



## MUNICIPALITY OF **West Elgin**

### Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2021-09-09  
**Subject:** Municipal Office Renovations Award Tender

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#### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Municipal Office Renovations; and  
That West Elgin Council hereby awards to the contract for the Municipal Office Renovations to Elgin Contracting and Restoration Ltd. for a total of \$526,000.00 plus applicable taxes; and  
That West Elgin Council hereby authorizes the Mayor and CAO/Treasurer to execute any contracts and documents with regards to this project; and  
That West Elgin Council hereby redirect funds from the 2021 Operating Budget to cover the shortfall.

#### **Purpose:**

The purpose of this report is to seek Council approval to award a construction services contract for work required for the construction and refurbishment of the Municipal office building.

#### **Background:**

A formal Request for Tender was prepared seeking bids from qualified contractors for the supply of all materials, labour and equipment necessary to construct and refurbish municipal office building, by L360 Architecture on behalf of the Municipality.

The intent was to secure one Contractor that will perform all items of work covered and stipulated in the Specifications, Tender, Contract Drawings, together with any authorized alterations, special provisions, extra work and supplemental agreements. The contractor will be responsible to furnish all materials, implements, machinery, equipment, tools, supplies, transportation and labour necessary to the prosecution and completion of the work.

The work prescribed in the tender is expected to be completed in the 4<sup>th</sup> quarter of 2021 after the Municipality issues the formal Notice to Proceed following Council approval to enter into a construction services contract with Elgin Contracting and Restoration Ltd.

L360 Architecture reviewed the bid submission from Elgin Contracting and Restoration Ltd. and confirmed their compliance with all of the requirements outlined in the tender document.

Pursuant to the procurement policy, Municipal council awards contracts for goods and services to the lowest cost compliant bidder where the total cost is greater than \$10,000.00.

**Financial Implications:**

Staff are recommending that the shortfall of funds be redirected from transfer to reserves (01-7012-7900) and allocated to the Municipal office renovations and the remaining balance of \$25,680 be covered by Administration Operating Budget savings in wages and benefits as the administrative assistant position was not filled in.

Reserves set aside for Municipal Office Renovations	\$ 200,000.00
Keyless access and security control	\$ 20,000.00
ICIP Resiliency Grant	\$ 100,000.00
The Minister of Employment and Social Development – Enabling Accessibility	\$ 71,709.00
Proceeds from the sale of land	\$ 146,611.00
<b>Total funds available</b>	<b>\$ 538,320.00</b>

**Estimated Project Cost:**

Roof repair	\$ 50,000.00
L360 Architecture	\$ 30,000.00
Construction (pending approval)	\$ 526,000.00
<b>Total Cost</b>	<b>\$ 606,000.00</b>

<b>Shortfall</b>	<b>\$ 75,680.00</b>
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Municipal Building Transfer to Reserves	-\$ 50,000.00
2021 Operating Budget – Administration	-\$ 25,680.00

**Policies/Legislation:**

Procurement Policy AD-1.2

**Report Approval Details**

Document Title:	Municipal Office Renovations - 2021-41-Administration Finance.docx
Attachments:	- 21-038 WE Admin Bldg Tender Review Final (002).pdf
Final Approval Date:	Sep 8, 2021

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott