

Halifax Regional Council  
August 27, 2002

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY: D. Keizer  
for S. Dale MacLennan, CA, Director, Financial Services  
Peter Ross  
Peter Ross, Manager of Procurement

DATE: August 15, 2001

SUBJECT: INTERIM AWARD POLICY - TENDER AWARDS

### INFORMATION REPORT

#### ORIGIN

The purpose of this report is to provide a listing of those contracts, purchases, and sale of properties, which were approved by the CAO during the summer break under the Interim Award Policy.

On June 9, 2002, Council approved an Interim Award Policy for this purpose. At that time, Council requested a report come forward, in August, outlining purchases and sales that have taken place during the break.

## BACKGROUND

A report prepared for Mr. George McLellan, Chief Administrative Officer, dated July 2<sup>nd</sup>, 2002, on the Interim Award Policy, went before Council on July 9<sup>th</sup>, 2002, and was approved at that time.

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 17, 2002 to August 19, 2002.

- The tender is awarded to the lowest responsible bidder meeting specifications.
- The award is not to a sole source.
- Award of Call for Proposals where a standard procurement process has been followed and the contract is awarded to the best overall submission.
- Where the funds and program have been approved by Council.
- The purchase and/or sale is within 15% of the appraised value of the property.
- The purchase has been approved in the 2002/03 business plan or property is required for Capital Projects and does not exceed \$500,000.
- Any sale of property must have been previously declared surplus by Council or be part of a business park and available for sale.

## DISCUSSION

The Capital and Operating Budgets have many programs approved by Council for completion during the construction season. Approval for the Interim Award Policy was given on July 9<sup>th</sup>, 2002 thus allowing this work to proceed as soon as the tenders were received and reviewed.

Due to the number of tender reports for this Council session, the reports for awarded contracts under the Interim Award Policy have been summarized in the attached table.

There was no purchase or sale of HRM property which required award by Council during Council's summer break.

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.
- Appendix "B"** - Copy of original report to Council - dated July 2<sup>nd</sup>, 2002.
- Appendix "C"** - Approval of Interim Award Policy from July 9<sup>th</sup>, 2002 Council minutes.

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

# Reports Awarded via the Interim Award Policy

## August 27<sup>th</sup>, 2002

Title of Report	Total Award (including HST)	Account #	Contractor	# of Bids Rec'd	Details
Award of Tender No. 02-071 Hauling of Bulk Salt Halifax Regional Municipality	<u>For 3 Yrs/tonne</u> West \$12.31 East \$12.08 Central \$11.95	R761-6511 R762-6511 R763-6511 R764-6511	Pictou County Truckers Association	4	To provide the delivery of bulk salt to HRM's Salt Storage Domes for the use in the Snow and Ice Operations. This agreement ends March 31 <sup>st</sup> , 2005. <i>Awarded to the lowest bidder.</i>
Award of Tender No. 02-082 Sandy Lake Park (Phase II)	\$ 69,082.80	CPC00676	TurfMasters Landscaping Ltd.	5	In March, 2002 the design work for Phase II was completed and was presented to the Bedford Waters Advisory Committee (BWAC) on May 15 2002. Based on the specific recommendations received from the BWAC and the North West Community Council the approved design included a gravel trail to the beach, clearing of trees and installation of topsoil and sodding and new sand areas. <i>Awarded to the lowest bidder.</i>
RFP 02-084 Streetscape Urban Design & Investment Strategy	\$ 115,475.47	CDG00271	Gordon Ratcliffe Landscape Architects	4	To develop the Capital District as a destination for residents and visitors. <i>Awarded to the highest rated proponent.</i>
Award of Tender #02-085 Six (6) Model 2003 4-Door Sedans with Front Wheel Drive.	\$ 153,992.10	CVK00288	Forbes Chev Olds	3	Forbes Chev. Olds. will be supplying Model 2003 Chevrolet Impalas 4-Door Sedans. <i>Awarded to the lowest bidder.</i>
Award of Unit Price Tender No. 02-222 Old Sambro Road Storm Sewer - West Region	\$ 231,770.00	CGU00121	W. Eric Wheby Ltd.	9	Tender includes the installation of 500 mm of 450 mm and 750 mm diameter concrete storm pipe, the installation of inlet and outlet structures, temporary erosion control measures and ditching. <i>Awarded to the lowest bidder.</i>

