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STAFF REPORT: Finance & IT Services



REPORT TO: Council
MEETING DATE: August 26, 2013
REPORT NO.: FIT.13.30
SUBJECT: Tenders Awarded by the Tender/Proposal Award Committee (TPAC)
PREPARED BY: Serena Wilgress, Manager of Purchasing & Risk Management

A. Recommendations

THAT Council receive Staff Report FIT.13.30, "Tenders Awarded by the Tender/Proposal Award Committee (TPAC)" detailing the following awards, for information purposes:

1. Standard use of Point to Point Communications for the replacement and maintenance services of the Fire Department's Radio Communications System, within the approved Capital and Operating Expense Budgets for the Fire Department; and,
2. Extension of Contract No. 2011-8-T-EPW, Tender for the Supply and Delivery of Winter Road Salt, awarded to Sifto Canada Corporation, being a responsive and responsible bidder, at a cost of \$68.60 per tonne for use in 2013/2014 winter season at an estimated total cost of \$68,600 excluding HST

B. Background

1. Standardized use of Point to Point Communications for the Fire Department's Radio Communications System

TPAC approved the Staff Recommendation of the standardized use of Point to Point Communications for the Fire Department's radio communication needs in accordance with the Town's Purchasing Policies and Procedures.

A justification summary for the standardization includes:

- Timeliness of the overall process. There is an urgency to replace this equipment due to system interruptions. The upgrade/replacement process needs to begin immediately to resolve the current issues. Selecting a vendor via an RFP process may result in this upgrade/replacement not occurring until 2014.
- The current service provider's expertise and knowledge of our current system gives them an advantage in the determination of the required infrastructure that will meet or exceed the performance of our current system.

The work to be completed in 2013 will include replacement of the Repeater System, Base Radios, Dispatch Radio, reprogramming of existing radios and Tower Linking. This work is within the approved Capital Budget of \$80,000 at a cost of \$58,000.

Replacement of the Antenna Systems is expected to take place in 2015 at a cost of \$16,000.

In addition, the Fire Department expects to see a savings of \$4,600 to \$5,000 each year in the operating costs for communications.

2. Award of Extension of Contract for Winter Road Salt, 2011-8-T-EPW

Within the terms of the Contract for the supply and delivery of winter road salt, there is a provision to extend the contract for up to 2 additional years. Extension for the winter of 2013/2014 will be the final extension of this contract.

Staff is recommending the extension of Contract 2011-8-T-EPW with Sifto Canada Corporation for the winter of 2013/2014 at the original cost of \$68.60 per tonne for an estimated total cost of \$68,600 excluding HST.

The Tendering Process was compliant with the Town's Purchasing Policy 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 B "Tendering Procedures", clause 29 a) states:

"The Tender/Proposal Award Committee will award contracts from \$50,001- \$100,000, in a report of recommendation to the project file, based on an award to the low "responsive and responsible" bidder within approved budget allocations. An information report will be provided to Council at the next available Council meeting outlining awards made by the Tender Award Committee. The Manager of Purchasing or Department Head shall prepare the report as a representative of the Tender/Proposal Award Committee. The Department Head in conjunction with 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

Strategic Goal 6 - Provide a strong, well-managed municipal government.

D. Environmental Impacts

None

E. Financial Impact

The budget impact statements for each of the negotiated procurement are within budget and have been detailed in the respective reports

F. In Consultation With

A.J. Lake, Deputy Fire Chief
Jim McCannell, Manager of Roads & Drainage

G. Attached

None

Respectfully submitted,

Serena Wilgress, Manager of Purchasing & Risk Management

Robert Cummings, Director of Finance & IT Services

For more information, please contact:

Serena Wilgress
swilgress@thebluemoorains.ca
519-599-3131 x278