

TO: MAYOR & COUNCIL
FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER
SUBJECT: CE - REPAIR AND MAINTENANCE OF STREET LIGHTS AND TRAFFIC SIGNAL SYSTEMS

PURPOSE: To obtain Council approval to award a Contract Extension (CE) for Repair and Maintenance of Street Lights and Traffic Signal Systems.

RECOMMENDATION

THAT a one-year contract extension to Crown Contracting Limited for an estimated total cost of \$1,500,000 including GST in the amount of \$71,429, as outlined in the October 30, 2023 Council Report titled “CE - Repair and Maintenance of Street Lights and Traffic Signal Systems” be approved; and

THAT final payment will be based on the actual quantity of goods and services delivered and unit prices as proposed.

CHIEF ADMINISTRATIVE OFFICER’S COMMENTS

I concur with the recommendation of the Deputy Chief Administrative Officer and Chief Financial Officer.

1.0 POLICY SECTION

The City’s Change Order Policy requires Council’s approval for change orders, which individually or when accumulated with prior change orders, increases the total value of the contract by \$1,000,000.

2.0 BACKGROUND

Following a Request for Proposals (RFP) on October 20, 2020 Council awarded a contract to Crown Contracting Limited in the amount of \$4,500,000 including GST in the amount of \$214,285 for Repair and Maintenance of Street Lights and Traffic Signal Systems. The contract was for a two-year period from January 01, 2021 to December 31, 2022 with options of up to three individual one-year extensions at the discretion of the City.

Since the award of this contract, there has been one contract extension with no contract increase. No contract value increase was required as the contract was underspent in the initial contract term due to some staff resource shortages within the Engineering Department for contract management but have since been resolved.

3.0 GENERAL INFORMATION

This recommendation is for a one-year contract extension for the period January 01, 2024 to December 31, 2024 for an estimated cost of \$1,500,000 including GST in the amount of \$71,429. The total estimated contract value is \$6,000,000 including GST in the amount of \$285,715. Pricing has been negotiated with a 3.0% increase due to higher labour and material costs. Prices are competitive and reflective of current market conditions. Review by City staff indicates that Crown Contracting Limited has the capability to successfully complete the work required under this contract.

The General Manager of Engineering concurs with this recommendation.

Contract History	Date	Accumulative Total Change (including GST)
Original Contract Award	Jan 2021 – Dec 2022	\$ 4,500,000
1 st Contract Extension	Jan 2023 – Dec 2023	\$0.00
2 nd Contract Extension	Jan 2024 – Dec 2024	\$ 1,500,000
TOTAL		\$ 6,000,000

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The RFP#125-07-20 (Attachment 1) was publicly advertised. Upon closing, the City received a total of two submissions.

5.0 FINANCIAL CONSIDERATIONS

Funding for this work is provided in various operating accounts and capital accounts included in the 2023 – 2027 Financial Plan.

Respectfully submitted,

Noreen Kassam

Deputy Chief Administrative Officer and Chief Financial Officer

ATTACHMENTS

Attachment 1 – RFP#125-07-20

REPORT CONTRIBUTORS

This report was prepared by Ana Felix, Senior Buyer, and reviewed by Sophan Lum, Senior Manager Purchasing – Capital.

RFx General Information

Opportunity Type

Historic Record- General (pre-Jan 2023)

Notice Type

Request for Proposal

Opportunity Description

Repair & Maintenance of Street Light & Traffic Signal Systems

Opportunity ID

125-07/20

Status

Closed

Issued by

City of Burnaby

BC GSIN Commodities

EE - Construction

Lot # ⓘ

1




Amendment

1

Amendment History

#	Amendment reason	Date & time (Pacific Time)
1		2020-10-13 2:06:00 PM

RFx Documents

Title	Type	Att.	Last Modification (Pacific Time)
C125b - Wheel Chair Ramp	Supplier Migrated Documents (Approved)	 717277771_C125b - Wheel Chair Ramp.pdf	2020-10-13 1:58:00 PM
Burnaby Traffic Signal Locations	Supplier Migrated Documents (Approved)	 857049470_Burnaby Traffic Signal Locations.pdf	2020-10-13 1:58:00 PM
C125a - Wheel Chair Ramp	Supplier Migrated Documents (Approved)	 1165683605_C125a - Wheel Chair Ramp.pdf	2020-10-13 1:58:00 PM
C124a - Wheel Chair Ramp	Supplier Migrated Documents (Approved)	 1343967348_C124a - Wheel Chair Ramp.pdf	2020-10-13 1:58:00 PM
Addendum 1 RFP 125-0720	Supplier Migrated Documents (Approved)	 243801532_Addendum 1 RFP 125-0720.pdf	2020-10-13 2:04:00 PM
RFP125-0720 Repair&Maint.of St Light&Traffic Signal Sys	Supplier Migrated Documents (Approved)	 460256254_RFP125-0720 Repair&Maint.of St Light&Traffic Signal Sys.pdf	2020-10-13 1:58:00 PM
C124b - Wheel Chair Ramp	Supplier Migrated Documents (Approved)	 301925887_C124b - Wheel Chair Ramp.pdf	2020-10-13 1:58:00 PM

Issue Date

2020-09-18 11:29:00 AM

Closing Date and Time

2020-10-20 3:00:00 PM

Summary Details

Amendment No. 1 issues Addendum No.1 consisting of 1 page. 2020 October 13

Due to the COVID-19 pandemic, the City of Burnaby prefers to accept electronic bid submissions via email to Purchasing@burnaby.ca until further notice. Delivery of hard copy submissions will continue to be accepted at this time as an alternative.

Please note: Email submissions could be delayed or rejected by the City of Burnaby's email security system. The onus is on the Proponent to make sure the City receives the Proposal before the closing date and time. Maximum email submission size is 50 MB. If your email submission is larger than 50 MB, please submit in multiple emails.

The City of Burnaby invites proposals from qualified proponents for the repair and maintenance of street lights and traffic signal systems in the City of Burnaby.

Proposals will not be opened in public.