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Item No. 4

Halifax Regional Council
January 27, 2009

TO: Mayor Kelly and Members of Halifax Regional Council

A handwritten signature in cursive script that reads "Cathie O'Toole".

SUBMITTED BY:

Cathie O'Toole, CGA, Director, Finance

DATE: January 15, 2009

SUBJECT: **Award of Contracts - CAO Approval**
Interim Award Policy

INFORMATION REPORT

ORIGIN

On June 17, 2008, Council approved an Interim Award Policy whereby the CAO can approve tenders over the value of \$100,000 when a regular Regional Council meeting has been cancelled or the regular schedule creates more than eight(8) business days between Council meetings. Council was advised a report would come forward at the end of this time period, outlining the contracts that had been approved.

The Procurement Policy also requires a quarterly report to Regional Council of awards of contracts over the value of \$50,000 approved by the CAO or his designate.

The purpose of this report is to provide a listing of those contracts which were approved by the CAO during the period September 3, 2008 to January 13, 2009.

BACKGROUND

During the June 17, 2008 meeting of Council, Council approved the use of the Interim Award Policy which allows the CAO to award tenders over \$100,000 on the following basis and criteria when a regular Regional Council meeting has been cancelled or the regular schedule creates more than eight(8) business days between Council

- Where the funds are 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 the 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.
- 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.

The Interim Award Policy was in effect during the period of December 16, 2008 and January 8, 2009 when the regular schedule of council created more than eight (8) business days between Council meetings.

Section 8 (5) of the Procurement Policy (Award of Contracts) requires that Regional Council be provided a quarterly report of awards of contracts over the value of \$50,000 approved by the CAO or his designate. Award of contracts over the value of \$100,000 outside the effective period of the Interim Award Policy require Council approval.

DISCUSSION

As per the responsibility to provide Council with reports pursuant to the Interim Award Policy and the Procurement Policy, the data for awarded contracts by the CAO for the period September 3, 2008 to January 13, 2009 have been summarized in the attached tables.

All reports recorded on the attached lists are available through 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 alternatives.

ATTACHMENTS

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

Appendix "B" - Table listing of approved reports under Section 8 (5) of the Procurement Policy

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by : Anne Feist, Operations Manager, Procurement 490-4200

Interim Award Reports - December 2008

Appendix A

Title of Report	Total Award (net HST)	Account #	Contractor	# of Bids Rec'd	Details
Award RFP 08-349 - Cleaning Services Contract - Gordon R Snow Community Centre	Year 1 - \$65,781 Year 2 - \$65,755	W211 6304	A + Quality Cleaners	3	Awarded to the highest scoring proponent.
Award RFP 08-352 - Cleaning Services Contract - Various Locations	Year 1 - \$85,727 Year 2 - \$90,813	W211 6304	JaniKing	3	Awarded to the highest scoring proponent.
Award - RFP 08-337, Automated Customer Checkouts, Halifax Public Libraries	\$148,896	B012 6701	Sentry Technology Corp.	5	Awarded to the highest scoring proponent.
Award - Tender 08-358, Supply and Install Library Shelving, Captain William Spry Public Library	\$87,915 \$44,203	CBU00949 CBX01052	Colonial Scientific	1	One bid received. Due diligence conducted.
Award - Unit Price Tender 08-285, Traffic Signal Installation - Lacewood Drive at Stratford Way - West Region	\$88,174 \$88,146	CTU01085 CB100091	XL Electric Limited	2	Awarded to the lowest bidder.

