

TO: MAYOR & COUNCILLORS
FROM: DEPUTY GENERAL MANAGER FINANCE
SUBJECT: **CE – ICI SUPPLY AND DELIVERY OF WATER METERS**
PURPOSE: To obtain Council approval to award a Contract Extension (CE) for Water Meters on industrial, commercial, and institutional (ICI) properties.

RECOMMENDATION

THAT a contract extension to Flowsystems Distribution Inc., for an estimated cost of \$924,000 including GST and PST in the amount of \$99,000 as outlined in the Council Report titled “CE – ICI Supply and Delivery of Water Meters” dated January 28, 2025 be approved; and,

THAT final payment will be based on actual quantities ordered and unit prices 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 by \$1,000,000.

2.0 BACKGROUND

Following an Invitation To Quote (ITQ) led by the City of Maple Ridge, on behalf of the Lower Mainland Purchasing Group (LMPG), on February 1, 2024, the City awarded a contract to Flowsystems Distribution Inc. in the amount of \$560,000 including GST and PST in the amount of \$60,000 for the period February 1, 2024, to January 31 2025, with optional four individual one-year extensions at the discretion of the City.

The work of this contract involves the supply and delivery of various sized water meters to the Laurel Street Works Yard “as and when required” for use by City staff at jobsites throughout the City.

Since the award of this contract, there has been one contract increase for a total value of \$249,760 including GST and PST in the amount of \$26,760. The increase was required for additional works undertaken by City staff.

3.0 GENERAL INFORMATION

This recommendation is for a one-year contract extension for the period February 1, 2025 to January 31, 2026, for an estimated cost of \$924,000 including GST and PST in the amount of \$99,000. Flowsystems Distribution Inc. has advised an increase of 2% due to increased manufacturing costs. The contract increase for this term is for on-going regular installation and new construction in the ICI (industrial, commercial, institutional) sector. This does not include the universal residential water meter expansion program. Review by City staff indicates that this is in line with current market conditions and that Flowsystems Distribution Inc. has the capability to successfully complete the work required under this contract. The total estimated contract value is \$1,733,760 including GST and PST in the amount of \$185,760.

The General Manager Engineering concurs with this recommendation.

Contract History	Date	Accumulative Total Change (including GST and PST)
Original Contract Award	Feb 2024 to Jan 2025	\$ 560,000
Contract Increase #1	Apr 2024	\$ 249,760
Contract Extension #1	Feb 2025 to Jan 2026	\$924,000
TOTAL		\$ 1,733,760

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The Invitation To Quote (ITQ) was publicly advertised. Upon closing, the City of Maple Ridge received a total of one submission.

5.0 FINANCIAL CONSIDERATIONS

Funding for this capital work is included in the 2024-2028 Financial Plan under Engineering – Equipment Water, Industrial Commercial Institutions Water Meter Replacements project with a plan of \$500,000 (ENY.0045) and also under Engineering – Infrastructure, Water Meters & Software Upgrades projects with a plan of \$500,000 (EJA.8046). This contract extension will be accommodated under WBS elements ENY.0045 (\$500,000) and EJA.8046 (\$424,000).

Respectfully submitted,
 Ratan Grewal, Deputy General Manager Finance

ATTACHMENTS

Attachment 1 – Invitation To Quote (ITQ) City of Maple Ridge

REPORT CONTRIBUTORS

This report was prepared by Mike Libonati, Senior Buyer, and reviewed by Robyn Tegart, Senior Manager Procurement Services – Operations.