



Report to Council

Department: Infrastructure Services
Division: Operations
Date: November 3, 2025
Prepared by: Norm Nussio, Manager of Operations and Drainage
Report Number: Operations-2025-03
Subject: Results of Request for Tender-Supply of Bulk Winter salt
Number of Pages: 4

Recommendation(s)

That Operations Report 2025-03 entitled Results of Request for Tender-Supply of Bulk Winter Salt prepared by Norm Nussio, Manager of Operations and Drainage dated November 3, 2025, be received, and

That Council Award Results of Request for Tender-Supply of Bulk Winter Salt to Windsor Salt Ltd. in the estimated amount of \$496,200.00 including non-refundable HST, and

That Council authorize over expenditures incurred for 2025-2026 Winter Control to be funded from contingency reserve for Winter Control.

Purpose

In accordance with the Town Procurement By-Law Number 2437, Council approval is required for purchases in excess of \$130,000.00.

Background and Discussion

A Request for Tender, following the guidelines as set out in the Town’s Procurement By-Law Number 2437 was posted both on the Town’s website and Merx, and closed on October 15, 2025, at 3:00:00 pm.

Two tenders were reviewed for arithmetic errors, completeness, legibility, revisions, and irregularities, with the results below:

Tenderer Name	Unit Price per Metric Ton including non-refundable taxes
Windsor Salt Ltd.	\$99.25
Compass Minerals Canada Corp.	\$121.87

Windsor Salt Ltd. submitted the lower bid which satisfied all the tender specifications and requirements. This is a one-year contract with the option to extend two additional years. The second- and third-year price will be adjusted based on the Consumer Price Index (CPI) as published by the Bank of Canada.

Financial Impact

Based on an estimated quantity of 5000 tonnes, the total estimated amount for the winter season 2025-2026 including applicable taxes is \$496,250.00. In general, winter control budgets are based on 3–5-year rolling averages in attempts to predict upcoming expenditures. The 2025 operating budget for Winter Control Materials is \$350,000.00. The operating budget for 2026 will be adjusted accordingly based on current expenditures to date and anticipated 2026 expenditures. Due to the uncontrollable nature of winter storm events, in any given year expenses may fall below or exceed this average. Any deficit in Winter Control (expense above approved budget) is funded from contingency reserves earmarked for Winter Control at year end. Any surplus in Winter Control (expenses below approved budget) is transferred into the Contingency Reserve for Winter Control at year end.

Consultations

Jackson Tang, Assistant Manager, Business Services

Kevin Girard, Director, Infrastructure Services

Kate Rowe, Director, Corporate Services

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Results of Request for Tender-Supply of Bulk Winter Salt --2025-03.docx
Attachments:	
Final Approval Date:	Oct 28, 2025

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



Kevin Girard, Director, Infrastructure Services - Oct 27, 2025 - 2:54 PM



Kate Giurissevich, Chief Administrative Officer - Oct 28, 2025 - 11:36 AM