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STAFF REPORT: Finance and IT Services



REPORT TO: Committee of the Whole
MEETING DATE: April 25, 2016
REPORT NO.: FAF.16.43
SUBJECT: Awards by the Tender Proposal Award Committee
PREPARED BY: Serena Wilgress, Manager of Purchasing and Risk Management

A. Recommendations

THAT Council receive Staff Report FAF.16.43, entitled “Awards by the Tender Proposal Award Committee” detailing the following award for information purposes:

1. Award of 2016-05-P-IPW Request for Proposal for Engineering Services for Mary & Charles Streets Watermain Replacement & Fire Hydrant Installation Detailed Design and Contract Administration to Greenland International Consulting Ltd.

B. Background

The Tender Proposal Award Committee approved the Staff Recommendations for award of the above noted contracts in accordance with the Town’s Purchasing Policies and Procedures.

The Purchasing of Goods and Services Policy POL.COR.07.05 clause 7 “Powers of the Tender/Proposal Award Committee” states:

“The Tender / Proposal Award Committee, within the parameters of this policy, are hereby authorized to make awards for Tenders from \$50,001 - \$100,000 and \$25,001 to \$100,000 for Requests for Proposals within the respective budget allocations. Awards exceeding \$100,000 shall be made by Council with a recommendation from the Tender/Proposal Award Committee.”

The Purchasing of Goods and Services Procedures FS.08.08, Schedule D “Procedures for Requests for Proposals”, clause 26 a) states:

“\$50,001 to \$100,000 – The Tender/Proposal Award Committee has the authority to award proposals based on an award recommendation of the Proposal Evaluation Committee within approved budget allocations. The Department Head and one other member of the Tender Proposal Award Committee will have signing authority on contracts that arise from this award level.

C. The Blue Mountains’ Strategic Plan

Goal #4: Promote a Culture of Organizational and Operational Excellence
 Objective #4: To Be a Financially Responsible Organization

D. Environmental Impacts

Contractors are asked to abide by the Town's Anti-idling policy during the course of their work.

E. Financial Impact

All purchases are made in accordance with the Town's approved budget for each procurement.

F. In Consultation With

Mike Humphries, Engineering Design Technologist

G. Attached

None

Respectfully submitted,

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Ruth Prince
Director of Finance and IT Services

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