

TO: CITY MANAGER

FROM: DIRECTOR FINANCE

DATE: 2019 Sep 11

FILE: 5820-20
Reference: RFP#07-01/19

**SUBJECT: CONTRACT AWARD
TRANSIT SHELTER CLEANING AND MAINTENANCE**

PURPOSE: To obtain Council approval to award a contract for the maintenance of all City transit shelters with advertising caissons.

RECOMMENDATION:

1. **THAT** Council approve a contract award to West Coast Sign Service Ltd. for an estimated total cost of \$600,000 including GST in the amount of \$28,571.43.

REPORT

One submission to a Request for Proposal (RFP) was received by the closing time on 2019 July 11. The proposal was reviewed and negotiated which resulted in satisfactory terms, conditions and pricing. The scope of this contract includes the provision of cleaning, repair, removal, relocation, storage and electrical servicing of City transit shelters. The contract term is for a three year term from 2019 October 1 to 2022 September 30 with options to renew for two additional one year terms.

The recommended company, West Coast Sign Service Ltd., has previously performed this work to the satisfaction of City staff. The Director Engineering concurs with this recommendation.

Funding for this contract is provided in various operating accounts in the 2019 – 2023 Financial Plan.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

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Copied to: Director Engineering