**Reports Awarded via Interim Award Policy  
Council Report Attachment**

**August 4**

Title of Report	Total Award (including HST)	Account #	Contractor	# of Bids Rec'd	Details
Award of Unit Price Tender No. 02-236 Sidewalk Renewals - West Region	\$ 81,222.00	CKU00141	Precision Concrete Services Ltd.	4	Tender includes the renewal of concrete sidewalk, concrete curb and gutter and sodding at: Churchill Street (S), Inglis Street (S), and University Ave (N). <i>Awarded to the lowest bidder.</i>
Award of Unit Price Tender No. 02-237 Sidewalk Renewals - East Region	\$ 97,086.00	CKU00141	B & L Contracting Limited	4	Tender includes the renewal of concrete sidewalk, concrete curb and gutter and sodding at: Myrtle Street (S), George Street (N), & Rockwood Ave (N). <i>Awarded to the lowest bidder.</i>
Award of Unit Price Tender No. 02-243 Beaver Bank Road Trunk Sewer - Central Region	\$ 710,392.00	CSU00111	W. Eric Whebby Ltd.	7	Tender includes construction of a new sanitary trunk sewer and a new storm sewer which is included in the approved budget on Beaver Bank Road, from Millwood Drive to Glendale Drive, Central Region. <i>Awarded to the lowest bidder.</i>
Award of Unit Price Tender No. 02-248 Paving Renewal - Central Region	\$ 614,825.00	CYR00991	Dexter Construction Company Limited	4	Tender includes renewal of the existing asphalt and gravel pavement structure and replacement of existing asphalt curb with concrete curb and gutter on Aspen Crescent from Riverside Drive (S) to Sycamore Lane and Madelaine Avenue from Old Sackville Road to end. <i>Awarded to the lowest bidder.</i>
Award of Unit Price Tender No. 02-261 Mcintosh Run Sanitary Sewer - West Region	\$ 224,810.00	CGU00389	W. Eric Whebby Limited	7	Tender includes the replacement of approximately 340 metres. Concrete sanitary sewer with high Density Polyethylene pipe. <i>Awarded to the lowest bidder.</i>
Award of Unit Price Tender No. 02-262 Paving Renewals - Wallace Street and Amelia Place - East Region	\$ 315,574.00	CYR00991	Dexter Construction Company	4	Project includes street reconstruction and the replacement of asphalt curb with concrete curb and gutter on both sides of the street. <i>Awarded to the lowest bidder.</i>

Reports Awarded via Interim Award Policy  
Council Report Attachment

August 27, 2002

Title of Report	Total Award (including HST)	Account #	Contractor	# of Bids Rec'd	Details
Award of Unit Price Tender No. 02-264 Audible Pedestrian Signal Upgrades	\$ 82,175.00	CTR00906 CTR00416	XL Electric Limited	2	Tender includes a complete upgrade of the traffic signals at Spring Garden Rd & Robie St intersection. The intersection of Alderney Dr at Queen St will also receive the pedestrian safety control upgrades. <i>Awarded to the lowest bidder.</i>
Award of Unit Price Tender No. 02-272 Cow Bay road New Sidewalk - East Region	\$ 118,897.00	CJR00956	Ocean Contractors	4	Installation of concrete curb and gutter and concrete sidewalk on the south side of Cow Bay Road from Shore Road to Sandpiper Mall (Civic 81, Cow Bay Road). <i>Awarded to the lowest bidder.</i>
Award of Unit Price Tender No. 02-273 Paving Renewal and New Sidewalk, Nictaux Drive and Nappan Drive - Central Region	\$ 729,464.00	CJR00956	Dexter Construction Company Limited	4	Installation of concrete curb and gutter and concrete sidewalk in the south side of Nictaux Drive from Nordic Crescent to Nappan Drive; the paving renewal and installation of concrete curb and gutter on both sides of the street, and installation of concrete sidewalk on the west and south side of Nappan Drive from Nictaux Drive to Nictaux Drive; and installation of concrete sidewalk on the west side of Nictaux Drive from Nappan Drive to Metropolitan Avenue. <i>Awarded to the lowest bidder.</i>
Award of Unit Price Tender No. 02-274 Metro Transit Garage Parking Lot - East Region	\$ 71,329.00	CBI00077	Lafarge Canada Inc.	4	Tender includes the creation of a new asphalt parking lot. <i>Awarded to the lowest bidder.</i>

