

Staff Report

Report To: City Council
Report From: Lauren Stewart, Purchasing and Claims Coordinator
Meeting Date: November 18, 2024
Report Code: CR-24-125
Subject: Award of Tender RFT-24-022 – Streetlight System Maintenance

Recommendations:

THAT in consideration of Staff Report CR-24-125 respecting Award of Tender RFT-24-022 – Streetlight System Maintenance, City Council:

1. Awards the above-noted tender to Jonathan Allison o/a Allison Electrical Services, the lowest compliant bid received, for an estimated \$55,726.97 (Year 1), including the non-refundable allocation of HST for a five-year term beginning January 1, 2025 to December 31, 2029; and
2. Directs staff to bring forward a by-law to authorize the Mayor and Clerk to execute the agreement.

Highlights:

- The maintenance requirements of the City's streetlights are governed by the Municipal Act, 2001 and Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways.
- The City's streetlight system includes approximately 2400 streetlights.

Strategic Plan Alignment:

[Strategic Plan](#) Priority: This report supports the delivery of Core Service.

Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

Previous Report/Authority:

None.

Background:

This report has been drafted to provide Council with the necessary information to approve the Award of Tender RFT-24-022—Streetlight System Maintenance Agreement.

Under the terms of this contract, the successful vendor will be responsible for providing all labour, equipment and materials for regular and/or emergency repair of the City's streetlight infrastructure. This contract includes streetlight services in areas other than roadways. These locations include municipally owned properties, such as lanes, pathways, municipal parking lots, City Hall, Harrison Park, and Kelso Beach at Nawash Park.

The contract also includes the provision of maintenance, repairs and capital construction services for high voltage overhead and underground electrical distribution systems owned by the City such as the system in Harrison Park.

Analysis:

The above-mentioned Tender was posted in compliance with the City's Purchasing By-law on October 4, 2024, and closed on October 31, 2024, with six compliant bids received.

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

Company Name	Bid Price
Allison Electrical Services	\$55,726.97
RJ Powerline LTD	\$70,814.78
Black & McDonald Limited	\$87,743.56
Hastings Utilities Contracting Ltd.	\$96,570.24

Company Name	Bid Price
A.C.N Electric Inc.	\$162,113.86
TM3 INC	\$196,081.34

The tender submission from Allison Electrical Services is the lowest compliant bidder and is recommended for Tender Award by the Public Works and Engineering Department. Allison Electrical Services has been the City's streetlight system maintenance contractor since 2017.

Financial Implications:

The contract is funded through the operating budget.

Inspection and preventative maintenance represent approximately \$49,000 of the annual costs, with the remainder of the anticipated \$6,000 expenditures being associated with emergency repair/replacement needs. The anticipated expense is within the range for similar services for the past three years.

Years two through five of the Agreement will be negotiated annually between the City and the Contractor and will be limited to annual CPI increases.

Communication Strategy:

The above-noted Tender was posted on the City's Bids and Tenders webpage on October 4, 2024, in compliance with the City's Purchasing By-law to be accessible to all potential bidders.

Consultation:

Manager of Engineering Services
Engineering Technologist

Attachments:

None.

Recommended by:

Lauren Stewart, Purchasing and Claims Coordinator
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 Lauren Stewart,
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