

STAFF REPORT: ENGINEERING AND PUBLIC WORKS DEPARTMENT

REPORT TO: Infrastructure and Recreation Committee

MEETING DATE: Thursday, August 23rd 2012

REPORT NO.: EPW.12.056

SUBJECT: Tender Award 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.12.056 entitled "Tender Award for Sidewalk and Parking Lot Winter Maintenance, Snowplowing, Sanding and Salting, 2012-3-T-EPW"; and;

THAT Council award the Tender for sidewalk and parking lot winter maintenance to Sheridan Management in the estimated amount of \$128,238.00 plus applicable taxes per year for a two (2) year period; and,

THAT the Mayor and the Clerk be authorized to execute the Contract Documents with Sheridan Management.

B. Background

On July 13, 2012, the Town released Tender 2013-3-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

Staff recommend the award of the sidewalk and parking lot winter maintenance to Sheridan Management in the estimated amount of \$128,238.00 plus applicable taxes per year and,

Staff recommend that the Mayor and the Clerk be authorized to execute the Contract Documents with Sheridan Management.

Sheridan Management submission meets all the requirements and specifications of the Request for Tender and represents the lowest responsible and responsive bidder

This Contract will be for two (2) years and shall commence on November 1, 2012 and terminate on the 15th day of April 2014. The actual work shall be completed during the 2012/2013 winter season and the 2013/2014 winter season. The Contract has a provision for a contract extension for an additional 5 years on an annual basis, terminating on April 15, 2019. Any Contract extensions will require approved by Council.

The Sheridan Management will be required to enroll in the Smart About Salt Program before they will be eligible for a five (5) year contract extension. 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.

The Sheridan Management shall 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 work to be performed generally 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.

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 commence within the defined Level of Service outlined in the contract.

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 will be required to measure and track salt usage. The Contractor will also be required to enroll in the Smart about Salt Program before they will be eligible for a contract extension.

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

The budget amount for sidewalk and parking lot winter maintenance has typically been \$120,000 per year, split 60% between the roads department and 40% to other departments with Town facilities requiring winter maintenance. The recommended \$128,238 contract amount is for a period of 5.5 months resulting in a financial impact (excluding HST) of:

	Roads	Other	Total
Time Frame	60%	40%	100%
Nov - Dec 2012	\$27,979	\$18,653	\$46,632
Jan - Apr.15 2013	\$48,964	\$32,642	\$81,606
Total Contract Value	\$76,943	\$51,295	\$128,238

In 2012, the sidewalk and parking lot winter maintenance budget for the roads department is included in the \$225,000 total budget account 1-308-3105-63125 Winter Control Contract Services. Other departments also budget for sidewalk and parking lot winter maintenance within their respective budgets. As of July 31, 2012 the roads department winter control contract services budget is in a shortfall position of \$4,732 when considering outstanding commitments. As outlined in the table below, the additional 2012 commitment of \$27,979 for the roads department sidewalk and parking lot maintenance will result in a 2012 budget shortfall of \$32,763.

Roads Winter Control Contract Services Budget	\$225,000
Deduct: Spent as of July 31, 2012	<u>\$171,653</u>
Remaining to spend	\$53,347
Deduct: Outstanding Commitments	<u>\$58,131</u>
Budget Shortfall	-\$4,784
Deduct :	
Roads Winter Control Sheridan Contract (Nov - Dec 2012)	<u>\$27,979</u>
Total Roads Winter Control Contract Services Budget Shortfall	<u>-\$32,763</u>

While outstanding commitments indicate a year-end budget shortfall as listed above, the year-end expenditures are forecast to not exceed the 2012 budget for contract services with unfulfilled commitments outstanding at year-end. Overall winter maintenance costs will be within the Town's aggregate winter maintenance budget.

The sidewalk and parking lot maintenance budget (2012: \$120,000) will require an increase during the 2013 budget process to reflect the anticipated cost increase of \$8,238 from \$120,000 to \$128,238.

F. In Consultation With

Sherri Adams, Manager of Purchasing
Renee Ouellette, Financial Accountant

G. Attached

None.

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

Sherri Adams

Sherri Adams
Manager of
Purchasing