

Staff Report

Origin

At the October 9, 2002 Public Works and Transportation Committee meeting, staff were requested to submit a report to General Purposes Committee on a tender approval process that would reduce associated administrative and Council workload while expediting the award of capital construction contracts.

Background

Currently, a Report to Committee is required to recommend the award of contracts for capital projects publicly tendered and included in the Capital budget. This requirement delays the start of construction by anywhere from one to three weeks, particularly during the summer months, with a corresponding reduction in our seasonal construction window. In addition, this process places additional workload on Committee and Council requiring a Council decision on issues that are purely administrative as opposed to policy or governance.

Analysis

Due to the scope and size of our capital construction projects we operate under very tight timelines. We believe it is important to have contracts awarded to the successful bidder as soon as possible to allow as much time during the year for the completion of construction. The current process of bringing forward contract awards to Council not only extends the time to award a contract but also results in Council workload that is not necessary.

Our capital construction program is publicly tendered in accordance with Council's purchasing policy. All tendered projects have prior budgetary approval by Council. In specific cases where the recommended lowest qualified tender is within budget, and at least three qualified tenders are received, we recommend that the Chief Administrative Officer or General Manager, Engineering & Public Works award the contract. This process is used by other municipalities and would be efficient and flexible.

In situations where any of the conditions outlined in the recommendation are not met, a Report to Committee will be submitted. Where the conditions are met and a tender is approved pursuant to this proposal, an information memo will be prepared for Council providing the specifics of the tender, including the scope of work, approved budget, tender amounts, bidder names, completion dates, etc.

Conclusion

The implementation of this new policy will reduce administrative effort and unnecessary Council workload and save a minimum of one to three weeks of the time currently required to process and award Engineering & Public Works Capital Construction contracts.

A handwritten signature in black ink, appearing to read 'Jeff Day', with a stylized flourish at the end.

Jeff Day, P. Eng.
General Manager, Engineering & Public Works

JD:kdl