



The Corporation of the District of Saanich

Report

To: Mayor and Council

From: Harley Machielse, Director of Engineering

Date: March 12, 2025

Subject: Award of Request for Quotation (RFQ) 25-006 – Sign Shop Materials

RECOMMENDATION

That Council approve the award of **RFQ 25-006 – Sign Shop Materials** to **ND Graphics Inc.** for an estimated total of **\$164,344.55** (based on first year estimated quantities and excluding taxes).

PURPOSE

The purpose of this report is to request approval to award **RFQ 25-006 – Sign Shop Materials** for a period of one (1) year, with an option to extend the contract for four (4) additional one (1) year terms.

DISCUSSION

An RFQ was issued for the supply and delivery of Sign Shop Blanks and Products, used by the Street Operations Section of the Engineering Department for the creation of roadway signage, on an as, if and when requested basis.

Once compliant response was received.

FINANCIAL IMPLICATIONS

Based on historical data and current usage, the value may exceed the \$500,000 threshold over the possible 5 years of the contract, thus requiring Council approval.

Funding for this supply is available through the Transportation Capital and Street Operations operating budgets.

Prepared by: Harley Machielse, Director of Engineering

Approved by: Paul Arslan, Director of Finance

ADMINISTRATOR'S COMMENTS:

I endorse the recommendation from the Director of Engineering.

Brent Reems, Chief Administrative Officer