

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
SINGLE SOURCE AWARD**

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| Project Award | Single Source award to S. Spera & Associates Ltd. for Appleby Line (Phase 3) Property Negotiation Services. |
| Recommendation | Staff is recommending the single source award to S. Spera & Associates Ltd. for Appleby Line (Phase 3) Property Negotiation Services in the estimated amount of \$28,000 (exclusive of HST). |
| Purpose of Report | As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required. |
| Background information | <p>In the early stages of the design of Appleby Line (Phase 3), it was identified that property acquisition may be required in order to fully complete the construction project. Now that the design is approximately 60% complete, it is confirmed that property negotiation services are required for six (6) properties.</p> <p>The Town previously established a contract with S. Spera & Associates Ltd. through a competitive bid process for property negotiations services for work related to Bronte Street and Main Street. This firm has also provided satisfactory property negotiation services for work on Fifth Line. To keep this project moving forward on schedule, Staff recommend proceeding with the incumbent firm for property negotiations as required on Appleby Line (Phase 3), with the firm's hourly rate remaining unchanged from previously contracted services.</p> <p>It is estimated that 80 hours of work are required to complete these services at the hourly rate of \$350 (inclusive of normal disbursements, exclusive of HST).</p> <p>The amount of \$28,000 (exclusive of HST) is an estimate. Depending of the negotiation process, complexity and time spent per property, there is potential for additional costs to be incurred.</p> <p>Staff is also recommending to keep favourable variance in the account as it could be used to cover cost in case the estimated hours are exceeded or if additional permission to enter are required.</p> |
| Financial Planning Section: Budget Impact (Note 1) | |
| Account Number(s) | C35000522-A0611-7290 |
| Account Description | Appleby Line (Phase 3) |
| Project Total Budget | \$ 243,963 |
| Contract Budget | \$45,792 |

Actual (Net of HST Rebate)

\$28,493

Variance (Note 2)

\$17,299 (F)

Funding Source

Project Variance Account/Development Charge

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

Note 2: Due to the complexity of the project, staff requested that the favourable variance remain for unforeseen items.