget and found to be acceptable.
18. As Watson & Associates Economists Ltd. had not worked for the Municipality in the past 10+ years, references supplied as part of the submission were contacted and proved to be satisfactory.

## Financial

19. That the funding required in the amount of \$59,967.00 (Net HST Rebate) be drawn from the following accounts:

Description	Account Number	Amount
Uncl Admin Professional Fees	100-21-211-00000-7161	\$59,967

20. Queries with respect to the department needs, specifications, etc. should be referred to the Director of Finance/Treasurer.

## **Conclusion**

21. It is respectfully recommended that Watson & Associates Economists Ltd., with the most responsive bid in the amount of \$59,967.00 (Net HST Rebate) be awarded the contract for the Consulting Services for Development Charges Background Study, Community Benefit Charges Study & Draft By-Law(s) as per the terms, conditions and specifications of Proposal RFP2019-8.

Attachment #1

# Municipality of Clarington

RFP2019-8

**Consulting Services for Development Charges Background Study, Community Benefit Charges Study & Draft By-Law(s)**

Bid Summary

Bidder
Watson & Associates Economists Ltd. *
Hemson Consulting Limited *

\* Denotes firms who were shortlisted.

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**Date:** July 25, 2019  
**To:** Andrew Allison, Chief Administrative Officer  
**From:** David Ferguson, Purchasing Manager, Purchasing Services  
**Report#:** PS-015-19      **File#:** CL2019-9  
**Subject:** **Storm Water Maintenance Pond Cleanout and Maintenance  
Summer Recess Procedure (Purchasing By-Law 2015-022 S.73)**

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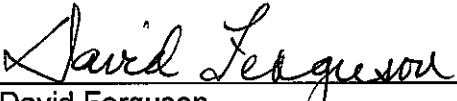
### Recommendations

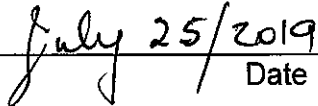
It is respectfully recommended to the Chief Administrative Officer the following:

- 1 That J. Kennedy Trenching & Excavating with a total bid amount of \$485,297.51 (Net HST Rebate) being the lowest compliant bidder meeting all terms, conditions and specifications of Tender CL2019-9 be awarded the contract for the Storm Water Maintenance Pond Cleanout and Maintenance, as required by the Engineering Services Department; and
- 2 That the total funds required for this project in the amount of \$632,498.18 (Net HST Rebate), which includes the Storm Water Maintenance Pond Cleanout and Maintenance cost of \$485,297.51 (Net HST Rebate) and other costs such as detailed design, inspection, material testing, permits and contingencies in the amount of \$147,200.67 (Net HST Rebate) be funded by the Municipality as follows:

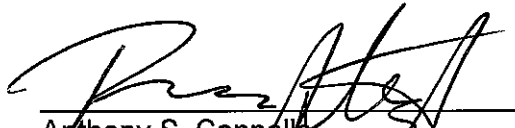
Description	Account Number	Amount
Storm Water Maintenance Pond Cleanout (2018 and 2019)	110-36-386-83454-7401	\$632,498

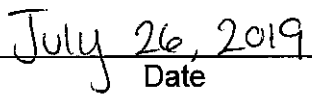
Recommended by:

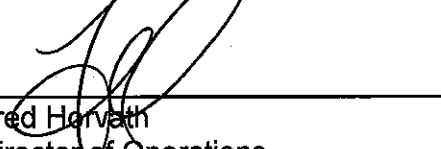
  
David Ferguson  
Manager, Purchasing Services

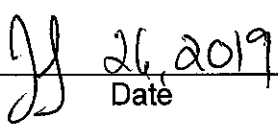
  
Date

Concurrence:

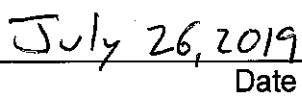
  
for Anthony S. Cannella  
Director of Engineering Services

  
Date

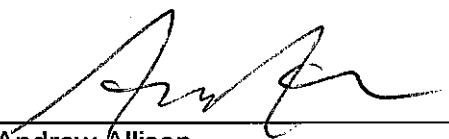
  
Fred Horvath  
Director of Operations

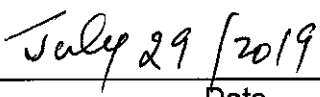
  
Date

  
Trevor Pinn  
Director of Finance/Treasurer

  
Date

Approved by:

  
Andrew Allison,  
Chief Administrative Officer

  
Date

MM\DF\

 cc: M. Marano, Director, Corporate Services



## Background

1. Tender specifications were prepared by the Engineering Services Department and CIMA and provided to the Purchasing Services Division.
2. As a result of the specifications received from the Engineering Services Department, the Purchasing Services Division prepared and issued Tender CL2019-9. The tender was advertised electronically on the Municipality's website and the Ontario Public Buyer's Association website.
3. Nine (9) Companies downloaded the tender document. Of the nine (9) companies who downloaded the tender documents seven did not submit a bid for the following reasons:
  - One was a construction association;
  - Two companies advised that they were unable to bid due their current workload;
  - One company did not bid as the size and scope of the work was too large;
  - One company felt that the scope was too small; and
  - Two companies did not respond to our request for information.
4. The tender closed on June 20, 2019.
5. In view of the Summer Council Recess, authorization is requested to award the above contract in accordance with Purchasing By-Law #2015-022 Part 2, Section 73, Council Recess Procedures.

## Analysis

6. Two (2) bids were received in response to the tender call.
7. The bids were reviewed and tabulated by the Purchasing Services Division (see Attachment 1). Both submissions were deemed compliant.
8. The results were forwarded to the Engineering Services Department for their review and consideration.
9. After review and analysis of the submissions by the Engineering Services Department and the Purchasing Services Division, it was mutually agreed that the low bidder, J. Kennedy Trenching & Excavating be recommended for the award of contract CL2019-9 (see Attachment 2).
10. This project is part of the 2018 budget and therefore predates the amendment to the Purchasing By-law. As such, CIMA+ will continue to provide the inspection and work with Municipal staff on contract administration required for this project. It is important to have the design consultant available during construction to address any changes that may be required and to provide stamped as-constructed drawings at the completion of the project.

