



To: Mayor and Council

From: Paul McMunn, Director of Public Works and Utilities

Date: April 17, 2024

Committee of the Whole Date: April 22, 2024

Title: Award of Contract 24-PW-002 – Pavement Marking Program

☐ For Direction

☐ For Information

☒ For Adoption

☐ Attachment (NA)

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**Recommendation:** THAT Council of the Corporation of the Town of Smiths Falls pass a resolution to award Contract 24-PW-002 for the 2024 Pavement Marking Program to Acculines & Signs Inc.;

**AND FURTHER THAT** Council authorize the Mayor and the Clerk to executive a contract agreement with Acculines & Signs Inc. for the amount of \$58,631.50 (excluding HST).

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**Purpose:** The purpose of this report is to provide background on the tender process for the 2024 Pavement Marking Program and to award the contract to the lowest qualifying bidder.

**Background:** Proposed works specified within the tender documents will result in the supply and application of traffic paint including reflective material (glass bead) throughout Town. Works generally include the reapplication of paint and glass bead over existing pavement markings to restore coverage and reflectivity. Some of the items of works are listed below;

- Centreline and Edge Line
- Turning and Thru Arrows
- Stop Bars
- Crosswalks - including Pedestrian Crossovers (PXO's)
- Parking Stall "T's"
- Accessible Parking Symbols
- Cycle Track markings (including green thermoplast)

Terms of the contract require that works be completed no later than July 12, 2024.

The public tender closed on March 28, 2024 at 11:00 am. There two (2) respondents to the tender.

**NOTE:** Town staff have completed arithmetic checks on all bids. Where discrepancies were found the total bid prices were recalculated with the unit prices taking precedence.

**Table 1 – Tender Results**

<b>Company</b>	<b>Bid Price (excluding HST)</b>
Acculine & Signs Inc.	\$ 58,631.50
A1 Carp Pavement Markings Ltd.	\$ 62,789.44

Town staff have reviewed the two (2) tender submissions for accuracy and completeness and were otherwise found to be compliant with the Town's procurement bylaw.

**Analysis and Options:** Acculine & Signs Inc. had the lowest bid submission. The following options are presented for consideration;

**Option 1 (recommended)** – Award the contract to Acculine & Signs Inc. as they were the lowest tender and have the ability and resources to complete the works.

**Option 2 (not recommended)** – Do not award the contract to the lowest bid and consider the higher bid submission.

**Option 3 (not recommended)** – Issue the tender again as the submitted prices were over budget. Please note that both of the two (2) bids received were close in comparison with only \$4,157.94 (excluding HST) in costing difference. Staff are of the opinion that these prices accurately represent current market conditions.

**Budget/Financial Implications:** There is \$45,000.00 approved in the 2024 Operating budget to fund this annual program. The total bid price inclusive of net HST (1.76%) is \$59,663.41. This represents a budget shortfall of \$14,663.41.

#### **Link to Strategic Plan (2023-2026):**

Vision – Item 1 – Investing in our infrastructure to keep up with the growing needs of the community.

#### **Existing Policy:**

By-Law no. 7850-2004, Policies respecting the procurement of goods and services

**Consultation:** Director of Corporate Services/Treasurer, Engineering Technologist

**Attachment:** Not Applicable

**Notes/Action (space for Council Member's notes):**

Respectfully Submitted:

Original Copy Signed  
Paul McMunn, C.E.T.  
Director of Public Works and Utilities

Approved for agenda by:

Original Copy Signed  
Malcolm Morris, CMO  
CAO