

STAFF REPORT: Finance & IT Services

REPORT TO: Council
MEETING DATE: Monday, May 14, 2012
REPORT NO.: FIT.12.29
SUBJECT: Tenders Awarded by the Tender Proposal Award Committee (TPAC)
PREPARED BY: Sherri Adams, Manager of Purchasing CPPB

A. Recommendations

THAT Council receive Staff Report FIT.12.29 "Tenders Awarded by the Tender Proposal Award Committee (TPAC)" detailing the following award, for information purposes in compliance with the Town's Purchasing Policy - POL.COR.07.05 clause 7:

1. Tender 2012-15-T-REC for the Design-Build Stipulated Price Tender for a Tomahawk Building awarded to Allen-Hastings Limited for the Total Tendered Price of \$72,782.00 (including a \$5,000 contingency), excluding HST.

B. Background

Tender Documents were developed by the Manager of Purchasing, Project Manager and the Construction Coordinator. The tender was advertised on March 28, 2012 on the Town's website and in two local papers.

Thirty four (34) companies received tender documents, which included one addendum.

Four tender submissions were received by the Administration Office by the closing date of Thursday, April 19, 2012 at 2:00 pm. A public opening took place immediately following the closing. Below is a synopsis of the tenders received in response to the tender call:

Bidder	Total Tender Amount including \$5,000 contingency (excluding HST)
Allen-Hastings Limited	\$72,782.00
DBD Systems Inc.	\$76,635.00
Van Pelt Construction Inc.	\$79,950.00
W.E. Marshall	\$157,000.00

On April 20, 2012, the Tender Proposal Award Committee (TPAC) awarded the tender to Allen-Hastings Limited at a total tender amount of \$72,782.00, including a \$5,000 contingency (excluding HST). Allen-Hastings Limited was a compliant bidder and the lowest cost.

The Tender Proposal Award Committee approved the award for the Design-Build Stipulated Price Tender for the Storage Building at Tomahawk in accordance with the original tender and the Town's Purchasing Policy and Procedures as stated below.

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 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 Committee will have signing authority on contracts that arise from this award level. "

C. The Blue Mountains' Strategic Plan

Providing a strong, well managed municipal government

D. Environmental Impacts

None at this time

E. Financial Impact

The 2012 Approved Capital Budget for this project is \$76,000. This funding is inclusive of a roll-over of the 2011 budget as the project did not go forward in 2011. The project expense for this tender is \$74,062.96 (including non-rebateable HST).

F. In Consultation With

Aaron McMullen, Facilities Supervisor
Shawn Everitt, Director of Recreation
Robert Cummings, Director of Finance & IT Services

G. Attached

None

Respectfully submitted,

Sherri Adams, Manager of Purchasing

Robert Cummings, Director of Finance & IT Services

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