



*A People Place, A Change of Pace*  
**SHELBURNE**  
ONTARIO, CANADA

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**Meeting Date:** Monday, July 26, 2021

**To:** Mayor Mills and Members of Council

**From:** **Jim Moss, Director of Development and Operations**

**Report:** DO 2021-06

**Subject:** **Streetlight Contractor Renewal**

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### Recommendation

Be it Resolved that Council of the Town of Shelburne receives report DO2021-06 Streetlight Contractor Renewal dated July 26, 2021 for information purposes;

AND FURTHER THAT council authorizes staff to extend the Streetlight Maintenance contract with 704289 Ontario Ltd/R.A. Electrical for an additional 3 year term being August 1, 2021 to July 31, 2024.

### Background

In 2018 Staff put out a Request for Proposal (RFP) for a three-year contract for Streetlight Maintenance beginning August 1, 2018 and ending July 31, 2021. The successful contractor was RA Electrical with a significant savings recognized. Since that time RA Electrical has preformed all the servicing of the Town streetlights in a timely and efficient manner.

### Analysis

The Town procurement By-law does allow for a one-time extension of contracts for an additional period. With the pressures of the COVID pandemic over the last year and a half, Staff has not had time to revise a new RFP for the end of this contract.

Staff did sit down with the contractor to see if there was interest in an extension and there was. The contractor did ask for an increase in overall costs of 6% over the 3-year period and the addition of travel time from their Cookstown shop. This seems reasonable to Staff given the recent cost increases in other projects that the town has seen recently.

Since the contract is set to end July 31, 2021, and that RA is now familiar with the town and the layout and makes of our streetlights, Staff are recommending a 3-year extension with RA Electrical.

### Financial Impact

As shown in Appendix 1, in 2020 the Town had 186 repairs to lights at a total net cost of \$34,177.52. Using the same number of repairs with the 6% requested increase, the repair cost would increase \$2,050.65 to a total net estimate of \$34,177.52 for repairs the next coming year.

With the addition of travel time 1.5 hrs (45min each way) for a labourer, a foreman and a standard truck rate would be an increase of \$7,680.00.

This would equate to a total increase for repairs and travel time of per year of \$9,730.65 for a net total of \$43,908.17. This is based on the repairs to 186 fixtures in 2020.

This is still well within the current annual budget of \$64,200 for Streetlight Maintenance (AC# 01-2501-7640), which also includes costs \$16,200 for street light fixtures in the west end of town; and \$3,000 annually for scheduled pole replacements.

### Policies & Implications

This 3-year contract renewal is in standing with the Town's Procurement Policy. The following period an RFP would again need to be produced for this maintenance.

### Consultation and Communications

Director of Financial Services/Treasurer – Carey Holmes  
RA Electrical- Randell Ricks

### Council Strategic Priorities

Council's Strategic Priorities has three Goals - Sustainable, Engaged and Livable. There are a total of 12 targets with the three Goals.

The renewal of the Streetlight Maintenance contract relates to the following Goals:

Target T3: Invest in critical infrastructure

Target T5: Improve technology

## Supporting Documentation

### Appendix 1 – Calculation of Impacts of New Rates

Prepared by:

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Jim Moss, Director of Development and Operations

Respectfully Submitted:

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Jim Moss, Director of Development and Operations

Reviewed by:

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Denyse Morrissey, CAO

## Cost Analysis -Street light Repairs (Rates increase)

### Calculations for impact of new rates based on 2020 (full year)

Factors for increase: 6% increase to all rates

and adding travel time (\$320.00 per trip)

Replace LED Lamps			2020 rates		2021 rates 6% increase	
1	36 watt	Each	161	81	170.66	85.86
2	51 watt	Each	166	81	175.96	85.86
3	92 watt	Each	295	81	312.7	85.86
4	103 watt	Each	295	81	312.7	85.86
5	143 watt	Each	328	81	347.68	85.86
Replace HPS Lamps						
6	70 watt	Each	96	81	101.76	85.86
7	100 watt	Each	96	81	101.76	85.86
8	150 watt	Each	96	81	101.76	85.86
9	200 watt	Each	97	81	102.82	85.86
10	250 watt	Each	97	81	102.82	85.86
11	400 watt	Each	98	81	103.88	85.86
Replace LED Lamp & Photocell						
12	36 watt	Each	173	81	183.38	85.86
13	51 watt	Each	178	81	188.68	85.86
14	92 watt	Each	307	81	325.42	85.86
15	103 watt	Each	307	81	325.42	85.86
16	143 watt	Each	340	81	360.4	85.86
Replace HPS Lamp & Photocell						
17	70 watt	Each	107	81	113.42	85.86
18	100 watt	Each	107	81	113.42	85.86
19	150 watt	Each	107	81	113.42	85.86
20	200 watt	Each	108	81	114.48	85.86
21	250 watt	Each	108	81	114.48	85.86
22	400 watt	Each	109	81	115.54	85.86

### 186 Street lights repairs in 2020

Total invoices paid to RA for 2020 year

Street light repairs only (Canfield Pathway install excluded)

Total paid	before tax	net 2020
\$ 37,952.63	\$ 33,586.40	\$ 34,177.52

Guestimate for 2022 based on 186 repairs

Net 2020	6% increase	total net estimate
\$ 34,177.52	\$ 2,050.65	\$ 36,228.17

Factoring in travel time rate: (2 trips per month)

2 trip /month	Total est net expense
\$ 7,680.00	\$ 43,908.17

impact of 6% increase and travel time	Est increase
	\$ 9,730.65