

Recommendation:

That the Building Department-2022-04 report, dated April 19, 2022 regarding Municipal Office Lower Level Renovations be received;
and that Council direct staff enter into a contract with Toms Contracting to undertake the renovation work as outlined in the RFP BLDG-2022-01.

Overview:

On March 21, 2022 the Township posted an RFP for contractors to undertake the necessary renovations to the lower level of Municipal Office to accommodate more staff offices. The RFP closed on April 11th at 12:00pm, and one bid was received by Toms Contracting. The cost of the base bid was \$48,920 + HST, but the total amount will be higher as there were some items excluded from this cost (furniture, additional painting, additional flooring, security system, etc.). It is anticipated that the project will remain under the approved budget and the work can be completed in a timely manner.

Conclusion:

The RFP for the Municipal Office Lower Level Renovations has closed and staff are prepared to enter into contract with Toms Contracting to have the work completed as specified and within budget.

Financial Impact: As noted in the 2022 Building Department budget.

Strategic Plan Applicability: To ensure and enable an effective and efficient municipal administration.

Sustainability Plan Applicability: N/A

Report Approval Details

Document Title:	Municipal Office lower level renovations.docx
Attachments:	
Final Approval Date:	Apr 12, 2022

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

Martina Chait-Hartwig

Elana Arthurs