



Corporate NO: R209

Report COUNCIL DATE: October 1, 2001

REGULAR			
TO:	Mayor & Council	DATE:	September 19, 2001
FROM:	General Manager, Parks, Recreation and Culture	FILE:	8050-001
SUBJECT:	Tender No: MS 01.01.01 Provision of "On-Demand" Carpentry and General Construction Services for Selected Parks Division Projects		

RECOMMENDATION

That Council approve entering into a one year agreement, with an option to renew for another year, with Bill Mathers Contracting (*primary provider*) for the provision of "on demand" carpentry and general construction services for selected Parks Division projects varying in size and complexity, for an upset limit annual cost of \$400,000.00 including GST & PST.

BACKGROUND/DISCUSSION

The City's Purchasing Section requested tenders for the provision of "on-demand" carpentry and general construction services for Parks Division park construction and maintenance programs. Approximately 80% of the projects within the program are less than \$10,000. While an upset limit of \$400,000 is placed on this contract, the actual total expenditures for the projects will be between \$200,000 and the maximum amount. Funding for these projects often comes from Amenity Contributions and Park DCCs identified specifically for park development purposes, with some operating and capital funding from General Revenue funds.

It is the intention to enter into a Standing Offer Agreement with one (1) primary contractor and two (2) secondary contractors to perform identified services related both to the repair of existing park structures and the construction of new park amenities. This will relieve Parks and Purchasing staff from bidding each small project, and ensure that work is carried out in the most cost effective manner.

As a result of the tendering process, the Purchasing Section successfully solicited tenders from the following contractors:

- Bill Mathers Contracting
- Pin Contractors Ltd.
- Northwind

After a detailed evaluation process (see Appendix A), the Parks Division and the Purchasing Section staff have identified that Bill Mathers Contracting should be awarded the bid as the Primary Provider. Pin Contractors and Northwind may be retained as Secondary Contractors when required.

The major role of these contractors is to assist staff with the following services:

- Programmed Maintenance: detailed inspections of structures at park sites
- Ad hoc services: for the repair and the replacement of damaged structures
- Smaller Capital Projects: works with a specification and scope determined by the Parks Division and carried out in response to a specific work order request.

The objectives of this proposed general construction services are to:

- Minimize long term maintenance costs by extending service life of existing structures through the application of pro-active inspection, diagnostic repair, maintenance and consulting services.
- Provide long term financial stability producing improved budget results.
- Overall project management, thereby reducing staff disruptions.
- Construction services
- Continuously identify and apply innovative solutions by utilizing competitive hourly labour rates for these services to achieve the best value.

CONCLUSION

In accordance with the City's Purchasing Policy, it is recommended that Council approve the City entering into a one year agreement with Bill Mathers Contracting for provision of "On-Demand" carpentry and general construction services for selected Parks Division projects in the amount of \$400,000.00 annually, including GST & PST. The actual range of annual costs will be \$200,000 to \$400,000.

Don Hunter, General Manager
Parks, Recreation and Culture

cc: - City Manager

- City Clerk

- Manager, Purchasing & Payments

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APPENDIX A

EVALUATION PROCESS

Representatives from the Purchasing Section and Parks Division considered these tenders using an in-depth evaluation process. The evaluation criteria used were:

(a) Professional and Technical Competence

- **Compliance with specification requirements**
- **Knowledge of profession and market** - relevant private and public sector experience, knowledge of standards and association with affiliated bodies.
- **Personnel** – proposed team experience and qualifications of personnel and means of providing continuity of suitable teams.
- **Innovation/Methodology** - best practices and techniques, control self assessment, strategic planning methodology.
- **Customer Service** – policies, practices, and processes to ensure customer satisfaction, service delivery, and value added.
- **Product Quality Assurance** - acceptable policies and procedures accreditation, where applicable.

(b) Commercial Criteria

- **Compliance with terms and conditions of contract, and**

- **Conflict of interest** - aware of any conflict or potential conflict, process in place to identify and report potential conflict.

(c) Financial Criteria

- **Financial Viability** - continuity of business, meets insurance requirements.
- **Cost Component – tendered hourly labour rates, disbursements, and contingencies.** .
- **Financial Performance.**
 - ❑ City will receive fixed hourly labour rates for the services as requested in the tender document.
 - ❑ Hourly labour rates are firm for the term of the agreement.
 - ❑ City will receive aggressive pricing on smaller capital projects.

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