



# The Corporation of the Municipality of Arran-Elderslie

## Staff Report

Council Meeting Date: February 13, 2023

Subject: SRREC.23.03 Municipal Office Lower-Level Renovation

Report from: Carly Steinhoff, Park, Facilities and Recreation Manager

Appendices: None

---

### **Recommendation**

Be It Resolved that Council hereby,

1. Accept the proposal from Domm Construction Ltd. in the amount of \$59,004.08, inclusive of applicable taxes for the Municipal Office Lower-Level Renovation;
2. To authorize 2023 pre-budget approval for the additional costs associated with this project; and
3. That the additional funds requested in 2023 of \$50,000 be financed by the OPG Reserve #7134.

---

### **Report Summary**

To outline the proposal provided by Domm Construction Ltd., for renovation work of the lower level of the Municipal Office.

---

### **Background**

A Request for Proposal to complete renovation work on the Municipal Office basement closed on February 3, 2023. The document requested a renovation of the lower level including the addition of offices, meeting room and washroom. This work is to coincide with the lift that will be installed on the east side of the building in early 2023.

---

## **Analysis**

The document was posted on the Municipal website and Biddingo, an online government contract portal. One (1) bid proposal was received from Domm Construction Ltd. The bid met all specifications of the proposal.

Domm Construction Ltd., has been awarded the contract for the lift installation and proposes to complete the projects during the same timeframe to minimize disruption in service. At this stage a commencement date has not been confirmed, however staff believe it will begin in spring 2023.

Electrical, mechanical work and final finishings are not included in this bid. Subsequent reports will come forward, as required to outline these proposed costs.

---

## **Link to Strategic/Master Plan**

6.6 Modernizing Services

---

## **Financial Impacts/Source of Funding/Link to Procurement Policy**

The 2022 Capital Budget had approved \$50,000.00 for project 21-GENG-0001 BLDG-Municipal Office Basement Renovations, noting that an additional \$30,000 was proposed for 2023. Staff have identified that the total project is expected to cost \$100,000, thus requiring an additional \$ 50,000 to be approved in the 2023 Capital Budget. The additional funds will support the overage from Domm Construction Ltd. proposal, cover the costs associated with electrical and mechanical work and furnishings for the updated spaces.

The Municipality has funds available in the OPG Reserve #7134 of \$92,362 which can be used to support the additional funds requested in 2023 of \$50,000. The 2022 approved capital was funded by the Municipal Building Reserve #7212.

---

Approved by: Sylvia Kirkwood, Chief Administrative Officer