

CORPORATE REPORT

NO: R154 COUNCIL DATE: July 25, 2011

REGULAR COUNCIL

TO: Mayor & Council DATE: July 25, 2011

FROM: General Manager, Planning and Development FILE: 2320-01

SUBJECT: Contract Awards Between August 1, 2011 and September 1, 2011

RECOMMENDATION

The Planning and Development Department recommends that Council authorize the City Manager during the period from August 1, 2011 to September 1, 2011 to make a decision on the award of a contract in relation to each of the following projects:

- 1. Surrey Animal Care and Adoption Centre project;
- 2. South Surrey Arena Expansion project; and
- 3. Program Coordination for Planning, Design, Implementation and Delivery Coordination of enhancements to the Land Development Approval Process;

if such contracts are ready to be awarded during that period and provided that the following conditions are met:

- Tenders or proposals are received through an open procurement process;
- Each award is to the proponent submitting the lowest cost proposal or tender which fully meets the contract specifications; and
- The contract award is within the approved budget for the related work.

DISCUSSION

The City's practice is to not schedule Council meetings during the month of August of each year. In previous years, to allow projects to proceed in a timely manner during this period of time, Council has deferred authority to award contracts to the City Manager that would otherwise require Council approval, subject to certain criteria being met as listed in the "Recommendation" section of this report. This practice is considered reasonable in recognition of the benefits that accrue from the work being carried out during favorable weather conditions and to ensure that the City's operations remain efficient.

The following contracts and study will likely be ready for contract award during the month of August.

- Surrey Animal Care and Adoption Centre project;
- South Surrey Arena Expansion project; and
- Program Coordination for Planning, Design, Implementation and Delivery Coordination of enhancements to the Land Development Approval Process.

Council will be informed by memorandum of each contract award immediately upon such award being approved by the City Manager.

CONCLUSION

Based on the above discussion, it is recommenced Council authorize the City Manager during the period from August 1, 2011 to September 1, 2011 to make a decision on the award of the contracts referenced in this report provided that such contracts are ready to be awarded during that period and that the following conditions are met:

- Tenders or proposals are received through an open procurement process;
- Each award is to the proponent submitting the lowest cost proposal or tender which fully meets the contract specifications; and
- The contract award is within the approved budget for the related work.

Original signed by Jean Lamontagne General Manager, Planning and Development

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