



Staff Report

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Report To:	General Government Committee		
Date of Meeting:	October 19, 2020	Report Number:	FND-036-20
Submitted By:	Trevor Pinn, Director of Finance/Treasurer		
Reviewed By:	Andrew C. Allison, CAO	Resolution#:	
File Number:	Q2020-22	By-law Number:	
Report Subject:	Electrical Work for Electric Vehicle Charging Stations		

Recommendations:

1. That Report FND-036-20 be received;
2. That Ferguson Electric Company Ltd. with a total bid amount of \$75,135.51 (Net HST Rebate) being the lowest compliant bidder meeting all terms, conditions and specifications of Quotation Q2020-22 be awarded the contract for the completion of the electrical work as required for the installation of Electrical Vehicle Charging Stations;
3. That total funds required for this project in the amount of \$75,135.51 (Net HST Rebate) exceeds the approved budget allocation and additional funds of \$34,000 required will be funded by the Parking Lot Reserve funds:

Description	Account Number	Amount
EV Charging Station – Church & Division Parking Lot (2020 Budget)	110-32-327-83211-7401	\$19,603
EV Charging Station – Church & Division Parking Lot (Additional Funds)	110-32-327-83211-7401	34,000
EMS Vehicles Capital (2020 Budget)	110-28-388-82824-7401	21,533

4. That all interested parties listed in Report FND-036-20 and any delegations be advised of Council's decision.

Report Overview

To request authorization from Council to award the contract for the completion of the electrical work required to prepare the various sites for the installation of electric vehicle charging stations as required and as detailed in quotation Q2020-22.

1. Background

- 1.1 Quotation specifications for the electrical works required for the installation of electrical vehicle charging stations at Fire Station # 1 Parking Lot and the Division Street Parking Lot were prepared by the Public Works Department and provided to the Purchasing Services Division.
- 1.2 Quotation Q2020-22 was prepared and issued by the Purchasing Services Division. The tender was posted electronically on the Municipality's website. Notification of the availability of the document was also posted on the Ontario Public Buyers Association's website.

2. Analysis

- 2.1 The tender closed September 28, 2020.
- 2.2 Twenty-six companies downloaded the tender document. Three submissions were received by the stipulated closing time.
- 2.3 The Municipality contacted the twenty-three companies who chose not to respond to inquire as to why they chose not to submit a bid. Their responses are as follows:
 - One company was an association responsible for distributing the tender document to its members;
 - Five companies advised that after reviewing the document they were not able to take on the project due to their current workload;
 - Two companies advised that they were not able to bid due to the bonding requirements;
 - Three companies felt that they were not able to quote competitively;
 - Two companies advised that they were unable to find an electrical subcontractor for this project;
 - Two companies downloaded the bid document in error; and
 - Eight companies contacted did not respond to the Municipality's request for information.

- 2.4 The three bids received were reviewed and tabulated by the Purchasing Services Division (see Attachment 1). All submissions were deemed compliant.
- 2.5 The bid results were forwarded to the Public Works Department for their review and consideration.
- 2.6 After review, analysis and discussions, it was mutually agreed by the Public Works Department and the Purchasing Services Division that the low bidder, Ferguson Electric Company Limited, be recommended for the award of quotation Q2020-22.
- 2.7 Ferguson Electric Company Limited has successfully completed work for the Municipality in the past, therefore, the references provided were not contacted.

3. Financial

- 3.1 The value of the total project cost exceeds the allocated budget from the various funding sources by \$34,000. The additional funds required will be funded by the Parking Lot Reserve Fund and transferred to the EV Charging Station – Church and Division Parking Lot account.
- 3.2 The total funds required for this project in the amount of \$75,135.51 (Net HST Rebate), is in the approved budget allocation as provided and will be funded from the following accounts:

Description	Account Number	Amount
EV Charging Station – Church & Division Parking Lot (2020 Budget)	110-32-327-83211-7401	\$19,603
EV Charging Station – Church & Division Parking Lot (Additional Funds)	110-32-327-83211-7401	34,000
EMS Vehicles Capital (2020 Budget)	110-28-388-82824-7401	21,533

4. Concurrence

This report has been reviewed by the Director of Public Works who concurs with the recommendations.

5. Conclusion

It is respectfully recommended that Ferguson Electric Company Limited being the lowest compliant bid be awarded the contract for the Electrical Works for the Electric Vehicle Charging Stations in accordance with all the terms, conditions specifications, and drawings of quotation Q2020-22.

Staff Contact: David Ferguson, Purchasing Manager, 905-623-3379 Ext 2209 or dferguson@clarington.net.

Attachments:

Attachment 1 – Bid Summary

Interested Parties:

List of Interested Parties available from Department.

Bid Summary

Q2020-22 Electrical Works for Electric Vehicle Charging Stations

BIDDER	Total Bid (including HST)	TOTAL BID (Net HST Rebate)
Ferguson Electric Company	\$ 83,434.68	\$ 75,135.51
Robert B. Somerville Co. Ltd.	\$143,274.01	\$129,022.68
CONFRA Global Solutions Inc.	\$162,073.64	\$145,952.33