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TO:

Corporate Report

NO: R200

COUNCIL DATE: September 29,

2003

REGULAR COUNCIL

Mayor & Council DATE: September 15,

2003

FROM: General Manager,

Engineering

FILE: 1201-242-71

SUBJECT: Pre-Qualification of Contractors for Water Meter

Installation, Rectification and Maintenance Projects

RECOMMENDATIONS

- 1. That the following contractors be pre-qualified and invited to submit quotes for the water meter installation, rectification and maintenance projects in years 2003 and 2004.
 - Canadian Water Services
 - Neptune Technology Group (Canada) Limited
 - Terasen Utility Services Inc.
- 2. That by end of year 2004, the list be updated for another two years, by advertising for and evaluating new interested contractors.

BACKGROUND

The purpose of this pre-qualification process is to acquire experienced contractors that have high standard of workmanship and adequate resources to complete various water meter related contracts.

DISCUSSION

The pre-qualification procedure was advertised on May 20, 2003, seeking Statement of Qualifications from contractors. A package outlining the type of potential projects, evaluation criteria and skills requirement was made available to the contractors. Four contractors responded, namely:

- 1. Canadian Water Services
- 2. Neptune Technology Group (Canada) Limited
- 3. Targa Contracting Ltd. and
- 4. Terasen Utility Services Inc.

All active contractors with metering contracts with the City responded to the call. The submissions were evaluated based on the criteria described under Evaluation section below.

This pre-qualified contractors list will be utilized to obtain quotes for the meter installation, rectification and maintenance projects for the years 2003 and 2004. At the end of year 2004, the list will be updated with any new eligible contractors.

EVALUATION

Statements of Qualification from contractors were evaluated on the following criteria:

- Experience in water meter installation and maintenance;
- Past performances in completing projects successfully both City and outside projects;
- Resource availability experience of staff and financial stability;
- Any competitive advantage of the company manufacturing of parts/materials such as meters, working arrangements with other companies, forward/backward integration for materials and resources, etc.

Based on the criteria given above, out of the four contractors who submitted the Statement of Qualification, three met the criteria to become pre-qualified contractors. They are: Canadian Water Services, Neptune Technology Group (Canada) Ltd., and Terasen Utilities. Targa Contracting Ltd. did not pre-qualify mainly because of their very limited experience with water meter contracts.

Paul Ham, P.Eng. General Manager, Engineering

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