



Item .....
Meeting .....2018 Feb 05

COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2018 January 31

**FROM:** DIRECTOR FINANCE **FILE:** 5820-20  
*Reference: RFP #161-09/17*

**SUBJECT: CONTRACT AWARD  
DESIGN, SUPPLY AND INSTALL OF WORKS YARD PORTABLE  
OFFICE BUILDINGS**

**PURPOSE:** To obtain Council approval to award a contract for the design, supply and install of Works Yard portable office buildings.

**RECOMMENDATION:**


1. **THAT** Council approve a contract award to Britco Boxx Limited Partnership, for an estimated total cost of \$780,836 including taxes in the amount of \$83,661 as outlined in this report. Final payment will be based on the actual quantity of goods and services delivered and unit prices as submitted.

**REPORT**

Two submissions responding to a Request for Proposal (RFP) were received by the closing time on 2017 September 28. The scope of this project includes the design, supply and install of portable office buildings for the Works Yard. Based on the RFP's evaluation criteria, Britco Boxx Limited Partnership received the highest overall scoring. The work of this contract includes the design, supply and install of the Works Yard portable buildings at 4220 Norland Avenue.

The recommended company, Britco Boxx Limited Partnership, has not previously undertaken a contract with the City; however, reference checks and interviews by City staff with the contractor indicate that Britco Boxx Limited Partnership has the equipment and personnel capability to successfully complete the work required under this contract. The Director Engineering concurs with the above recommendation.

This capital work will be included in the 2018 – 2022 Financial Plan under the following WBS element: BAX.3090 (\$697,200).

  
Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:GC:SC /mlm

Copied to: Director Engineering