



PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
From:	Grant Brouwer, Director of Building and Development
Date of Meeting:	11 April 2017
Subject:	DEV 08-2017 Fire Hall Digital Sign

PROJECT DETAILS

The Town has gone to quote on a new digital sign to be installed at the Fire Hall to replace the current manual display sign. The new digital sign would have the capability of several messages that can be changed from a computer system inside the office area. Staff sought quotes on two different models of digital signs. Each model had different capabilities with graphics, font, letter size etc. Three (3) companies submitted pricing for a total of five (5) quotations.

RECOMMENDATION

THAT DEV 08-2017 Fire Hall Digital Sign be received; and,

THAT the procurement for the Fire Hall Digital Sign be award to Davies Signs for the procured price of \$17,702.00, inclusive of all taxes and contingencies; and,

THAT Council approve the unbudgeted amount as identified in DEV 08-2017 report; and,

THAT By-Law 40-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

PROCUREMENT SUMMARY

A procurement document was administered for the above noted project. The following is a summary of the procurement results, the scoring matrix results, as well as a recommendation for a successful proponent:

Procurement Information

Approved Project Budget:

Tender Closing Date:

Number of Bids Received:

Cost Result – Successful Bid (Inclusive of HST):

Cost Result – Successful Bid (Inc. Net of HST rebate):

Successful Proponent:

Details and Results

\$15,00.00

Friday, March 31, 2017

5

\$17,402.00

\$15,671.04

Davies Signs Option 2

Bid Summary

RFQ-DEV-04-2017 Fire Hall Sign Evaluation							
		15%	20%	15%	50%	100%	
Company	Option	References	Support Response Time	Hardware Warranty	Project Cost + HST	Total	Price HST Exclusive
Davies Signs	2	15	20	15	46.7	96.7	\$ 15,400.00
Consolidated Signs	1	15	20	15	43	93	\$ 16,758.87
Davies Signs	1	15	20	15	41.9	91.9	\$ 17,200.00
Roberts Awnings and Sign	2	15	10	15	50	90	\$ 14,398.75
Roberts Awnings and Sign	1	15	10	15	30	70	\$ 23,760.00
Consolidated Signs	2	N/A	N/A	N/A	N/A	0	\$ -
			lowest time/max time x 20			lowest price/bid price x 50	

The procurement document submitted by Davies Signs was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to Davies Signs. It is noted that the biggest difference in scoring is the response time. Most companies stated they could respond to an issue in less than 24 hours, while others had a response time of 24hrs to 48hrs.

FINANCIAL IMPLICATIONS

The funding sources for the above noted project are as follows:

01-9125-6990 Contracted Services (budgeted)	\$15,000.00
Contingency	\$300.00
Tender over-budget	\$671.04
Total	\$15,971.04
Transfer from Capital Reserve	\$15,971.04

The project will incur a variance of \$971.04 from the 2017 budget. The variance will be transferred from the capital reserve.

OTHERS CONSULTED


Jim Brown, Treasurer
Richard Anderson, Fire Chief
Ryan Taylor, Fire Fighter

ATTACHMENTS

None

Respectfully Submitted,


Grant Brouwer
Director of Building and
Development


Brent Kittmer
CAO/Clerk