

| Type of Decision | | | | | | | | | |
|---|------------------------|------------------|--|----|-----------------|----------------------|------|--|--------|
| Meeting Date | Friday, March 22, 2013 | | | | Report Date | Tuesday, March-19-13 | | | |
| Decision Required | X | Yes | | No | Priority | X | High | | Low |
| Direction | x | Information Only | | | Type of Meeting | X | Open | | Closed |
| REPORT TITLE | | | | | | | | | |
| Plowing and Grading Contracts Report #22/03/13/1201 | | | | | | | | | |

Subject: To formalize contract awards for grading and plowing tenders.

RECOMMENDATION: That Council approve awards as recommended by staff.

WHEREAS all tenders received for the grading and plowing contracts have been evaluated and points awarded as per the tender documents and the municipal procurement by-law;

THEREFORE BE IT RESOLVED THAT that the Council of the United Townships of Head, Clara & Maria does hereby agree to follow the recommendations of staff and award the 2013 – 2016 plowing contract to Pat Stewart and the 2013 – 2016 grading contract to Monty Stewart;

BACKGROUND/EXECUTIVE SUMMARY: The procurement by-law has been followed, with tenders received, opened and graded. As stated in the municipal procurement by-law and the tender **documents price is not the only component to be considered when making an appropriate contract award**. The scoring sheets completed independently by two members of staff have been included for your information using the information received within the tenders.

Options/Discussion: Cost is not always the most important aspect. Sometimes with the lowest price you get what you pay for. For this reason staff have created a grading system as per the procedure by-law and advertised to the bidders with the tender package which considers other aspects of the contract other than just price. All bidders were given the attached sheet listed as Schedule "D" in their bidder documents outlining how bids were to be evaluated. Some provided all information required, some did not.

Financial Considerations/Budget Impact: Costs are within budgeted range for 2013 for both services. Pat Stewart's bid is at the same rate as this years' plowing/sanding rate. Monty Stewart's bid for grading is \$7.80 more per hour than last year's rate. Price is still comparable and with experience and history is still the best decision.

It is obvious from the other bids received that the hourly rates, standby rates and cost of materials are very competitive. Long term service and positive history with the municipality are also considered. The tender process is used to ensure that quality, experience and price are obtained for municipal services. These qualities are evident in the recommended awards.

It is recommended that Council consider negotiating a continuation of the contracts in 2016 to avoid the time and expense of completing these tenders. Due to our location, we have limited choices. We have shown through this and the last tender that these two individuals are providing a competent service at a competitive rate. Staff does not see the value in going through this process every three years. This issue will be brought up to Council when the time comes for further discussion and consideration.

Policy Impact: according to policy.

Other's consulted: Noella LeBreton, Treasurer; Terry was not consulted simply because he is on sick leave.

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

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