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# HALDIMAND COUNTY

## Report RDS-04-2021 Budget Amendment – Winter Control Parking Lots and Sidewalks



For Consideration by Council in Committee on October 26, 2021

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### OBJECTIVE:

To seek Council approval for the budget revisions required to award RDS-20-2021 Winter Control – Parking Lots and RDS-22-2021 Winter Control – Sidewalks.

### RECOMMENDATIONS:

1. THAT Report RDS-04-2021 Budget Amendment – Winter Control Parking Lots and Sidewalks be received;
2. AND THAT the amended budgets as outlined in Report RDS-04-2021 be approved.

**Prepared by:** Alexander Fagan, Operations Technologist/Contracts Administrator – Roads Operations

**Reviewed by:** David Pressey, Director – Roads Operations

**Respectfully submitted:** Philip Mete, P. Eng., General Manager of Public Works Operations

**Approved:** Craig Manley, MCIP, RPP, Chief Administrative Officer

### EXECUTIVE SUMMARY:

Request for Tender RDS-20-2021 Winter Control – Parking Lots closed over the approved budget of \$66,350, and Request for Tender RDS-22-2021 Winter Control – Sidewalks closed over the approved budget of \$101,010. Staff have historical experience with each contractor, specifically related to winter maintenance, and are confident in their abilities to complete the scope of work related to each contract. Both of these request for tenders for a three year term will therefore require Council approval for a budget revision to award the contract and proceed with the contracted services.

### BACKGROUND:

Haldimand County acquires contracted services for winter maintenance of municipal parking lots and sidewalks to supplement county operations. Various municipal parking lots and sidewalks across the county are maintained throughout the winter season via contracted services, a service that is essential to maintain the assets in a state of good repair and in accordance with Ontario Regulation 239/02 Minimal Maintenance Standards.

### ANALYSIS:

In order for the County to perform winter control activities on County owned sidewalks and parking lots, contracted vendor equipment with qualified operators are required to supplement County services.

### Request for Tender RDS-20-2021 Winter Control – Parking Lots:

The tender closed on Tuesday September 28, 2021 with a total of five contractors submitting bids. The bids are awarded based upon the lowest compliant bid per Zone based upon being called out 16 times per season with salt application; and one time per season without salt application. The number of call outs is based upon forecasted seasonal averages and operational needs.

- Zone A (Caledonia) – Ontario Concrete Paving Ltd. in the amount of \$10,635 (ex. HST)
- Zone B (Hagersville) – R.F. Almas Company Ltd. in the amount of \$14,550.70 (ex. HST)
- Zone C (Dunnville) – Griffin Landscaping Management Solutions Inc. in the amount of \$97,033.45 (ex. HST)
- Zone D (Cayuga) – Griffin Landscape Management Solutions Inc. in the amount of \$2,974.49 (ex. HST)

The total cost to award for all Zones is \$127,397.05 (including the non-rebateable HST). The current approved budget is \$66,350 resulting in a budget shortfall of \$61,047.05. In previous years, contracted services related to winter control for parking lots have exceeded the approved operating budget and a negative variance was experienced. Staff have acknowledged the historical budget overrun and will ensure the 2022 tax operating budget will be right sized according to annual averages. The tender bids reflect the past increases for this service and are also influenced by the limited number of providers, insurance increases and materials costs.

### Request for Tender RDS-22-2021 Winter Control – Sidewalks:

The tender closed on Tuesday October 5, 2021 with a total of three contractors submitting bids. The bids are awarded based upon the lowest compliant bid per zone based upon being called out 16 times per season with salt application. The number of call outs is based upon forecasted seasonal averages and operational needs. Griffin Landscape Management Solutions Inc. was the lowest complaint bid for all Zones.

- Zone A (Caledonia / Avalon) in the amount of \$61,888.32 (ex. HST)
- Zone B (Cayuga / Fisherville) in the amount of \$23,285.28 (ex. HST)
- Zone C (Dunnville / Byng) in the amount of \$36,832.32 (ex. HST)
- Zone D (Townsend / Jarvis / Hagersville) in the amount of \$30,937.60 (ex. HST)

The total cost to award for all Zones is \$155,635.33 (including the non-rebateable HST). The current approved budget is \$101,010 resulting in a budget shortfall of \$54,625.33. In previous years, contracted services related to winter control for sidewalks have exceeded the approved operating budget and a negative variance was experienced. Staff have acknowledged the historical budget overrun and will ensure the 2022 tax operating budget will be right sized according to annual averages. The tender bids reflect the past increases for this service and are also influenced by the limited number of providers, insurance increases and materials costs.

## **FINANCIAL/LEGAL IMPLICATIONS:**

In accordance with Procurement Policy 2013-02, Council must approve a budget revision if the tender results are \$20,000 or more, above the approved budget.

In order to proceed with the award of Tender RDS-20-2021 Winter Control – Parking Lots and Tender RDS-22-2021 Winter Control – Sidewalks, a revision to the 2021 Approved Tax Supported Operating Budget is required. Corporately, the surplus or deficit for the tax supported operating budget is funded

from or contributed to the Contingency Reserve. As such the negative levy impacts in 2021 will form part of the overall annual surplus / deficit. Staff will continue to monitor other operating costs to mitigate this impact as best as possible. Given the current status of various line items, under Roads Operations within the tax operating budget, staff believe the increases mentioned above can be absorbed by savings in those accounts for 2021. The accounts will be re-examined during the 2022 budget to ensure they reflect the actual bid pricing.

|  | <b>Current Approved Budget</b> | <b>Proposed Revised Budget</b> |
|--|--------------------------------|--------------------------------|
| <b>Expenditures:</b>                                     |                                |                                |
| 330-135110 Snow / Ice Control – Parking Lots (All Zones) | \$66,350                       | \$127,400                      |
| 330-135100 – Snow / Ice Control - Sidewalks (All Zones)  | \$101,010                      | \$155,700                      |
| <b>Net Levy</b>  | <b>\$167,360</b>               | <b>\$283,100</b>               |

#### **STAKEHOLDER IMPACTS:**

Not applicable

#### **REPORT IMPACTS:**

Agreement: No

By-law: No

Budget Amendment: Yes

Policy: No

#### **ATTACHMENTS:**

1. None