11. J. Kennedy Trenching & Excavating has successfully completed work for the Municipality in the past. References supplied as part of the bid submission were contacted and proved to be satisfactory.

## Financial

12. That funding required in the amount of \$632,498.18 (Net HST Rebate), which includes the construction cost of \$485,297.51 (Net HST Rebate) and other costs such as detailed design and tendering, material testing, inspection and contract administration, permits and contingencies in the amount of \$147,200.67 (Net HST Rebate) be funded by the Municipality as follows:

Description	Account Number	Amount
Storm Water Maintenance Pond Cleanout (2018 and 2019)	110-36-386-83454-7401	\$632,498

13. Queries with respect to the department needs, specifications, etc. should be referred to the Director of Engineering Services.

## Conclusion

14. It is respectfully recommended that J. Kennedy Trenching & Excavating being the lowest compliant bid be awarded the contract for the Storm Water Maintenance Pond Cleanout and Maintenance with all work being completed in accordance to all terms, conditions specifications and drawings of tender CL2019-9.

## Attachment #1

# Municipality of Clarington

CL2019-9

## Storm Water Maintenance Pond Cleanout and Maintenance Bid Summary

BIDDER	Total Bid (including HST)	TOTAL BID (Net HST Rebate)
J. Kennedy & Excavating Ltd.	\$538,901.52	\$485,297.51
Ground Force Environmental Inc.	\$563,573.35*	\$507,515.26

Note: Bids with an \* denote pricing corrected due to an addition error.

## Memo

If this information is required in an alternate format, please contact the Accessibility Co-ordinator at 905-623-3379 ext. 2131

**To: David Ferguson, Purchasing Manager**  
**From: Ron Albright, Assistant Director, Engineering Services**  
**Date: July 18, 2019**  
**Subject: Clean Water and Wastewater Funding Program**  
**2019 SWM Pond Cleanout and Maintenance Works**  
**CL2019-9**

The Engineering Services Department has reviewed the submissions for CL2019-9 and offers the following comments.

The works include pond maintenance and sediment removal, outlet structure restoration, installation of catch basin shields and minor erosion repairs for the 3 storm water management ponds as identified on the Contract Drawings. The work to be completed is located at three (3) stormwater management ponds:

- Lincoln Green Pond, east of Sheco Court and south of Wabbokish Court, in Courtice;
- Macourtice Pond, east of Courtice Road and south of Living Court, in Courtice; and
- Galbraith Pond, north of Galbraith Court and east of Trudeau Drive, in Bowmanville

The work will be phased to minimize the area of disturbance, allow for dewatering and flow management, and to minimize the duration of time required to complete in-water works.

The low bidder on this contract was J.Kennedy Trenching & Excavating. Based on the Municipalities past experience with this contractor, similar projects provided by the contractor and Purchasing's reference checks for this contractor, we recommend the contract be awarded to J.Kennedy Trenching & Excavating in the amount of \$538,901.52 inclusive of HST, or \$485,297.51 net of HST rebate.

Based on the nature of this work and some of the pre-work that has been done in the past at these sites a normal contingency amount is allotted for this contract in the amount of approximately 10% of construction costs is required for this project, based on past experience. Although significant engineering design was completed to address the pond cleanout the nature of the ponds do not allow a full and thorough inventory of the pond and therefore an added contingency has be allotted for this contract. Based on

the 2018/19 budget allocation for the project as well as for continuity, cost efficiencies, and maintaining the project schedule, CIMA will complete the inspection with administration of the contract by Clarington staff. In addition fish rescue has to be performed by qualified professionals at all three ponds which has been included in the project costing. Therefore, including other costs such as design, inspection, material testing, permitting, contingency and net HST costs, the Engineering Department advises of the following funding.

Lincoln Green, Macourtice and Galbraith Ponds Construction Cost, Based on Low Bid (net of HST)	\$485,297.51
Lincoln Green, Macourtice and Galbraith Ponds Other Costs (net of HST)	\$147,200.67
Total Project Cost	\$632,498.18
Allocated Financing Clarington Stormwater Pond Cleanout 110-36-386-83454-7401	\$632,498.18

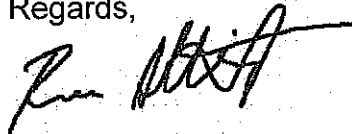
A more detailed breakdown to be provided to Finance to provide necessary information for tracking of Tangible Capital Assets (TCA).

Included in the \$632,498.18 of funding is \$157,500 of funding from the Clean Water and Wastewater Funding program.

Considering all project costs, there is sufficient funding available and the Engineering Dept. recommends that the Purchasing Dept. move forward with award of the contract CL2019-9 based on the above apportionments.

Should you have any further questions, please feel free to contact the undersigned.

Regards,



Ron Albright, P. Eng.  
Assistant Director, Engineering Services

RA/sb/nl

Pc: Trevor Pinn, Director of Finance  
Fred Horvath, Director of Operations  
Stephen Brake, Manager, Operations  
A.S. Cannella, Director of Engineering Services

