



## Council Report

Report Number PUR2020-034

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**Meeting Date:** December 15, 2020

**Title:** Request for Quotation 2020-81-OQ Calibration and Maintenance of Weigh Scales at Various Landfill Sites.

**Author and Title:** Marielle van Engelen, Buyer  
Nikki Payne, Waste Technician II

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### Recommendation(s):

**That** Report PUR2020-034, Request for Quotation 2020-81-OQ Calibration and Maintenance of Weigh Scales at Various Landfill Sites be received;

**That Masstec Weighing Systems Inc.**, of Peterborough, be awarded Request for Quotation 2020-81-OQ Calibration and Maintenance of Weigh Scales for a three (3) year term at Various Landfill Sites for the estimated annual quoted amount of \$33,436.00 plus HST;

**That** Council authorizes the option to renew the contract including adjustments subject to Consumer Price Index for an additional three (3) - one (1) year terms, based on annual budget approval, mutual agreement and successful completion of the initial term and each term thereafter; and

**That** subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreement.

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## Background:

The current contract for this work expires December 31, 2020.

Request for Quotation 2020-81-OQ for the Calibration and Maintenance of Weigh Scales at Various Landfill Sites was released for advertising in accordance with the City's Purchasing Policy. The quotation closed Thursday November 26, 2020 and was opened by Andy Letham, Mayor and Launa Macey, Supervisor of Procurement Services, with the following results:

Company	Estimated Quoted Amount	Corrected Amount
Masstec Weighing Systems Inc. of Peterborough, Ontario	\$33,436.00	
Arrow Scale Inc. of Holland Landing, Ontario	\$65,180.00	\$66,480.00
Active Scale Manufacturing Inc. of Markham, Ontario	\$60,200.00	

Quotations were checked for mathematical errors and compliancy to the quotation. References were checked and found to be satisfactory.

## Rationale:

This contract is for the semi-annual calibrations of all five (5) landfill sites, as required by the Ministry of Environment, Conservation and Parks (MECP). This contract also includes the continual maintenance and repairs of the landfill scales, to ensure they are fully operational and in compliance. This helps to ensure all waste coming into the landfill are adequately weighed and that residents and commercial operations are charged appropriately.

Staff recommends that Masstec Weighing Systems Inc, of Peterborough, Ontario, be awarded RFQ 2020-81-OQ Calibration and Maintenance of Weigh Scales at Various Landfill Sites for the estimated annual amount of \$33,436.00 plus HST.

The initial term of the contract is for three (3) years ending December 31, 2023, with the option to renew for an additional three (3) - one (1) year terms, based on annual budget approval, mutual agreement and successful completion of the initial term and each term thereafter. An annual increase will be applied to the unit pricing based on the annual percentage change in the Consumer Price Index (CPI), Ontario – All-Items, up to a maximum of three percent (3%). The estimated cost for the full six (6) year term of the contract, based on an estimated annual CPI increase of three percent (3%), is \$216,277.75

### **Other Alternatives Considered:**

No other alternative is being considered, as a competitive procurement process was conducted and any deficit will be reported through the year end surplus/deficit report.

### **Alignment to Strategic Priorities**

This applies to both A Healthy Environment and A Good Government guiding principles. Tracking weights of our waste and divertible items is integral in planning and implementing waste reduction initiatives and increasing the waste diversion rate. While it is also important to ensure municipal assets are well maintained and managed.

### **Financial/Operation Impacts:**

Funds for the calibration and maintenance of weigh scales at various landfill sites is allocated in the 2021 budget. This work is on an as required basis and the Department will monitor the budget to ensure that adequate funds are available for this work. They will also ensure that the required amounts be incorporated in subsequent annual Public Works – Solid Waste operating budgets.

**Department Head E-Mail:** brobinson@kawarthalakes.ca

**Department Head:** Bryan Robinson, Director of Public Works

**Department File:** 2020-81-OQ