

Report

Date August 17, 2022

File:

Subject North Cowichan Civic Building – Tender Package 5

PURPOSE

To award construction tenders from Tender Package 5 of the new RCMP Building.

BACKGROUND

The fifth construction tender package for the new RCMP Building closed on July 20, 2022. This tender was for signage and furniture.

DISCUSSION

Tender package # 5 included 2 separate tenders. It was advertised, in accordance with the Municipality's Procurement Policy and the provincial and federal trade agreement obligations, on BC Bid and the Municipality's website on June 15, 2022. An invitation to tender under the Procurement Policy is a price-based competitive process used for higher-value contracts, such as this one, where there is a clear set of specifications and the Municipality wants to find the lowest price. The Policy also requires Council approval for individual expenditures over \$500,000 that have been included in the Financial Plan.

Below is a summary of results for each tender, including the lowest bid: C-039 and C-040

C-039 Signage – Budget \$50,000

- One bid received for \$82,889.70 plus GST.
- Low tender: Pacific Sign Group Inc. \$82,889.70 plus GST

Bid is over the \$50,000 budget, but there is adequate contingency to cover the overage.

C-040 Furniture – Budget \$4,353,264

- Three bids received ranging from \$608,772.05 plus GST to \$787,834 plus GST
- Low tender: Graphic Office Interiors Ltd. \$608,772.05 plus GST

OPTIONS

1. **(Recommended Option)** THAT Council award the contract for C-040 Furniture to Graphic Office Interiors for \$608,772.05 plus GST.

IMPLICATIONS

Of the two tenders received, one was within the staff's spending authority and approved as per the Procurement Policy and is provided for Council's information only. One tender over \$500,000 requires Council approval. Overall tenders approved or recommended are within the project budget. Tender Package 5 is the last large package. Remaining tender packages coming from this same budget relate to fixtures, communications, IT and security. This leaves the project with \$4.48 million in contingency for the balance of the project. This should be sufficient at this stage.

Approved	Low Tender	Budget
C-039 Signage	\$82,889.70	\$50,000

Recommended	Low Tender	Budget
C-040 Furniture	\$608,772.05	\$4,353,264

RECOMMENDATION

THAT Council award the contract for C-040 Furniture to Graphic Office Interiors for \$608,772.05 plus GST.

Report prepared by:



Mark Frame
Project Manager

Report reviewed by:



Ted Swabey
Chief Administrative Officer

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachment(s):

- (1) C-039 Tender Summary
- (2) C-040 Tender Summary