
TO: CITY MANAGER **DATE:** 2015 August 18

FROM: DIRECTOR FINANCE **FILE:** 5820-20

SUBJECT: CONTRACT AWARD
PROPERTY MANAGEMENT SERVICES – DEER LAKE CENTRE

PURPOSE: To obtain Council approval to award a contract for Property Management Services – Deer Lake Centre.

RECOMMENDATION:

1. **THAT** Council approve a three year contract award to Colliers International for Property Management Services – Deer Lake Centre for a total estimated cost of \$370,000 including GST in the amount of \$17,618.13 as outlined in this report.

REPORT

Four proposals for this contract were received by the closing time on 2012 August 01. Final negotiations with the lead proponent Colliers International were delayed due to a change in Colliers' executive management and legal teams. In the interim, both parties have had a working arrangement via a holdover clause from the previous agreement.

The work of this contract involves the Property Management Services for Deer Lake Centre Services including rent collection, budgeting, accounting, financial reporting, lease administration services, preventative maintenance services, project management, risk management, customer services for building tenants and lease negotiations on behalf of the City. In addition, Colliers International oversees the coordination and supervision of capital projects, major and minor repairs, turn-key build outs for tenants and tenant improvement work. The contract award is for a three year period from 2015 September 01 to 2018 August 31 with options for up to two individual one year extensions. Fees for the three year agreement are estimated to be \$370,000 including GST in the amount of \$17,618.13. The recommended company, Colliers International, has completed several contracts to the satisfaction of the City.

Funding for this contract work is included in the 2015-2019 Financial Plan within Finance operating accounts.



Denise Jorgenson
DIRECTOR FINANCE

GC:SL