



City of  
**Peterborough**

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**To:** Members of the Administrative Staff Committee

**From:** W.H. Jackson, Director of Utility Services

**Meeting Date:** October 1, 2014

**Subject:** Report USEC14-021  
Award of T-52-14 Brealey Drive Clearing and Grubbing

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## **Purpose**

A report to recommend award of Tender T-52-14 Clearing and Grubbing on Brealey Drive.

## **Recommendation**

That Administrative Staff Committee through its delegated authority as set out in 8.2.2 (b) of the City's Purchasing By-law 14-127, approve the recommendation outlined in Report USEC14-021 dated October 1, 2014, of the Director of Utility Services, as follows:

That Tender T-52-14 for Brealey Drive Clearing and Grubbing be awarded to Treeworks Professional Tree Care, 2302 15<sup>th</sup> Line Smith, Lakefield, Ontario, K0L 2H0 at a cost of \$104,750.00 plus \$13,617.50 HST for a total cost of \$118,367.50.

## **Budget and Financial Implications**

The total project costs (net of the HST rebate) for Tender T-52-14 are set out in the following table and can be accommodated within the uncommitted balance of the approved 2014 budget.

Line	Description	Amount
1	Tender T-52-14 Brealey Drive Clearing and Grubbing	\$104,750.00
2	HST Payable by the City	\$ 1,843.60
<b>3</b>	<b>Sub-total</b>	<b>\$106,593.60</b>
4	Engineering and Contract Administration	\$ 20,000.00
<b>5</b>	<b>Total Estimated Project Cost (Net of HST rebate)</b>	<b>\$126,593.60</b>

The total estimated project cost of \$126,593.60 for Tender T-52-14 can be accommodated within the uncommitted balance of \$815,155.86 approved in the 2014 Capital Budget Item 5-2.03 (Brealey Drive Urbanization – Lansdowne Street West to Stenson Boulevard/Sir Sandford Fleming College Entrance).

## Background

### Brief Description of the Work

The project involves the clearing and grubbing of trees and brush within the City's road allowance that are in conflict with the relocation of underground/overhead utilities and/or areas that will be impacted as part of the reconstruction of Brealey Drive. The limits of the work will be on Brealey Drive from Stenson Boulevard to Lansdowne Street West.

### Bid Solicitation

Tender T-52-14 for Brealey Drive Clearing and Grubbing was prepared by City staff. It was issued September 9, 2014 and closed on September 18, 2014. The tender was evaluated by the Engineering Services Coordinator and Engineering and Construction Inspector.

### Tender Summary

Three tenders were received but one was incomplete and, accordingly, 2 tender were evaluated. Chart 1 below provides a summary of the Tender results:

**Chart 1: T-52-14 Brealey Drive Clearing and Grubbing**

Firm Name	Address	Bid (Excluding HST)
Treeworks Professional Tree Care	Lakefield, Ontario	\$ 104,750
Treescape Tree Care Professionals Limited	Ennismore, Ontario	\$ 134,975

## **Recommended Bidder**

It is proposed that Tender T-52-14 be awarded to Treeworks Professional Tree Care who had the lowest tendered price.

All references contacted for Treeworks Professional Tree Care provided positive feedback and all indicated that they would work with Treeworks again.

## **Delegated Authority to Approve**

Section 8.2.2 (b) of Purchasing By-law 14-127 delegates authority to the Administrative Staff Committee to award an RFT regardless of the size of the expenditure, provided that the award is to the lowest bidder and the expenditure can be accommodated within the Approved Budget. Tender T-52-14 meets these requirements and can be awarded by the ASC without further Council approval.

## **Timelines**

If the recommendation is approved, an agreement will be prepared and signed by the CAO and Clerk, under their delegated authority to do so before the work commences.

The contractor is tentatively scheduled to commence work on October 13, 2014 and is required to complete the work within 25 working days. It is anticipated that the work will be substantially completed by November 14, 2014.

## **Summary**

Tender T-52-14 meets all the criteria that allow it to be awarded by the ASC in accordance with its delegated authority as set out in the Purchasing By-law 10-132 and as described in this report.

Submitted by,

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Director Utility Services

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