

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

Project Award	Contract Increase – Street Light Inventory and Condition Assessment Report
Recommendation	<p>Staff is recommending approval to proceed with a contract increase to R.V. Anderson & Associates Limited for the Street Light and Pole Inventory and Condition Assessment in the total amount of \$35,465 (exclusive of HST).</p> <p>Staff is also recommending that delegated authority be provided to approve change orders (if required) up to an aggregate value of 10% of the revised value of the award to R.V. Anderson & Associates Limited.</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>Through CORS-056-23, Council approved the delegated authority to staff to proceed with the award of RFP 23-568 for a Street Light and Pole Condition Assessment via an internal staff report. At the conclusion of the RFP evaluation, staff utilized PDA-109-23 to award the project in the amount of \$121,783 (exclusive of HST). The results were presented back to Council through CORS-060-23. There have been no change orders issued to-date. The current contract total remains \$121,783 (exclusive of HST).</p> <p>This contract increase of \$35,465 (exclusive of HST) is for additional time and effort required for data gap filling and associated analysis, additional field inspections, and subsequent updating to the draft report.</p> <p>Compared to the original award amount and effort identified in the proposal, staff have determined that the additional fee request is valid and reflects the additional effort required, beyond that originally anticipated in the project assignment.</p> <p>The new contract total will be \$157,248 (exclusive of HST).</p>
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C4100123-N0650-7290
Account Description	Street Light Inventory and Condition Assessment
Project Total Budget	\$231,407
Contract Budget	\$32,485
Actual (Net of HST Rebate)	\$36,089
Variance	\$3,604 (U)
Funding Source	Reallocation of line items within the project

Note 1: Financial impact includes any non-refundable portion of HST.