



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Administration, Finance and Human Resources Committee
From: Jackie Osti, Manager of Purchasing and Risk Management Services
Date: Tuesday, November 29, 2022
Subject: **Tender Award – Lighting Retrofit**

Background:

Staff recently issued tender CW2022-055 a tender to perform lighting retrofits at the Administration Centre, Courthouse and Old Gaol. The tender was for three locations, each with its own capital budget. The Administration Centre and Courthouse projects are over budget.

This project involves a one-for-one replacement of existing older fluorescent type lighting with LED lights. The Administration Centre and Courthouse each have approximately 300 light fixtures. The LED technology is more energy efficient, producing better lighting quality, longer product lifespan, and less frequent bulb and ballast replacement.

On October 6, 2022, bid submissions were received from contractors as follows, with pricing shown exclusive of H.S.T. @13%.

COMPANY NAME	Total Bid Amount Administration Centre	Total Bid Amount Courthouse
MJM Electric Limited, Ariss	\$68,370.00	\$73,640.00
Yake Electric Limited, Mount Forest	\$86,500.00	\$83,000.00

Staff are recommending awarding to the lowest bidder meeting the specifications, MJM Electric Limited of Ariss, Ontario at the combined total tendered amount of \$142,010.00 excluding H.S.T. @ 13%.

Staff anticipate a combined rebate incentive from the Provincial government incentive programme Save on Energy in the amount of \$14,692.00.

Consulting fees for these projects are estimated at \$5,000.00 excluding H.S.T. @ 13%.

Funding for these projects is outlined in the attached Financial Schedule.

Recommendation:

That County of Wellington Project No. CW2022-055 a tender for lighting retrofits at the Administration Centre and Courthouse as specified be awarded to MJM Electric of Ariss, Ontario at the total tendered amount of \$142,010.00 excluding H.S.T. @ 13%; and

That the funding for this project be approved as set out in the attached financial schedule; and

That staff be authorized to issue the Purchase Order for the contract.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jackie Osti".

Jackie Osti
Manager,
Purchasing and Risk Management Services

FINANCIAL SUMMARY

COUNTY OF WELLINGTON CAPITAL PROJECT EXPENDITURE AND FINANCING SCHEDULE
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Bid name: Lighting Retrofit

Bid number: CW2022-055

Project name: Admin Centre: Lighting Upgrade

Project number : 20600151

PROJECT COSTS

	Total
<u>Bid:</u>	
Tendered Cost	\$70,000
Professional fees	\$2,000
Contingency	\$8,000
Bid to Award	\$80,000

* includes net cost to County of HST

PROJECT BUDGET APPROVALS AND FINANCING

	Gross cost	Property Reserve
2022 Capital Budget	\$ 40,000	\$ 40,000
	\$ 40,000	\$ 40,000
Funding Adjustment	\$40,000	\$40,000
Revised cost and sources of funding	\$ 80,000	\$ 80,000

COUNTY OF WELLINGTON CAPITAL PROJECT EXPENDITURE AND FINANCING SCHEDULE
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Bid name: Lighting Retrofit
 Bid number: CW2022-055

Project name: Courthouse: Lighting Upgrade
 Project number : 20600131

PROJECT COSTS

	<u>Total</u>
<u>Bid:</u>	
Tendered Cost	\$75,000
Professional fees	\$3,000
Contingency	\$7,000
Bid to Award	\$85,000

* includes net cost to County of HST

PROJECT BUDGET APPROVALS AND FINANCING

	Gross cost	Property Reserve
2022 Capital Budget	\$ 40,000	\$ 40,000
	\$ 40,000	\$ 40,000
Funding Adjustment	\$45,000	\$45,000
Revised cost and sources of funding	\$ 85,000	\$ 85,000