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Halifax, Nova Scotia  
B3J 3A5 Canada

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Halifax Regional Council  
August 19, 2003

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

**SUBMITTED BY:**

*FOR* S. Dale MacLennan, CA, Director, Financial Services

Peter Ross, Manager of Procurement

**DATE:** August 11, 2003

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

### INFORMATION REPORT

#### ORIGIN

The purpose of this report is to provide a listing of those Tenders that were approved by the CAO during the summer break under the Interim Award Policy.

On July 08<sup>th</sup>, 2003, Council approved an Interim Award Policy for this purpose. At that time, Council requested a report come forward, in August, outlining Tender awards that had taken place during the break.

## **BACKGROUND**

A report prepared for Mr. George McLellan, Chief Administrative Officer, dated June 20<sup>th</sup>, 2003, on the Interim Award Policy, went before Council on July 8<sup>th</sup>, 2003, 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 23<sup>rd</sup>, 2003 to August 18<sup>th</sup>, 2003.

- 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.
- Purchase and sale of property provided the terms of the transaction comply with the Real Property transaction policy.

## **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 8<sup>th</sup>, 2003 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"** - Copy of original report to Council - dated June 20<sup>th</sup>, 2003.
- Appendix "B"** - 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



P.O. Box 1749  
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Appendix A

Halifax Regional Council  
July 8, 2003

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:

  
George McLellan, Chief Administrative Officer

DATE: June 20, 2003

SUBJECT: INTERIM AWARD POLICY - 2003

### 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 further recommended that the CAO be authorised to approve all purchase and sale of property provided the terms of the Transaction comply with the Real Property Transaction Policy approved by Regional Council on October 8, 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.

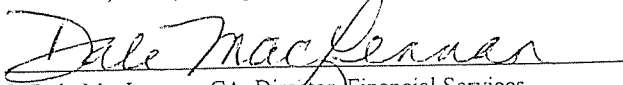
A request to review the present award process was made at a recent council meeting. A report recommending changes to the current policy will be forthcoming following the council break.

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.

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|--|---|----------|
| 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, MBA, Manager of Procurement   | 490-6499 |
| Report Approved by:  | <br>S. Dale MacLennan, CA, Director, Financial Services | 490-6308 |

## Reports Awarded via the Interim Award Policy August 19<sup>th</sup>, 2003

| Title of Report   | Total Award<br>(net HST) | Account #            | Contractor                                | # of Bids Rec'd | Details   |
|---|--------------------------|----------------------|---|-----------------|---|
| Award of Tender No. 03-095<br>Ian Forsyth School Playground   | \$ 79,973.15             | CPC00303             | Henderson<br>Recreation<br>Equipment Ltd. | 3               | Supply and installation of playground equipment for Ian Forsyth School<br><i>Awarded to the lowest bidder.</i>  |
| Award of Tender No. 03-208<br>New Sidewalk, Paving Renewal & Water Main Replacement - East Region                   | \$ 694,385.00            | CYR00991<br>CJR00956 | Ocean<br>Contractors Ltd.                 | 4               | Includes paving renewal on part of Dumbarton Avenue, new sidewalk on portion of Dumbarton Avenue, paving renewal and water replacement on a portion of Esdaille Avenue.<br><i>Awarded to the lowest bidder.</i>   |
| Award of Tender No. 03-239<br>Paving & Sidewalk Renewal Projects - East Region                                      | \$ 367,499.00            | CYR00991<br>CKU00141 | Ocean<br>Contractors Ltd.                 | 4               | Work includes pavement and concrete curb and gutter on Gladstone Avenue from Victoria Road to end and concrete sidewalk renewal from Victoria Road to Slayter Street. Also includes concrete curb and gutter and sidewalk on Northside of Hershey Road from Esson Road to Clyde Street.<br><i>Awarded to the lowest bidder.</i> |
| Award of Tender No. 03-250<br>Paving Renewals - West Region   | \$ 468,300.00            | CZR00357             | Basin Contracting<br>Ltd.                 | 4               | Work includes new asphaltic concrete, new concrete curb and gutter and some service lateral replacements for Belmont Road and planning, some cut and patch, new concrete curb and gutter and an asphaltic concrete overlay to Belmont on the Arm.<br><i>Awarded to the lowest bidder.</i>                                       |
| Award of Unit Price Tender No. 03-259<br>Resurfacing, Concrete Curb & Gutter & Water Main Replacement - West Region | \$ 575,526.00            | CZR00357             | Dexter<br>Construction<br>Company Ltd.    | 4               | Resurfacing of Edward Laurie Drive (Wedgewood Avenue to Robert Allen) McLennan Avenue (Colindale Street to Glenora Avenue), Parkdale Avenue (Royal Pine Avenue) to Fielding Avenue and Tartan Avenue (Auburn Avenue to Athlone Avenue)<br><i>Awarded to the lowest bidder.</i>  |

