



Report to: General Committee

Date Report Authored: September 4, 2018

**SUBJECT:** Delegation of Authority to Chief Administrative Officer during the 2018 annual summer recess as per By-law 4-2000

**PREPARED BY:** Alex Moore Ext 4711

**RECOMMENDATION:**

- 1) THAT the report entitled “Delegation of Authority to Chief Administrative Officer during the 2018 annual summer recess as per By-law 4-2000” be received

And that Staff be authorized and directed to do all things necessary to give effect to this resolution.

**PURPOSE:**

To inform Council of items authorized by the Chief Administrative Officer during the annual Council summer break between the last meeting in June or July and the next regular Council meeting as per By-law 4-2000.

Delegation under By-law 4-2000 authorizes the Chief Administrative Officer to award any required contracts greater than \$350,000 for the annual Council summer break between the last meeting in June or July, as the case may be, and the next regular Council meeting By-law which are in compliance with the City’s Purchasing By-law and which are within budget as approved by Council;

The CAO authorized the following:

**Community & Fire Services**

Award Details	Description
Sole Bidder	009-T-18 - Supply and Delivery of Sewer Vacuum Flusher

**Development Services**

Award Details	Description
Lowest Priced Bidder	123-T-18 Wismer Alexander Lawrie Neighbourhood Park East and West – Construction

2018-08-17

X

Shane Manson  
Acting Treasurer  
Signed by: cxa

2018-08-17

X

Trinela Cane  
Commissioner, Corporate Services  
Signed by: cxa



**STAFF AWARD REPORT**

To:	Andy Taylor, Chief Administrative Officer
Re:	009-T-18 - Supply and Delivery of Sewer Vacuum Flusher
Date:	August 7, 2018
Prepared by:	Peter Englezakos, Supervisor, Fleet & Supplies, Ext. 4896 Flora Chan, Senior Buyer, Ext. 3189

**PURPOSE/BACKGROUND**

To obtain approval to award the contract for the supply and delivery of one (1) sewer vacuum flusher truck.

Unit 2180 will be sold upon delivery of the new unit in accordance with Purchasing By-law 2017-8, PART V Disposal of Personal Property and proceeds will be posted to account 890 890 9305.

**RECOMMENDATION**

Recommended Bidder	C.M. Equipment Inc. (Sole Bidder)	
Current Budget Available	\$ 505,601.00	057-6150-18251-005 Waterworks Fleet Replacement
Less cost of award	\$ 525,199.36	Award inclusive of HST
Budget Shortfall	\$ (19,598.36)	*

\*The budget shortfall of \$19,598.36 will be funded from the Waterworks Capital Contingency account, which has a balance of \$100,000 as at August 2, 2018. The recommended vendor (C.M. Equipment Inc.) will support with the sale of the old unit to negate the shortfall. C.M. Equipment Inc. is confident the City may potentially attain additional resale of unit 2180 in the amount of \$25,000 to \$50,000 through their support and contacts.

Staff recommends awarding the contract in accordance with By-Law 4-2000 which reads:

“.. that the Chief Administrative Officer be authorized to award any required contracts greater than \$350,000 for the annual Council summer break between the last meeting in June or July, as the case may be, and the next regular Council meeting which are in compliance with the City’s Purchasing By-law and which are within budget as approved by Council;”

**BID INFORMATION**

Bid closed on	June 28, 2018
Number picking up document	3
Number responding to bid	2*

\*One bidder was disqualified as they did not meet the mandatory specifications. As noted in the bid document, the City requested a dual engine sewer vacuum flusher truck, however, one bidder submitted single engine unit and was therefore disqualified.

The dual-engine design was specified for the following reasons:

- Dual-engine design allows flexibility to shut down the main engine while completing vacuum tasks, which helps to extend lifecycle and reduce maintenance of the main motor, as it is more expensive out of the two for maintenance.
- Noise levels are minimal while running the secondary motor only for sewer flushing.
- During the winter season, the recirculation of the liquids being carried can be run independently off the secondary engine to minimize risk of freeze up and damage to internal pumps and hoses.
- Dual-engine design minimizes the training resources required as our Fleet has only been equipped with dual-engine designs.

Staff negotiated with C.M. Equipment Inc. a 1.3% or \$7,123.20 cost reduction from the original bid price, as allowed under the Purchasing By-Law.

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

There is no incremental operating budget impact as the vehicle being purchased is replacing an existing unit.

The Life Cycle Reserve Study will be updated as part of the 2019 update.

**ENVIRONMENTAL CONSIDERATIONS**

This unit utilizes current technology, reducing overall engine emissions and noise levels during operation.



STAFF AWARD REPORT

To:	Andy Taylor, Chief Administrative Officer
Re:	123-T-18 Wismer Alexander Lawrie Neighbourhood Park East and West – Construction
Date:	July 26, 2018
Prepared by:	Linda Irvine, Manager, Parks & Open Space Development, Ext. 2120 Rosemarie Patano, Senior Construction Buyer, Ext. 2990

**PURPOSE / BACKGROUND**

To obtain approval to award the contract for the construction of the Wismer Alexander Lawrie Neighbourhood Park (NP) East and West. The Wismer Alexander Lawrie NP East and West is located at the frontages of James Parrot Avenue and Alexander Lawrie Avenue to the east of McCowan Road, south of Bur Oak Avenue and north of 16th Avenue.

Wismer Alexander Lawrie NP East and West will consist of the following features: site preparation and grading of site; provide storm-sewer, water and electrical services for the site from adjacent roads or established on-site existing services; concrete paving; planting and sodding; site furnishings; playground installation; and park pavilion/gazebo. The tender specified that the contractor will complete this park by August 2019.

**RECOMMENDATION**

Recommended Bidder	Melfer Construction Inc. (Lowest Priced Bidder)	
Current Budget Available	\$ 1,190,501.00	081-5350-17014-005 Wismer Alexander Lawrie NP East and West – Construction
Less cost of award	\$ 1,116,964.57	Construction
	\$ 67,017.87	Contingency (6%)
	\$ 1,183,982.44	Total (Inclusive of HST)
	\$ 106,558.42	Internal Management Fee @ 9%
	\$ 1,290,540.86	Total Cost of Award (Inclusive of HST)
Budget Remaining after this award	(\$ 100,039.86)	*

\*The budget shortfall of \$100,039.86 will be funded 90% or \$90,035.87 from the Design Contingency and 10% or \$10,003.99 from the non-DC Capital Contingency.

The budget shortfall can be attributed to the following reasons:

1. Due to the soil stockpile that was left by the developer on the East park parcel, and the inability to transport this soil through the park has resulted in slightly higher costs than anticipated. Having this soil stock pile saves money on the project as new soil does not need to be purchased. However the stripping, grading, hauling and removal involved with using this soil is more costly than initially estimated. Environmental precautions need to be taken as the site is beside a stream that is the habitat of the endangered red side dace. Due to this, the soil and stockpile material can only be transferred to the West parcel by hauling it on the road. The contractor cannot use the buffer strip due to the proximity to the stream, which results in higher hauling costs. These costs could have been mitigated if the stock pile was located on the East parcel, or more even distributed between the two.
2. Due to the time of year this tender was released, certain costs are higher, like the concrete costs. Unfortunately these costs cannot be combatted as most companies already have their schedules and subcontracts set for the season.

**RECOMMENDATION (Continued)**

Value engineering exercise took place before releasing this tender as the cost estimate was over budget. Any unnecessary features were removed and the design simplified. The design that was released for tender captured all the required programming with the most efficient servicing available. Since an extensive value engineering process took place before tender, it is difficult to cut back or remove anything without compromising the value and programming of the space. The programming for this space is very important as this is a large park for the area. Since it will house a spray pad, junior and senior play areas and open plaza, this is a multi-generational space that will contribute greatly to the recreational activities of the local community.

Staff recommends awarding the contract in accordance with By-Law 4-2000 which reads:

“.. that the Chief Administrative Officer be authorized to award any required contracts greater than \$350,000 for the annual Council summer break between the last meeting in June or July, as the case may be, and the next regular Council meeting which are in compliance with the City’s Purchasing By-law and which are within budget as approved by Council;”

**BID INFORMATION**

Bid closed on	July 12, 2018
Number picking up document	9
Number responding to bid	7

**PRICE SUMMARY**

Bidders	Bid Price (Inclusive of HST)
<b>Melfer Construction Inc.</b>	<b>\$ 1,116,964.57</b>
Loc Pave Construction Limited	\$ 1,219,812.38
Pine Valley Corporation	\$ 1,249,905.87
Latitude 67 Ltd	\$ 1,270,247.79
Cedargreen Landscape Contractors Ltd.	\$ 1,328,657.42
Royalcrest Paving & Contracting Ltd.	\$ 1,419,923.42
Hawkins Contracting Services Limited	\$ 1,430,267.38

**OPERATING BUDGET AND LIFE CYCLE IMPACT**

The Operations Department has reviewed the project and supports the future maintenance requirements. Future requirements for Wismer Alexander Lawrie NP East and West include grass cutting and trimming, litter pick-up, garbage disposal and playground inspections.

The Wismer Alexander Lawrie NP East and West is 1.61 hectares (3.98 acres) and the budgeted cost per hectare is \$8,941 / ha (2019 budgeted rate). Therefore, the incremental operating budget impact is \$14,395.01 (\$8,941/ha x 1.61 ha). This operating increase has been included in the 2019 Operating budget, subject to Council approval. The life cycle impact is \$ 947.2K (80% of the total construction costs) over the next 25 years. Staff will update the Life Cycle Reserve Study at the next update to incorporate the various components of the park.

The Operations, Asset Management, Recreation and Procurement departments were consulted during the process.

**ENVIRONMENTAL CONSIDERATIONS**

Included Specification Section 01561 – Environmental Protection in the contract documents in order to meet or exceed regulatory environmental procedures during construction:

- Park grading is designed to minimize the amount of import and/or export of soils
- Plant materials ( i.e., shrubs and trees are non-invasive and many of which are native species)