

STAFF REPORT: Finance & IT Services

REPORT TO: Council
MEETING DATE: September 26, 2011
REPORT NO.: FIT.11.46
SUBJECT: Tenders Awarded by the Tender Proposal Award Committee (TPAC)
PREPARED BY: Sherri Adams, Manager of Purchasing

A. Recommendations

THAT Council receive Staff Report FIT.11.46 entitled “Tenders Awarded by the Tender Proposal Award Committee” detailing the following awards for information purposes:

1. Tender 2011-3-T-EPW, for the Supply, Haulage and Application of Liquid Calcium Chloride awarded to Da-lee Dust Control at a cost of \$324.93 per meter flake tonne for use in 2011 at an estimate cost of \$64,986 plus HST.
2. Request for Proposal 2011-37-P-EPW for the Slabtown Bridge Replacement Engineering Services Contract awarded to Gamsby & Mannerow Ltd for the amount of \$89,000 (excluding HST), consisting of a \$79,000 upset fee and a \$10,000 contingency fee.

B. Background**2011-3-T-EPW – Supply, Haulage and Application of Liquid Calcium Chloride**

The above tender was issued on February 23, 2011. The tender was advertised on the Town’s and the OPBA’s respective websites and in 2 local papers. The tender closed in the Clerk’s Office on March 17, 2011 at 2:00 pm local time, with a public opening in the Council Chambers immediately following the closing. No Addenda was issued on this tender. Four (4) tender packages were released and Three (3) bidders returned bids.

The Tender Proposal Award Committee (TPAC) awarded the contract to Da-lee Dust Control for the amount of \$324.93 per flake meter tonne, at an estimated cost of \$64,986 excluding HST.

Within the terms of the contract for the Supply, Haulage and Application of Liquid Calcium Chloride, there are provisions to extend the contract for up to 3 years.

The 2011 tendered price of \$324.93 is unchanged from the 2010 price for liquid calcium chloride. The strong Canadian dollar has allowed the vender to offer the product at the same price as 2010.

2011-37-P-EPW – Slabtown Bridge Replacement Engineering Services Contract

Request for Proposal documents were released by the Engineering & Public Works Department on July 6, 2011. Advertisements ran for two weeks in the Courier Herald and the Enterprise Bulletin. Further advertising appeared on the Town’s website and the Ontario Public Buyer’s Association’s website.

Seventeen (17) companies received the bid documents; however, only seven (7) bids were received before the deadline.

An evaluation team evaluated all seven proposals using the criteria set out in the proposal documents. On September 8, 2011, the Tender Proposal Award Committee (TPAC) awarded the proposal to Gamsby & Mannerow Ltd following the evaluation process whereby Gamsby & Mannerow emerged with the highest score.

Purchasing of Goods and Services Policy and Procedures

The Purchasing of Goods and Services Policy POL.COR.07.05 clause 7 “Powers of the Tender/Proposal Award Committee” states:

“The Tender / Proposal Award Committee, within the parameters of this policy, are hereby authorized to make awards for Tenders from \$50,001 - \$100,000 and \$25,001 to \$100,000 for Requests for Proposals within the respective budget allocations. Awards exceeding \$100,000 shall be made by Council with a recommendation from the Tender / Proposal Award Committee.”

The Purchasing of Goods and Services Procedures FS.08.08, Schedule B “Tendering Procedures”, clause 29 a) states:

“The Tender/Proposal Award Committee will award contracts from \$50,001- \$100,000, in a report of recommendation to the project file, based on an award to the low “responsive and responsible” bidder within approved budget allocations. The Clerk and the CAO will have signing authority on contracts that arise from this award level. An information report will be provided to Council at the next available Council meeting outlining awards made by the Tender Award Committee. The Manager of Purchasing shall prepare the report as a representative of the Tender/Proposal Award Committee.”

The Purchasing of Goods and Services Procedures FS.08.08, Schedule D “Procedure for Requests for Proposals”, clause 26 states:

“Tier 2 \$25,001- \$100,000 - The Tender/Proposal Award Committee based on an award recommendation of the Proposal Evaluation Committee within approved budget allocations. The Clerk and the CAO will have signing authority on contracts that arise from this award level. An information report will be provided to Council at the next available Council meeting outlining awards made the Tender/Proposal Award Committee.”

C. The Blue Mountains’ Strategic

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D. Environmental Impacts

None

E. Financial Impact

The budget impact statements for each of the procurement are within budget and have been detailed in the respective award reports.

F. Attached

There are no attachments.

Respectfully submitted,

Sherri Adams, Manager of Purchasing

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