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STAFF REPORT: Finance & IT Services



REPORT TO: Council
MEETING DATE: November 25, 2013
REPORT NO.: FIT.13.61
SUBJECT: Tenders Awarded by the Tender / Proposal Award Committee
PREPARED BY: Serena Wilgress, Manager of Purchasing & Risk Management

A. Recommendations

THAT Council receive Staff Report FIT.13.61, "Tenders Awarded by the Tender/Proposal Award Committee" detailing the following award for information purposes:

1. Award of Tender 2013-33-T-EPW, Cleaning and CCTV Inspection of Sewer Mains to Pipe Vision Inc. with firm pricing of \$18,065, being \$14,910 at the regular rate and \$3,155 at the emergency rate for 2014, it being noted that the contract will terminate on December 31, 2018.

B. Background

TPAC approved the Staff Recommendation of the Award of Tender 2013-33-T-EPW, Cleaning and CCTV Inspection of Sewer Mains, 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 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

Funding provision for this work is included in the Wastewater Annual Operating Budget.

F. In Consultation With

John Caswell, Manager of Water and Wastewater Services

G. Attached

None

Respectfully submitted,

Serena Wilgress

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