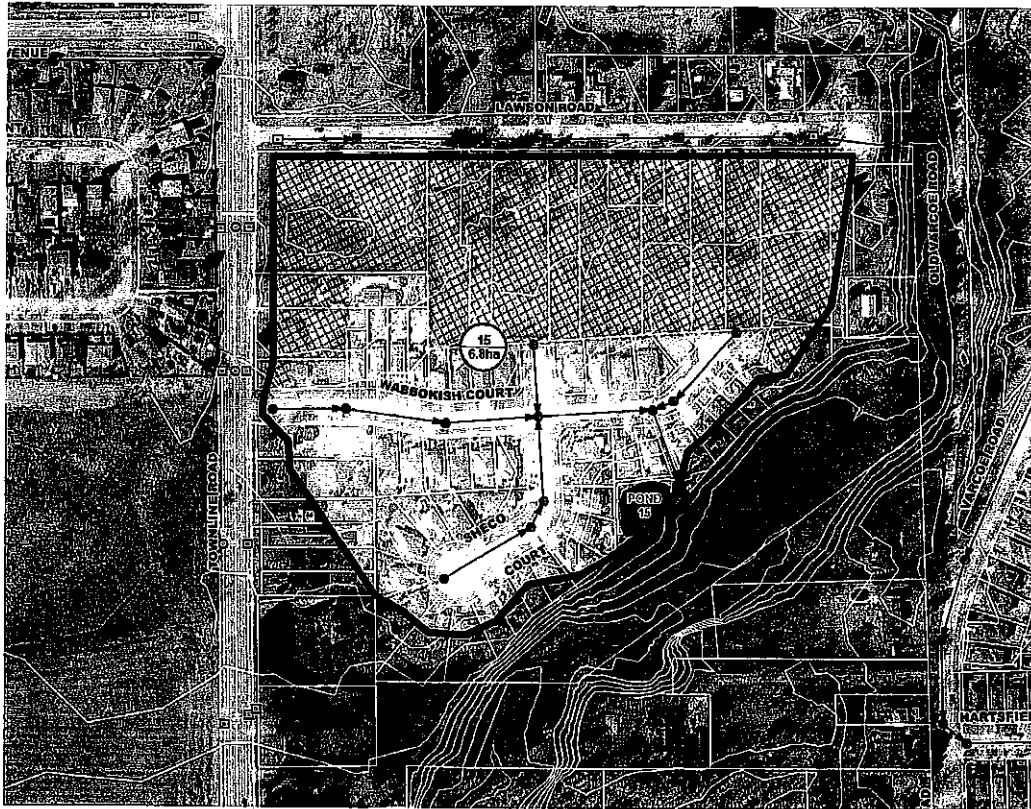


Figure 1: Lincoln Green Pond



Figure 2: Macourtice Pond

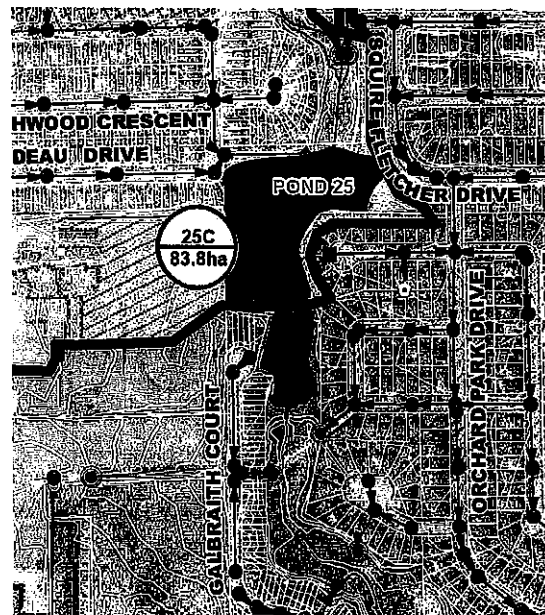


Figure 3: Galbraith Pond

**Date:** August 26, 2019  
**To:** Andrew Allison, Chief Administrative Officer  
**From:** David Ferguson, Purchasing Manager, Purchasing Services  
**Report#:** PS-017-19      **File#:** CL2019-16  
**Subject:** **Alexander Blvd and Liberty Place Reconstruction**  
**Summer Recess Procedure (Purchasing By-Law 2015-022 S.73)**

### Recommendations

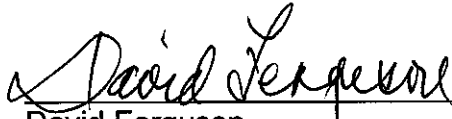
It is respectfully recommended to the Chief Administrative Officer the following:

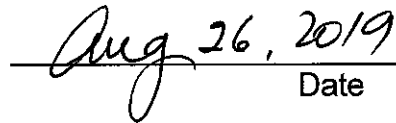
- 1 That Hard-Co Construction Ltd. with a revised total bid amount of \$1,017,073.39 (Net HST Rebate) being the lowest compliant bidder meeting all terms, conditions and specifications of Tender CL2019-16 be awarded the contract for the Alexander Blvd and Liberty Place Reconstruction, as required by the Engineering Services Department; and
- 2 That the total funds required for this project in the amount of \$1,229,000.00 (Net HST Rebate), which includes the construction cost of \$1,017,073.39 (Net HST Rebate) and other costs such as inspection, survey, geotechnical investigation, material testing, and contingencies in the amount of \$211,926.61 (Net HST Rebate) be funded by the Municipality as follows:

Description	Account Number	Amount
Alexander Blvd and Liberty Pl Reconstruction (2017 and 2018)	110-32-330-83451-7402	\$544,247
Region of Durham	110-32-330-83451-7402	\$684,753




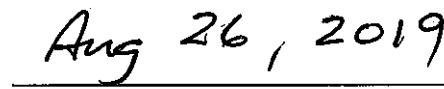
Recommended by:


  
David Ferguson,  
Manager, Purchasing Services

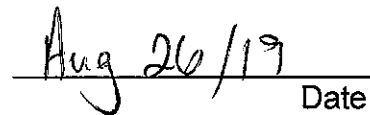
  
Date

Concurrence:

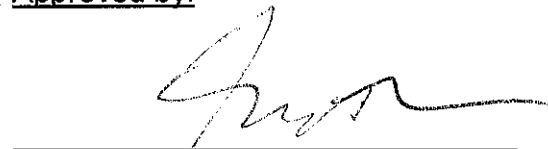
  
Anthony S. Cannella,  
Director of Engineering Services


  
Date

  
For Treyor Pinn, B.Com, CPA, CA  
Director of Finance/Treasurer

  
Date

Approved by:

  
Andrew Allison,  
Chief Administrative Officer

  
Date

MM\DF\sm

cc: M. Marano, Director, Corporate Services

## Background

1. Tender specifications were prepared by the Engineering Services Department and provided to the Purchasing Services Division.
2. Tender CL2019-16 was issued by the Purchasing Services Division and advertised electronically on the Municipality's website. Notification of the availability of the document was also posted on the Ontario Public Buyer's Association website.
3. Twelve (12) Companies downloaded the tender document.
4. The tender closed on July 10, 2019.
5. In view of the Summer Council Recess, authorization is requested to award the above contract in accordance with Purchasing By-Law #2015-022 Part 2, Section 73, Council Recess Procedures.