Reports Awarded via Interim Award Policy  
Council Report Attachment

August 27, 2002

Title of Report	Total Award (including HST)	Account #	Contractor	# of Bids Rec'd	Details
Award of Unit Price Tender No. 02-275 Chip Sealing - Various Locations	\$ 336,795.00	R730 6399	Dexter Construction Company Limited	1	Project includes the chip sealing of existing chip sealed and stone and oil streets at various locations with HRM. At the June 25/02 regular Council session, Councillor Adams, District 18 requested that the chip sealing of the shoulders Herring Cove Road, from the former City of Halifax city limits to Hebridean Drive be included in this year's program. <b>PLEASE NOTE:</b> Since this tender came in under budget, staff will add this request to the scope of work, for a revised total area of 54,500 square metres and a revised Project Cost of \$336,795. Dexter Construction has agreed to this additional work at the same unit price for chip sealing and negotiated prices for prime and the preparation of shoulders for gravel. <i>Only bid received - please see above note.</i>
Award of Unit Price Tender No. 02-278 Bridge Repairs - Central and West Regions	\$ 139,550.00	CZR00357	Amber Contracting Limited	2	Tender includes the repair of bridges which are included in the approved budget - Dartmouth Road Culvert, Sackville River Bridge, Powder Mill Lake Bridge and Old Beaver Bank Road Bridge. The work generally consists of repairs to various bridge components, such as gabions, guardrail and handrails. <i>Awarded to the lowest bidder.</i>

APPENDIX "B"


AUG. 21. 2002 4: 00PM



11.3.4

Halifax Regional Council  
July 9, 2002

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:   
George McLellan, Chief Administrative Officer

DATE: July 2, 2002

SUBJECT: INTERIM AWARD POLICY - 2002

ORIGIN

The purpose of this report is to provide interim approval to the CAO to approve contracts and for purchase and sale of property during the summer break.

RECOMMENDATION

1. It is recommended that Council approve a policy to facilitate the award of tenders during the summer break. The proposed award policy would allow the CAO to award tenders on the following basis during the period of summer recess of Halifax Regional Council.
  - The tender is awarded to the lowest responsible bidder meeting specifications.
  - The award is not to a sole source.
  - Award of Call for Proposals where a standard procurement process has been followed and the contract is awarded to the best overall submission.
  - Where the funds and program have been approved by Council.
  
2. It is recommended that the CAO approve purchase and sale of property under the following criteria.
  - The purchase and/or sale is within 15% of the appraised value of the property.
  - The purchase has been approved in the 2002/03 business plan of property is required for Capital Projects and does not exceed \$500,000.
  - Any sale of property must be surplus to municipal requirements or be part of a business park and available for sale.



**INTERIM AWARD POLICY - 2002  
Council Report**

July 9, 2002

**DISCUSSION**

During each summer Halifax Regional Council does not meet for approximately one month.

The Capital and Operating Budgets have many programs approved by Council for completion during the construction season. If approval is given, this work can proceed as soon as the tenders are received and reviewed. Otherwise this work will be delayed for approval by Council to be awarded to the lowest bidder. This interim policy would allow property transactions to continue under guidelines approved by Council.


