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**STAFF REPORT:      ENGINEERING AND PUBLIC WORKS DEPARTMENT**



**REPORT TO:**                    Committee of the Whole  
**MEETING DATE:**           Monday September 29, 2014  
**REPORT NO.:**                EPW.14.060  
**SUBJECT:**                    Contract Extension for Sidewalk  
and Parking Lot Winter  
Maintenance, Snowplowing,  
Sanding and Salting, 2012-3-T-  
EPW  
  
**PREPARED BY:**            Jim McCannell, Manager Roads and  
Drainage, on behalf of the Tender  
Award Committee (TPAC)

**A.      Recommendations**

THAT Council receive Report EPW.14.060 entitled “Contract Extension for Sidewalk and Parking Lot Winter Maintenance, Snowplowing, Sanding and Salting, 2012-3-T-EPW”; and;

THAT Council extend the contract for sidewalk and parking lot winter maintenance to 2348291 Ontario Inc. o/a Sheridan Farm Management in the annual estimated amount of \$ 133,146.95 plus applicable taxes per year for a one (1) year period; and,

THAT the Mayor and the Clerk be authorized to execute the Contract Documents with 2348291 Ontario Inc. o/a Sheridan Farm Management.

**B.      Background**

On July 13, 2012, the Town released Tender 2012-3-T-EPW, Request for Tender for Sidewalk and Parking Lot Winter Maintenance, Snowplowing, Sanding and Salting, with the Tender closing on August 2, 2012. The Town received tenders for Sidewalk and Parking Lot Winter Maintenance, Snowplowing, Sanding and Salting as follows:

No.	Bidder	Total Tender Amount (excluding HST)
1	Sheridan Management	\$128,238.00
2	McIntyre Property Service Ltd	\$317,300.00

The Contract has provisions to extend the Contract for four (4) additional winter seasons, ending in April of 2019. Attachment #1 shows the anticipated annual costs over the next 4 additional Contract extensions if the estimated number of hours are utilised.

Staff recommend Council extend the contract for sidewalk and parking lot winter maintenance to 2348291 Ontario Inc. o/a Sheridan Farm Management in the annual estimated amount of \$133,146.95 plus applicable taxes per year for a one (1) year period to commence on November 1, 2014 and terminate on the 15th day of April 2015.

The scope of work involves supply of the specified equipment and qualified Operators to complete winter maintenance operations, on a 24 hour basis, seven days a week, or when required by the Town. All operations shall be in accordance with the defined Level of Service outlined in the Contract. The work to be performed includes the supply and operation of contracted equipment for clearing snow and applying sand or salt or de-icing liquid as required from municipal parking lots, laneways and sidewalks as required by the Town. The Contractor will provide five (5) tractors with a combination of snow blades, snow blowers, and front end loader options. It is anticipated that five (5) tractors shall be provided plus a minimum of one (1) parking lot sander plus a spare sander and a minimum of one (1) sidewalk clearing machine.

The sites included with this Contract are modified each winter season to reflect the Town's needs. Sites are removed or added to the Contract without affecting the hourly equipment rates. A list of Core Service areas and sites is included as Attachment #2. The Town has no obligation to, and has the flexibility to, include or not include these or any particular sites in the contracted services at the Town's discretion.

2348291 Ontario Inc. o/a Sheridan Farm Management submission meets all the requirements and specifications of the Request for Tender and represents the lowest responsible and responsive bidder

2348291 Ontario Inc. o/a Sheridan Farm Management has enrolled in the Smart about Salt Program as per the Tender requirements. The Smart about Salt Council is a not-for-profit organization dedicated to the protection of drinking water and the environment through programs that improve management of winter salt used to control ice on sidewalks, parking lots and roadways.

### **C. The Blue Mountains' Strategic Plan**

These works address the Town's Strategic Plan Goal No. 2 "Addressing the Town's Municipal infrastructure needs".

**D. Environmental Impacts**

Due to the potential impact of salt on the environment the Contractor is required to measure and track salt usage. The Contractor has enrolled in the Smart about Salt Program and will be required to renew annually. The Smart about Salt Council is a not-for-profit organization dedicated to the protection of drinking water and the environment through programs that improve management of winter salt used to control ice on sidewalks, parking lots and roadways.

