

To:	Chair Burley and Members of the Committee of Management
Committee Date:	May 23, 2018
Subject / Report No:	LTCR-CM-18-18
Title:	Award of RFT-LTC-06-18 Dish Room at Lee Manor
Prepared by:	Renate Cowan, Administrator Mike Alguire, Purchasing Manager
Reviewed by:	Lynne Johnson, Director of Long Term Care
Lower Tier(s) Affected:	
Status:	

Recommendation

1. That Report LTCR-CM-18-18 regarding tender award recommendations for RFT-LTC-06-18 be received and that the tender be awarded to Allen-Hastings Limited for \$291,179 excluding taxes; and
2. That the project deficit of \$6,303.75 will be funded from any surplus realized from within the 2018 capital budget or, if a surplus is not available, from the Lee Manor Operations Reserve.

Executive Summary

The tender for dish room renovations at Lee Manor was issued on April 20, 2018. A mandatory bidders meeting was held on April 25, 2018 which was attended by three (3) companies. The tender closed on May 8, 2018.

It is recommended to award RFT-LTC-06-18 to Allen-Hastings Limited for the bid amount of \$291,179, excluding taxes.

Background and Discussion

The highlights of items to be addressed with this tender are as follows:

- Replacement of dish machine and dish wash sink.
- Replacement of flooring in dish room and surrounding area.
- New racking around the dish machine.
- Improvement to supporting infrastructure (e.g. mechanical, ventilation and plumbing).

The following is a list of the bids received.

#	Name of Bidder	Bid Amount (Excluding Taxes)
1	Allen-Hastings Limited	\$291,179.00

Legal and Legislated Requirements

An operational review needs to be approved by the Ministry of Health and Long Term Care (MOHLTC) before the project can proceed. The operational plan has been submitted to the MOHLTC however with the upcoming provincial election, ministry staff are unable to comment or approve the project until the next government is sworn in. This will delay the project start date until early summer.

Financial and Resource Implications

The funding chart below identifies the capital project funds to be used.

Project Funding

Item	Excluding HST	Net HST
Approved capital budget - Dish Room Renovation		\$200,000.00
Approved capital budget - Dish Room Flooring		\$15,000.00
Approved capital budget - Dietary Equipment		\$50,000.00
Approved capital budget - Flooring in Home		\$25,000.00
Total Approved Budget		\$290,000.00
Amount of Winning Tender Projected Costs	\$291,179.00	\$296,303.75
Project Deficit		\$6,303.75

A \$12,000 cash allowance was included as part of the bid submission. This may not be required.

Staff recommends that the shortfall for this project be funded from any surplus realized from within the 2018 Capital budget projects, or if a surplus is not available, from the Lee Manor Operations Reserve.

Relevant Consultation

Internal- Finance and Purchasing Staff

External