

TO: MAYOR & COUNCILLORS
FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER
SUBJECT: **CE – TRANSPORT AND DISPOSAL OF SURPLUS EXCAVATED MATERIALS**
PURPOSE: To obtain Council approval to award a Contract Extension (CE) for the transport and disposal of surplus excavated materials.

RECOMMENDATION

THAT a two-year contract extension to Utility West Civil Works, for an estimated cost of \$3,200,000 including GST in the amount of \$152,381 as outlined in the report titled “CE – Transport and Disposal of Surplus Excavated Materials” dated for August 26, 2024 be approved; and,

THAT final payment will be based on the actual services delivered and payment rates as submitted.

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, on June 28, 2021 Council awarded a contract to Utility West Civil Works in the amount of \$1,133,370 including GST in the amount of \$53,970 for the transportation and disposal of surplus excavated materials. The contract was for a two-year period from August 15, 2021 to August 31, 2023 with options of up to three individual one-year extensions at the discretion of the City should service prove reliable and pricing remain competitive.

The work of this contract is for the transportation and disposal of surplus excavated materials on an “as and when required” basis from the Norland Avenue transfer site.

Since the award of this contract, there has been an increase in the number of capital projects and development work requiring additional transport and disposal of excavated materials. As a result of this additional work, there has been one contract increase for a total value of \$645,000 including GST in the amount of \$30,714 and one, one-year contract extension for the period September 1, 2023 to August 31, 2024 for an estimated cost of \$1,366,770 including GST in the amount of \$65,084.

3.0 GENERAL INFORMATION

This recommendation is for a two-year contract extension for the period September 1, 2024 to August 31, 2026 for an estimated cost of \$3,200,000 including GST in the amount of \$152,381. Utility West Civil Works has agreed to hold existing contract pricing for a two-year period.

The total estimated contract value is \$6,345,140 including GST in the amount of \$302,150.

The General Manager Engineering concurs with the recommendation.

Contract History	Date	Accumulative Total Change (including GST)
Original Contract Award	Aug 2021 – Aug 2023	\$ 1,133,370
Contract Increase	Nov 2022	\$ 645,000
First Contract Extension	Sep 2023 – Aug 2024	\$ 1,366,770
Pending	Sep 2024 – Aug 2026	\$ 3,200,000
TOTAL		\$ 6,345,140

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The Request for Proposal (RFP) #35-02/21 (Attachment 1) was publicly advertised. Upon closing, the City received a total of ten submissions.

5.0 FINANCIAL CONSIDERATIONS

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

Respectfully submitted,

Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

ATTACHMENTS

Attachment 1 – RFP #35-02/21

REPORT CONTRIBUTORS

This report was prepared by Rebecca Yeung, Senior Buyer, and reviewed by Robyn Tegart, Senior Manager Purchasing Operations.