



	REPORT No.: 2020-17
MEETING DATE: APRIL 16, 2020	DATE PREPARED: MARCH 16, 2020
SUBJECT: CARRYFORWARD OF CAPITAL PROJECTS	

RECOMMENDATION

THAT with respect to Report No. 2020-17 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, approve an additional 2020 capital project - Security System Server, totaling \$153,000, to finalize the 2019 security system project.

REPORT SUMMARY

To provide The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with the list of budgeted capital projects that the Chief Administrative Officer (CAO) has approved to be carried forward and completed in the 2020 year.

BACKGROUND

The Budget Policy (CS-02:83) identifies the capital project carryforward process to ensure that the Board is not required to approve the same project in consecutive years. The authority to administer the Board approved capital budget is granted to the CAO.

Under CS-02:83, the carryforward capital project list, approved by the CAO during the annual year-end process, is provided to the Board for information only.

COMMENTS

In accordance with the Budget Policy (CS-02:83), Administration reviews the status of all Board approved capital projects at year-end. Projects that have been awarded, but not completed by December 31, must be carried forward to the following year, as TBDSSAB has made a commitment to the vendor(s) through the procurement process.

Projects that were not awarded during the year but are still required to be completed based on management expertise, may be carried forward at the CAO's discretion. As a result of this review, a list of 66 capital projects, totaling \$1,108,100, was submitted to the CAO for approval to be carried forward, and completed in 2020.

Of the total:

- \$595,634 relates to projects that were tendered and awarded in 2019 and were in progress at year-end;
- \$264,519 relates to projects that were tendered but not awarded and were required to be carried forward to be awarded in 2020; and
- \$247,947 relates to projects where the tender was prepared and released in 2020 after CAO-approval of the carryforward list.

Of the \$1,108,100 carryforward request, \$216,971 relates to the Kantech door swipe project, and \$298,542 to complete security system installations, including the purchase of a new server to complete this project. The cost of the required server, approximately \$153,000, was not originally included in the 2019 capital project budget(s). In accordance with the Budget Policy (CS-02:83), Board approval of this Capital Project is required, although additional financing is not required due to favourable variances in other remaining capital projects.

The rationale to carryforward each capital project is provided in Attachment #1: CAO-Approved Carryforward of Capital Projects.

FINANCIAL IMPLICATIONS

Financing for capital projects is approved by the Board through the annual Budget process. Through that process, the Board has approved financing for these projects in the amount of \$1,108,100 from the Housing Portfolio Capital Reserve Fund.



This amount will remain within the reserve fund, and be withdrawn only once the projects are completed, and require funding.

CONCLUSION

It is concluded that the CAO has approved 66 capital projects, totaling \$1,108,100, to be carried forward for completion in 2020.

REFERENCE MATERIALS ATTACHED

Attachment #1 [CAO-Approved Carryforward of Capital Projects](#)

PREPARED BY:	Keri Greaves, CPA, CMA, Manager, Finance The District of Thunder Bay Social Services Administration Board
APPROVED / SIGNATURE:	 Georgina Daniels, FCPA, FCA, Director - Corporate Services Division The District of Thunder Bay Social Services Administration Board
SUBMITTED / SIGNATURE:	 William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board

The District of Thunder Bay Social Services Administration Board
CAO-Approved Carryforward of Capital Projects
Capital Jobs Carried Forward to 2020