**E. Financial Impact**

Within the Contract there are provisions to increase the hourly rates based on the Consumer Price index (CPI) to a maximum of 3.0%. The spring CPI was at 2.8%. The hourly machine rates will increase by 2.8% for the 2014/ 2015 season.

The budgeted amount for sidewalk and parking lot winter maintenance has been \$130,000 per year. The winter control budget will be increased (by \$5000) during the 2015 budget process to reflect this anticipated cost increase.

**F. In Consultation With**

Serena Wilgress, Manager of Purchasing  
Shawn Everitt, Director of Community Services

**G. Attached**

1. Estimate annual costs based on tender amounts
2. Core Service Areas and Sites – Nov 1, 2014 to April 15, 2015

Respectfully submitted,

**Jim McCannell**

Jim McCannell  
Manager of Roads and Drainage Division

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Tender Proposal Award Committee

**Troy Speck**

Troy Speck  
Chief Administrative  
Officer

**Reg Russwurm**

Reg Russwurm  
Director of Engineering  
and Public Works

**Serena Wilgress**

Serena Wilgress  
Manager of  
Purchasing

Contract 2012-3-T-EPW Winter Maintenance of parking lots, sidewalks and laneways: Sheridan Management													
	**	**			*						Sidewalk		
year	parking	de-icing	hand	sidewalk	cpi	hours	hours	hours	hours	total	lump sum	Annual Total	
2014/ 15	\$ 58.34	\$ 67.38	\$ 24.92	\$ 67.38	2.8%	1200	200	100	100	\$ 92,716.33	\$ 40,430.62	\$ 133,146.95	
2015/16	\$ 60.09	\$ 69.41	\$ 25.67	\$ 69.41	3.0%	1200	200	100	100	\$ 95,497.82	\$ 41,643.54	\$ 137,141.36	
2016/17	\$ 61.89	\$ 71.49	\$ 26.44	\$ 71.49	3.0%	1200	200	100	100	\$ 98,362.75	\$ 42,892.85	\$ 141,255.60	
2017/18	\$ 63.75	\$ 73.63	\$ 27.23	\$ 73.63	3.0%	1200	200	100	100	\$ 101,313.63	\$ 44,179.63	\$ 145,493.27	
2018/19	\$ 65.66	\$ 75.84	\$ 28.05	\$ 75.84	3.0%	1200	200	100	100	\$ 104,353.04	\$ 45,505.02	\$ 149,858.07	
												<b>\$ 706,895.24</b>	<b>5 year total</b>
	*	According to the Tender, the CPI to be used is the September CPI. Maximum CPI allowed is 3%											
	**	affected by a Fuel Index. Current diesel rate is \$1.29/l which would result in an additional \$0.50/hr added to the parking & de-icing, effectively adding an extra \$700 to this year's contract											

**Core Service Areas and Sites  
November 2014 to April 2015**

**Buildings / Parking Areas**

Thornbury Fire Station 1  
OPP Station  
Thornbury Medical Centre  
Thornbury Post Office Parking Lot  
Beaver Valley Outreach Parking Lot  
Thornbury Medical Centre Parking Lot  
Clarksburg Municipal Parking Lot  
Craigleith Fire Station 2  
Craigleith Emergency Management Station  
Craigleith Community Centre  
Craigleith Depot  
Camperdown Road Pumphouse  
Various Water Booster Station Locations  
Thornbury Reservoir  
Camperdown Road Water Reservoir  
Water Plant on Peel Street  
Various Sewage Pumphouse Locations  
Sewage Treatment Plant  
Thornbury Commercial Lane  
Hester Street Parking Lot  
Lorne Lane  
Bridge (Highway 26)  
Park Lane, behind BVO  
Lion's Park Road  
Russell Street cul-de-sac  
Slabtown Road  
Lake Drive  
10th Line to Clendennan Dam  
Hoover Lane  
Settler's Way  
Ridgeview Drive  
Happy Valley Road

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Clark Street Bridge (shoveling by hand)  
Marst Street Bridge (shoveling by hand)  
Hester St parking lot steps (shoveling by hand)

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Clearing Paths to Beaver River (ice control)