



COUNCIL REPORT

To: Mayor and Council

Date: March 25, 2025

From: Ron Bowles, Chief Administrative Officer

File No: 1220-20-2025-P002

Subject: **Contract Award – City Hall Council Chambers Acoustic Upgrade**

Report Prepared by: Erin Goodwin, Facilities and Recreation Manager

RECOMMENDATION to Consider and Resolve:

THAT Council award the City Hall Council Chambers Acoustic Upgrade (C2025-39) contract to Sunco Drywall Ltd for the amount of \$112,540.00 + GST.

STRATEGIC AREA(S) OF FOCUS

Invest in Infrastructure – We will invest in building, improving and maintaining infrastructure to meet the needs of, and to provide a high quality of life for, current and future generations.

BACKGROUND

During 2025 Capital Budget deliberations, the City established a budget of \$115,000 and Council granted early approval to complete an acoustic upgrade to the Council Chambers, inside City Hall (C2025-39).

An acoustic consultant assisted the City in creating a design for the project. The goal of the project was to improve the acoustics inside the room and maintain the wood aesthetics the current space provides.

A request for proposal (RFP) was created and a public procurement for the project was completed. The RFP was issued on January 27, 2025 and closed on February 21, 2025. Eleven (11) contractors registered for the project, but only one bid submission was received.

Section 5.1 of the City of West Kelowna Purchasing Policy provides parameters for when staff is authorized to commit to contracts for procurement of goods and services. Any purchasing commitment that does not meet the requirements of Section 5.1 must be approved by Council.

With only one (1) bid submitted for this project, Section 5.1 states that staff must seek Council's approval to award the contract.

DISCUSSION

The submission provided by Sunco Drywall Ltd has been reviewed by the City's acoustic design consultant. The consultant has confirmed that the contractor's proposal does meet the acoustic requirements for the project. The acoustic panels proposed for the project also meet the wood aesthetic appeal the City asked for in the RFP and the contractor's submission meets City budget.

As a result, staff is recommending that Council award the City Hall Council Chambers Acoustic Upgrade (C2025-39) contract to Sunco Drywall Ltd.

FINANCIAL IMPLICATIONS

Council Approved Budget: \$115,000

Sunco Drywall Ltd Proposal: \$112,540.00 + GST

COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
Dec 19, 2024	THAT Council support the 2025 Capital Budget Request for Facilities as follows: C2025-39 City Hall - Council Chambers Acoustic Upgrade \$115,000 CARRIED UNANIMOUSLY	Resolution No. C326/24

REVIEWED BY

Warren Everton, Director of Finance/CFO

Mark Panneton, Director, Legislative & Legal Services

Trevor Seibel, Deputy CAO

APPROVED FOR THE AGENDA BY

Ron Bowles, Chief Administrative Officer

Powerpoint: Yes ☐ No ☒

Attachments: