



## TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

**Committee:** Council

**Date:** September 27, 2021

**Department:** Operations

**Topic:** Winter Parking Lot Maintenance Tender

**Purpose:** To award Section A of the Winter Parking Lot Maintenance Tender to Home Sweet Home Property Maintenance and direct staff to incorporate the Ingredion Centre (Section B) and EMS station (Section C) parking lots in-house as part of the road plowing routes.

**Background:** The Township's former contractor for Winter Parking Maintenance, Norton's Crane Rental, will no longer be providing Winter Maintenance service to the Township. A tender for Winter Parking Lot Maintenance was developed and issued on August 5, 2021 with a closing date of September 7, 2021. The tender included three (3) different sections requiring Bids:

### **SECTION A: Spencerville**

- Arena
- Municipal Office
- United Church rear parking lot
- Fire Station 1
- Lagoons and pumping stations
- Library
- Road Allowances (Lennox St., South St., Spencer St.)

### **SECTION B: Cardinal**

- Ingredion Centre

### **SECTION C: Johnstown**

- EMS Station

**Policy Implications:** By-law 2015-57 establishes policies with respect to the procurement of goods and services. Contracts that extend beyond the term of council requires council approval.

The request for tender included the following clause: The bidder acknowledges that the Township shall have the right to reject any, or all, Quotations/Tenders for any reason, or to accept any Quotation/Tender which the Township in its sole *unfettered discretion* deems most advantageous to itself. The lowest, or any, Quotation/Tender will not necessarily be accepted and the Township shall have the unfettered right to:

- i. Accept a non-compliant Quotation/Tender
- ii. Accept a Quotation/Tender which is not the lowest Quotation/Tender; and
- iii. Reject a Quotation/Tender that is the lowest Quotation/Tender even if it is the only Quotation/Tender received.

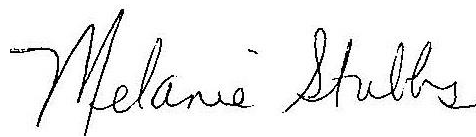
**Financial Considerations:** Two contractors, (Home Sweet Home Property Maintenance and Eastern Ontario Property Maintenance Services - EOPMS), submitted bids. See attached costing of bids in comparison to the existing contract for the past 2020-2021 winter season. Completing Section B and C in-house, has the combined effect of an approximate \$14,000.00 reduction in the 2022 operational budget based on the above comparison.

**Alternatives:** Council could award Section B and C to Eastern Ontario Property Maintenance Services. Section B costs would increase by \$3809.52 and Section C by \$2,405.26 based on the comparison with the existing contract for the past 2020/2021 winter season.

**Recommendation:** That Council award Section A (Spencerville) of the Winter Parking Lot Maintenance Tender to Home Sweet Home Property Maintenance and direct staff to execute contract documents; and direct staff to complete Section B (Cardinal) and Section C (Johnstown) of the Winter Parking Lot Maintenance in-house.



Director of Operations



Treasurer



CAO