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Council-In-Committee Meeting – April 12, 2022

Subject: Summary of Bid Awards for the Period Ending March 29th, 2022
Budget Amendment
Report Number: CS-22-062
Division: Corporate Services
Department: Purchasing Department
Purpose: For Decision

Recommendation(s):

THAT Staff Report CS 22-062, Summary of Bid Awards for the period ending March 29th, 2022, be received as information;

AND THAT the General Manager, Operations be authorized to execute a contract with Black Armour Asphalt Products Inc. for Request for Tender **OPS-RDS-22-02 Supply and Delivery and Pickup of Cold Patch Asphalt Mix** for a term of three (3) years, **from March 14, 2022 to December 31, 2024** in the amount of \$214,659.20 (excluding HST);

AND THAT the General Manager, Operations be authorized to execute a contract with Coco Paving Inc. for Request for Tender **OPS-RDS-22-05 Supply of Hot Mix Asphalt for 2022 & 2023** for a term of one and a half (1.5) years, **from May 9, 2022 to November 8, 2023** in the amount of \$1,264,000 (excluding HST);

AND THAT the General Manager, Operations be authorized to execute a contract with Winegard Motors Limited for Request for Tender **OPS-FLT-22-02 Supply and Delivery of Six (6) Half Ton Pickup Trucks with Various Configurations** in the amount of \$286,111.00 (excluding HST);

AND THAT the associated capital projects in the 2022 Approved Capital Budget for Six (6) Half Ton Pickup Trucks be amended in aggregate from \$268,000 to \$292,000.00 (including net HST) to accommodate the increase of \$24,000.00 with funding to be provided from the Capital Fleet Equipment Pool Reserve.

AND THAT the General Manager, Operations be authorized to execute a contract with A + Roofing Canada for Request for Tender **OPS-FAC-22-07 Partial and Full Roof Replacements at Various County Facilities** in the amount of \$806,386.00 (excluding HST);

AND THAT the Chief Administrative Officer be authorized to execute a contract with Coco Paving Inc. for Request for Tender **EIS-ENG-22-32 Urban Asphalt Rehabilitation, Hot Mix Asphalt** in the amount of \$703,105.00 (excluding HST) excluding the provisional item of Jaylin Crescent;

AND THAT the General Manager, Operations be authorized to execute a contract with Waterford Sand & Gravel for Request for Tender **OPS-RDS-22-29 Supply and Delivery of Granular 'A' Aggregate** in the amount of \$65,775.00 (excluding HST);

AND THAT the Chief Administrative Officer be authorized to execute a contract with Metropolitan Consulting Inc. for Invitational Request for Quotation **EIS-ENG-22-75 Engineering Services for the Reconstruction of Harbour Street, Port Dover** in the amount of \$195,665 (excluding HST);

AND THAT the 2022 Approved Capital Budget for the engineering services of the reconstruction of Harbour St. in Port Dover from St. Andrew to St. George be amended from \$163,000 to \$200,000 (including net HST) to accommodate the increase of \$37,000 with funding to be provided from Roadway Construction Reserve;

AND THAT the General Manager, Operations be authorized to execute a contract with Throne Porta Potties Inc. for Request for Tender **OPS-RDS-22-65 Supply and Service of Portable Toilets 2022-2024** for a term of three (3) years, from April 1, 2022 to March 31, 2024 in the amount of \$306,175 (excluding HST);

AND THAT 2022 Levy Operating Budget be amended by increasing the allocation for the supply and service of Portable Toilets by \$26,300 with offsetting saving to be provided from guardrail repairs, sports field resurfacing, and parks utility equipment purchase operating budget allocations resulting in zero net levy impact;

AND THAT the Chief Administrative Officer be authorized to execute a contract with WT Infrastructure Solutions Inc. for Invitational Request for Quotation **EIS-ENG-22-74 Engineering Services for the Reconstruction of West Street, Simcoe** in the amount of \$440,959.00 (excluding HST);

AND THAT the Chief Administrative Officer be authorized to execute a contract with Sierra Bridge Inc. for Request for Proposal **EIS-ENG-22-53 Design/Build Norfolk County Road 45 Bridge Replacement and Road Construction** in the amount of \$1,917,670.00 (excluding HST);

AND THAT the 2022 Approved Capital Budget related to the engineering and construction components of the replacement of the Big Creek Bailey Bridge (Structure 984503) be amended in aggregate from \$1,800,000 to \$2,130,000 (including net HST) to accommodate the total increase of \$330,000 recommended in Attachment A. Engineering budget is being amended from \$90,000 to \$178,000 (\$88,000 increase), and Construction budget from \$1,710,000 to \$1,925,000 (\$242,000 increase);

AND THAT the funding for the replacement of the Big Creek Bailey Bridge (Structure 984503) be revised to accommodate the \$330,000 budget increase and utilize additional 2022 OCIF funding received as outlined in Attachment A. Funding from the Roadway Construction Reserve is to be decreased from \$1,800,000 to \$178,000 (\$1,622,000 decrease) to fund engineering costs, and funding from the OCIF Obligatory Reserve Fund is to be added in the amount of \$1,952,000 to fund construction costs;

AND THAT the General Manager, Operations be authorized to execute a contract with Enterprise Rent-A-Car for Purchase by Negotiation **Short Term Lease of Rentals** in the amount of \$257,524.00 (excluding HST).

Executive Summary:

The purpose of this report is to present a simplified bid award report request outlining various bid results for formal bidding opportunities that have closed for the period ending March 29th, 2022. Staff are seeking approval for the respective General Manager to execute contracts with the successful bidders.

Discussion:

In accordance with Section 3.2.2 of the Purchasing Policy approved by Council on November 10, 2020 under the authority of By-Law 2021-19, Council delegated its authority to General Managers to award all Requests for Tenders (RFT) and Requests for Proposals (RFP) with purchase amounts between \$50,000 and \$250,000 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 25.1.3 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 formal bidding opportunities has been provided as Attachment A to this report. All purchasing activity outlined in the attachment require award by Council.

The formal 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 4.4.

Financial Services Comments:

Previously Bid awards that did not fall within the authority of By-Law 2021-19 would be 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 formal bidding opportunities that have closed for the period ending March 29th, 2022.

The Bid awards summarized in Attachment A do not fall within the authority of By-Law

2021-19 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 Bid award is over \$250,000
4. 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 have been proposed however, a recommendation has also been included to either defer a project or find additional savings to offset any potential budget shortfalls.

Interdepartmental Implications:

Consultation(s):

The Chief Administrative Officer; the General Manager, Operations; the General Manager, Corporate Services; and the Treasurer and Director, Financial Management and Planning were consulted in the preparation of this report.

Strategic Plan Linkage:

This report aligns with the 2019-2022 Council Strategic Priority "Create an Optimal Place for Business".

Explanation:

This report supports the strategic plan by allowing bids to be awarded and contracts to be executed in a timely manner which creates efficiencies for departments to operate within the guidelines outlined in the Purchasing Policy and Procedures.

Conclusion:

Staff are seeking approval to execute contracts with recommended bidders for the formal bidding opportunities that closed for the period ending March 29th, 2022 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 March 29th, 2022.

Attachment B – RP Pre-Established Criteria

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