



## City of North Bay Report to Council

Report No: CORP-2023-036

Date: February 17, 2023

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 2023-06 Supplying, Treating and Stockpiling Screened Sand

Closed Session: yes ☐ no ☒

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### Recommendation

That City Council approves the award of a contract to Miller Paving Limited, based on the unit rates specified in their bid for RFQ 2023-06 for the supplying, treating and stockpiling of screened sand for a term of two years, with an option in favour of the City to extend the agreement for three additional terms of up to one year each.

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### Background

Sand, treated with 5% salt, is required to maintain City roads and sidewalks during the winter season. Approximately 20,000 tonnes of sand is treated and stockpiled on an annual basis at City Public Works in preparation for the winter season. All material is inventoried based on estimated requirements and drawn upon, as required. The current contract for screened sand has expired.

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### Financial/Legal Implications

A formal bid request, which closed February 10, 2023, was administered by the Purchasing Department and was publically advertised in accordance with the City's Purchasing By-Law 2013-200. Three quotes were evaluated by the Purchasing Manager and the Fleet Coordinator. The evaluation considered company ability, experience, and price.

The results are as follows:

Ranking	Company	Bid Price
1	Miller Paving Limited	\$429,000.00
2	Bruman Construction Inc.	\$517,800.00
3	A. Miron Topsoil Ltd.	\$618,000.00

The bid price of \$429,000.00 (plus HST) from Miller Paving Limited 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 for each item bid and is not bound to any specific quantities. The quote from Miller Paving Limited was the lowest bid that met all the mandatory technical requirements 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 screened sand provided under this contract is managed within the operating budget of the Roads Department. Funding for 2023 and future years will be requested during the budget process.

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### 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.

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### Options Analysis

Option 1: That City Council approves the award of a contract to Miller Paving Limited, based on the unit rates specified in their bid for RFQ 2023-06 for the supplying, treating and stockpiling of screened sand for a term of two years, with an option in favour of the City to extend the agreement for three additional terms of up to one year each.

Option 2: Do not award a contract. This option is not recommended as treated sand is necessary to maintain safe roads and sidewalks during the winter season.

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### Recommended Option

That City Council approves the award of a contract to Miller Paving Limited, based on the unit rates specified in their bid for RFQ 2023-06 for the

supplying, treating and stockpiling of screened sand for a term of two years, with an option in favour of the City to extend the agreement for three additional terms of up to one year each.

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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: John Severino, P.Eng, MBA

Title: Interim Chief Administrative Officer

Personnel designated for continuance:

Name: John Ouellette

Title: Manager, Fleet