| Title of Report  | Total Award<br>(net HST) | Account #                                    | Contractor                       | # of Bids Rec'd | Details   |
|--|--------------------------|--|----------------------------------|-----------------|---|
| Award of Unit Price Tender No. 03-266<br>Surface Sealing, Asphalt Overlay, Various Locations                         | \$ 247,022.00            | CZR00357                                     | Dexter Construction Company Ltd. | 4               | The scope of work includes cutting, patching and leveling of existing pavement surfaces and placement of thin asphalt overlay to a number of locations.<br><i>Awarded to the lowest bidder.</i>   |
| Award of Unit Price Tender No. 03-220<br>Water Main, Sewage Works & Reconstruction - East Region                     | \$ 927,997.00            | CYR00991<br>CGR00791<br>CGU00461<br>CZR00357 | Dexter Construction Company Ltd. | 4               | Includes installation of concrete curb, gutter, pavement renewal, replacement of 200 dia. watermain, new 200 dia. sanitary sewer, and new service laterals on Hugh Allen Drive (Cole Harbour Road to Evergreen Avenue) and Highland Crescent/Estelle Drive.<br><i>Awarded to the lowest bidder.</i> |
| Award of Unit Price Tender No. 03-225<br>Sidewalk Renewals - West Region   | \$ 158,686.00            | CKU00141                                     | Ocean Contractors Ltd.           | 3               | Includes concrete sidewalk renewal, concrete curb and gutter, paving and sodding on Almon Street (Connolly to Connaught) Cork Street (Connolly to Connaught) and Deacon Street (Almon Street to end).<br><i>Awarded to the lowest bidder.</i>   |
| Award of Unit Price Tender No. 03-104<br>One (1) 4 x 4 Crewcab, 4-Door, Dual Rear Wheel Drive Truck, 11,200 lb. GVWR | \$ 52,159.79             | HROP-3407                                    | Taylor Ford Lincoln              | 2               | Purchase of one 4 x 4 crewcab, 4 door, dual rear wheel truck for Herring Cove District Fire Dept. Truck to be converted to replace existing rescue truck.<br><i>Awarded to the lowest bidder who met specifications.</i>  |
| Award of Unit Price Tender No. 03-216<br>New Sidewalk, Shore Road - East Region                                      | \$ 242,355.00            | CJR00956                                     | Silco Contracting Limited        | 4               | Includes construction of new sidewalk, concrete curb and gutter, some new asphalt paving and associated storm sewer work on portion of Shore Road.<br><i>Awarded to the lowest bidder.</i>  |

Reports Awarded via Interim Award Policy  
Council Report Attachment

August 19, 2003

| Title of Report   | Total Award<br>(net HST) | Account #            | Contractor   | # of<br>Bids<br>Rec'd | Details   |
|---|--------------------------|----------------------|--|-----------------------|---|
| Award of Unit Price Tender No. 03-160<br>Bicentennial Theater Exterior & Structural<br>Repairs - Musquodoboit, NS               | \$ 170,831.31            | CBG00300<br>CBG00508 | Blunden<br>Construction<br>Company                       | 3                     | Exterior and structural repairs to Bicentennial<br>Theater<br><i>Awarded to the lowest bidder.</i>  |
| Award of Unit Price Tender No. 03-258<br>Retaining Wall - 16 Herring Cove Rd.<br>- West Region                                  | \$ 179,269.00            | CRU00231             | Dexter<br>Construction<br>Company Ltd.                   | 4                     | Removal of an existing concrete retaining wall and<br>the construction of a new concrete retaining wall.<br><i>Awarded to the lowest bidder.</i>  |
| Award of Unit Price Tender No. 03-268<br>Retaining Walls - 49 Kearney Lake Rd & 1361<br>Bedford Hwy - West & Central Regions    | \$ 125,267.00            | CYU00020<br>CRU00231 | Largo Contracting<br>Limited                             | 4                     | The work at Kearney Lake Road consists of the<br>construction of a reinforced concrete retaining wall<br>and associated reinstatement. The work at Bedford<br>Hwy includes the construction of a reinforced<br>concrete retaining wall, a rock mortar wall and<br>associated reinstatement.<br><i>Awarded to the lowest bidder.</i> |
| Award of Unit Price Tender No. 03-228<br>Catamaran Pond Sanitary Sewer - West Region  | \$ 575,781.00            | CGU00389             | A.C.L.<br>Construction Ltd.                              | 2                     | Replace Catamaran Pond sanitary tank sewer from<br>Old Sambro Road to Herring Cove Road.<br><i>Awarded to the lowest bidder.</i>  |
| Award of Unit Price Tender No. 03-110<br>Printing Services for Metro Transit - Route Maps<br>and Transit Schedules              | \$ 74,730.19             | R622-6205            | Print Atlantic<br>&<br>Advocate Printing<br>& Publishing | 2                     | Print Atlantic will print the route maps for Metro<br>Transit and Advocate Printing and Publishing will<br>print the schedules for Metro Transit.<br><i>Awarded to the lowest bidder.</i>   |
| Award of Unit Price Tender No. 03-255<br>Paving Renewal, Sewer Renewal & Water Main<br>Renewal - Briarwood Ct. - Central Region | \$ 317,573.00            | CYR00991<br>CGU00504 | Ocean<br>Contractors Ltd.                                | 5                     | Consists of the replacement of asphalt curb with<br>concrete curb and gutter, removal of the existing<br>asphalt surface, placement of road gravels and new<br>asphalt, replacement of sanitary and storm sewers<br>and renewal of the water main.<br><i>Awarded to the lowest bidder.</i>  |



| Title of Report  | Total Award<br>(net HST) | Account # | Contractor               | # of<br>Bids<br>Rec'd | Details  |
|--|--------------------------|-----------|--------------------------|-----------------------|--|
| Award of Unit Price Tender No. 03-087<br>One (1) Tandem Vacuum Truck                   | \$ 176,615.00            | CSU00110  | Lockhart Truck<br>Centre | 4                     | Truck is needed for the wastewater treatment plant operations.<br><i>Awarded to the lowest bidder.</i>                 |
| Award of Unit Price Tender No. 03-098<br>Flow Monitoring, Sampling & Testing of Sewers | \$ 287,571.16            | CSE00386  | MGI                      | 5                     | Flow monitoring, sampling and testing of sewers for Harbour Solutions Project.<br><i>Awarded to the lowest bidder.</i> |
|  |                          |           |                          |                       |  |