

| Type of Decision | | | | | | | | | |
|--|-------------------------|------------------|--|----|-----------------|-------------------------------|------|--|--------|
| Meeting Date | Friday, October 1, 2010 | | | | Report Date | Wednesday, September 22, 2010 | | | |
| Decision Required | X | Yes | | No | Priority | X | High | | Low |
| Direction | x | Information Only | | | Type of Meeting | X | Open | | Closed |
| REPORT TITLE | | | | | | | | | |
| Award of Accessibility Renovation Contract Report #01/10/10/1201 | | | | | | | | | |

Subject: Award of the contract for renovations to the Community Hall Washrooms for accessibility purposes.

RECOMMENDATION: That Council approve the following resolution authorizing up to \$10,000 be removed from Facility Management reserves to be used to cover the cost overage for the accessibility project partially funded by HRSDC.

WHEREAS a funding application was applied for and approved in 2009 based on quotes received for the installation of automatic doors and renovations to our washroom facilities to provide for accessibility;

AND WHEREAS the actual costs of the projects exceed the approved and budgeted amounts by approximately \$10,000 due to the time between initial quotes, funding approval and tender process and additional requirements detailed by the design firm;

AND WHEREAS there is currently \$24,380 in Reserves for Facility Upgrades;

AND WHEREAS our procurement by-law requires Council to make final decisions on tenders received for projects where all bids exceed budgeted amounts;

AND WHEREAS the washroom renovation project includes general updating and renovating as well as accessibility modifications;

THEREFORE BE IT RESOLVED THAT the Council of the United Townships of Head, Clara & Maria does hereby authorize the Treasurer to remove up to \$10,000 from reserves for the purposes of the washroom renovations;

AND FURTHER THAT the Clerk is authorized to negotiate the contract and proposal with the Lowest Compliant Bidder to realize an agreement that is in the best interests of the municipality and still meets legislated requirements.

BACKGROUND/EXECUTIVE SUMMARY: As per our procurement by-law

1.1. *"The Clerk, may award contracts emanating from a Request for Tender or Request for Quotation provided that:*

i the estimated total acquisition cost of the goods, service or construction does not exceed \$100,000;

ii the award is to the Lowest Compliant bidder;

*iii sufficient funds are available and identified in appropriate accounts within Council approved budgets; and
iv the provisions of this by-law are complied with.*

1.2. *Where bids are received in response to a bid solicitation but exceed project estimates, the Clerk and the Treasurer, jointly, may enter negotiations with the Lowest Compliant bidder to achieve an acceptable bid within the project estimate.”*

For these reasons, in order for this contract to be awarded and the project commenced, Council must decide whether or not to remove additional funds from reserves and to allow the Clerk and Treasurer to negotiate with the Lowest Compliant Bidder to award a contract. Darryl has indicated that if he is successful he can start the project on November 1, 2010 and be completed by the end of the month.

Rfp Accessible Washrooms Bid Analysis

Allowed budget - \$27,000 (based on preliminary quotes received in 2009 while applying for funding); Lowest compliant bid - \$48,000.

| Item | Mackey Construction | Panke Electric Ltd. | Freeform Accessibility Solutions |
|--|---|--|---|
| Met tender submittal requirements | Yes | Yes | Yes |
| Total Cost (before contingency, excluding HST) | \$48,000.00 | \$58,000.00 | \$47,919.99 |
| Work to Start | November 1 | | Not indicated |
| Modifications to specs | Cost includes putting two new doors in the brick wall. Modifying the specs to allow the inner doors to be moved instead will reduce total costs further resulting in Francoeur being the Lowest Compliant Bidder . | Removal of gyproc and re-insulation of outside wall. | Ladies/Men's rooms stay as is. Brick wall not changed – doors moved but in same location. |

As explained in the above chart – Darryl’s quote of \$48,000 includes doing significant work on the brick wall in the hall to create two new doors/entrances to the washrooms (as per design). It has since been determined that the interior doors can be moved without having to change the load bearing wall. Preliminary discussion shows that this will reduce his quote by a significant amount. Details are not yet known as he will have to reconsider his estimate.

Financial Considerations/Budget Impact: Original budget - \$50,186.03 - \$ 44,259 from HRSDC and \$5,927 from Council. Received 100% of funds requested from HRSDC.

- ◆ Budget for doors based on preliminary quote in 2009 - \$21,634.09.
- ◆ Contract award for doors – summer 2010 - \$22,325.00.
- ◆ Budget for washroom renovation (based on 2009 quote) - \$22,625.
- ◆ Lowest Compliant Bid – 2010 - \$48,000.

Funding available in Hall Upgrades Budget for 2010 - \$36,900. We will still have some expenses till year end to come out of this amount but will be minimal (water testing). In estimating 2010 budget we did allow for some contingency for cost overruns and unexpected costs with four major projects – lighting, insulation, water and washrooms and that is included in that \$36,900.

Awarding the contract to the Lowest Bidder at slightly below \$48,000 will still require removing funds from reserves. It is recommended that Council authorize the Treasurer to remove up to \$10,000 from reserves for this purpose. There is still the possibility that the sub floor requires attention as well.

Not proceeding with this project will result in Council returning \$22,625 to the Federal Government and completing this entire process at some future date as the work is required.

Policy Impact: As per our procurement by-law.

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk

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