

	<p align="center">City of Lloydminster Request for Decision (RFD)</p>
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Subject Matter: Lloydminster Airport – 2134003 Airport Signage– Contractor Award
Department: City Manager's Office
Presented By: Katlin Ducherer
Council Meeting Date: January 10, 2022

Recommendation:

That Council approve the award of the Lloydminster Airport Signage, Manufacturing, and installation to Onsite Sign Group. of Lloydminster, Alberta, in the amount of \$218,330.00, plus GST, to be funded by the Regional Air Transportation Initiative and that the Mayor and City Clerk be authorized to sign and seal all necessary documents. In addition, that Council approve a 13% contingency amount of \$28,382.90.

Issue: Signage manufacturing and installation at the Lloydminster Airport.

Background: The City applied and received approval for grant funding in the amount of \$273,000.00 through the Regional Air Transportation Initiative (RATI) to fund this project. RATI has established the deadline for purchase and installation of the signage and wayfinding as March 2022. The City issued a bid document to complete the manufacturing and installation of 5 exterior signs including:

- Entrance Sign
- Wayfinding
- Terminal
- Airside
- Fueling

The bid was posted on December 15, 2021, with a closing date of January 4, 2021. Prior to bringing a recommendation to Council to award the contract, Administration took the necessary time to review the proposals. Two (2) bids received met the minimum requirements and were reviewed and evaluated as summarized in the following tables.

Item	Evaluation Criteria	Weight
1	Financial Summary	60%
2	Qualifications	25%
3	Proposed Work Plan	10%
4	Warranty	5%
	Total	100%

Firm	Cost	Total Score
Onsite Sign Group	\$218,330.00 + GST	92.07
Spectra Advertising	\$212,778.00 + GST	87.87

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Administration recommends Onsite Sign Group of Lloydminster, Alberta be awarded the project due to having the highest overall score and meeting the necessary requirements for the City to proceed with the purchase, fabrication and installation of Airport Signage at the Lloydminster Airport.

Options:

1. That Council award the contract for the Lloydminster Airport Signage, Manufacturing, and installation to Onsite Sign Group. of Lloydminster, Alberta, in the amount of \$218,330.00, plus GST, to be funded by the Regional Air Transportation Initiative and that the Mayor and City Clerk be authorized to sign and seal all necessary documents. In addition, that Council approve a 13% contingency amount of \$28,382.90.
2. That Council not approve the award of the contract to Onsite Sign Group. of Lloydminster, Alberta.
3. That Council request additional information and that the item be brought forward to a future Regular Council Meeting.

Alignment with Strategic Plan: This item is in alignment with the following strategic area: Building Economic Resilience. Lloydminster Airport directly contributes to regional air transportation and ensures regional air connectivity and service, which are critical to economic growth, its important the Lloydminster Airport is maintained and that regional routes are reconnected across the country. Wayfinding and Signage was included in the Lloydminster Airport Masterplan and was an acceptable and eligible project through federal grant funding.

Legal Review: N/A

Governance Implications: N/A

Budget/Financial Implications: Project funded through the Regional Air Transportation Initiative Grant Funding.

Environmental Implications: N/A

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Report Approval Details

Document Title:	Lloydminster Airport – Airport Signage – Contractor Award.docx
Attachments:	
Final Approval Date:	Jan 7, 2022

This report and all of its attachments were approved and signed as outlined below:

Dion Pollard

Doug Rodwell