



Memo

2024 April 17

ISC: Unrestricted

To Streetlighting Contractors

From Gavin Marshall, Street Light Maintenance Coordinator

Re: **Streetlighting material request policy update, April 17 2024**

To ensure the prudent and efficient utilization of taxpayer funds, and to be mindful of our limited storage space and workforce, we endeavor to set forth the following terms to uphold transparency and fairness for all citizens and contractors. All associated fees will come into effect on **July 1st, 2024**. This applies to all projects **EXCEPT** existing City-Wide Upgrades, CPR, Enmax MPULA HDPE, or SLA Maintenance Contracts.

- The Contractor must submit the material request form at least 60 calendar days prior to the scheduled pick-up date. Submit material request to the appropriate quadrant street light technologist.
- In the event of cancellation by the Contractor within 7 calendar days prior to the pick-up date, a cancellation fee of \$500 plus the cost of all custom-made items, will be charged. Custom-made items are non-cancellable once the order is placed and will be charged in full.
- Orders will be held and made available for scheduled pickup, with a storage fee of 5% of the order applied to late pickups from the 8th to the 14th day after the scheduled pickup date.
- A re-stocking fee will be imposed from the 15th day after the scheduled pickup date, in addition to the storage fee, as orders will no longer be held in storage and will be returned to their original location.
- Should an order remain unclaimed 60 calendar days after the scheduled pickup date, it will be subject to cancellation along with applicable cancellation, storage fees and 100 percent charge for all custom-made items.

If you have any question or concerns, please reach out to streetlighting@calgary.ca

Sincerely,