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Item No. 2
Audit and Finance Standing Committee
January 17, 2024

TO: Chair and Members of Audit and Finance Standing Committee

SUBMITTED BY: **-ORIGINAL SIGNED-**

Cathie O'Toole, Chief Administrative Officer

DATE: December 5, 2023

SUBJECT: **CAO Contract Amendment Report**

INFORMATION REPORT

ORIGIN

This report originates from the ratification of a new Procurement policy 2022-012-ADM in November 2022. The Policy states the CAO may approve and sign contract amendments that exceed the thresholds detailed below, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.

LEGISLATIVE AUTHORITY

Administrative Order Number 2022-012-ADM, the Procurement Policy

32(7) The approval and signing authority limits for cumulative contract amendments are as follows:

Position	Approval Authority
CAO	(a) \$20,000 or (b) a 20% increase to the originally approved contract amount, whichever is greater.
CAO (with reporting to Audit & Finance)	The CAO may approve and sign contract amendments that exceed the thresholds above, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit & Finance Standing Committee.

BACKGROUND

The purpose of this report is to provide a listing of all CAO approved Contract Amendment Reports.

2022-012-ADM allows for the CAO to approve and sign amendments that exceed the threshold of 20% or \$20,000, provided that the CAO must submit a report including the details of such contract amendments at the next scheduled meeting of the Audit and Finance Standing Committee.

DISCUSSION

All CAO contract amendment reports recorded in Attachment 1 are available for viewing from the Procurement Department. This excludes reports that are marked Private & Confidential.

FINANCIAL IMPLICATIONS

The financial implications, including budget details and account details are in the Financial Implications section of the individual reports as outlined in Attachment 1, and available on file in the Procurement Department.

COMMUNITY ENGAGEMENT

No community engagement was required.

ATTACHMENTS

Attachment 1 – List of approved CAO Contract Amendments.

A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Jane Pryor/Director, Procurement/Finance and Asset Management 902.292.3128

ATTACHMENT 1

Approved CAO Contract Amendment Reports

Name	Original PO Awarded Amount	Value of Amendment	Updated Value of PO	% of Increase	Reason for Increase
CAO Contract Amendment PO #2070835770 – 3 rd Party Commissioning Services for HRFE Headquarters and Station 1	\$19,189	36,907	\$56,096	192%	Enhanced commissioning is meant to augment fundamental commissioning on a project. Since the scope of fundamental commissioning is not currently assigned to any party, it is recommended that MCW Maricor include this in their scope of work, so the project has one consistent Commissioning Agent. MCW Maricor's proposed fee for this additional work is \$21,754.06 (net HST included). Staff is recommending an additional \$5,246 contingency allowance be included.
CAO Contract Amendment PO #2070902013 Signage Installation at the Dartmouth North Community Centre	\$44,271	\$18,333	\$62,604	41%	Staff has recommended an increase to PO 2070902013 with Day Nite Signs Ltd. for changes to the contracted scope of work in the amount of \$18,334 (net HST included) for additional equipment and labour is required to break and remove the existing bedrock to the required depth to install the new pylon sign base.
CAO Award Contract Amendment 21-5010 Functional Plan for Midtown AAA Bikeways: IMP AAA Network	\$31,359	\$67,368	\$98,727	215%	In July 2021, Project Planning and Design Services approved an award to DesignPoint Engineering & Surveying Ltd. to complete the functional planning study for \$30,070 (+ Net HST) under Purchase Order No. 2070865247. The scope of the original contract described a functional planning study that would include 30% designs and utilize a 'Complete Streets' approach to determine the feasibility and preferred design options. After realizing the many complexities for planning in the project area, it was determined that additional work is required to meet our objectives. Specifically, to successfully

					achieve the project's objectives, further work is required.
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