



Staff Report for Council Meeting

Date of Meeting: February 12, 2020

Report Number: SRCS.20.02

Department: Community Services
Division: Public Works Operation

Subject: Replacement of Holiday Lighting Decorations
for the City of Richmond Hill Single Source
Award (SRCS.20.02)

Purpose:

The purpose of this report is to provide background information on a contract award acquired through a non-competitive process for acquisition values exceeding \$100,000.

Recommendation(s):

- a) That the non-competitive acquisition pursuant to Procurement By-law No. 113.16 Appendix B, Part II – Single Source Acquisitions Section b) “an Unforeseen Situation of Urgency exists and the Goods and/or Services cannot be obtained in time by means of a competitive Procurement be approved, and
- b) That additional funding of \$5,200 from the Infrastructure Repair & Replacement Fund be approved.

Contact Person:

Grant Taylor, Director, Public Works Operations, Extension 2966

Report Approval:

Submitted by: Ilmar Simanovskis, Commissioner of Community Services

Approved by: Neil Garbe, City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner and City Manager. Details of the reports approval are attached.

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Background:

The City's existing streetlight mounted Holiday Décor was purchased almost 20 years ago. Based on the condition of these existing fixtures, it was established that they had reached their lifespan and could no longer safely be used or effectively maintained. In order to have replacement fixtures installed after Remembrance Day November 11, 2019, a vendor needed to have time to manufacture and deliver all the required LED replacement fixtures.

Based on Procurement By-law No. 113-16 Appendix B, Part II – Single Source Acquisitions Section b) “an Unforeseen Situation of Urgency exists and the Goods and/or Services cannot be obtained in time by means of a competitive Procurement” a proposal was received from Classic Displays to supply and install new LED Holiday Décor fixtures. The proposal included a three-year service agreement for the installation, removal, cleaning, minor repair, storage and insurance of the displays.

In addition, through negotiation with the vendor, they offered a unique Buyback Program whereby they buy back the City's existing fixtures in order to refurbish, donate or recycle the items. It was estimated that approximately 65-75% of the existing Christmas decorations could be recycled; diverting them from landfill. The buyback program also saved additional labour and disposal costs.

Staff considered tendering the RFQ but due to the necessary timing required for the procurement, award, and manufacturing, the decorations would not have been available for the November 12, 2019 installation deadline.

Financial/Staffing/Other Implications:

The approved Capital Budget for the project is \$109,000 (Acct 902 2018651034190).

The cost of the acquisition is \$92,405 (excluding taxes). Year-one of the service agreement is \$19,820 (excluding taxes) for a total acquisition of \$112,225 (excluding taxes). This total cost after taxes and net of HST rebate, amounts to \$114,200.

Additional funding of \$5,200 from the Infrastructure Repair & Replacement Fund is required to fulfill year-one of the service agreement.

Relationship to the Strategic Plan:

Awarding SS-27-19 to Supply and Install new LED streetlight mounted Holiday Décor fixtures at various locations met with Goal 4 “Wise Management of Resources in Richmond Hill” by serving as a role model for Municipal Management.

Conclusion:

Awarding SS-27-19 to Supply and Install new LED streetlight mounted Holiday Décor fixtures at various locations enabled the City to replace old and unusable lighting

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fixtures for the 2019/2020 Holiday Season meeting the required deadlines as well as the ability to recycle the old fixtures with the added benefit of reduced energy consumption.

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Report Approval Details

Document Title:	Replacement of Holiday Lighting Decorations for the City of Richmond Hill Single Source Award (SRCS.20.02).docx
Attachments:	
Final Approval Date:	Jan 28, 2020

This report and all of its attachments were approved and signed as outlined below:

Grant Taylor - Jan 24, 2020 - 3:11 PM

Ilmar Simanovskis - Jan 28, 2020 - 3:58 PM

Neil Garbe - Jan 28, 2020 - 4:34 PM