



## STAFF REPORT TO COUNCIL

Report No: PW2023-31

September 25, 2023

From: Timothy Wright, Director of Public Works

RE: Multiyear Retro Reflectivity Agreement – Sole Source

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### Recommended Motion:

THAT Council of the Township of North Glengarry receives report PW2023-31 and permits the CAO to enter the Township into an agreement with Advantage Data for a five-year agreement for retro reflectivity inspections to meet the Highway Traffic Act Requirements.

### Background / Analysis:

To comply with the *Highway Traffic Act* each municipality is required to complete yearly retro reflectivity inspections. Advantage Data has completed the retro reflectivity inspections for the Township for the previous two years and we can secure a better yearly rate if we are able to commit to a longer agreement with them.

There are only two companies that we were able to find who provide this type of service, and both were asked to submit pricing. Unfortunately, the Township didn't receive a response from the second company within the timeframe needed.

Also, as we have been using Advantage Data for two years already to ensure we meet our legislative requirements, there is now a high degree of compatibility between our systems. As such we wish to retain Advantage Data to maintain that compatibility and ensure that our records and inspections are kept accurately year over year. The information gathered from the inspections has allowed us to be able to identify deficiencies that were reducing our overall signage lifecycle cost and save the Township more money in the long run.

**Alternatives:**

ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE (Including Per Diem)	INITIAL
<b>Option 1 - 1 Year Agreement</b> – Retro-reflectivity Inspection and Inventory Update of Regulatory and Warning Signs	1313 Signs	\$6.45	<b>\$9,868.85</b>	
<b>Option 2 - 3 Year Agreement</b> – Retro-reflectivity Inspection and Inventory Update of Regulatory and Warning Signs	1313 Signs	\$5.95	<b>\$9,212.35</b>	
<b>Option 3 - 5 Year Agreement</b> – Retro-reflectivity Inspection and Inventory Update of Regulatory and Warning Signs	1313 Signs	\$5.45	<b>\$8,555.85</b>	
<b>Per Diem</b> – This is to cover lodging and other travel related expenses. This project will take 1 technician, approximately 7 days to complete dependent on good weather	7 days	\$200 (per technician)	\$1400	

**Financial Implications:**

\$9,955.85 will be carried for the next five years under contracted services. This will see us save \$1,313 per year as we were previously going with the one-year option.

**Attachments & Relevant Legislation:**

*Highway Traffic Act*

**Others Consulted:**

Michel Carrier, Manager of Transportation

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Reviewed and approved by:  
Sarah Huskinson, CAO/Clerk