Fund Code	Description	Approved Budget (\$)	As at December 31, 2019				Carryforward (Committed and Not Awarded) (\$)	Rationale for Carryforward
			Actual Expenses (\$)	Committed (Purchase Order Issued) (\$)	Not Awarded (Tendered, but Purchase Order not issued) (\$)	Total Actual + Committed + Not Awarded (\$)		
B00713	Fire Alarm System - Andras Court	80,000	33,398	6,407	-	39,805	6,407	2017 carryforward project. - Completed in January 2020
B00859	Galvanized Pipe - Andras Court	38,728	2,028	2,122	-	4,150	2,122	2018 carryforward project. - Completed in January 2020
B00882	Landscaping - Rupert/Ray/Hill	10,000	7,778	448	-	8,226	448	Project completed January, 2020
B00886	Windows - Mathews Court	19,000	-	18,607	-	18,607	18,607	Project has been awarded to vendor, to be completed March 2020
B00887	Exterior Doors - Mathews Court	6,400	-	-	6,309	6,309	6,309	Tender bids have been received; to be awarded upon carryforward approval
B00891	Carbon Monoxide & Smoke Detectors - Mathews Court	25,000	14,885	6,795	-	21,680	6,795	Project was completed in January 2020
B00892	Water Valve - Mathews Court	3,000	-	1,526	816	2,342	2,342	Tender bids have been received, to be awarded upon carryforward approval
B00894	Ceiling Tiles - Mathews Court	10,000	5,894	3,930	-	9,824	3,930	Project was completed in February 2020
B00895	Blinds - Mathews Court	3,000	-	-	2,646	2,646	2,646	Tender bids have been received, to be awarded upon carryforward approval
B00896	Bathroom Upgrade - Mathews Court	5,000	-	560	-	560	560	Project was completed in January 2020
B00897	Kantech System - Mathews Court	23,000	9,350	-	12,356	21,706	12,356	Tender bids have been received, to be awarded upon carryforward approval
B00898	Security System - Mathews Court	77,600	7,632	44,475	25,493	77,600	69,968	Project was completed in February 2020, plus appropriation for HikVision security camera Server
B00899	Carbon Monoxide & Smoke Detectors - Manion Court	20,000	9,880	5,582	-	15,462	5,582	Project will be completed in March 2020
B00900	Generator Upgrade - Manion Court	165,000	21,754	143,125	-	164,879	143,125	Project to be completed in conjunction with Enbridge Gas in Spring 2020 due to underground piping work
B00901	Water Valve - Manion Court	2,500	-	1,526	816	2,342	2,342	Tender bids have been received, to be awarded upon carryforward approval
B00903	Kantech System - Manion Court	20,000	9,350	-	10,255	19,605	10,255	Tender bids have been received, to be awarded upon carryforward approval
B00904	Security System - Manion Court	68,300	2,544	40,293	25,463	68,300	65,756	Project was completed in February 2020, plus appropriation for HikVision security camera Server
B00912	Interior Upgrade - Academy/Trillium	10,400	9,375	966	-	10,341	966	Project was completed in February 2020
B00913	Attic Hatches - Academy/Trillium	10,000	-	3,460	-	3,460	3,460	Project was completed in February 2020
B00916	Kantech System - Academy/Trillium	16,000	8,332	7,372	-	15,704	7,372	Tender was awarded as multi-property project, to be completed in March 2020
B00924	Balconies (Consulting) - Wardrope Court	7,000	-	6,614	-	6,614	6,614	Project was completed in January 2020
B00925	Kantech System - Wardrope Court	18,000	8,332	8,008	-	16,340	8,008	Tender was awarded as multi-property project, to be completed in March 2020
B00927	Air Make-up System - Fisher Court	60,000	-	2,544	52,075	54,619	54,619	Tender bids have been received, to be awarded upon carryforward approval
B00931	Carbon Monoxide & Smoke Detectors - Elizabeth Court	25,000	580	23,934	-	24,514	23,934	Project was awarded, backordered components delivered to vendor and to be completed in March 2020
B00933	Water Valve - Elizabeth Court	2,500	-	1,526	942	2,468	2,468	Tender bids have been received, to be awarded upon carryforward approval

The District of Thunder Bay Social Services Administration Board
CAO-Approved Carryforward of Capital Projects
Capital Jobs Carried Forward to 2020

