

**CORPORATE SERVICES MONTHLY REPORT****JULY, 2020****DEPARTMENT OVERVIEW & STATISTICS****Overview**

In the months of April through June, the Corporate Services department was fully operational in spite of the pandemic with additional demands in terms of reporting the financial impact of COVID-19 as well as attendance at extra meetings and assisting residents virtually and by phone.

In April, Deloitte completed the 2019 year-end audit, which was conducted remotely and stayed on schedule. The Town's financial statements were issued with an unmodified (clean) audit opinion.

In May, the Financial Information Return was completed and submitted on time before the June 1, 2020 due date.

In June, the draft of the Town's first Annual Report in its known history was finalized for review by the Finance and Audit Committee and Council. In addition, numerous staff from the department have been working on the implementation and data integration as part of the new Questica budget software implementation.

**Water**

Since the start of April, the Water Billing Clerk has had 22 new enrollments for Pre-Authorized Payments for water.

**Taxes**

Since the start of April, the Tax Clerk has had 55 new enrollments for Pre-Authorized Payments for taxes.

**Information Technology**

Broadsoft UC-One phone client installed and is currently being tested with 5 staff members. The UC One software allows remote users to answer telephone calls directly on their laptop or computer. The system features full functionality to transfer calls, place calls on hold, status availability.

Attained software quote for "People Counter" or traffic cameras for the MCC. Installation is expected to be completed in July or early August.

Questica Budgeting software. Exporting of historical data from iCity (Capital and Operating) for 2015-2019 and then importing into Questica.

Laptop deployment for staff in order to work from home.

NRBN tele-conferencing setup for each department.

In the process of setting up Paymentus for taking credit card payments.

## PROJECTS

## CONSTITUENT CONCERNS & ISSUES ARISING

There have been no concerns or issues to report during this period.

## PERSONNEL

The following staff have received training to update skills and development in their related fields:

- The Fixed Asset Accountant received a grade of 92% on his completion of Course One of the Municipal Administration Program.
- The Staff Accountant/Payroll Clerk has completed the first of three courses to receive his Payroll Compliance Practitioner designation. He is currently enrolled in the second course, Payroll Fundamentals 1.

## GRANTS, CONTRACTS, RFPs & AGREEMENTS

### Grant Submissions

Grant Name	Description	Amount Applied For
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Bicycle Facilities Grant	Reconstruction of Pelham Street from College Street to Port Robinson Road. This will improve safety and accessibility for pedestrians and cyclists.	\$100,000
FCC AgriSpirit Fund	Place 10 public access defibrillators for use in public locations throughout Pelham and during community events.	\$25,200
FCM MAMP Grant	Funding for GIS Asset Management Specialist to engage Assessment and Inventory of Town Assets in Compliance with Ont. Reg. 588/17	\$50,000

## Current Bids and Tenders

Invitation to Bid #2020-PW-05 – Terms of Reference Detailed Design, Pelham Street	
<u>Bidders</u>	<u>Amount</u>
Ambashi Engineering & Management Inc.	\$164,255
Associated Engineering (Ont.) Ltd.	\$119,585
IBI Group Professional Services (Canada) Inc.	\$299,900
Upper Canada Consultants	\$213,185
<b>Award is to Associated Engineering (Ont.) Ltd. with a contract value of \$119,585.</b>	
Invitation to Bid #2020-PW-04 – Combination Snow Plow & Spreader Unit	
<u>Bidders</u>	<u>Amount</u>
Premier Truck Group Hamilton	\$285,495
Archer Truck Services Ltd.	\$268,958.32
<b>Award is to Archer Truck Services Ltd. with a contract value of \$268,958.32.</b>	
Invitation to Bid #2020-PW-02 – Street Sweeping Program	
<u>Bidders</u>	<u>Amount</u>
D&D Trucking and Construction Service Inc.	\$49,920
A&G The Road Cleaners Inc.	\$155,688
<b>Award is to D&amp;D Trucking and Construction Service Inc. with a contract value of \$49,920.</b>	
Invitation to Bid #2020-PW-03 – Municipal Grass Cutting and Property Maintenance	
<u>Bidders</u>	<u>Amount</u>
Ibrahim Nassri Trading Inc.	\$690,757 (3 years)
Stevensville Lawn Service Inc.	\$443,290.50 (3 years)
VanDuzen Fence and Post	\$584,235 (3 years)
843081 Ontario Inc. o/b Snips Landscape and	\$721,707

Nursery	
Bos Landscaping Inc.	\$138,399.40 (3 years) 2020 Award \$45,230 (2021 & 2022 c/w approved budget)
<b>Award is to <i>Bos Landscaping Inc.</i> with a contract value of \$138,399.40 (3 years) 2020 Award \$45,230 (2021 &amp; 2022 c/w approved budget).</b>	
<b>Invitation to Bid #2020-PW-06 – Bridge and Culvert Inspection Program</b>	
<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Centex Engineering and Development Inc.	\$3,500
ART Engineering Inc.	\$7,490
AUE Structural	\$5,750
AMTEC Engineering Ltd.	\$6,900
Paradigm Engineering Group Ltd.	\$25,000
ELLIS Engineering Inc.	\$7,570
Morrison Hershfield Limited	\$15,179
McIntosh Perry Consulting Engineers Ltd.	\$9,193
Safe Roads Engineering	\$13,989
TSI Inc.	\$3,850
<b>Award is to <i>ELLIS Engineering Inc.</i> with a contract value of \$7,570.</b>	
<b>Invitation to Bid #2020-CS-02 – Shared Services Review</b>	
<b><u>Bidders</u></b>	<b><u>Amount</u></b>
GM Blueplan Engineering	\$45,370
Western Management Consultants of Ontario	\$48,000
<b>Award is to <i>GM Blueplan Engineering</i> with a contract value of \$45,370.</b>	
<b>Invitation to Bid #2020-PW-07 – Station Street Storm Pond Outlet Rehabilitation</b>	
<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Duffin Contracting Inc.	\$119,446.47
2220742 Ontario Ltd o/a Bronte Construction	\$267,336.55
Seawaves Development Services Inc.	\$254,070
Anthony's Excavating Central Inc.	\$124,165
CRL Campbell Construction & Drainage LTD	\$146,650.23
2SC Contracting Inc.	\$260,625
CSL Group Ltd.	\$232,717.78
<b>Award is to <i>Duffin Contracting Inc.</i> with a contract value of \$119,446.47.</b>	
<b>Invitation to Bid #2020-PW-16 – Road Base and Surface Repair Program</b>	
<b><u>Bidders</u></b>	<b><u>Amount</u></b>
Circle P Paving Inc.	\$144,250.00
<b>Award is to <i>Circle P Paving Inc.</i> with a contract value of \$144,250.00</b>	

## Invitation to Bid #2020-PW-11 – Snow Clearing Program 2020 (2021, 2022)

<b>Bidders</b>	<b>Amount</b>
The Greenfield Group Ltd.	\$287,744.60 (with provisional \$377,744.60)
B.A. Loney Services Inc.	\$417,500.00 (with provisional \$492,500.00)
Buist Landscaping Inc.	\$658,291.00 (with provisional \$863,341.00)

**Award is to *The Greenfield Group Ltd.* with a contract value of \$287,774.60 (with provisional \$377,744.60)**

## MEETINGS

- Deloitte
- Area Treasurer's Meeting
- Ministry of Municipal Affairs and Housing
- Questica
- F.H. Black and Company
- Finance and Audit Committee
- The Voice of Pelham
- KPMG