CAO Award Reports - September - January 2009

Appendix B

Title of Report	Total Award (net HST)	Account #	Contractor	# of Bids Rec'd	Details
Award RFQ# 08M154: Natural Gas Conversion Public Gardens Greenhouses	\$92,052	CBX01097	Ainsworth Inc.	3	Awarded to the lowest bidder.
Award - Tender No. 08-179, Smokey Drive Elementary School Playground, Supply and Installation	\$54,107 \$15,000	CPX01024 CCV00669	PlayPower LT Canada Inc.	2	Awarded to the lowest bidder.
Award - Tender No. 08-174, R.K. Turner Elementary School Playground, Supply and Installation	\$49,187 \$10,000 \$5,000	CPX01024 CPU00917 CCV00657	PlayPower LT Canada Inc.	2	Awarded to the lowest bidder.
Award - Request for Proposal 08-077, Alternative Voting Audit Services	\$53,266	A125 6301	Ernst and Young	2	One bid did not meet minimum requirements. Awarded to remaining bidder.
Award - Tender 08-158, Victoria Park Lighting	\$61,851	CDG00271	XL Electric Limited	2	One bid did not meet terms and conditions. Awarded to remaining bidder.
Award - Tender 08-182, Supply and Installation of Play Structure Fleming Tower School	\$57,406	CPX01024	PlayPower LT Canada Inc.	2	Awarded to the lowest bidder.
Award RFP 08-178, Construction Management Services, Mainland Common Centre *	\$2,063,391	CB100091	Ellis Don	7	Awarded to the highest scoring proponent.

* On August 12, 2008, Halifax Regional Council approved the delegation of contract award authority of tenders/RFP's to the CAO for this project in order to meet the tight project time lines and the budget for the construction of this facility.

Title of Report	Total Award (net HST)	Account #	Contractor	# of Bids Rec'd	Details
Award - Tender 08-125, Supply and Install Weight Room Equipment, Gorden R. Snow Community Centre	\$56,218 \$2,948	CB200454 CBJ00168	Spartan Athletic Products	2	One bid was incomplete. Awarded to remaining bidder.
Award - Tender 08-116, Supply of One (1) New Tractor with Boom Flail Mower	\$98,246	CVD00413	Planters Equipment Limited	2	Awarded to the lowest bidder.
Award - Tender 08-117, Supply of Two(2) New Trucks with Services Body	\$96,731	CVD00413	Chebucto Ford Sales	4	Awarded to the lowest bidder.
Award - Tender 08-147, Supply of Four(4) All Wheel Drive Vehicles	\$79,057	CVJ001089	Steele Chrysler	3	Awarded to the lowest bidder.
Award - Tender 08-336, Supply of Three(3) 2-Seat Compact Cars	\$52,427	CTR00908	O'Regan's M-B Limited	1	One bid received. Due diligence conducted.
Award - RFP No. 08-123 Transportation Study - Fall River / Waverley / Wellington Areas	\$55,715 \$18,571	CTU00884 CDV00738-6303	CBCL Limited	3	Awarded to the highest scoring proponent.
Award - RFP 06-019, Consultant Award, Highfield Park Pedestrian Overpass Design - East Region	\$59,374	CJV00724	CBCL Limited	1	Original contract extended to include detailed design work.
Award - Tender 08-187, Seaside Tennis Courts Resurfacing	56,627	CPX01029	Ocean Contractors Ltd.	3	Awarded to the lowest bidder.
Award - Tender 08-340, Two(2) 2009 3/4 Ton Cargo Vans	\$57,031	CVK01090	MacPhee Pontiac Buick GMC Ltd.	2	Awarded to the lowest bidder.
Award - RFP 08-313 Ernst Mill Bridge - East Region	\$68,843	CRU01077	O'Halloran Campbell Consultants Limited	4	Awarded to the highest scoring proponent.
Award - Tender 08-191, Abbey Park Wooden Hockey Boards	\$51,197	CPX01017	Eastern Fence Erectors Limited	3	Awarded to the lowest bidder.

