



**City of Richmond**  
Engineering & Public Works

**Memorandum**

**To:** Mayor & Councillors  
**From:** Jeff Day, P. Eng.  
General Manager, Engineering & Public Works  
**Date:** October 31, 2002  
**File:** -  
**Re:** **Officer and General Managers Bylaw No. 7407**

At the October 28, 2002 Regular Council meeting, Council requested confirmation of the administrative procedure that staff would implement upon adoption of the Officers and General Managers Bylaw No. 7407. This memo is in response to that request and also provides information regarding expediting the award of tenders and possible cost savings.

Where a publicly tendered contract is being awarded under the authority delegated by Council through the Officer and General Managers Bylaw, the public and media will be made aware of the results by way of an information report submitted to Committee. The report will include the scope of work, approved budget, tender amounts, bidder names, successful tender and completion date. In addition, the tender results will be posted on the City's web site and continue to be advertised in the Journal of Commerce.

It is anticipated that this new bylaw will expedite the award of contracts by up to two weeks since there will no longer be a need to wait for a committee or council meeting. This in turn could result in some cost savings as it will provide a longer fair weather construction window.

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

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