



Council Report

Report Number: PUR2023-013
Meeting Date: April 18, 2023
Title: 2023-34-OQ Supply of Regulatory, Warning and Temporary Condition Signs and Hardware
Author and Title: Kristy Wilson, Junior Buyer
Co-Author: Benjamin Van Der Werff, Engineering Technician

Recommendation(s):

That Report PUR2023-013, **2023-34-OQ Supply of Regulatory, Warning and Temporary Condition Signs and Hardware**, be received;

That Stinson Equipment Limited O/A Stinson Owl-Lite be selected for the award of 2023-34-OQ for the annual estimated quoted price of \$75,595 plus HST for the first year of the contract;

That Council authorize the option to renew the contract after the initial term (May 23, 2023 to May 22, 2024) for an additional four (4) additional, one (1) year terms, based on successful completion of the initial term and each subsequent renewal, annual budget approval, and an annual Consumer Price Index (CPI) increase of not more than three percent (3%) and mutual agreement;

That subject to receipt of the required documents, the Major and Clerk be authorized to execute the agreement to award this quotation; and

That the Department be authorized to issue purchase orders as applicable.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The City has a legislative obligation to maintain street signs that adhere to retro-reflectively requirements as well as replace signs that become damaged throughout the year. This Request of Quotation provides regulatory, warning and temporary condition signs and hardware for this purpose.

The Procurement Division released Request for Quotation 2023-34-OQ Supply of Regulatory, Warning and Temporary Condition Signs and Hardware in accordance with the Purchasing Policy. The quotation closed on March 23, 2023 and was opened by Launa Macey, Supervisor of Procurement, with the following results:

Company Name	Estimated Cos (less HST)
Stinson Equipment Limited O/A Stinson Owl-Lite	\$75,595.00
Maximum Signs	\$95,279.80
Alpha Omega Signs Inc.	\$1,197,000.00

Submissions were checked for mathematical errors and compliancy to the quotation.

Stinson Equipment Limited O/A Stinson Owl-Lite was found to be the lowest compliant submission. References were checked and found to be favourable.

Rationale:

Staff recommends that Stinson Equipment O/A Stinson Owl-Lite be awarded Quotation 2023-34-OQ Supply of Regulatory, Warning and Temporary Condition Signs and Hardware for the annual estimated quoted amount of \$75,595.

Staff also recommend that Council authorize the option to renew the contract, after the initial term (May 23, 2023 to May 22, 2024) for an additional four (4) – one (1) year terms, pending successful completion of the initial term and each subsequent renewal, budget approval, and an annual Consumer Price Index (CPI) All Items – Ontario increase, up to a maximum of three percent (3%) and mutual agreement.

Other Alternatives Considered:

No other alternative is being considered as a competitive procurement process was conducted and any deficit will be reported through the year end deficit/surplus report.

Alignment to Strategic Priorities

This report aligns with the strategic plan of “Good Government”, as this service aids to ensure municipal assets are well maintained and managed. This contracted service allows Roads Operations to purchase Regulatory, Warning, and Temporary Condition signs when needed to remain compliant with all Federal and Provincial Legislations on the City’s municipally owned roadways.

Financial/Operation Impacts:

Sufficient funds for 2023-34-OQ Supply of Regulatory, Warning and Temporary Condition Signs and Hardware is allocated in the 2023 Roads Operations operating budget. The Department will monitor the budget and ensure that sufficient funds will be allocated for this quotation in future annual Roads Operations operating budgets.

Consultations:

Engineering Technician
Manager of West B

Department Head email: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Department File: 2023-34-OQ