## Analysis

6. Two (2) bids were received in response to the tender call.
7. Of the twelve (12) companies who downloaded the tender documents but chose not to submit pricing:
  - two were construction associations;
  - one after reviewing the scope of work felt that they could not bid competitively as the work was outside of what they would normally do;
  - one company could not meet the proposed schedule;
  - one company did not bid because they were charged liquidated damages on a previous project and decided not to bid this project until they could agree on a go forward approach with the Municipality;
  - three companies were subcontractors; and
  - two companies did not respond to our request for information.
8. The bids were reviewed and tabulated by the Purchasing Services Division (see Attachment 1). Both submissions received were deemed compliant.
9. The results were forwarded to the Engineering Services Department for their review and consideration.
10. After review and analysis of the submissions by the Engineering Services Department and the Purchasing Services Division, it was mutually agreed that the low bidder, Hard-Co Construction Ltd. be recommended for the award of contract CL2019-16 (see Attachment 2).
11. Hard-Co Construction Ltd. has successfully completed work for the Municipality in the past.

## Financial

12. The total funds required for this project in the amount of \$1,229,000.00 (Net HST Rebate), which includes the construction cost of \$1,017,073.39 (Net HST Rebate) and other costs such as inspection, survey, geotechnical investigation, material testing, and contingencies in the amount of \$211,926.61 (Net HST Rebate) is in the appropriate budget allocation as provided and will be funded from the following accounts:

Description	Account Number	Amount
Alexander Blvd and Liberty PI Reconstruction (2017 and 2018)	110-32-330-83451-7402	\$544,247
Region of Durham	110-32-330-83451-7402	\$684,753

13. Queries with respect to the department needs, specifications, etc. should be referred to the Director of Engineering Services.

## Conclusion

14. It is respectfully recommended that Hard-Co Construction Ltd. being the lowest compliant bid be awarded the contract for the Alexander Blvd & Liberty Place Reconstruction with all work being completed in accordance to all terms, conditions specifications and drawings of tender CL2019-16.

## Attachment #1

# Municipality of Clarington

CL2019-16

Alexander Blvd and Liberty Place Reconstruction

Bid Summary

BIDDER	Total Bid (including HST)	TOTAL BID (Net HST Rebate)
Hard-Co Construction Ltd.	\$1,129,415.23	\$1,017,073.39
Blackstone Paving & Construction Ltd.	\$1,519,634.17*	\$1,368,477.64

\* Denotes an addition error within the submission.

## Memo

If this information is required in an alternate format, please contact the Accessibility Co-ordinator at 905-623-3379 ext. 2131

**To:** David Ferguson, Purchasing Manager  
**From:** Ron Albright, Assistant Director of Engineering Services  
**Date:** July 26, 2019  
**Subject:** CL2019-16 – Alexander Blvd and Liberty PI Reconstruction  
**File:** CRC.Alexander Blvd and Liberty PI.1

The Engineering Services Department has reviewed the submissions for CL2019-16 and offers the following comments.

The limits of the project are Alexander Blvd from Liberty PI to Liberty St and Liberty PI from Alexander Blvd to Liberty St. The Municipality is working in cooperation with the Region of Durham who will be replacing the watermain and sanitary sewers. The work includes replacement of the road structure and sidewalk, and construction of concrete curb and gutters.

The low bidder on this contract was Hard-Co Construction Ltd. Based on past experience with this contractor, we recommend award of the contract to Hard-Co Construction Ltd in the amount of \$1,129,415.23 inclusive of HST, or \$1,017,073.39, net of HST rebate.

Design of the project was completed by staff and contract administration will also be completed by staff. Due to current staffing levels and vacation schedules, staff do not have the capacity to do the field inspection. In order to minimize costs, Cima staff that are currently working on the Prospect St project will also do the inspection for this project. Including other project costs such as survey, geotechnical investigation, material testing, inspection, contingencies and net HST costs, the Engineering Department advises of the following funding:

Construction (net of HST) (Based on Low Bid)	\$1,017,073.39
Other costs (net of HST)	\$211,927.61
Total Project Value	\$1,229,000.00
Allocated Financing:	
Alexander Blvd and Liberty Pl Reconstruction 110-32-330-83451-7401	\$544,246.92
Region of Durham 110-32-330-83451-7402	\$684,753.08
Total Allocated Financing	\$1,229,000.00

\* A more detailed breakdown to be provided to Finance to provide necessary information for tracking of Tangible Capital Assets (TCA).

We recommend that Purchasing move forward with the award of the contract based on the above apportionments.

Should you have any further questions, please feel free to contact the undersigned.

