



ARNPRIOR

Town of Arnprior

Special Meeting of Council Agenda

Date: Friday, April 16, 2021

Time: 8:30 a.m.

Location: Via Electronic Participation

1. **Call to Order**
2. **Roll Call**
3. **Adoption of Agenda (Additions/ Deletions)**
4. **Disclosures of Pecuniary Interest**
5. **Staff Report**
 - a) **Awarding of Request for Tender PW-2021-06 Arnprior Water Tower Overcoating, and Awarding of Contract Administration and Inspections**, John Steckly, GM, Operations (Page 1-3)
6. **By-law(s)**
 - i. **By-law Number 7159-21** – Award Tender PW-2021-06 Water Tower Overcoating to C3 Industrial and Contract Administration and Inspection Services Tender PW-2021-06 to RV Anderson Associates Ltd. (Page 4)
7. **Confirmatory By-law**

By-law No. 7160-21 to confirm the proceedings of Council
8. **Adjournment**

Please note: Town Hall is following social distancing protocols that have been recommended by the federal and provincial governments to help protect the health and well-being of our community. Please see the Town's [Website](#) to view the live stream. The meeting will be uploaded to YouTube for future viewing.

The agenda is made available in the Clerk's Office at the Town Hall, 105 Elgin Street West, Arnprior and on the Town's [Website](#). Persons wishing to receive a print item on the agenda by email, fax, or picked up by hand may request a copy by contacting the Clerk's Office at 613-623-4231 ext. 1818. The Agenda and Agenda items will be prepared in an accessible format upon request.

Full Distribution: Council, C.A.O., Managers and Town Administrative Staff

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Town of Arnprior Staff Report

Subject: Awarding of Request for Tender PW-2021-06 Arnprior Water Tower Overcoating, and Awarding of Contract Administration and Inspection Services

Report Number: 21-04-16-01

Report Author and Position Title: John Steckly, GM, Operations

Department: Operations

Meeting Date: April 16, 2021

Recommendations:

That Council award the contract for PW-2021-06 Arnprior Water Tower Overcoating, to C3 Industrial for a total of \$172,530.00 (plus applicable taxes); and

That Council award contract administration and site inspection services for PW-2021-06 Arnprior Water Tower Overcoating to RV Anderson Associates Ltd. for a total of \$85,635.00 (plus applicable taxes); and

That upon the CAO's approval of the final form of the foregoing documents, Council authorize the Mayor and Clerk to enter into an agreement with each of C3 Industrial and RV Anderson Associates Ltd.

Background:

The 2021 Capital budget, as approved by Council on February 8th, 2021, included a capital project for the Arnprior Water Tower Overcoating, with a budget of \$350,000.

Working with RV Anderson and Associates Ltd. staff developed tender documents and specifications for the project with a planned schedule to undertake the works during the months of May and June 2021.

Discussion:

On March 8th, 2021, staff published a tender via Merx.com with a tender closing date of Thursday, April 1st, 2021.

Upon closing of the tender, submissions were received from four (4) firms. They were evaluated by staff for math errors and discrepancies.

Following the evaluation process, the tender results were as follows:

Proponents	Bid Price excluding HST
C3 Industrial	\$172,530.00
JDCMI Coatings	\$ 211,100.00
Dayson Industrial Services Inc.	\$ 308,985.00
Landmark Structures Co	\$ 332,400.00

Upon evaluating the tender submissions, staff did not find any discrepancies or errors in the submissions. C3 Industrial submitted the lowest price of \$172,530.00 excluding HST.

Staff also requested a proposal from RV Anderson and Associates to provide contract administration and full-time inspection services for the duration of the project. RV Anderson submitted a proposal with a total cost of \$85,635.00 excluding HST.

Options:

Council could choose not to award the project, though this is not recommended as the submissions, when accounted for net HST, are within the Town's allocated capital budget.

Policy Considerations:

This project was tendered and evaluated to ensure it is in accordance with the Town's Procurement By-law. No math errors or irregularities were found in the submissions.

Financial Considerations:

The 2021 Capital budget includes \$350,000 for the Arnprior Water Tower Overcoating. When adjusted for the net HST rebate, C3 Industrial's bid is \$175,566.53. RV Anderson's contract administration and inspections services proposal, when adjusted for net HST is \$87,142.18. The total cost of the construction contract plus contract administration is \$262,708.71 including net HST and contingency. This is below budget by \$87,291.29.

Meeting Dates:

N/A

Consultation:

NA

Documents:

N/A

Signatures

Reviewed by Department Head: John Steckly, General Manager, Operations

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt

By-Law No. 7159-21

A by-law to award Tender PW-2021-06 Arnprior Water Tower Overcoating to C3 Industrial and to award contract administration and inspection services for Tender PW-2021-06 Arnprior Water Tower Overcoating to RV Anderson Associates Ltd.

Whereas Section 8 of the *Municipal Act* S.O. 2001, CHAPTER 25 provides broad authority on municipalities to enable municipalities to govern their affairs as considered appropriate and to enhance the municipality's ability to respond to municipal issues, and

Whereas on February 8th, 2021 Council passed by-law 7132-21 to adopt the 2021 Capital Budget which included a budget of \$350,000.00 for the Arnprior Water Tower Overcoating project, and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town issued a Request for Tender #PW-2021-06 through a public process for the Arnprior Water Tower Overcoating project; and

Whereas in accordance with the Town's Procurement Policy (By-Law 6942-19) the Town requested a proposal for site inspection and contract administration from RV Anderson Associates Ltd.; and

Whereas C3 Industrial submitted the lowest acceptable bid of \$172,530.00 (plus applicable taxes) for PW-2021-06 Arnprior Water Tower Overcoating; and

Whereas RV Anderson Associates Ltd. submitted a financial proposal for site inspection and contract administration for PW-2021-06, at a cost of \$85,635.00 (plus applicable taxes).

Therefore the Council of the Town of Arnprior enacts as follows:

1. **That** Council award the 2021 Arnprior Water Tower Overcoating Tender PW-2021-06 to C3 Industrial for a total of \$172,530.00 (plus applicable taxes); and
2. **That** Council award the Site Inspection and Contract Administration services to RV Anderson Associates Ltd. for a total of \$85,635.00 (plus applicable taxes); and
3. **That** Council authorize the Mayor and Clerk to execute the agreements and related documents with C3 Industrial and RV Anderson Associates Ltd. to complete the works.

Enacted and Passed this 16th day of April 2021.

Tom Burnette, Deputy Mayor

Maureen Spratt, Clerk