



## Council Report

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**Report Number:** PUR2021-026  
**Meeting Date:** November 16, 2021  
**Title:** 2021-85-OQ Winter Maintenance of Driveways and Parking Lots  
**Description:** Winter Maintenance of City Properties  
**Author and Title:** Kristy Wilson, Junior Buyer

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### Recommendation(s):

**That** Report PUR2021-026, **2021-85-OQ Winter Maintenance of Driveways and Parking Lots**, be received;

**That** Marquis Snow & Ice Ltd. be selected for the award of 2021-85-OQ for the per event quoted price of \$1,875.00 for the Bobcaygeon/Dunsford locations and \$1,265.00 for the Fenelon Falls locations;

**That** three (3) additional, one (1) year optional renewals, be awarded upon mutual consent and successful completion of the original term and any subsequent renewal terms; and

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

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

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

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

**Background:**

As per the Purchasing Policy procurements that encumber future operating budgets will be reported to Council if the annual aggregate value (including renewals) is over \$100,000. This report addresses that direction.

Quotation 2018-95-OQ Winter Maintenance of Driveways and Parking Lots was released and awarded to various companies. The original term was for 5 years to April 30, 2023 with the option to renew for three (3), one (1) year terms based on contractor performance, budget and mutual consent. This contract will fall in line with these terms.

For the 2020-2021 winter season there were approximately forty-one (41) winter events for these locations with a total cost of \$82,255.30.

W&G Landscaping was awarded Bobcaygeon, Dunsford and Fenelon Falls in 2018. In August of 2021, W&G Landscaping informed the City that they would no longer be able to perform the work and the contract was terminated.

Request for Quotation (RFQ) 2021-85-OQ Winter Maintenance of Driveways and Parking Lots was released and advertised in accordance with the Purchasing Policy.

Quotations were opened on October 21, 2021 by Launa Macey, Supervisor of Procurement, with the following results.

<b>Company Name</b>	<b>Forest Ridge Landscaping Inc.</b>	<b>Marquis Snow &amp; Ice Ltd.</b>	<b>Steve King Property Services</b>
<b>Location</b>	<b>Total Price Per Area</b>	<b>Total Price Per Area</b>	<b>Total Price Per Area</b>
<b>Bobcaygeon Dunsford</b>	\$7,497.98	\$1,875.00	No bid
<b>Fenelon Falls</b>	\$7,241.53	\$1,265.00	\$1,890.00

Submissions were checked for mathematical errors and compliancy to the quotation.

Marquis Snow & Ice Ltd. was found to be the lowest compliant submission for Bobcaygeon/Dunsford and Fenelon Falls locations. References were checked and found to be favorable.

## **Rationale:**

Staff recommend that Marquis Snow & Ice Ltd. be awarded the project for Bobcaygeon/Dunsford locations for total quoted price of \$1,875.00 and for Fenelon Falls locations for the total quoted price of \$1,265.00 not including HST for a term of two (2) years.

The City shall have the option to renew the Contract for three (3) – one (1) year terms, based on satisfactory performance review, annual City of Kawartha Lakes Council budget approval, and mutual agreement. The same terms and conditions of the original contract will apply, with the exception of pricing, which will be firm for the first year of the contract with a maximum of 2% CPI increase being added for each additionally awarded year.

## **Other Alternatives Considered:**

No other alternative is being considered as the competitive procurement process was followed and the lowest compliant bid is being recommended.

## **Alignment to Strategic Priorities**

This report addresses “An Exceptional Quality of Life – Goal 3. Increase access to transportation options – Execute roads needs plans.” Winter Maintenance is an important step in the safety of our community during the winter season.

## **Financial/Operation Impacts:**

Funds for the Winter Maintenance of Driveways and Parking Lots contract are allocated by respective Departments in the annual operating budget. As this contract covers various Departments, each Department will monitor their budget to ensure that adequate funds are available for this work. They will also ensure that the required amounts be incorporated into future annual operating budgets.

## **Consultations:**

Director of Public Works  
Director or Community Services  
Manager of Municipal Law Enforcement  
Director of Engineering and Corporate Assets  
Treasurer

## **Department Head email:**

**Department Head: Various as noted in Consultations**

**Department File: 2021-85-OQ**