



Council-In-Committee Meeting – September 09, 2025

Subject: Summary of Bid Awards for the Period Ending August 19, 2025
Report Number: CS-25-119
Division: Corporate Services
Department: Finance
Ward: All Wards
Purpose: For Decision

Recommendation(s):

THAT Staff Report CS 25-119, Summary of Bid Awards for the period ending August 19, 2025, be received as information;

AND THAT the Director, Environmental Services be authorized to execute a contract with Froese Excavating Ltd. for Quotation **PW-ES-25-02 County Road 57 Drain Reconstruction** in the amount of \$41,289.16 (excluding HST);

AND FURTHER THAT the Approved Capital Budget for **PW-ES-25-02 County Road 57 Drain Reconstruction** for Project 5931152 be amended (increased) by \$10,000 to a total budget of \$68,000, with funding to be provided from the Drain Construction Reserve (\$55,000) and External Recoveries (\$13,000).

Executive Summary:

The purpose of this report is to present a simplified bid award report request outlining various bid results for bidding opportunities that have closed for the period ending August 19, 2025. Staff are seeking approval for contracts to be executed with the successful bidders in accordance with CS-01 Delegated Financial Spending Authority to Officers and Employees of Norfolk County.

Discussion:

In accordance with Section 3.2.2 of the Purchasing Policy approved by Council on July 22, 2025 under the authority of By-Law 2022-104, Council delegated its authority to General Managers to award Bid Requests up to the value of their prescribed spending authority when all of the following conditions apply:

1. It is the lowest Tender meeting specifications, or the Proposal meeting the price

- per point methodology, and
2. The scope of the project has not changed from what was approved by Council, and
 3. The amount of the Bid, plus all related costs, is within the approved allocations, and
 4. Any contract not anticipated to be financed by debentures.

As outlined in Section 28.1.3 of CS-02, Purchasing Policy, a report to Council is required for approval if any of the required criteria as noted above is not met.

A detailed summary of the bidding opportunities has been provided as Attachment A to this report. All purchasing activity outlined in the attachment require award by Council.

The bidding opportunities outlined have been developed and issued in accordance with the Norfolk County Purchasing Policy and Procedures. The recommended bidder has been proposed on the basis of having submitted the lowest compliant bid that meets the minimum specification as outlined in Norfolk County Policy CS-02, Purchasing Policy, Section 5.5.

Financial Services Comments:

Previously Bid awards that did not fall within the authority of By-Law 2022-104 were presented to Council for consideration through individual reports. The simplified bid award report eliminates the need for individual reports and presents a summary of the various bid results for bidding opportunities that have closed for the period ending August 19, 2025.

The Bid awards summarized in Attachment A do not fall within the authority of By-Law 2022-104 for various reasons such as:

1. The amount of the bid and all related costs may not be within the approved allocations.
2. Anticipated financing will be by debentures
3. The scope of the project may have changed.

For those bids and related costs that are under the approved allocation, a positive financial implication will be realized. In addition, for any bid and related costs that are over the approved allocations, recommendations for Council approval to amend the approved budgets along with recommended funding sources have been proposed. It should be noted, budget amendments for funding shortfalls will have a negative impact on forecasted reserve balances and operating surpluses. In addition, given the cost increases, future capital plans will need to be increased. Higher annual reserve contributions should be recommended accordingly in future budgets in order to sustain the current level of infrastructure, which would result in higher levy and rate requirements.

In an effort to minimize the impact of bid awards that are over budget, Finance staff perform a detailed review of each bid and collaborate with staff from the issuing department to mitigate financial impacts. The steps taken include:

1. Identifying offsetting savings within another capital project, or operating budget line.
2. Reducing the scope to remain within budget.
3. Identifying other projects that are lower priority, with same funding source, to defer and re-budget in a future year.

These steps are taken before a budget amendment is recommended unless the overage is considered immaterial.

It is important to note that additional financial comments which relate to each bid awarded in this report are included in the applicable entry on Attachment A to this report.

Interdepartmental Implications:

N/A

Consultation(s):

Director, Environmental Services, and Treasurer/Director of Finance were consulted in the preparation of this report.

Strategic Plan Linkage:

This report aligns with the 2022-2026 Council Strategic Priority Serving Norfolk - Ensuring a fiscally responsible organization with engaged employees who value excellent service.

Explanation:

This report supports the strategic plan as it allows the bids to be awarded and resulting contracts to be executed in a timely manner and contributes to fiscal responsibility for the organization in alignment with the goals of the Purchasing Policy.

Conclusion:

Staff are seeking approval to execute contracts with recommended bidders for the bidding opportunities that closed for the period ending August 19, 2025 through resolution of Council in accordance with Norfolk County Purchasing Policy and Procedures.

Attachment(s):

- Attachment 'A' - Summary of Bid Awards for the Period Ending August 19, 2025

Approval:

Approved By:

Heidy VanDyk, General Manager, Corporate Services

Reviewed By:

Amy Fanning, CPA, Treasurer/Director, Finance

Jacqueline Hodgson, Manager, Purchasing Services

Prepared By:

Rachael Artemenko, Senior Procurement Officer