Fund Code	Description	Approved Budget (\$)	As at December 31, 2019				Carryforward (Committed and Not Awarded) (\$)	Rationale for Carryforward
			Actual Expenses (\$)	Committed (Purchase Order Issued) (\$)	Not Awarded (Tendered, but Purchase Order not issued) (\$)	Total Actual + Committed + Not Awarded (\$)		
B00935	Kantech System - Elizabeth Court	18,000	8,332	9,054	-	17,386	9,054	Tender was awarded as multi-property project, to be completed in March 2020
B00942	Storage Tanks - Assef Court	7,500	-	5,655	-	5,655	5,655	Tender bids have been received, to be awarded upon carryforward approval
B00943	Kantech System - Assef Court	20,000	8,332	-	10,486	18,818	10,486	Tender bids have been received, to be awarded upon carryforward approval.
B00944	Security System - Assef Court	77,100	42,232	9,415	25,453	77,100	34,868	Project was completed in February 2020, plus appropriation for HikVision security camera Server
B00948	Water Valve - McIvor Court	10,000	-	1,526	816	2,342	2,342	Tender bids have been received, to be awarded upon carryforward approval
B00951	Kantech System - McIvor Court	20,000	8,332	-	10,347	18,679	10,347	Tender bids have been received, to be awarded upon carryforward approval
B00956	Interior Upgrade - John/Clarkson/Windsor	6,000	1,730	1,730	-	3,460	1,730	Project was completed in January 2020
B00962	Interior Upgrade - Limbrick	16,000	6,045	9,092	-	15,137	9,092	Project was completed in February 2020
B00970	Attic Hatches - John/Windsor	10,000	-	3,460	-	3,460	3,460	Project was completed in February 2020
B00977	Air Make-up System - Bertrand Court 1	15,000	-	2,544	12,456	15,000	15,000	Carry full amount pending condition of building due to fire
B00982	Security System - Badanai Manor	49,800	2,200	22,079	25,521	49,800	47,600	Project was completed in February 2020, plus appropriation for HikVision security camera Server
B00983	Kantech System - Badanai Manor	18,000	8,841	-	8,800	17,641	8,800	Tender bids have been received, to be awarded upon carryforward approval
B00987	Air Make-up System - Neill Court	50,000	-	2,544	43,782	46,326	46,326	Tender bids have been received, to be awarded upon carryforward approval
B00988	Deadbolts - Spence Court	32,000	-	30,664	-	30,664	30,664	Project was completed in February 2020
B00989	Landscaping - Spence Court	6,000	-	5,087	-	5,087	5,087	Project was completed in January 2020
B00993	Interior Upgrade - Spence Court	10,000	8,342	951	-	9,293	951	Project was completed in February 2020
B00996	Kantech System - Spence Court	22,000	10,889	10,563	-	21,452	10,563	Project to be completed by spring 2020
B01001	Plumbing - Clark Tower	60,000	3,338	55,148	-	58,486	55,148	Project was completed in February 2020
B01002	Kantech System - Clark Tower	18,000	8,332	9,215	-	17,547	9,215	Tender was awarded as multi-property project, to be completed in March 2020
B01005	Kantech System - Seppala Court	18,000	8,332	-	7,888	16,220	7,888	Tender bids have been received, to be awarded upon carryforward approval
B01010	Security System - Ross Court	45,400	-	19,918	25,482	45,400	45,400	Project was completed in February 2020, plus appropriation for HikVision security camera Server
B01011	Kantech System - Ross Court	18,000	8,332	-	8,332	16,664	8,332	Tender bids have been received, to be awarded upon carryforward approval
B01013	Kantech System - Cumberland Court	18,000	8,656	7,388	-	16,044	7,388	Project was completed in January 2020
B01014	Flooring Common Area - Habitat	10,000	-	8,344	-	8,344	8,344	Project was completed in January 2020
B01015	Interior Lighting - Habitat	11,000	-	-	10,003	10,003	10,003	Tender bids have been received, to be awarded upon carryforward approval

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B01017	Kantech System - Habitat	18,000	8,332	6,753	-	15,085	6,753	Project was completed in February 2020
B01020	Kantech System - Gore/Neebing	27,000	9,350	-	15,950	25,300	15,950	Tender bids have been received, to be awarded upon carryforward approval
B01023	Kantech System - Frederica	36,000	9,305	-	23,926	33,231	23,926	Tender bids have been received, to be awarded upon carryforward approval
B01026	Kantech System - Lendrum Court	18,000	6,293	-	5,079	11,372	5,079	Tender bids have been received, to be awarded upon carryforward approval
B01027	Water Valve - Jasper Place	3,900	-	1,526	942	2,468	2,468	Tender bids have been received, to be awarded upon carryforward approval
B01029	Kantech System - Jasper Place	21,000	9,350	10,688	-	20,038	10,688	Project was completed in February 2020
B01031	Picton/Tamarack - Heating Systems	15,000	-	-	15,000	15,000	15,000	Tender document prepared, not published before 12/31/19
B01036	Landscaping - Picton 3	7,000	728	5,699	-	6,427	5,699	Project was completed in January 2020
B01039	Driveways - Scattered	15,000	-	-	15,000	15,000	15,000	Tender document prepared, not published before 12/31/19
B01045	Windows - Walkover	45,000	-	-	45,000	45,000	45,000	Tender document prepared, not published before 12/31/19
B01053	Electrical Systems - McLaughlin Court	20,000	-	-	20,000	20,000	20,000	Tender document prepared, not published before 12/31/19
B01057	Kantech System - Glenwood Court	19,000	9,673	-	8,335	18,008	8,335	Tender bids have been received, to be awarded upon carryforward approval
B01058	Security System - Glenwood Court	69,400	34,450	9,415	25,535	69,400	34,950	Project was completed in February 2020, plus appropriation for HikVision security camera Server
B01060	Water Valve - Paterson Court	5,000	2,035	1,526	816	4,377	2,342	Tender bids have been received, to be awarded upon carryforward approval
B01061	Kantech System - Paterson Court	18,000	6,620	-	10,346	16,966	10,346	Tender bids have been received, to be awarded upon carryforward approval
B01070	Kantech System - Andras Court	40,000	23,830	15,830	-	39,660	15,830	Project was completed in February 2020
Total		1,688,528	413,343	595,634	512,466	1,521,443	1,108,100	

Submitted by Director, Corporate Services:



Date: 1-Apr-20

Approved by Chief Administrative Officer:



Date: 1-Apr-20