Regards,

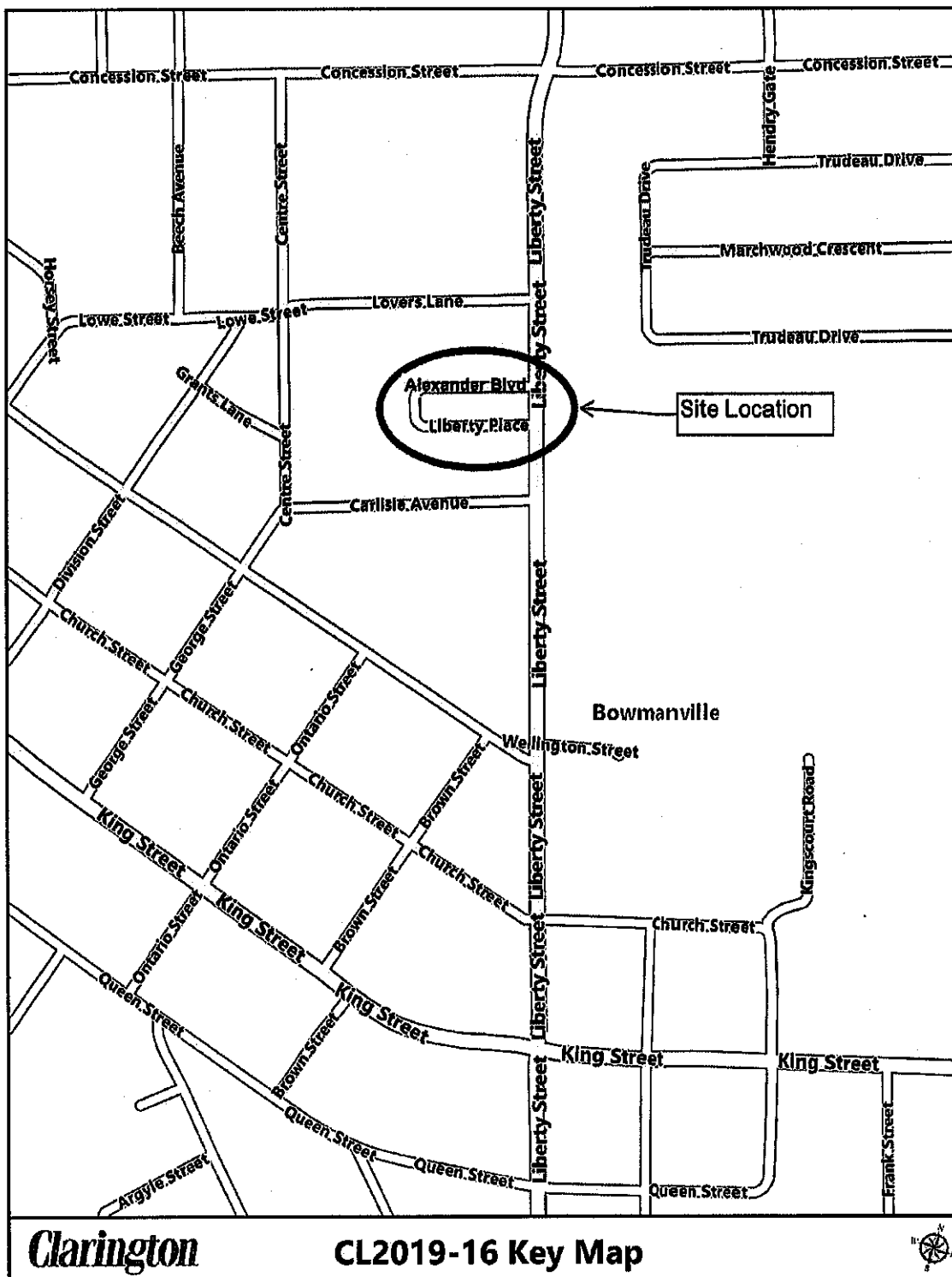


Ron Albright, P.Eng.

Assistant Director of Engineering Services

RA/SB/cv

Pc: Trevor Pinn, Director of Finance  
A.S. Cannella, Director of Engineering Services  
S. Bagshaw, Capital Works Manager



**Date:** August 15, 2019

**To:** Andrew Allison, Chief Administrative Officer

**From:** David Ferguson, Purchasing Manager, Purchasing Services

**Report#:** PS-019-19      **File#:** RFP2019-9

**Subject:** Actuarial Services

**Summer Recess Procedure (Purchasing By-Law 2015-022 S.73)**

## Recommendations


It is respectfully recommended to the Chief Administrative Officer the following:

1. That the proposal received from Morneau Shepell Ltd., being the most responsive bidder meeting all terms, conditions and specifications of RFP2019-9 be awarded the contract for the Actuarial Services for the Finance Department and the Human Resources Division of the Corporate Services Department ;
2. That pending satisfactory performance and pricing, that the Purchasing Manager be given the authority to extend the contract for this service for an additional three year term; and
3. That the funding required in the amount of \$35,107.00 (Net HST Rebate) over the three year contract be drawn from the following account:

Description	Account Number	Year 1	Year 2	Year 3
UNCLAS Admin Professional Fees	100-21-211-00000-7161	\$19,843	\$7,632	\$7,632



Recommended by:


  
David Ferguson,  
Manager, Purchasing Services

August 16, 2019  
Date

Concurrence:

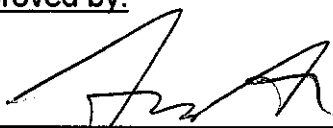
  
Marie Marano  
Director of Corporate Services

August 16, 2019  
Date

  
Trevor Pinn, B.Com, CPA, CA  
Director of Finance/Treasurer

Aug 16, 2019  
Date

Approved by:

  
Andrew Allison,  
Chief Administrative Officer

Aug. 16 / 19  
Date

DF\ta

cc:

## Background

1. The proposal specifications for the Actuarial Services was prepared by the Finance Department, the Human Resources Division of the Corporate Services Department and provided to the Purchasing Services Division.
2. The purpose of this Request for Proposal is to select a qualified Consultant with the skills, resources and experience necessary to provide Actuarial Services relating to a quantification of future liability of the Municipality's post-employment, retirement benefits, Council Severance package, Fire Fighters' and others Sick Leave Credit, in accordance with Section 3250 and 3255 of the Chartered Professional Accountants Canada Public Sector Accounting Handbook and in accordance with the standards and requirements of the Canadian Institute of Actuaries.
3. The Consulting Services for Actuarial Services includes a valuation of associated liabilities for the Municipality as well as its Library and Museum Boards. A full review is required for the year ending December 31, 2019, with updates provided for the fiscal years 2020 and 2021.
4. The Municipality provides early retiree benefits to qualifying employees who retire between the ages of 55-65 (50 to 65 for fire fighters) in accordance with prevailing municipal policy and/or collective agreement. In addition, at time of retirement qualifying employees receive a retirement benefit, pro-rated based on years of full time service, in accordance with prevailing municipal policy. The Municipality also provides a sick leave accumulation plan that permits payout on death, termination or retirement to qualifying Fire Union employees. The CUPE Inside and Outside and the Non-Affiliated groups have a non-accumulation sick plan with a few employees grandfathered with banked days for payout upon retirement.
5. A Request for Proposal RFP2019-9 was issued by the Purchasing Services Division and advertised electronically on the Municipality's website. Notification of the availability of the document was also posted on the Ontario Public Buyer's Association website.
6. Eight (8) companies downloaded the document.
7. The proposal closed on July 4, 2019.
8. In view of the Summer Council Recess, authorization is requested to award the above contract in accordance with Purchasing By-Law #2015-022 Part 2, Section 73, Council Recess Procedures.

