



Report to Council

Department: Infrastructure Services
Division: Operations
Date: May 19, 2020
Prepared by: Jackson Tang, Assistant Manager, Business Services
Report Number: Operations-2020-02
Subject: Results of Request for Tender -Supply and Application of Maintenance Stone 2020
Number of Pages: 3

Recommendation(s)

That Operations-2020-02 entitled Results of Request for Tender -Supply and Application of Maintenance Stone 2020 prepared by Jackson Tang, Assistant Manager, Business Services dated May 19, 2020 be received, and

That Council award the Request for Tender – Supply and Application of Maintenance Stone 2020 to Southwestern Sales Corporation Limited in the amount of \$160,000.00 including non-refundable Harmonized Sales Tax.

Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required for purchases in excess of \$100,000.00. This report is to seek Council's approval to appoint a qualified contractor to provide the Town with Maintenance Stone for 2020.

Background and Discussion

The Town of Essex is required to carry out regular maintenance of the roads to ensure their safe condition. As part of the maintenance program, the Town has to seek a qualified contractor for the supply and application of 100% crushed dolomite stone, and the material shall meet the requirements of the Ontario Provincial Standard Specification(OPSS) 1010, material specifications for Granular "M" material and shall have a minimum bulk relative density of 2.7.

A Request for Tender, following the guidelines as set out in the Town's Procurement By-Law Number 1043 was posted both on the Town's website and Merx, and closed on April 08, 2020 at 3:00:00 pm.

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 submitted tender prices are noted in Table below:

Name of Tenderer	Total Price based on 9,000 tons Maintenance Stone including non-refundable Harmonized Sales Tax (1.76%)
Jeff Shepley Excavating Limited	\$232,165.44
Southwestern Sales Corporation Limited	\$207,437.76

Southwestern Sales Corporation Limited submitted the lowest bid and they are the previous supplier for the same maintenance stone with satisfactory services.

Financial Impact

As per the 2020 Operating Budget, \$160,000.00 (GL Account 1-3-31-315-51700) was approved for the supply and application of maintenance stone. The quantities as set out in the Form of Tender (9,000 tons) are approximate only, and are given as a basis for estimating and comparing tenders. Administration will utilize the unit prices provided by the successful tenderer to supply a quantity of maintenance stone which does not exceed the \$160,000.00 approved budget allotment.

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.

Report Approval Details

Document Title:	Results of Request for Tender -Supply and Application of Maintenance Stone 2020 - Operations-2020-02.docx
Attachments:	
Final Approval Date:	May 12, 2020

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

Norm Nussio, Manager Operations and Drainage - May 11, 2020 - 1:17 PM

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Kevin Girard, Director, Infrastructure Services - May 12, 2020 - 3:40 PM

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Chris Nepszy, Chief Administrative Officer - May 12, 2020 - 3:56 PM