



Staff Report

Council Meeting Date: April 14, 2025

Subject: PWRDS-2025-04 – Victoria Street Sidewalk Project

Report from: Scott McLeod, Public Works Manager

Attachments: None

Recommendation

Be It Resolved that Council hereby approves Report PWRDS-2025-04 – Victoria Street Sidewalk Project; and

Approves an exemption to the Procurement Bylaw No. 59-09 under section 4.7; and

Further, awards the Victoria Street Sidewalk Project to Signature Contractors as quoted for \$196, 898.25 inclusive of HST and funded through account #25-TRANS-4126.

Background

In 2023, the Municipality undertook a significant sidewalk rehabilitation project thanks to the receipt of grant funding in the amount of \$750,000 to offset the costs of the 1.2-million-dollar project.

In 2024, a new sidewalk was built that extends the sidewalk from Union Street in Tara south to Rotary Park, addressing a safety concern for pedestrians travelling to the park, along with improvements to the section on 2nd Avenue SW in Chesley between 3rd Street SW and 2nd Street SW.

The work for 2023 and 2024 was completed by Signature Contractors, as recommended by GSS Engineering during the tender process for the 1.2-million-dollar project and again during the in-house tendering of the 2024 sidewalk work.

Staff have received several compliments on the work completed by Signature Contractors and have built a strong working relationship with the firm.

The 2025 Capital Budget includes the construction of sidewalks on Victoria St. S in Paisley between Balaklava Street and the Paisley Central School.

Analysis

Staff have identified a cost-saving opportunity that would allow the municipality to continue the working relationship that has been developed with Signature Contractors, obtain the same guaranteed standard of workmanship and realize both time and cost savings.

Signature Contractors have provided an all-inclusive quote to complete the Victoria Street sidewalk project which includes their in-house engineering, design and contract administration at a total project price of \$196,898.25, inclusive of HST and includes a \$10,000 contingency. Since all the design and engineering would be undertaken in-house by Signature Contractors, no further expenses will be incurred and there would be no need to have drawings drafted and a tender prepared and issued.

Additionally, Signature Contractors will be in Bruce County in April, 2025 to complete other work and could complete the work for Arran-Elderslie as well, which would see the sidewalks completed in time for the start of the new school year in September 2025.

The procurement by-law provides Council with the ability to waive the need for a tender under certain circumstances as provided in section 4.7. Staff believe that provision 4.7 (a) is appropriate as Signature Contractors has been the successful proponent of sidewalk contracts in Arran-Elderslie for the past two consecutive years. 4.7 (c) is also applicable since a direct purchase would allow for the work to be completed this spring and provide savings in engineering and design costs.

4.7 Tender – RFP – RFQ – waived – Council approval

The calling of a tender, request for proposal or request for quotation may be waived with approval of Council for the procurement of goods or services in the following described situations:

- a) the extension or reinstatement of an existing contract would prove for cost effective or beneficial to the Municipality in the opinion of the Chief Administrative Officer in conjunction with the appropriate Department Head;
- b) goods and services are available from only one source;
- c) where for reasons of time, or due to the nature of the goods and services to be supplied, the interests of the Municipality would be best served by a direct purchase or an “Invitation to Tender” to three or more selected tenderers, instead of calling a public tender.

Staff recommend that Council approve an exemption to the procurement by-law and proceed with the project as quoted by Signature Contractors.

Link to Strategic/Master Plan

6.4 Leading Financial Management

Financial Impacts/Source of Funding/Link to Procurement Policy

The 2025 capital budget includes \$200,000 for the completion of the Victoria Street to Paisley Central School sidewalk project. Account #25-TRANS-4126.

The total quoted price for the project is \$196,898.25, which includes a \$10,000 contingency amount. Following the HST, the total cost will be \$177,313.09, bringing the project in under budget by \$22,686.91, with additional savings potential if the contingency amount is not needed.

Approved by: Emily Dance, Chief Administrative Officer