## Analysis

9. Four (4) proposals were received in response to the proposal call (see Attachment 1). All submissions complied with the mandatory requirements and was distributed to the evaluation team for their review and scoring.
10. Four (4) companies who downloaded the RFP documents but chose not to submit a proposal or pricing, did not respond to our request for information.

11. The Technical Proposals were first evaluated and scored independently by the members of the evaluation team in accordance with the established criteria as outlined in the RFP. The evaluation team was comprised of staff from the Finance Department, the Human Resources Division of the Corporate Services Department, and the Purchasing Services Division.
12. The evaluation team then met to review and agree upon the overall scores for each proposal. Some of the areas on which submissions were evaluated were as follows:
  - Highlights of services provided within the past five (5) years.
  - Allocated roles and responsibilities of team members; timeline for scope of project and coverage.
  - Demonstrated understanding of the Municipality's requirements, the project and related issues.
  - Demonstrated ability to carry out all aspects of the project.
13. Upon completion of the evaluation, the evaluation team concluded that one submission met the pre-determined threshold of 85% for Phase 1 and moved on to the second phase of the process.
14. The Pricing Envelope was opened for the proponent.
15. Staff reviewed the pricing submitted by Morneau Shepell Ltd., and found it to be acceptable.
16. Morneau Shepell Ltd. has provided services to the Municipality of Clarington for a number of years and the level of service has been satisfactory.

## Financial

17. That the funding required in the amount of \$35,107.00 (Net HST Rebate) be drawn from the following accounts:

Description	Account Number	Year 1	Year 2	Year 3
UNCLAS Admin Professional Fees	100-21-211-00000-7161	\$19,843	\$7,632	\$7,632

18. Queries with respect to the department needs, specifications, etc. should be referred to the Director of Finance/Treasurer.

## Conclusion

19. It is respectfully recommended that Morneau Shepell Ltd., with the most responsive bid in the amount of \$35,107.00 (Net HST Rebate) be awarded the contract for the Actuarial Services as per the terms, conditions and specifications of Proposal RFP2019-9.

## Attachment #1

# Municipality of Clarington

RFP2019-9

**Actuarial Services**

## Bid Summary

Bidder
Morneau Shepell Ltd. *
Robertson, Eadie & Associates
Nexus Actuarial Consultants
Canadian Benefits Associates Inc.

Note \* denotes proponents who met the minimum threshold and moved on to the final phase of the process.

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**Date:** August 28, 2019  
**To:** Andrew Allison, Chief Administrative Officer  
**From:** David Ferguson, Purchasing Manager, Purchasing Services  
**Report#:** PS-021-19      **File#:** CL2019-24  
**Subject:** **Bowmanville Library Renovation**  
**Summer Recess Procedure (Purchasing By-Law 2015-022 S.73)**

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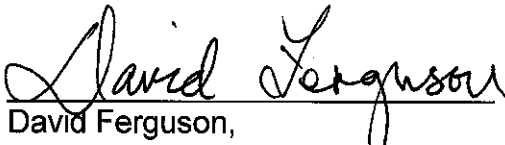
### Recommendations

It is respectfully recommended to the Chief Administrative Officer the following:

- 1 That Jeffrey G. Wallans Construction Ltd. with a revised total bid amount of \$577,284.48 (Net HST Rebate) being the lowest compliant bidder meeting all terms, conditions and specifications of Tender CL2019-24 be awarded the contract for the Clarington Public Library - Bowmanville Branch Renovation, as required by the Clarington Public Library; and
- 2 That the funds required in the amount of \$577,284.48 (Net HST Rebate), be funded from the following account:

Description	Account Number	Amount
Library Refurbishment - Bowmanville	110-36-370-83657-7401	\$577,284


Recommended by:

  
David Ferguson,  
Manager, Purchasing Services

8/28/2019


Date

Concurrence:

  
Fred Horvath,  
Director of Operations

Aug 28/2019

Date

  
Linda Kent,  
CEO/ Library Director

Aug 28, 2019

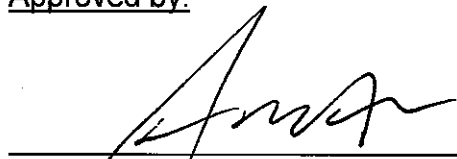
Date

  
Paul Creamer, CPA, CMA  
Deputy Treasurer

Aug 28/19

Date

Approved by:

  
Andrew Allison,  
Chief Administrative Officer

Aug. 29/19

Date

MM\DF\sm

cc: M. Marano, Director, Corporate Services

## Background

1. Tender specifications for the renovations of the Clarington Public Library's (CPL) Bowmanville Branch were prepared by Shoalts and Zaback Architects Limited in consultation with CPL and the Municipality's Operation Department and provided to the Purchasing Services Division.
2. Tender CL2019-24 was issued by the Purchasing Services Division and advertised electronically on the Municipality's website. Notification of the availability of the document was also posted on the Ontario Public Buyer's Association website.
3. Twenty-seven (27) companies downloaded the tender document.
4. Twelve (12) companies attended the mandatory site meeting held on July 25, 2019.
5. The tender closed on August 13, 2019.
6. In view of the Summer Council Recess, authorization is requested to award the above contract in accordance with Purchasing By-Law #2015-022 Part 2, Section 73, Council Recess Procedures.

