

**ADDITIONS TO THE COUNCIL MEETING
OCTOBER 19, 2020
TOWNSHIP OF WILMOT COUNCIL AGENDA**

**5.1 REPORTS – Item 11.3.2 Report No. PW 2020-17, Extension of Contract
– 2020/2021 Winter Maintenance**

Recommendation

THAT Item 11.3.2 be added to the agenda under REPORTS as Report No. PW 2020-17, Extension of Contract – 2020/2021 Winter Maintenance.



TOWNSHIP OF WILMOT

PUBLIC WORKS & ENGINEERING Staff Report

REPORT NO: PW 2020-17

TO: Council

SUBMITTED BY: Jeff Molenhuis, P. Eng., Director of Public Works & Engineering

PREPARED BY: Jeff Molenhuis, P. Eng., Director of Public Works & Engineering

REVIEWED BY: Grant Whittington, CAO

DATE: October 19, 2020

SUBJECT: Extension of Contract – 2020/2021 Winter Maintenance

RECOMMENDATION:

That the extension of the existing contract be approved for snow clearing services with Dundee Nursery and Landscaping, in the amount of \$126,140.78, plus HST.

SUMMARY:

This report outlines the proposed contract extension for the 2020-2021 winter season with Dundee Nursery and Landscaping for snow clearing and winter maintenance services. The extension of this contract is being completed in accordance with provision 72c) of the Township's Procurement By-law (2016-30) and requires Council approval as per provision 74.

BACKGROUND:

Since the 2012-2013 winter season, the Township has contracted the services of private contractors to perform winter maintenance on Municipal parking lots and sidewalks. Under the established service agreements, contractors provide snow clearing, de-icing and lot patrol monitoring at a pre-determined rate. This service level is not possible to be achieved with existing staffing and equipment resources internally.

Dundee Nursery & Landscaping provides services at the following locations:

- Wilmot Recreation Complex
- Wilmot Administration Complex
- New Dundee Community Centre
- Haysville Community Centre
- Mannheim Community Centre
- St Agatha Community Centre
- Station 1 – Baden
- Station 2 – New Dundee
- New Dundee Library
- Baden Library
- Wilmot Seniors Woodworking & Craft Centre
- Sidewalks in New Dundee, Mannheim, Petersburg

All remaining locations are currently monitored and maintained by two (2) other local vendors.

REPORT:

With changing service levels due to COVID, and only one (1) year remaining on the existing service contracts with other winter maintenance contractors, staff initiated discussions mid-summer with Dundee Nursery & Landscaping to extend their existing contract for one (1) additional winter season.

COVID-19 has resulted in a variety of impacts on municipal services, and projections for 2021 are anticipating continued reductions in Township facility usage. As such, in coordination with the Manager of Parks and Facilities, the service contract requirements for maintaining parking lots at municipal facilities has been adjusted to respond to lower usage expectations.

With assistance from the Director of Corporate Services / Treasurer, staff undertook negotiations with the existing vendor, Dundee Nursery & Landscaping, in accordance with Provision 72.c of the Procurement By-Law. In accordance with this provision, the CAO and Treasurer endorse the extension with the existing vendor, as it would be more cost effective, seamless and beneficial to the Township for this coming winter season.

The existing level of service from Dundee Nursery & Landscaping has been satisfactory, and the proposed extension would ensure a known level of service and known monthly costs, rather than traditional hourly billing rates which can fluctuate based on weather patterns.

Staff are looking forward to finalizing the contract prior to the on-coming winter season and are seeking Council support to continue the working relationship with Dundee Nursery & Landscaping.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

We have a prosperous community through maintaining our infrastructure.

FINANCIAL CONSIDERATIONS:

The cost proposal from Dundee Nursery & Landscaping is a fixed cost agreement for the 2020-2021 Winter Season. The total price for seasonal services would be \$128,360.86 (net of HST rebate) and payable in five (5) equal installments.

The total cost of winter maintenance and monitoring from Dundee Nursery & Landscaping in 2019-2020 was approximately \$157,000. In total, the 2020 Budget included \$243,000 in contracted services for Winter Control, covering three (3) private contractors, and services provided by City of Waterloo, City of Kitchener and County of Oxford on boundary roads.

ATTACHMENTS: None