



BOARD REPORT

REPORT No.: 2022-4-

MEETING DATE: VIA EMAIL – AUGUST 8, 2022

SUBJECT: CONTRACT AWARD – ANDRAS COURT ELEVATOR MODERNIZATION

RECOMMENDATION

THAT with respect to Report No. 2022-49 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the contract for the modernization of the elevators at Andras Court, totaling \$465,284.80 (taxes extra), be awarded to TKE Elevator (Canada) Limited;

AND THAT the Chief Administrative Officer and Director, Corporate Services Division be authorized to complete any administrative requirements for the award of this contract, as required.

REPORT SUMMARY

To award the contract for the provision of all labour, materials, and equipment related to the modernization of the elevators at Andras Court.

BACKGROUND

In accordance with the Procurement of Goods, Services and Construction Policy and Approval and Signing Authority Policy, contract awards in excess of \$450,000 must be approved by the Board.

At the July 21, 2022 meeting, the Board was presented with a confidential memorandum regarding the contract award for the Andras Court elevator modernization project. The Board approved a Board Resolution No. 22/67 to authorize the Chair and Vice-Chair, in consultation with the Chief Administrative Officer, to award the contract.

On June 30, 2022, the Request for Tender to modernize the elevators at Andras Court was posted to TBDSSAB's electronic procurement site. The Tender closed on July 29, 2022.

COMMENTS

One (1) bid was received in response to the Request for Tender process.

Administration has confirmed that the Bidder for this project is compliant with the Tender specifications. Based on the authority granted under Board Resolution No. 22/67, the Board Chair and Vice Chair may approve the contract award for the elevator modernization at Andras Court in the amount of \$465,284.80 (taxes extra) to TKE Elevator (Canada) Limited.

STRATEGIC PLAN IMPACT

This report relates to the Board's strategic direction of Financial Stewardship, with a focus on ensuring accountability of TBDSSAB resources, and long-term sustainability of TBDSSAB assets.

FINANCIAL IMPLICATIONS



The Board-approved 2022 Capital Budget included two (2) projects totaling \$400,000 related to the elevator modernization at Andras Court. In addition, \$50,000 was carried forward from the approved 2021 Capital Budget. In total, \$450,000 of the project will be financed from the Housing Portfolio Capital Reserve Fund. The remaining amount will be financed from the Canada-Ontario Community Housing Initiative which is a 100% Federally-funded program.

CONCLUSION

It is concluded that TKE Elevator (Canada) Limited is compliant with the Tender specifications, is the sole Bidder, and should be awarded the contract in accordance with the Tender submission and Board Resolution No. 22/67.

REFERENCE MATERIALS

None.

PREPARED BY:	Dave Stewart, Supervisor, Purchasing & Inventory Control Marty Farough, Manager, Infrastructure & Asset Management Keri Greaves, CPA, CMA, Manager, Finance
SIGNATURE	
APPROVED BY	Georgina Daniels, FCPA, FCA, Director - Corporate Services Division
SIGNATURE	
SUBMITTED BY:	William (Bill) Bradica, Chief Administrative Officer