

TO: MAYOR & COUNCILLORS
FROM: DEPUTY GENERAL MANAGER FINANCE
CONCURRENCE BY: GENERAL MANAGER ENGINEERING AND
GENERAL MANAGER LANDS AND FACILITIES
SUBJECT: **CI – MATERIALS TESTING SERVICES**
PURPOSE: To obtain Council approval to award a Contract Increase (CI) for Materials Testing Services to Metro Testing & Engineering Ltd.

RECOMMENDATION

THAT a contract increase to Metro Testing & Engineering Ltd. by an estimated cost of \$60,000 including GST in the amount of \$2,858 as outlined in the Council Report titled, “CI – Materials Testing Services” dated May 13, 2025 be approved; and,

THAT final payment will be based on the actual quantity of services delivered and hourly rates 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 Quote (RFQ) #104-06-20 in July 2020, the City awarded a two-year contract to Metro Testing & Engineering Ltd. for an estimated value of \$273,000 including GST in the amount of \$13,000. The contract was for the period of November 1, 2020 to October 31, 2022 with three one-year options to extend at the sole discretion of the City. The scope of this contract is to provide all materials, labour, plant, tools and equipment to fulfill the City of Burnaby’s materials testing and miscellaneous geotechnical evaluations on an “as and when requested” basis.

Since the award of this contract, there has been three contract renewals and one contract increase for a total cost of \$374,000 including GST in the amount of \$17,810.

3.0 GENERAL INFORMATION

This recommendation is to approve a contract increase of \$60,000 including GST in the amount of \$2,858. The contract increase is due to increased road-related projects throughout the City, with most to take place during the dry season in the summertime.

The estimated total contract value is \$707,000 including GST in the amount of \$33,667.

Contract History	Date	Accumulative Total Change (including GST)
Original Contract Award	November 2022	\$273,000
Contract Increase #1	June 2022	\$57,000
Contract Renewal #1	November 2022 – October 2023	\$165,000
Contract Renewal #2	November 2023 – October 2024	\$80,000
Contract Renewal #3	November 2024 – October 2025	\$72,000
Contract Increase #2	Pending	\$60,000
TOTAL		\$707,000

City staff have reviewed the increase and believe it appropriately addresses the City's needs at a fair cost.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

RFQ #106-04-20 Materials Testing Services (Attachment 1) was publicly advertised. Upon closing, the City received a total of five submissions.

5.0 FINANCIAL CONSIDERATIONS

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

Respectfully submitted,

Ratan Grewal, Deputy General Manager Finance

ATTACHMENTS

Attachment 1 – RFQ #106-04-20

REPORT CONTRIBUTORS

This report was prepared by Kimberley Wong, Senior Operations Engineer, Roads and Asset Management, Charles Allen, Director Civic Building Projects, Rebecca Yeung, Senior Buyer, and reviewed by Sophan Lum, Senior Manager, Procurement Services – Capital.