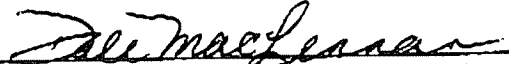
A report of any awards made under this interim policy will be sent to Council in August.

**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**

1. Council could delay awards until Council returns from vacation.
2. Council could arrange to meet during the vacation period for the purpose of awarding contracts.

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, CPPB, Manager of Procurement 	490-6499
Report Approved by:	 S. Dale MacLennan, CA, Director, Financial Services	490-6308

**11.3.2 Tender 02-258 - Sewer Lining - Western and Eastern Regions**

This item was addressed at an earlier point in the meeting. (See page 8)

**11.3.3 2002/2003 Area Rates for Business Improvement Districts**

- A report prepared for George McLellan, Chief Administrative Officer, dated June 28, 2002, on the above noted, was before Council.

**MOVED by Councillor Fougere, seconded by Councillor Hetherington, that the following operating budgets, area rates, and minimums and maximums be approved for the Business Improvement Districts for the fiscal year 2002/03 to be levied on Commercial and Business Occupancy properties only within the respective Districts:**

<b>Business Improvement District</b>	<b>2002/03 Operating Budget*</b>	<b>Commercial Area Rate</b>	<b>Business Occupancy Area Rate</b>	<b>Minimum to be paid</b>	<b>Maximum to be paid</b>
Downtown Dartmouth	\$83,725	\$0.2200	\$0.4400	\$50	\$500
Spring Garden Road	\$137,887	\$0.0177	\$0.4059	\$25	\$3,125
Downtown Halifax	\$451,540	\$0.0859	\$0.1718	\$35	\$3,000
Quinpool Road	\$53,039	\$0.0859	\$0.1718	\$35	\$3,000

**MOTION PUT AND PASSED UNANIMOUSLY.**

**11.3.4 Interim Award Policy - 2002**

- A report prepared for Mr. George McLellan, Chief Administrative Officer, dated July 2, 2002, on the above noted, was before Council.

**MOVED by Councillor Sarto, seconded by Councillor Blumenthal, that:**

1. **Council approve a policy to facilitate the award of tenders during the summer break. The proposed award policy would allow the CAO to award tenders on the following basis during the period of summer recess of Halifax Regional Council:**
  - **The tender is awarded to the lowest responsible bidder meeting specifications.**
  - **The award is not to a sole source.**

- Award of Call for Proposals where a standard procurement process has been followed and the contract is awarded to the best overall submission.
  - Where the funds and program have been approved by Council.
2. The CAO approve purchase and sale of property under the following criteria:
- The purchase and/or sale is within 15% of the appraised value of the property.
  - The purchase has been approved in the 2002/03 business plan of property as required for Capital Projects and does not exceed \$500,000.
  - Any sale of property must be surplus to municipal requirements or be part of a business park and available for sale.

**MOTION PUT AND PASSED UNANIMOUSLY.**

**11.3.5 Application for an Encroachment License Agreement at 1599 Grafton Street**

- A report prepared for Mr. George McLellan, Chief Administrative Officer, dated June 18, 2002, on the above noted, was before Council.

**MOVED by Councillor Sloane, seconded by Councillor Uteck, that Regional Council approve the Encroachment License Agreement at 1599 Grafton Street, presented as Attachment II to the staff report dated June 18, 2002. MOTION PUT AND PASSED UNANIMOUSLY.**

**11.3.6 Miller Lake Water System Assumption and Upgrade**

- A report prepared for Mr. George McLellan, Chief Administrative Officer, dated July 2, 2002, on the above noted, was before Council.

**MOVED by Councillor Hines, seconded by Councillor Streach, that:**

1. The Capital Budget for Miller Lake Water System be approved in the amount of \$200,000 (gross), with the net residual amount (after Infrastructure Funding and other recoveries) funded from a per lot charge.
2. The Halifax Regional Water Commission (HRWC) upgrade the existing water system and be the contracting agency to upgrade the Miller Lake Water System.