

**TO:** MAYOR & COUNCILLORS  
**FROM:** DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER  
**SUBJECT:** **CI - REPAIR AND MAINTENANCE OF STREET LIGHTS AND TRAFFIC SIGNAL SYSTEMS**  
**PURPOSE:** To obtain Council approval to award a Contract Increase (CI) for Repair and Maintenance of Street Lights and Traffic Signal Systems

## **RECOMMENDATION**

**THAT** a one-year contract increase to Crown Contracting Limited for an estimated total cost of \$2,500,000 including GST in the amount of \$119,048, as outlined in the council report titled “CI - Repair and Maintenance of Street Lights and Traffic Signal Systems” dated for July 8, 2024 be approved; and

**THAT** final payment will be based on the actual quantity of goods and services delivered and unit prices as proposed.

## **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 by \$1,000,000.

## **2.0 BACKGROUND**

Following a Request for Proposals (RFP) on November 23, 2020 Council awarded a contract to Crown Contracting Limited in the amount of \$4,500,000 including GST in the amount of \$214,286 for Repair and Maintenance of Street Lights and Traffic Signal Systems. The contract was for a two-year period from January 1, 2021 to December 31, 2022 with options of up to three individual one-year extensions at the discretion of the City.

Since the award of this contract, there has been two contract extensions including an increase for \$1,500,000 including GST \$71,429, No contract value increase was required on the 1<sup>st</sup> year contract extension as the contract was underspent in the initial contract term due to some staff resource shortages within the Engineering Department for contract management but have since been resolved.

**3.0 GENERAL INFORMATION**

This contract increase for an estimated cost of \$2,500,000 including GST in the amount of \$119,048, is required to continue carrying out relevant renewal and maintenance works for the remainder of the year. The work will include all necessary labour, materials, tools and equipment to maintain, repair and upgrade streetlights and traffic signals systems at various locations throughout the city. In addition, the work includes the implementation of assets greater than \$10K within the Transportation capital program such as new crosswalks, Rapid Rectangular Flashing Beacons (RRFBs), traffic signals, rapid implementation of cycling facilities, and new traffic signal heads. These assets are driven by technical safety assessments and community feedback. Review by City staff indicates that Crown Contracting Limited has the capability to successfully complete the work required under this contract.

The total estimated contract value is \$8,500,000 including GST in the amount of \$404,762.

The General Manager of Engineering concurs with this recommendation.

<b>Contract History</b>	<b>Date</b>	<b>Accumulative Total Change (including GST)</b>
Original Contract Award	Jan 2021 – Dec 2022	\$ 4,500,000
1 <sup>st</sup> Contract Extension	Jan 2023 – Dec 2023	\$0
2 <sup>nd</sup> Contract Extension	Jan 2024 – Dec 2024	\$ 1,500,000
1 <sup>st</sup> Contract Increase	Jun 2024 – Dec 2024	\$ 2,500,000
<b>TOTAL</b>		<b>\$ 8,500,000</b>

**4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT**

The RFP#125-07-20 (Attachment 1) was publicly advertised. Upon closing, the City received a total of two submissions.

**5.0 FINANCIAL CONSIDERATIONS**

Funding for this work is provided in various operating accounts and capital accounts included in the 2024 – 2028 Financial Plan.

Respectfully submitted,

Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

**ATTACHMENTS**

Attachment 1 – RFP#125-07-20

**REPORT CONTRIBUTORS.**

This report was prepared by Ana Felix, Senior Buyer, and reviewed by Sophan Lum, Senior Manager Purchasing – Capital