



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From: Paul Lagrandeur**

**Position: Director of Public Works**

**Title / Subject: Snowplowing and Salting of Municipal Parking Lots B2023-PW-07**

**Date of Report: August 29, 2023**

**Date of Meeting: September 11, 2023**

**Report No: 2023-OP-008**

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#### 1.0 Issue / Origin

Brock requires Labour and Equipment to complete snowplowing and salting of Municipal parking lots in Beaverton, Cannington, Sunderland and Manilla.

#### 2.0 Background

Prior to 2021 Brock tendered out for services to Plow and Salt Municipal parking lots as an operational requirement. During the fall of 2021 small independent plowing companies felt the impact of large increases in Insurance coverages. Staff were given no choice but to take on the project in house. Staff performed the duties in 2021/22. The impact was still significant in the 2022/23 season and staff continued to perform the duties in house. The tender process went out in 2023 on August 9. The process closed at 2:00 pm on Thursday, August 24, 2023. The Director of Public Works, Manager of Accounting/Tax Collector and the Public Works Coordinator and Public Works Office Administrator opened the Tenders shortly after the closing date/time.

#### 3.0 Analysis

The tender results are itemized in the table below:

Bidder	Hourly Rate Beaverton	Hourly Rate Sunderland	Hourly Rate Cannington	Hourly Rate Manilla
Marquis Snow and Ice Ltd.	\$100.00	\$100.00	\$100.00	\$100.00
Hicktown Mini Bins Inc.	\$169.50	No Bid	No Bid	No Bid

The locations as listed in the tender include:

Cannington:

1. Municipal parking lot on Laidlaw St North
2. Municipal parking lot – S/W corner of Ann St and Cameron St
3. Administration Building
4. Animal shelter
5. Cannington Fire Hall

Beaverton:

1. Township municipal and Fire Hall parking lot
2. Municipal parking lots (townhall and library )
3. Beaverton Thorah Health Centre
4. Main Entrance in front of arena
5. Beaverton Harbour parking areas

Sunderland:

1. Sunderland Medical Centre
2. Sunderland Fire Hall
3. Albert St South in front of school/library
4. Clearing of walkways and entrances at Fire Hall

Manilla:

1. Manilla Hall parking lots (2)

Salting prices are above hourly costs at a rate per tonne.

The bids were reviewed by the Director of Public Works and were found to generally satisfy the requirements set out in the tender documents. The Bid submitted by Marquis Snow and Ice LTD. was the low bid and was determined to meet the tender requirements.

#### **4.0 Related Policies / Procedures**

## 5.0 Financial / Budget Assessment

As parking lot snow plowing and salting is an operational item and very weather dependent, our actual costs have been up and down for the past five years. Budget and actuals are listed below:

Year	Budget	Actual	
2018	38,000	36,329.77	- External equipment
2019	36,000	52,530.56	- External equipment
2020	36,000	58,500.01	-External equipment
2021	40,000	25,008.53	-External equipment
2022	40,000	35,885.00	- Internal equipment

In 2022 the cost was shared between External and internal equipment costs. What we do know is that our costs for parking lot plowing per/hr was approximately \$110.00/hour. (staff, truck with plow, fuel, insurance). Staff would like to put back into Parking Lot External Equipment \$40,000 for the 2024 budget, from the Internal Equipment line item. There will be no impact to the 2024 budget.

## 6.0 Climate Change Impacts

No change as the operation is continuing the same.

## 7.0 Communications

## 8.0 Conclusion

On the basis of the foregoing review, staff recommend the award of the tender to Marquis Snow and Ice Ltd.

## 9.0 Recommendation

On the basis of the foregoing review, it is recommended:

That staff report 2023-OP-008, Tender B2023-PW-07 Snowplowing and Salting of Municipal Parking Lots be received;

AND THAT staff be authorized to proceed with the recommendation of awarding the tender to Marquis Snow and Ice Ltd. and that Staff move \$40,000 from Internal Equipment back to External Equipment in Parking Lot Snow plowing in the 2024 budget.