Title of Report	Total Award (net HST)	Account #	Contractor	# of Bids Rec'd	Details
Capital Budget Increase and Award Tender 08-180, Caudle Park Playground , Lower Sackville, Supply & Installation	\$42,000 \$23,000 \$5,238	CPX01024 CCV00670 CPU00917	PlayPower LT Canada Inc.	2	Awarded to the lowest bidder.
Award - Tender 08-192, Lion's Beach Site Improvements	\$37,795 \$23,539	CPU00928 CPX01060	AllTerrain Contracting Inc.	4	Awarded to the lowest bidder.
Award - Tender 08-351, One(1) 2009 Commercial Cab and Chassis with Fibreglass Body, 16,000 GVWR	\$50,891	CVJ01089	MacPhee Pontiac Buick GMC Ltd.	3	Awarded to the lowest bidder.
Award - RFP 08-347, Solid Waste Characterization Study	\$60,170	R321 6399	SNC-Lavalin Inc.	5	Awarded to the highest scoring proponent.
Award - Tender 08-333R, Khyber Arts Building Window Repair	\$66,195	CBX01049	Renaissance Property Services	1	One bid received. An additional submission was withdrawn. Due diligence conducted.
Award - Tender 08-144, Supply and Setup of Office Furniture for the Gordon R Snow Community Centre and Fire Station, Fall River *	\$49,634 \$20,634	CB200454 CBJ00168	Grand & Toy	2	The award was divided between the two bidders. Neither bidder could meet the specifications of all tendered items.
Award - RFP 08-173 Pre-Design for Mill Cover Ferry Terminal and Re-Design of Halifax Ferry Terminal	\$82,314	CV300751	East Point Engineering	2	Awarded to the highest scoring proponent.
Award - RFQ 08M234 Motorola Portable Radios & Accessories	\$57,955	P316-CID	Bell Mobility	1	One bid received. Due diligence conducted.

* The balance of the contract was awarded by staff to Atlantic Business Interiors for \$25,115.49

Title of Report	Total Award (net HST)	Account #	Contractor	# of Bids Rec'd	Details
Award - RFP 08-168, Dartmouth Common Masterplan	\$62,057 \$17,573	CPG00497 CDG00271	CBCL	4	Awarded to the highest scoring proponent.
Award - Tender 08-346, HRM's Volunteer Fire Stations - Water Supply Improvements - for the Supply, Installation and Service of Water Treatment Equipment for 19 Fire Stations	\$85,116	CHJ00882	Renu Water Center	4	Awarded to the lowest bidder.
Award - RFP 08-359, Pre-Development of the Spring Garden Road Queen Street Public Lands	\$59,982	CBU00978	Colliers International	2	Awarded to highest scoring proponent.
Award - Tender 08-400, Tender Package #3, Mainland Common Centre	Various (see below)				
3a - Building Excavations and Backfill	\$398,202	CB100091	Dexter Construction Company Limited	4	Awarded to the lowest bidder
3b - Formwork and Concrete Placing	\$855,358	CB100091	Arnoldin Formwork Ltd	1	One bid received. Due diligence conducted.
3c - Reinforcing Bar and Wire Mesh	\$354,435	CB100091	Harris Rebar	3	Awarded to the lowest bidder
3d - Concrete Supply	\$716,080	CB100091	Ocean Contractors Limited	3	Awarded to the lowest bidder
3e - Underground Mechanical	\$152,563	CB100091	Western Plumbing & Heating Limited	4	Awarded to the lowest bidder
3f - Underground Electrical	\$65,574	CB100091	Black & MacDonald Limited	1	One bid received. Due diligence conducted.
3g - Elevator	\$152,485	CB100091	Thyssen Krupp Elevator	1	One bid received. Due diligence conducted.

Title of Report	Total Award (net HST)	Account #	Contractor	# of Bids Rec'd	Details
3h - Concrete Finishing	\$254,327	CB100091	Precision Concrete Services Ltd.	1	One bid received. Due diligence conducted.
3j - Foundation Dampproofing	\$90,397	CB100091	Everseal Contracting (2003) Ltd.	2	Awarded to the lowest bidder