



## Report to Council

Department: Infrastructure Services

Division: Operations

Date: May 2, 2022

Prepared by: Norm Nussio C.E.T., CRS-I, Manager of Operations, and Drainage

Report Number: Operations-2022-04

Subject: Results of Tender- Supply and Application of Maintenance Stone 2022

Number of Pages: 4

### Recommendation(s)

**That** Operations-2022-04 entitled Results for Tender- Supply and Application of Maintenance Stone 2022 prepared by Norm Nussio, Manager of Operations and Drainage dated May 2, 2022 be received, and

**That** Council award the Request for Tender- Supply and application of Maintenance Stone 2022 to Jeff Shepley Excavating in the amount of \$190,000.00 including non-refundable Harmonized Sales Tax.

### Purpose

In accordance with the Town Procurement By-Law Number 2129, Council approval is required for purchases in excess of \$120,000.00. This report is to seek Council's approval to appoint a qualified contractor to provide the Town with Maintenance Stone for 2022.

## 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 must 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 2129, was posted both on the Town’s website and Merx, and closed on March 23, 2022 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	\$240,041.66
Southwestern Sales Corporation Limited	\$241,049.08

Jeff Shepley Excavating submitted the lowest bid and they are the previous supplier for the same maintenance stone with satisfactory services.

## **Financial Impact**

As per the 2022 Operating Budget, \$190,000.00 (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 \$190,000.00 approved budget allotment.

## **Consultations**

Jackson Tang, Assistant Manager of Business Services

Kevin Girard, Director of Infrastructure Services

## 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 Tender- Supply and Application of Maintenance Stone 2022 - Operations-2022-04.docx
Attachments:	
Final Approval Date:	Apr 26, 2022

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

A handwritten signature in black ink, appearing to read 'K. Girard', with a large loop at the end.

**Kevin Girard, Director, Infrastructure Services - Apr 26, 2022 - 4:27 PM**

A handwritten signature in black ink, appearing to read 'Doug Sweet', with a long horizontal stroke at the end.

**Doug Sweet, Chief Administrative Officer - Apr 26, 2022 - 5:37 PM**