

## Staff Report

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**Report To:** City Council  
**Report From:** Bradey Carbert, Manager of Corporate Services  
**Meeting Date:** January 15, 2024  
**Report Code:** CR-24-001  
**Subject:** Award of Tender RFT-23-036 – Traffic Signal Maintenance Agreement

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### Recommendations:

THAT in consideration of Staff Report CR-24-001 respecting Award of Tender RFT-23-036 – Traffic Signal Maintenance Agreement, City Council:

1. Awards the above noted tender to Trade Services Group Inc., the lowest compliant bid received, for \$63,688.94 (Year 1), including the non-refundable allocation of HST for a three-year term beginning February 1, 2024, to January 31, 2027; and
2. Directs staff to bring forward a by-law to authorize the Mayor and Clerk to execute the agreement.

### Highlights:

- The City has a total of 23 signalized intersections, three flashing beacons, and four pedestrian crossings.
- The Tender was issued through a Cooperative Purchasing initiative including the City and the County of Grey.

### Strategic Plan Alignment:

This report supports the delivery of Core Service.

## **Climate and Environmental Implications:**

This supports the objectives of the City’s Corporate Climate Change Adaptation Plan by strengthening the resiliency of City infrastructure or services.

## **Previous Report/Authority:**

None.

## **Background:**

This report has been drafted to provide Council with the necessary information to approve the Award of the City’s portion of Tender RFT-23-036 – Traffic Signal Maintenance Agreement.

This contract is for the maintenance service provision for all traffic signals and flashing lights/beacons owned and maintained by the City. Maintenance includes, but is not limited to, installation and maintenance of signal heads, pedestrian heads and push buttons, signs, wires, grounding rods, pre-emption equipment, traffic cabinets, poles, and arms. The City has a total of 23 signalized intersections, three flashing beacons, and four pedestrian crossings requiring Spring and Fall maintenance under this contract.

The Request for Tender was completed through a cooperative purchasing process, including both the City of Owen Sound and the County of Grey to encourage competitive bidding.

## **Analysis:**

The above-mentioned Tender was posted in compliance with the City’s Purchasing By-law on November 24, 2023, and closed on December 19, 2023, with five compliant bids received.

The bids received, including the non-refundable allocation of HST, are as follows:

<b>Company Name</b>	<b>Bid Price</b>
Guild Electric Limited	\$726,554.19
Roberts Onsite Inc.	\$385,543.20

<b>Company Name</b>	<b>Bid Price</b>
TM3 Inc	\$267,720.10
Tristar Electric Inc.	\$264,529.19
Trade Service Group Inc.	\$199,735.55

The tender submission from Trade Service Group Inc. is the lowest compliant Bidder and is recommended for Tender Award by the Public Works and Engineering Department.

As the Request for Tender was a cooperative purchasing initiative by the City and the County, the bid submissions included the costs related to both municipalities for Year 1. The schedule of prices included two schedules:

- Schedule A – Maintenance by Item/Location and Quantity
- Schedule B – Callout Pricing by Estimated Hours and Hourly Rate

The City of Owen Sound costs breakdown totalled \$63,688.94 for Year 1, including the non-refundable allocation of HST. The unit pricing received through the Tender will be valid for the full three-year term and will be adjusted annually based on the City/County needs, particularly around emergency repair and replacement requests.

### **Financial Implications:**

This contract is funded through the operating budget.

Inspection and preventative maintenance represent approximately \$18,800 of the annual costs, with the remainder of the anticipated \$64,000 expenditure being associated with emergency repair/replacement needs. The anticipated expense is within the range for similar services for the past three years.

### **Communication Strategy:**

The above-noted Tender was posted on the City’s Bids & Tenders webpage on November 24, 2023, in compliance with the City’s Purchasing By-law to be accessible to all potential bidders.

**Consultation:**

Peter Paquette, Engineering Technologist  
Chris Webb, Manager of Engineering Services  
Sherri Adams, Buyer, Grey County

**Attachments:**

None.

**Recommended by:**

Bradey Carbert, Manager of Corporate Services  
Kate Allan, Director of Corporate Services

**Submission approved by:**

Tim Simmonds, City Manager

For more information on this report, please contact Bradey Carbert, Manager of Corporate Services at [bcarbert@owensound.ca](mailto:bcarbert@owensound.ca) or 519-376-4440 ext.1240.