

TO: MAYOR & COUNCILLORS
FROM: DEPUTY GENERAL MANAGER FINANCE
SUBJECT: **CI - GLASS GLAZING AND REPAIR - MATERIAL AND SERVICES**
PURPOSE: To obtain Council approval for a contract increase (CI) for Glass Glazing and Repair – Material and Services.

RECOMMENDATION

THAT a contract increases to Action Glass Inc. for an estimated total cost of \$85,050 including GST in the amount of \$4,050 as outlined in the report titled “CI – Glass Glazing and Repair – Material and Services” dated April 22, 2025 be approved; and,

THAT final payment will be based on the actual quantity of services delivered and hourly rate 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 \$500,000.

2.0 BACKGROUND

Following a Request for Proposal (RFP) #115-06-20 in December 2020, the City awarded a two-year contract to Action Glass Inc. for an estimated value of \$442,050 including GST in the amount of \$21,050. The contract was for the period of December 1, 2020, to November 30, 2022, with three, one-year options to extend at the sole discretion of the City. The work includes supplying and delivering all necessary labor, materials, plants, tools, and equipment for building glass glazing, glass repair services, and related materials.

Since the award of this contract, there have been two contract extensions, extending the contract to November 30, 2025, with no contract value increase.

3.0 GENERAL INFORMATION

This recommendation is to approve a contract increase of \$85,050 including GST in the amount of \$4,050. The average monthly spending increased due to additional demand at various City locations.

The estimated total contract value is \$527,100 including GST in the amount of \$25,100.

City staff have reviewed the increase and believe it appropriately addresses the City's needs at a fair cost. The General Manager Lands and Facilities concur with this recommendation.

Contract History	Date	Accumulative Total Change (including GST)
Original Contract Award	December 2020 - November 2022	\$442,050
1 st Contract Extension	December 2022 - November 2023	-
2 nd Contract Extension	December 2023 - November 2025	-
1 st Contract Increase	Pending	\$ 85,050
TOTAL		\$527,100

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

RFP #115-06-20 (Attachment 1) was publicly advertised. Upon closing, the City received a total of three submissions.

5.0 FINANCIAL CONSIDERATIONS

Funding for this work will be included in the 2025 – 2029 Financial Plan under various Lands and Facilities operating budgets.

Respectfully submitted,

Ratan Grewal, Deputy General Manager Finance

ATTACHMENTS

Attachment 1 – RFP#115-06-20

REPORT CONTRIBUTORS

This report was prepared by Robin Choi, Senior Manager Civil Facilities, Hyunsook Ma, Senior Buyer, and reviewed by Sophan Lum, Senior Manager, Procurement Services – Capital