

## COUNCIL REPORT

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**TO:** CITY MANAGER **DATE:** 2020 November 17

**FROM:** DIRECTOR FINANCE **FILE:** 5820-20  
*Reference: RFP #125-07/20*

**SUBJECT: CONTRACT AWARD  
REPAIR AND MAINTENANCE OF STREET LIGHTS AND TRAFFIC  
SIGNAL SYSTEMS**

**PURPOSE:** To obtain Council approval to award a contract for the repair and maintenance of City street lights and traffic signals systems at various locations throughout the City.

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**RECOMMENDATION:**

1. **THAT** Council approve a contract award to Crown Contracting Limited for an estimated total cost of \$4,500,000.00 including GST in the amount of \$214,285.71 for a two year period, as outlined in this report. Final payment will be based on the actual quantity of goods and services delivered and unit prices as proposed.

**REPORT**

Two submissions following a Request for Proposal (RFP) were received by the closing time on 2020 October 20. The scope of work for this contract includes all necessary labour, materials, tools and equipment to maintain, repair and upgrade street lights and traffic signals systems at various locations throughout the City. In addition, the work includes some major related capital and civil works.

The value of this contract is similar to the 2019 costs and the anticipated 2020 costs. The costs are roughly half for operating expenses and half for capital or third party expenses related to the replacement of aging infrastructure or damages by others. Future costs are anticipated to be reduced when more services are brought in-house with the electrical division of the Engineering department.

Currently, Crown Contracting Limited is primarily providing street light maintenance, while the City's in-house team of electricians is undertaking day-to-day traffic signal operations and emergency on-call services for both street light and traffic signals. Both Crown Contracting Limited and City crews have undertaken capital works depending upon available resources. The goal remains to provide the majority of traffic signal and street light services in-house. This will require additional electricians including a foreman. It is anticipated that upon completion of the Laurel Street Works Yard in approximately two years, the City will be well positioned to expand further and bring the electrical repair and maintenance service completely in-house. In the future, however, there will likely be a need to continue contract services to undertake related major capital and civil works.

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Repair and Maintenance of Street Lights and Traffic Signal Systems  
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Based on the RFP evaluation criteria consisting of methodology of services, fleet size, qualification, experience and costs, Crown Contracting Limited received the highest overall scoring. This contract award is for a two year period from 2021 January 01 to 2022 December 31 with the option of up to three individual one year extensions at the discretion of the City.

The recommended proponent, Crown Contracting Limited, has provided similar services in the past with a proven track record of performance and reliability to the satisfaction of the City. Review by City staff indicates that Crown Contracting Limited has the necessary equipment and personnel to successfully complete the work required under this contract. The Director Engineering concurs with the above recommendation.

Funding for this contract is provided in various operating accounts and capital accounts included in the 2020 – 2024 Financial Plan.



Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:GC:AF / dg:md

Copied to: Director Engineering