



City of North Bay Report to Council

Report No: CORP-2022-019

Date: February 11, 2022

Originator: Mary-Ann Kotylak, CPPB, CPPO
Manager of Purchasing

John Ouellette
Manager, Fleet

Business Unit:
Corporate Services

Department:
Financial Services Department

Subject: Request for Quote 2022-06 Bulk Road Salt

Closed Session: yes ☐ no ☒

Recommendation

That City Council approves the award of a contract to Compass Minerals Canada Corp., based on the unit rates specified in their bid for RFQ 2022-06 for the provision of bulk road salt, for a term of two years, with an option in favour of the City to extend the agreement for an additional term of up to one year.

Background

Road salt is required to maintain City roads and sidewalks during the winter season. Approximately 3,500 tonnes of salt is used on an annual basis. All material is inventoried based on estimated requirements and drawn upon, as required. The current contract for bulk road salt is expiring.

Financial/Legal Implications

A formal bid request, which closed January 31, 2022, was administered by the Purchasing Department and was publically advertised in accordance with the City's Purchasing By-Law 2013-200. Two bids were evaluated by the Purchasing Manager and the Parts Technician. The evaluation considered company ability, experience and price.

The results are as follows:

Ranking	Company	Bid Price
1	Compass Minerals Canada Corp.	\$777,035.00
2	Windsor Salt Ltd.	\$1,002,330.00

The bid price of \$777,035.00 (plus HST) from Compass Minerals Canada Corp. represents a total cost over the initial two year term based on the estimated quantities specified in the RFQ. Under the terms of the contract, the City will pay the unit rate specified and is not bound to any specific quantities. The quote from Compass Minerals Canada Corp. was the lowest bid and provides the best overall value to the City. Their bid is considered fair and reasonable.

The actual quantity and value of the commodity requested will vary based on operational requirements. Funding for road salt provided under this contract is managed within the operating budget of the Roads Department.

Sufficient funding will continue to be requested in future years.

Corporate Strategic Plan

- ☐ Natural North and Near
- ☐ Affordable Balanced Growth
- ☒ Responsible and Responsive Government
- ☐ Economic Prosperity
- ☐ Spirited Safe Community

Specific Objectives

Ensure the efficient and effective operations of the city, with particular consideration to the impact of decisions on the property tax rate.

Options Analysis

Option 1: That City Council approves the award of a contract to Compass Minerals Canada Corp., based on the unit rates specified in their bid for RFQ 2022-06 for the provision of bulk road salt, for a term of two years, with an option in favour of the City to extend the agreement for an additional term of up to one year.

Option 2: Do not award a contract. This option is not recommended because salt is necessary in maintaining safe roads and sidewalks during the winter season.

Recommended Option

That City Council approves the award of a contract to Compass Minerals Canada Corp., based on the unit rates specified in their bid for RFQ 2022-06 for the provision of bulk road salt, for a term of two years, with an option in favour of the City to extend the agreement for an additional term of up to one year.

Respectfully submitted,

Name: Mary-Ann Kotylak, CPPB, CPPO

Title: Manager of Purchasing

Name: John Ouellette

Title: Manager, Fleet

We concur with this report and recommendation

Name: Domenic Schiavone

Title: Director Public Works & Parks

Name: Margaret Karpenko, CPA, CMA

Title: Chief Financial Officer /Treasurer

Name: David Euler, P.Eng., PMP

Title: Chief Administrative Officer

Personnel designated for continuance:

Name: John Ouellette

Title: Manager, Fleet