



REPORT TO COUNTY COUNCIL

FROM: Ryan Terpstra, Manager of Corporate Facilities

Mike Hoogstra, Manager of Procurement & Risk

DATE: September 19, 2023

SUBJECT: Natural Gas Standby Power Generators (POA Courthouse and EMS Headquarters) [Tender No. 2023-T34] - Tender Award

RECOMMENDATIONS:

THAT Clark-Haasen Electric be selected to complete the installation of Natural Gas Standby Power Generators at the POA Courthouse and EMS Headquarters, Tender No. 2023-T34 at a total price of \$258,300.00 exclusive of H.S.T.; and,

THAT the Warden and Chief Administrative Officer be authorized to sign the contract.

INTRODUCTION:

As part of the 2023 Capital Budget, tenders were advertised and issued as per the County's Procurement Policy for the supply of all labour, equipment and materials for new Natural Gas Standby Power Generators for the Provincial Offences Administration (POA) Courthouse and for Elgin-St. Thomas EMS Headquarters on Edward Street.

A tender was issued earlier this year however it was cancelled due to only one bid being received and the bid was higher than the approved capital budget. Staff worked to revise the specifications and scope of work and re-issued the revised tender on August 22, 2023.

DISCUSSION:

A total of nine (9) contractors downloaded tender documents for this project from the County's bidding system [bids&tenders](#). Three (3) contractors submitted electronic bids for this tender which closed on September 15, 2023. Bids were received as follows:

Company	Bid Price (exclusive of HST)
Clark-Haasen Electric	\$258,300.00

Dielco Electric Ltd.	\$300,700.00
ComTrade Electrical Contractors	\$370,400.00

Clark-Haasen Electric submitted the lowest compliant bid for the project at a total price of \$258,300.00 exclusive of HST.

FINANCIAL IMPLICATIONS:

The following summary of projected estimated costs is provided for review and will be confirmed throughout the project:

Tender Value	\$ 258,300.00
<u>Net HST (1.76%)</u>	<u>\$ 4,546.08</u>
Total Projected Costs	\$ 262,846.08

Combined 2023 Capital Budget Allocations¹ **\$ 361,278.00**

Forecast Budget Surplus/(Deficit) **\$ 98,431.92**

¹ Cumulative budget allocations for POA & EMS Generator capital projects.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need. <input type="checkbox"/> Exploring different ways of addressing community need. <input type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input type="checkbox"/> Fostering a healthy environment. <input type="checkbox"/> Enhancing quality of place.	<input checked="" type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

LOCAL MUNICIPAL PARTNER IMPACT:

None

COMMUNICATION REQUIREMENTS:

None

CONCLUSION:

A revised tender was issued for the installation of a new generators for the Provincial Offences Administration (POA) Courthouse and for Elgin-St. Thomas EMS Headquarters. Clark-Haasen Electric is the recommended contractor to complete the work. Due to current supply chain issues, the commissioning of both generators is anticipated to be achieved by September 2024.

As per the County of Elgin's Purchasing Policy, if change orders are required and the cost increases above the tender amount approved by Council by less than 10%, and the amount is within the overall budgeted project amount, work will proceed upon authorization by the Director. However, if the cost increases above the tender amount approved by Council by more than 10%, the Director will prepare a further report to Council outlining the expenditures.

All of which is Respectfully Submitted

Approved for Submission

Ryan Terpstra
Manager of Corporate Facilities

Don Shropshire
Chief Administrative Officer/Clerk

Mike Hoogstra
Manager of Procurement & Risk

Peter Dutchak
Acting Director, Engineering Services