

**TOWN OF MINTO****DATE:** May 30, 2018**REPORT TO:** Mayor and Council**FROM:** Allan Carr, Recreation Facilities Manager**SUBJECT:** Quotation Results for Palmerston Arena Light Replacement

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:

It was determined in 2017 that replacement ballasts for the Palmerston arena lights were no longer available. In the 2018 budget, funds were identified to replace the arena lighting system at the Palmerston arena.

A specification was drafted to have a new energy efficient LED lighting system installed at the Palmerston arena with contractors being eligible to utilize the Save on Energy grant. The new system would be dimmable and programmable.

COMMENTS:

RFQ packages were prepared and posted to the Town website and local electricians were notified.

Company	Total Excluding HST
Advanced Electric	\$33,520.00
Metzger Electric	\$23,259.75
Gabel J Electric Plumbing & Heating Ltd.	\$22,150.00

Staff is satisfied that the lower bidder can comply with the requirements of the specification and represents best value for the work required.

FINANCIAL CONSIDERATIONS:

The recommended bid is below the 2018 capital budget allotment of \$30,000 for this project.

RECOMMENDATION:

THAT Council receives the May 30, 2018 report from the Facilities Manager titled Quotation Results for Palmerston Arena Light Replacement and approves the quotation from Gabel J Electric Plumbing & Heating Ltd. at a price of \$22,150.00 plus HST funded from the 2018 capital budget

Allan Carr
Recreation Facilities Manager