



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** 06/03/2017  
**SUBJECT:** Wingham Town Hall HVAC Upgrades Tender Results  
**ATTACHMENTS:** none

## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby accept the bid submitted by Montgomery Industrial Services Ltd. for the total bid price of \$73,591.00 excluding HST, and award the contract to Montgomery Industrial Service Ltd.

## **EXECUTIVE SUMMARY**

At the January 23, 2017 Council meeting, North Huron Council approved proceeding with the procurement for the supply and installation of HVAC equipment for the Wingham Town Hall facility. The project was tendered and the following is a summary of the tender results and a recommendation from staff.

## **DISCUSSION**

The tender package was prepared by staff with the assistance of Integrated Engineering. An addendum was issued and the tender intake date was extended to Tuesday February 28, 2017 at 4:00pm (local time). Four submissions were received:

<b>Company</b>	<b>Total Project Bid Price (no HST)</b>
Montgomery Industrial Services	\$65,124.78
L-Ray Plumbing & Heating Ltd.	\$99,632.00
Cliff's Plumbing & Heating	\$125,140.00
Emke Schaab Enterprises Inc.	\$130,188.00

The lowest bid from Montgomery Industrial Services was reviewed and as per the North Huron Purchasing and Procurement Policy section 6.13, the Checking Tenders procedure was performed by staff. During that check it was discovered that Montgomery Industrial Services had made a clerical error in their bid. The error was due their software program, and the transfer of the numbers from the Schedule A Bid Price Form where HST was requested to be included in the total, and then taken out for the total bid price on the submission form. The revised price is higher than the original submitted price, but remains the lowest bid for the project. For these reasons, staff recommend awarding the contract to Montgomery Industrial Services at the revised bid price.

Montgomery Industrial Services Revised bid with HST corrected	\$73,591.00
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Project schedule assumes the equipment delivery on March 27, 2017 and the project completed within 30 calendar days. This schedule is dependent on timing of delivery of equipment and timing of approval of shop drawings.

### **FINANCIAL IMPACT**

The project is broken down into two components for payment purposes, but the project will be completed as one installation project. The work on the second floor theatre is part of the Wingham Town Hall Theatre Committee project, and their fundraising dollars will off-set these expenses.

The upgrades to the main floor and basement systems are for the Town Hall Administration offices, and are funded by the North Huron budget.

<b>Theatre Project</b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>
HVAC Structural	\$4,000	\$4,149.36
HVAC Project	\$51,000	\$35,631.34
<b>Town Hall Project</b>	<b>\$45,000</b>	<b>\$33,810.30</b>

### **FUTURE CONSIDERATIONS**

The Wingham Town Hall Theatre Committee and staff continue to work toward the goal of opening the theatre in May 2017.

There may be some savings in the project if some of the structural work is performed by North Huron's own forces. This will be worked out with the contractor as the project proceeds.

### **RELATIONSHIP TO STRATEGIC PLAN**

Our community is attractive and welcoming to new businesses and residents.

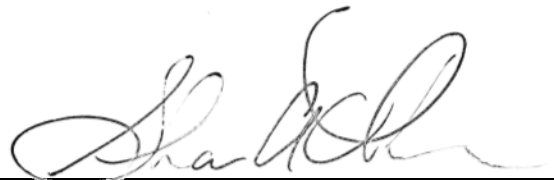
Our residents are engaged and well informed.

Our administration is fiscally responsible and strives for operational excellence.



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Pat Newson, Director of Recreation and Facilities



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Sharon Chambers, CAO