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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

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	
												\$ 706,895.24	5 year total
	*	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

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

Clearing Paths to Beaver River (ice control)