



TO: Mayor Bridge and Members of Council
FROM: Brian Hansen, Public Works Director
& Gordon Duff, Treasurer
DATE: May 11, 2016
SUBJECT: Tender Award Committee

STRATEGIC PLAN:

5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that local business has equal opportunity to submit bids.

BACKGROUND

September 1, 2015 Council endorsed its project under the Ontario Community Infrastructure Communities Fund (OCIF) Application Based Component Intake Two as the complete reconstruction of Jane & Inkerman Streets Palmerston. This includes replacing aging water pipes and storm sewers and associated roadwork. An Expression of Interest was submitted September 8, 2015 resulting in an invitation to submit a full application. The application was filed December 15, 2015.

February 5, 2016 the Town was advised the Province approved the project for costs as submitted. At the February 16, 2016 Council Meeting the Contribution Agreement was accepted. One milestone in the agreement is that the tender for the contract work be awarded by May 31, 2016. However, in consultation with Triton Engineering, it is not possible to have the tender documents prepared and the tender submissions received and reviewed by May 17, 2016. A tender closing date of May 26, 2016 has been set.

COMMENTS

The tender closing date occurs after the May 17 Council meeting and the next scheduled meeting is not until June 7. Rather than call a special meeting, one option is Council setting a Tender Award Committee with authority to award the tender as long as it is within certain parameters. The Ministry of Agriculture, Food and Rural Affairs, which administers the OCIF program and advised this would be perfectly acceptable.

FINANCIAL IMPLICATIONS

The total budget for the project is projected at is \$1,786,000 with the Province contributing \$1,300,000 of the total project cost.

RECOMMENDATION

That Council receives the May 11, 2016 report regarding a Tender Award Committee, and hereby delegates authority to award the tender for reconstruction of Jane and Inkerman Streets to an Award Committee made up of Public Works Chair Councillor David Turton, CAO/Clerk Bill White, Treasurer Gordon Duff and Public Works Director Brian Hansen so long as the tender document is complete and meets all conditions specified by Triton Engineering and the amount of the bid is less than \$1,450,000 net of non-recoverable HST.

Brian Hansen
Public Works Director

Gordon Duff
Treasurer