## Analysis

7. Seven (7) bids were received in response to the tender call.
8. Of the five (5) companies who attended the mandatory site meeting but chose not to submit pricing:
  - one company was a subcontractor;
  - three companies were not able to meet the proposed schedule due to current workload; and
  - one company felt given the type of work that they would not be able to quote competitively.
9. The bids were reviewed and tabulated by the Purchasing Services Division (see Attachment 1). All submissions received were deemed compliant.
10. The results were forwarded to the CPL and the Operations Department for their review and consideration.
11. After review and analysis of the submissions by the CPL, Operations Department and the Purchasing Services Division, it was mutually agreed that the low bidder, Jeffrey G. Wallans Construction Ltd. be recommended for the award of contract CL2019-24.
12. Jeffrey G. Wallans Construction Ltd. has successfully completed work for the Municipality in the past and references provided were verified.

13. Admin Report No. A26-19 was presented to the Clarington Public Library Board. On August 21, 2019 the Library Board accepted and approved the report. (see Attachment 2)

## Financial

14. The funds required in the amount of \$577,284.48 (Net HST Rebate), is in the 2019 budget allocations as provided and will be funded as follows:

Description	Account Number	Amount
Library Refurbishment - Bowmanville	110-36-370-83657-7401	\$577,284

15. Queries with respect to the department needs, specifications, etc. should be referred to the Library Director.

## Conclusion

16. It is respectfully recommended that Jeffrey G. Wallans Construction Ltd. being the lowest compliant bid be awarded the contract for the CPL- Bowmanville Branch Renovation with all work being completed in accordance to all terms, conditions specifications and drawings of tender CL2019-24.



## Attachment #1

# Municipality of Clarington

CL2019-24

**Bowmanville Library Renovation****Bid Summary**

Pricing shown below is the Total Project cost including all optional items as quoted:

<b>BIDDER</b>	<b>Total Bid (including HST)</b>	<b>TOTAL BID (Net HST Rebate)</b>
Jeffrey G. Wallans Construction Ltd	\$641,049.00	\$577,284.48
Anacond Contracting Inc.	\$839,721.94	\$756,195.61
PAC Building Group Corp.	\$898,145.00	\$808,807.39
Mapleridge Mechanical Contracting Inc	\$905,508.55	\$815,438.50
MVW Construction and Engineering Inc.	\$948,621.44	\$854,262.99
Quad Pro Construction Inc.	\$956,360.81	\$861,232.53
Mega Group Construction Ltd.	\$975,190.00	\$878,188.80



# Clarington Public Library Administrative Report

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**Date of Meeting:** August 21, 2019  
**Report Number:** A26-19  
**Report Subject:** Bowmanville Branch Accessibility Redesign – Tender Award

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**Recommendations:**

1. THAT the Clarington Public Library Board receive Administrative Report No. A26-19.
2. THAT the Clarington Public Library Board approve the award of the tender for the Bowmanville Branch Accessibility Redesign Library Service Review to Jeffrey G. Wallans Construction Ltd. at a cost of \$641,049.00 including HST.
3. THAT the necessary funds be drawn from the Clarington Public Library's Reserve Funds.

**Report Overview:**

To request authorization from the Library Board to award the tender for the Bowmanville Branch Accessibility Redesign to Jeffrey G. Wallans Construction Ltd.

**Background:**

The tender for the Bowmanville Branch Accessibility Redesign project was released by the Municipality of Clarington's Purchasing Department on July 17, 2019 and closed on August 13, 2019.

The participation rate was as follows:

- Twenty-seven (27) firms obtained copies of the tender from Clarington's website.
- Twelve firms (12) attended the mandatory site meeting.
- Seven (7) submissions were received by the closing date.

**Rationale:**

At its March 21, 2019 meeting, the Library Board was provided with a report on the project scope and a cost estimate of \$680,458 including HST.

In order to create flexibility around pricing, Shoalts and Zaback's prepared project specifications requesting separate prices for (a) the creation of a computer bar situated along the front window (Church Street) which is adjacent to the circulation desk; and (b) painting the entirety of the Bowmanville branch.

Attached as Appendix A is a memorandum prepared by Sandra McKee, the Municipality's Assistant Purchasing Manager, which outlines the result of the tender. The low bid, which includes the two separately priced items described above, amounts to \$641,049 including HST.

**Financial Considerations:**

Through the 2019 capital budget process, Council approved the Library's use of \$1,300,000 in existing capital reserve funds for the project. The Library also received \$49,542 in provincial AODA grant funding.

The total construction cost of the current project is \$641,049.00 (including HST), which is the equivalent of \$577,284.44 with the HST rebate.

**Conclusion:**

It is respectfully requested that the Library Board approve the award of the tender for the Bowmanville Branch Accessibility Redesign project to Jeffrey G. Wallans Construction at a cost of \$641,049.00 including HST.

Report Submitted by:  
Linda Kent, CEO/Library Director  
August 21, 2019

**Date:** August 30, 2019

**To:** Andrew Allison, Chief Administrative Officer

**From:** David Ferguson, Purchasing Manager, Purchasing Services

**Report#:** PS-022-19      **File#:** CL2019-29

**Subject:** **2019 Sidewalk Replacement and New Construction**  
**Summer Recess Procedure (Purchasing By-Law 2015-022 S.73)**

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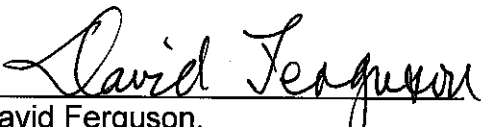
### Recommendations

It is respectfully recommended to the Chief Administrative Officer the following:

- 1 That Aloia Bros. Concrete Contractors with a revised total bid amount of \$381,368.93 (Blended HST) being the lowest compliant bidder meeting all terms, conditions and specifications of Tender CL2019-29 be awarded the contract for the 2019 Sidewalk Replacement and New Construction, as required by the Engineering Services Department; and
- 2 That the total funds required for this project in the amount of \$417,652.74 (Blended HST), which includes the revised construction cost of \$381,368.93 (Blended HST) and other costs such as material testing, and contingencies in the amount of \$36,283.81 (Blended HST) be funded by the Municipality as follows:

