

**Halifax Regional Council**  
**September 27, 2005**

**TO:** Mayor Kelly and Members of Halifax Regional Council

**SUBMITTED BY:**



S. Dale MacLennan, CA, Director, Financial Services

**DATE:** September 6, 2005

**SUBJECT:** **INTERIM AWARD POLICY - TENDER AWARDS**

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## **INFORMATION REPORT**

### **ORIGIN**

On July 5, 2005, Council approved an Interim Award Policy to approve tenders during the July 12 - July 26 and August 16 - August 30, 2005 time frame. Council was advised a report would come forward at the end of this time period, outlining the contracts that had been approved.

The purpose of this report is to provide a listing of those contracts which were approved by the CAO under the interim award policy during these periods.

## **BACKGROUND**

During the July 5, 2005 meeting of Council, Council approved the use of the Interim Award Policy for the time frame of July 12 - July 26 and August 16 - August 30, 2005.

The Interim Award Policy allowed the CAO to award tenders, and approve purchase and sale of property, on the following basis and criteria, during the period of July 12th - July 26th and August 16th - August 30th, 2005.

- Where the funds and program have been approved by Halifax Regional Council as part of the annual business planning and budget process and the expenditure will not result in an over-expenditure of the entire budget.
- Where the purchase was the result of a public procurement process conforming to the HRM procurement policy.
- Where the tender is awarded to a supplier with the lowest cost, or highest revenue, meeting specifications.
- Where the award of a Request for Proposal is made to the highest scoring proponent based upon evaluation criteria within the Request for proposal.
- Where the purchase is a sole source purchase not to exceed \$50,000.00.
- Where there is no legislative requirement to obtain Halifax Regional Council approval.
- Where the CAO does not decide that the award is a matter best dealt with by Halifax Regional Council.

## **DISCUSSION**

As per the responsibility to provide Council with a report, the data for awarded contracts under the Interim Award Policy have been summarized in the attached table.

All reports recorded on the attached list are available for viewing in the Municipal Clerk's Office.

## **BUDGET IMPLICATIONS**

The budget implications, and account details, are clearly stated in the Budget Implications section of the individual reports which are on file in the Municipal Clerk's Office. All reports involving capital funding were reviewed, and confirmed, by Capital staff in Financial Services. Funding for these projects are available in the approved Capital or Operating budget.

## **FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating,

Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

**ALTERNATIVES**

There are no recommended alternatives.

**ATTACHMENTS**

**Appendix "A"** - Table listing of approved reports under the Interim Award Policy.

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Peter Ross, Manager of Procurement 490-6499

## Reports Awarded via the Interim Award Policy September 27<sup>th</sup>, 2005

| Title of Report   | Total Award<br>(net HST)   | Account # | Contractor                                | # of<br>Bids<br>Rec'd | Details                                  |
|---|----------------------------|-----------|---|-----------------------|--|
| Award of Unit Price Tender #05-278, Surface Sealing, Thin Asphalt Overlay - Various Locations                   | \$ 880,931.00              | CZU00717  | Basin Contracting                         | 4                     | Awarded to the lowest bidder.            |
| Award of RFP #05-083 - Dispatch Console Furniture for the new Integrated Dispatch and Telecommunications Centre | \$ 524,437.00              | CB200516  | Bramic Creative Business Products Limited | 6                     | Awarded to the highest ranking proponent |
| Award of Unit Price Tender #05-227, Shore Drive Bridge - Central Region   | \$ 738,742.00              | CRU00684  | Leslie & Benn Contracting Limited         | 2                     | Awarded to the lowest bidder.            |
| Award of Tender #05-130 - Hauling of Bulk Salt  | Price Per Tonne<br>\$13.66 |           | Pictou County Bulk Carriers               | 3                     | Awarded to the lowest bidder.            |
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