



## Report to Council

Department: Infrastructure Services  
Division: Drainage  
Date: October 19, 2020  
Prepared by: Lindsay Dean, Drainage Superintendent  
Report Number: Drainage-2020-13  
Subject: Results of Request for Tender – 5<sup>th</sup> Concession Road Bank Repairs on the Richmond Drain  
Number of Pages: 3

### Recommendation(s)

**That** Drainage-2020-13 entitled Results of Request for Tender – 5<sup>th</sup> Concession Road Bank Repairs on the Richmond Drain prepared by Lindsay Dean dated October 19, 2020 be received, and

**That** Council award the Request for Tender – 5<sup>th</sup> Concession Road Bank Repairs on the Richmond Drain (RFT-ID-20-017) to Sterling Ridge Infrastructure Inc. in the amount of \$249,902.21 including non-refundable Harmonized Sales Tax.

### Purpose

In accordance with the Town Procurement By-law 1043, Council approval is required for purchases in excess of \$100,000.

## Background and Discussion

The approved 2020 Capital budget includes \$275,000 for Project PW-20-0034 to stabilize the bank on the 5<sup>th</sup> Concession Road along the Richmond Drain as per the design of Rood Engineering Inc. project REI2016D016. This report prepared by Rood Engineering Inc. was adopted by Council on July 6, 2020 and passed by by-law 1928.

A Request for Tender following the guidelines as set out in the Town's Procurement By-Law Number 1043 were posted both on the Town's website and Merx, and closed at 3:00:00 pm on October 7, 2020.

The Tenders were reviewed for arithmetic errors, completeness, legibility, revisions and irregularities. In addition, there were no apparent unbalanced prices in the Schedule of Items and Prices. The results of the Request for Tender are summarized below:

| <b>Bidder Name</b>                          | <b>Total Tender Price including non-refundable Harmonized Sales Tax (1.76%)</b> | <b>Total Tender Price including Harmonized Sales Tax (13%)</b> |
|---|---|--|
| Sterling Ridge Infrastructure Inc           | \$249,902.21  | \$277,505.40   |
| South Shore Contracting of Essex County Inc | \$252,364.80  | \$280,240.00   |
| Matassa Inc                                 | \$393,832.32  | \$437,333.45   |
| Facca Inc                                   | \$605,192.16  | \$672,039.25   |

Rood Engineering Inc. provided a summary of the bids and noted that the lowest tender was received from Sterling Ridge Infrastructure Inc. The summary indicates that the submitted price was within the 133% limit of the estimate as set out in the Drainage Act. The summary and recommendation from Rood Engineering Inc. is attached.

## Financial Impact

The 2020 approved capital budget (PW-20-0034) allocated \$275,000.00 for this project. Therefore, there are sufficient funds in the approved budget to proceed with the works as detailed within the report by Rood Engineering Inc. in the amount of \$249,902.21 including non-refundable Harmonized Sales Tax.

## Link to Strategic Priorities

- ☒ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☐ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☐ Improve the Town's capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

## Report Approval Details


|                      |   |
|----------------------|---|
| Document Title:      | Results of Request for Tender - 5th Concession Road Bank Repair on the Richmond Drain .docx |
| Attachments:         | - 2020-10-08 Richmond Dr signed tender review<br>REI2016D016R2.pdf                          |
| Final Approval Date: | Oct 14, 2020  |

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

**No Signature found**

**Jeffrey Morrison, Director, Corporate Services/Treasurer - Oct 13, 2020 - 2:56 PM**

**Norm Nussio, Manager Operations and Drainage - Oct 14, 2020 - 9:45 AM**

A handwritten signature in black ink, appearing to read "K. Girard", written over a light blue horizontal line.

**Kevin Girard, Director, Infrastructure Services - Oct 14, 2020 - 1:53 PM**

A handwritten signature in black ink, appearing to read "Chris Nepszy", written over a light blue horizontal line.

**Chris Nepszy, Chief Administrative Officer - Oct 14, 2020 - 1:56 PM**