

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, November 18, 2021				Report Date	Wednesday, November 12, 2021			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

Report #21/11/18/1204 – ICIP COVID Grant Funding - Request for Proposal

Subject: Request for Proposal documents to execute ICIP COVID Grant funding.

Recommendation: That Council review and provide input on the Request for Proposal documents, and finally pass Resolution#21/11/18/006 approving the documents and authorizing staff to advertise publicly.

Background/Executive Summary:

The municipality is the recipient of ICIP COVID grant funding in the amount of \$100,000; with Council’s contribution equalling \$20,000. Because the application for grant funding encompasses such a large variety of projects and trades, the means of procurement were broken down.

The application includes funding to be used for the installation of a new heating and water heating system. As the Procurement By-Law states that purchases exceeding \$10,000 may have an RTF or RFQ (RFP) issued, RFP-ICIP202101 has been created to encompass the replacement of the heating and water heating systems.

A second RFP, RFP-ICIP202102, was created to include the application’s request for funding in: updating the public washrooms with touchless fixtures; installing a permanent, transparent barrier at the front counter in the municipal office; and levelling the floors in the main municipal office building. The other components of the grant will be completed by means of obtaining quotes as they are below the threshold of requiring tendering. This includes updating the security systems and audio equipment in the community centre.

Staff recommends that the documents can be reviewed and approved in a timely manner in efforts to potentially line work up with the previous tender that was released for the Rehabilitation of the Community Centre and Adjoining Library Facilities. Some of the work is overlapping, and addendums may need to be issued. This has occurred because the original grant that was applied for to repair the community centre and library facilities was originally declined. The ICIP COVID application was then created, encompassing some of the same repairs as the original grant application. Months later, the municipality was notified that funding was re-calculated from the original source, and additional funds were available, so they awarded the municipality funding for the community centre and adjoining library facilities grant application.

Financial Considerations/Budget Impact:

None at this time.

Enclosures:

RFP-ICIP202101

RFP-ICIP202102

Approved and Recommended by the Clerk
Crystal Fischer,
Clerk/Treasurer