

TO: MAYOR & COUNCILLORS
FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER
SUBJECT: **CI – SUPPLY AND DELIVERY OF PORTLAND CEMENT CONCRETE**
PURPOSE: To obtain Council approval to award a Contract Increase (CI) for the supply and delivery of Portland Cement Concrete.

RECOMMENDATION

THAT a contract increase to Coquitlam Concrete (1993) Ltd., for an estimated cost of \$78,400 including GST and PST in the amount of \$8,400 as outlined in the Council Report titled “CI – Supply and Delivery of Portland Cement Concrete” dated for June 24, 2024 be approved; and

THAT final payment will be based on the actual quantity of goods and services delivered and unit rates as quoted.

1.0 POLICY SECTION

The City’s Change Order Policy requires Council’s approval for change orders, which individually or when accumulated with prior change orders, increases the total value of the contract over \$1,000,000.

2.0 BACKGROUND

In August 2019, the City awarded a contract to Coquitlam Concrete (1993) Ltd., for the “as and when required” supply and delivery of Portland Cement Concrete in the amount of \$372,000. including GST and PST in the amount of \$39,857.

The contract was for the period from August 1, 2019 to July 31, 2020, with options of up to four individual one-year extensions at the discretion of the City should service prove reliable and pricing remain competitive.

Since the award of this contract, there have been four contract extensions for a total value of \$2,131,120 including GST and PST in the amount of \$228,334.

3.0 GENERAL INFORMATION

This recommendation is to approve a contract increase of \$78,400 including GST and PST in the amount of \$8,400. The contract increase is required to continue using Coquitlam Concrete (1993) Ltd’s services for the duration of the final contract term to July 31, 2024. The City is currently competing the work for a new contract award that will commence on August 1, 2024.

City staff have reviewed the proposed increase and believes it appropriately addresses the City’s needs at a fair cost. The General Manager Engineering concurs with this recommendation.

The total estimated contract value will be \$2,209,520 including GST and PST in the amount of \$236,734.

Contract History	Date	Accumulative Total Change (including GST & PST)
Original Contract Award	August 2019 to July 2020	\$ 372,000
Contract Extension #1	August 2020 to July 2021	\$ 386,400
Contract Extension #2 <i>*(Council approved)</i>	August 2021 to July 2022	\$ 391,600
Contract Extension #3	August 2022 to July 2023	\$ 448,000
Contract Extension #4	August 2023 to July 2024	\$ 533,120
<i>SUBTOTAL</i>	<i>Contract Extension 1-4</i>	<i>\$ 2,131,120</i>
Contract Increase #1	Pending	\$ 78,400
TOTAL		\$ 2,209,520

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

RFQ #62-03/19 (Attachment 1) was publicly advertised. Upon closing, the City received a total of 1 submission.

5.0 FINANCIAL CONSIDERATIONS

Funding for this contract is provided in the 2024-2028 Financial Plan under various operating and capital accounts.

Respectfully submitted,

Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

ATTACHMENTS

Attachment 1 – RFQ #62-03/19

REPORT CONTRIBUTORS

This report was prepared by Mike Libonati, Senior Buyer, and reviewed by Robyn Tegart, Senior Manager Purchasing - Operations.