



## Request to Council to Waive Requirement for Proposals, Tenders and Quotations

33 Talbot St. S. t 519 776 7336  
Essex, ON N8M 1A8 f 519 776 8811  
www.essex.ca

*Note: Requests to waive the requirement for Proposals, Tenders and Quotations are restricted to acquisitions that are predominantly or exclusively for consulting and professional services and must be made in accordance with Section 22.02 of By-Law No. 1043, Procurement & Disposal of Goods & Services Policy. Consulting and professional services means those services requiring the skills of a professional for a defined service and may include architects, engineers, surveyors, planners, financial consultants, lawyers, real estate agents or brokers, etc. Refer to Section 1.02 of the Policy for further examples of consulting and professional services.*

### 1. REASON FOR REQUEST

This represents a formal request to Council to waive the requirement for proposals, tenders and quotations for Consulting and Professional Services under Section 22.02 of the Procurement and Disposal of Goods and Services Policy. This request is being made on the basis of the following criteria (*please select at least one of the options below*):

- ☐ The works to be performed by the consultant or professional service are a continuation of a previous project (*Section 22.02(a) of the By-Law*)
- ☒ The firm being recommended has demonstrated unique qualifications to undertake the project (*Section 22.02(b) of the By-Law*)
- ☐ The project is subject to time constraints (*Section 22.02(c) of the By-Law*)
- ☐ Other (*provide explanation in 3. below*)

### 2. NAME AND TYPE OF CONSULTING OR PROFESSIONAL SERVICE

Name of Professional Service: Ontario Clean Water Agency (OCWA)

Type of Professional Service (*select one*):

- |  |  |  |                                    |
|--|--|--|------------------------------------|
| <input checked="" type="checkbox"/> Engineer | <input type="checkbox"/> Architect                           | <input type="checkbox"/> Surveyor          | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Planner             | <input type="checkbox"/> Lawyer                              | <input type="checkbox"/> Real Estate Agent | <input type="checkbox"/> IT        |
| <input type="checkbox"/> Appraiser           | <input checked="" type="checkbox"/> Other ( <i>specify</i> ) | Operating Authority                        |                                    |

### 3. EXPLANATION OF REQUEST

Provide full explanation of how this request meets the criteria of Section 22.02 of By-Law No. 1043, Procurement & Disposal of Goods & Services Policy:

The Ontario Clean Water Agency (OCWA) has been the sole operating authority for all Town of Essex sewage and water treatment facilities since its inception as a Crown agency in the Province of Ontario over 20 years ago. They currently operate over 800 facilities across Ontario. As our provider, the Town of Essex has fostered a strong working relationship with OCWA, and has received value, exceptional service, and consistent support. Furthermore, OCWA has intimate knowledge of all the plants, facilities, and equipment as well as a full depth understanding of the operations of the Town's facilities they have been managing for over 20 years. That existing knowledge and expertise will allow OCWA to competently manage this project effectively and efficiently, both creating savings and ensuring the project timelines are met.



**Request to Council to Waive Requirement  
for Proposals, Tenders and Quotations  
(Continued)**

**4. REQUESTING DEPARTMENT INFORMATION**

Name of Department Head: Kevin Girard

Department Name: Infrastructure Services

Date of Request: 17 May 2021

**5. APPROVAL INFORMATION** *(to be completed by the Mayor and the Clerk of the Town of Essex)*

☐

**Request Approved**

☐

**Request Not Approved**

Date Approved/Not Approved: \_\_\_\_\_

Mayor's Signature: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_