Description	Account Number	Amount
Sidewalk Replacement (2017-2019)	110-32-331-83215-7401	\$250,152
Liberty Street Sidewalk (Longworth to Bons Ave) west side	110-32-331-83360-7401	\$94,732
Ministry of Transportation	110-32-331-83215-7403	\$72,769

Recommended by:


  
David Ferguson,  
Manager, Purchasing Services

8/30/2019  
Date

Concurrence:

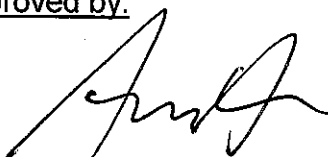
  
Anthony S. Cannella,  
Director of Engineering Services

Aug 30, 2019  
Date

  
Paul Creamer, CPA, CMA  
Deputy Treasurer

Aug 30/19  
Date

Approved by:

  
Andrew Allison,  
Chief Administrative Officer

SEPT. 3/19  
Date

MM\DF\sm

cc: M. Marano, Director, Corporate Services

## Background

1. Tender specifications were prepared by the Engineering Services Department and provided to the Purchasing Services Division.
2. Tender CL2019-29 was issued by the Purchasing Services Division and advertised electronically on the Municipality's website. Notification of the availability of the document was also posted on the Ontario Public Buyer's Association website.
3. Ten (10) companies downloaded the tender document.
4. The tender closed on July 30, 2019.
5. In view of the Summer Council Recess, authorization is requested to award the above contract in accordance with Purchasing By-Law #2015-022 Part 2, Section 73, Council Recess Procedures.

## Analysis

6. Three (3) bids were received in response to the tender call.
7. Of the seven (7) companies who downloaded the tender documents but chose not submit pricing:
  - Two were construction associations;
  - Five bidders were contacted but did respond to our request for information.
8. The bids were reviewed and tabulated by the Purchasing Services Division (see Attachment 1). All submissions were deemed compliant.
9. The results were forwarded to the Engineering Services Department for their review and consideration.
10. Due to budget constraints the following sections were removed from the initial tender: Part A, Item F4, Sections J14, J17, J23, J33, and J34. The removal of these items does not affect the bid order (refer to Attachment 1).
11. Blended HST rate has been used for this contract as part of the costs are shared with MTO.
12. After review and analysis of the submissions by the Engineering Services Department and the Purchasing Services Division, it was mutually agreed that the low bidder, Aloia Bros. Concrete Contractors be recommended for the award of revised contract CL2019-29 (see Attachment 2).
13. Aloia Bros. Concrete Contractors has successfully completed work for the Municipality in the past.

## Financial

14. The total funds required for this project in the amount of \$417,652.74 (Blended HST), which includes the revised construction cost of \$381,368.93 (Blended HST) and other costs such as material testing, and contingencies in the amount of \$36,283.81 (Blended HST) is in the approved budget allocation as provided and will be funded from the following account:

Description	Account Number	Amount
Sidewalk Replacement (2017-2019)	110-32-331-83215-7401	\$250,152
Liberty Street Sidewalk (Longworth to Bons Ave) west side	110-32-331-83360-7401	\$94,732
Ministry of Transportation	110-32-331-83215-7403	\$72,769

15. Queries with respect to the department needs, specifications, etc. should be referred to the Director of Engineering Services.

## Conclusion

16. It is respectfully recommended that Aloia Bros. Concrete Contractors being the lowest compliant bid be awarded the contract for the 2019 Sidewalk Replacement and New Construction with all work being completed in accordance to all terms, conditions specifications and drawings of tender CL2019-29.

## Attachment #1

# Municipality of Clarington

CL2019-29

## 2019 Sidewalk Replacement and New Construction

### Bid Summary

BIDDER	Total Bid (including HST)	TOTAL BID (Blended HST)
Aloia Bros. Concrete Contractors Ltd.	\$ 449,875.04*	\$ 411,528.49
Jeffrey G. Wallans Construction Ltd.	\$544,066.75	\$498,768.43
Aqua Tech Solutions Inc.	\$ 699,620.52	\$ 639,327.67

\*Denotes an addition error within their submission.

The Table below shows revised bids removing items as noted in Item 9:

BIDDER	Revised Total Bid (including HST)	Revised TOTAL BID (Blended HST)
Aloia Bros. Concrete Contractors Ltd.	\$ 416,324.21	\$ 381,368.93
Jeffrey G. Wallans Construction Ltd.	\$517,387.45	\$474,742.89
Aqua Tech Solutions Inc.	\$ 649,369.19	\$ 594,074.80



## Memo

If this information is required in an alternate format, please contact the Accessibility  
Co-ordinator at 905-623-3379 ext. 2131

**To:** David Ferguson, Purchasing Manager  
**From:** Ron Albright, Assistant Director of Engineering Services  
**Date:** Aug 23, 2019  
**Subject:** CL2019-29 - 2019 Sidewalk Replacement and New Construction  
**File:** CSW.2019.1

The Engineering Services Department has reviewed the submissions for CL2019-29 and offers the following comments.

The work involves the replacement of damaged and deficient sidewalk at various locations, including the sidewalk on Mill St from Toronto St to north of the Highway 401 ramps. The work on Mill St will include replacement of the deficient concrete curb and gutter; the Ministry of Transportation is contributing the cost of the curb replacement. New sidewalk will be constructed on Liberty St from Longworth Ave to Bons Ave.

The low bidder on this contract was Aloia Bros. Concrete Contractors. Due to budget constraints, we recommend removing the following sections from the contract prior to award: Part A, Item F4, Sections J14, J17, J23, J33, and J34. The removal of these items does not affect the bid order. The revised low bid is \$416,324.21 inclusive of HST. We recommend award of the contract to Aloia Bros. in the amount of \$416,324.21 inclusive of HST, or \$381,368.93, with blended HST. Note that the costs include the 1.76% non-recoverable portion of the HST for the Municipality of Clarington's share of the project and the full 13% HST for MTO's share.

A contingency amount of 10% is carried forward, including the provisional items within the contract. Design and tendering was completed by staff, and inspection and contract administration will also be completed in-house. Therefore, including other costs such as material testing, contingencies and HST costs, the Engineering Department advises of the following funding: