

**Recommendation:**

That the Treasurer-2023-23 report, dated November 21, regarding Purchasing Report – November 2023 be received.

**Overview:**

For Council's information, this report includes staff approved purchasing awards and change orders for November 2023.

There were four awards completed and each one followed the Purchasing Policy and used the Bids and Tenders system. Unless otherwise noted the RFP was awarded to the lowest bidder.

**PR-2023-01 – Robert Johnston Trail Boardwalk Replacement**

**Project Background** – The boardwalk was damaged during the 2022 Derecho Storm. The Township received funding to replace the Boardwalk from the Ministry of Natural Resources and Forestry.

**Awarded to** – Berkim Construction Inc.

**Budget** – \$35,000

**Award Amount** - \$35,310.72 – the additional costs of \$310.72 will be funded through the 2023 Parks budget. The table below shows the costs submitted in the proposals. After submission staff worked with Berkim Construction to alter the scope to bring the project within budget. Three sections are being repaired and it was negotiated for the removal and disposal of one of the sections to be completed by staff.

Bidder	Price	Score
Berkim Construction Inc	\$39,200.00	78.25
2585284 Ontario Inc. o/a Beton	\$58,895.00	71.22
Rubicon General Contracting Ltd.	\$63,113.00	66.88
Henderson Construction	\$66,840.00	40.34
Sean Skelly Contracting	\$120,635.13	22.00

**FD-2023-01 - Development of a Fire Master Plan and Community Risk Assessment**

**Project Background** – the Fire Master Plan was recommended from our Service Delivery Review as well as our Community Risk Assessment that is a legislated requirement due July 2024.

**Awarded to** – Emergency Services Strategy Solutions Inc. (ESSSI)

**Budget** – \$35,000

**Award Amount** – \$35,712.67 (\$35,095 before non-refundable HST) – the additional \$712.67 will be funded through reserves.

Bidder	Price	Score
<b>Emergency Services Strategy and Solutions Inc.</b>	<b>\$35,095.00</b>	<b>89.58</b>
Centred Performance Inc.	\$33,850.00	79.33
The Loomex Group	\$59,255.00	70.52
Behr Integrated Solutions Inc.	\$57,591.55	69.18
Emergency Management & Training Inc.	\$66,060.00	67.83
Capstone Project Solutions Inc.	\$106,740.00	57.02

All submissions were scored as follows:

Item	Point Allocation
1. Company Overview and Project Team	10
2. Qualifications and Experience	30
3. Workplan and Timelines	20
4. Proposed Fee	40
<b>Total</b>	<b>100</b>

The evaluation team included three Township staff and the scores shown are the average scores of the evaluations. Emergency Services Strategy and Solutions were not the lowest price but scored the highest due to extensive experience and a high quality workplan.

### **ADM-2023-02 – 2024 Development Charges Background Study**

**Project Background** – The Township’s current DC By-law is going to expire August 2024 and requires a new study to pass a new by-law.

**Awarded to** – Watson & Associates Economists Ltd.

**Budget** – \$30,000

**Award Amount** – \$29,408.64 (\$28,900 before non-refundable HST)

Bidder	Price	Score
<b>Watson &amp; Associates Economists Ltd.</b>	<b>\$28,900.00</b>	<b>96.00</b>
Hemson Consulting Ltd.	\$29,900.00	95.83

**BLDG-2023-01 – 1956 Fifth Line, Con 4 S/E ¼ Lot 26 Demolition**

**Project Background** – strategic endeavor aimed at the systematic dismantling and removal of existing structures.

**Awarded to** – Andy Calder Excavation

Budget – \$8,000

Award Amount – \$11,448.00 (\$11,250 before non-refundable HST)– the variance of \$3,448 will be funded by the \$2,000 that the Township received for the sale of the barn on site and 2023 Building Maintenance budget for Corporate.

Bidder	Price	Score
<b>Andy Calder Excavating</b>	<b>\$11,250.00</b>	<b>79.50</b>
1000312429 ONTARIO INC.	\$15,100.00	74.75
Corner Point Home Services	\$19,500.00	63.35
Drain Bros. Excavating Limited	\$29,100.00	61.83
Scott Trudeau Construction Corp	\$23,500.00	57.69
Leahy Excavations Inc.	\$15,000.00	55.00
Tri-Phase Group Inc.	\$37,350.00	52.06
North American Demolition INC	\$46,612.50	46.07
Henderson Construction	\$46,250.65	43.66
Shoreway Construction Ltd	\$51,100.00	42.51

**Conclusion:**

The projects included in this report are all under \$50,000 and therefore require Council to be informed of the results.

**Financial Impact:**

All projects will be funded with approved budgets.

**Strategic Plan Applicability:** To effectively respond to the challenges of addressing the Township's municipal infrastructure needs as well as effectively managing the assets of the corporation.

**Sustainability Plan Applicability:**

**Report Approval Details**

Document Title:	Procurement Update - November 2023.docx
Attachments:	
Final Approval Date:	Nov 15, 2023

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Elana Arthurs