

# Grand River Conservation Authority

**Report number:** GM-12-23-92

**Date:** December 15, 2023

**To:** Members of the Grand River Conservation Authority

**Subject:** Administrative Building Exterior Lighting Upgrades

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## Recommendation:

THAT the Grand River Conservation Authority (GRCA) award the tender for the Administrative Building Exterior Lighting Upgrades to Live Electric for the amount of \$101,372.81 excluding HST; AND THAT a total budget of \$112,000.00 excluding HST be approved.

## Summary:

Not applicable.

## Report:

The exterior lighting at the GRCA Administrative Building, Forestry/Engineering buildings, Motor Pool compound, and the parking lots surrounding these buildings, are either original to the Site constructed circa 1970 or have been added as needed over the years. These lights are nearing the end of their service life or do not provide adequate illumination. The GRCA retained MNE Engineering to review, assess, design and oversee the exterior lighting upgrades. In general, the scope of work includes the replacement of select light standards, retrofitting of others and replacement of all other exterior lights. The intent is to provide additional lighting in staff work areas and parking lots, while increasing energy efficiency with LED lights.

The tender submission was opened with an opening committee consisting of Kayleigh Keighan, Financial Controller, Brandon Heyer, Manager of Central Services, and Alan McKee, Project Supervisor. The tender submission was opened in the virtual presence of everyone while sharing the screen through Microsoft Teams. The results of the tender process are shown in Table 1.

**Table 1: Tender Results**

Rank	Company	Tender Amount (excluding HST)
1	Live Electric	\$101,372.81
2	GP Energy Inc.	\$112,500.00
2	Kruis Kontrol Inc.	\$115,149.51
4	Energy Network Services Inc.	\$168,508.35

Staff are satisfied with the lowest cost submission as it aligns with our requirements and budget. MNE also reviewed the bids for irregularities & completeness and based on the submission they have recommended that the project be awarded to Live Electric.

The tender did not include a contingency; therefore, it is proposed that a budget be approved with an internal contingency added. The total proposed budget is shown in Table 2.

**Table 2: Budget**

Tender Amount	\$101,372.81
Internal GRCA Project Contingency	\$10,627.19
Total budget excluding HST	\$112,000.00

**Financial Implications:**

The estimated cost of \$112,000 associated with the Administrative Centre exterior lighting upgrades will be incurred in 2024. This project will be included in the 2024 budget.

**Other Department Considerations:**

Not applicable.

**Prepared by:**

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Brandon Heyer  
Manager of Central Services

**Approved by:**

Karen Armstrong  
Deputy CAO/ Secretary-Treasurer