

## TENDER EVALUATION REPORT MODB2106

### Description of Tender

This tender is to provide heating, cooling and ventilation to all areas of the old Community Services section of the Municipal Administrative Centre as well as renovation work including the redesign of the entrance/ lobby area, the redesign of the staff room and new flooring and paint/ wall treatment throughout.

### Details of Invitation

Tender invitation method: Open tender posted on the Nova Scotia Procurement website.

Tender invitation date: June 2, 2021

Tender closing date: July 22, 2021

Tender packages were opened on July 22 at 2:30 p.m. In attendance: Chris Frotten (Chief Administrative Officer), Debbie Mader (Recorder).

### Tenders Received

Number of Tenders Received: 1

Details of Tenders Received:

Tenderers	Tendered Sums excluding HST (lowest first)
Garian Construction Ltd.	\$399,970.00

The tender also includes an option to remove and dispose of the existing lighting fixtures and replace them with new LED fixtures. This option would be an additional \$29,995.00.

### Compliance with Tender Specifications

Tenderers (in order of tendered sum)	Compliance with tender specifications	Details of any non-compliance
Garian Construction Ltd.	Yes	N/A

## **Budget Implications**

This project is included in our 2021/2022 capital budget with the funds coming from our Capital Reserve. The budgeted amount for the entire project is \$350,000. The tendered cost would be over our estimated budget but there are components of the project, such as the type of finishes or the number of PTAC replacements that could be altered to lower the cost.

## **Outsourcing Analysis**

N/A

## **Recommendation**

This project will allow for a safer and more practical space for all municipal employees for years to come, forgoing our need to include a much costlier new administrative centre in our capital plan and allowing for additional rental revenue from smaller office spaces that will be vacated.

The response to this Tender was evaluated by Municipal Staff to determine the degree to which it responds to the requirements as set out. The evaluation was based on the following criteria:

1. Qualifications and References (30 points);
2. Work Plan and Schedule (20 points); and
3. Cost (50 points).

Based on this evaluation criteria, it is recommended that the tender submitted by **Garian Construction Ltd. for \$399,970.00 + HST** be accepted along with the lighting upgrade option for **\$29,995 + HST**.

The lighting upgrade option has been recommended as it would make a significant improvement to the “lighting ergonomics” of the space. Appropriate lighting, without glare or shadows, can reduce eye fatigue and headaches; it can prevent workplace incidents by increasing the visibility. Also, there are incentives through Efficiency Nova Scotia that could potentially cover up to 10% of the costs and there will be additional energy savings over time.