

Town of Whitby

Staff Report

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Report Title: Supply and Delivery of Winter Control Services for Fifteen (15) Roadway Combination Trucks and Five (5) Loaders Including Operators and Supervision (T-582-2024)

Report to: Committee of the Whole

Date of meeting: January 20, 2025

Report Number: FS 06-25

Department(s) Responsible:

Community Services Department
Financial Services Department

Submitted by:

John Romano, Commissioner,
Community Services

Fuwing Wong, Commissioner, Financial
Services & Treasurer

**Acknowledged by M. Gaskell,
Chief Administrative Officer**

For additional information, contact:

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Services, 905.430.4333

Christine Wood, Sr. Manager,
Procurement Services, 905.430.4323

1. Recommendation:

1. That the Town of Whitby accept the second lowest tender bid of VBN Paving Limited in the amount of \$1,411,637.50 (excluding applicable taxes) per year, subject to Consumer Price Index increases, for five (5) seasonal terms beginning November 15, 2025 and ending March 31, 2030 as outlined in Staff Report FS 06-25; and,
2. That approval be granted to extend this seasonal contract for up to three (3) additional one (1) year terms based on satisfactory vendor performance.

2. Highlights:

- A tender was issued for the provision of fifteen (15) Roadway Combination Trucks and Five (5) Loaders including Operators and Supervision to supplement roadway plowing, sanding/salting operations during the winter season. The Tender closed on November 7th, 2024 and seven (7) bids were received.
- Staff reviewed the seven (7) bids received for the aforementioned tender and recommend the acceptance of the second low bid as received from VBN Paving Limited, as their bid meets all of the specifications outlined in the Tender. References have been checked and all are favourable.
- The contract is open for a period of ninety (90) days after the closing date of Thursday, November 7, 2024.
- The contract term is a five (5) year seasonal term which will be renewed annually; the hourly and standby rates will be adjusted annually by the level of inflation as published by the Consumer Price Index, Ontario - All Items, (July's rate) prior to renewal.
- The contract can be extended for up to three (3) additional years. Any extension may be implemented as a single three (3) year extension or a multiple one (1) year extensions, to a maximum of three (3) years.

3. Background:

The Town currently utilizes 10 Town-owned combination trucks, 3 Town owned Loaders, 15 contracted combination trucks, and 5 contracted loaders. The combination trucks are used for plowing/salting and sanding operations while the loaders are used for plowing and salt-loading only.

The contracted equipment enables the Town to maintain established levels of service in terms of having roads plowed and icy roads treated within a specified time frame. Compliance with the Ministry of Transportation requirements (Minimum Maintenance Standards) is also ensured for clearing accumulated snowfalls and responding to icy roadway conditions.

The tender specifications call for nine (9) tandem axle roadway combination trucks, six (6) single axle combination trucks and five (5) front end loaders is a change to the specifications to provide the Town with a mix of vehicles to better service areas of intensified development in the Town's growth areas.

4. Discussion:

The Tender was advertised on Bids and Tenders. Bids for this Tender were received until 2:00:00 p.m. Thursday, November 7, 2024 – Tender submissions are included in the attachment for this report.

Based on the review of the Tender bids and reference checks, it is recommended that the Town not award the contract to the low bidder as two of the three reference projects provided were not deemed for be for municipalities equivalent to and of similar size and scope of what was described in Part 2: Scope of Work of the Tender T-582-2024

document. Staff are, therefore, recommending this contract be awarded to the second lowest bid of VBN Paving Limited.

5. Financial Considerations:

As shown in the table below, the proposed award may result in budget shortfall of \$105,384:

| Item | Amount |
|---|---------------|
| Budget (operating budget account 13450-53620) | \$1,331,098 |
| Proposed Award (\$1,411,637.50 + Non-Recoverable HST) | \$1,436,482 |
| Projected Budget Shortfall | (\$105,384) |

The actual costs incurred can vary depending on the actual winter weather conditions in the 2025/2026 winter season. The projected budget shortfall will be offset by favourable budget variances across the Town, if available. If required, budget shortfalls related to this contract and other winter maintenance activities will be funded by the Winter Control Contingency Reserve.

6. Communication and Public Engagement:

N/A

7. Input from Departments/Sources:

The Operations Division and Financial Services worked jointly throughout the tendering process and throughout the preparation of this report.

8. Strategic Priorities:

The recommendation in this report aligns with council’s mandate of keeping Whitby’s government accountable and responsive, as well as fiscally responsible, while still providing key technologies required for staff to meet the needs of residents.

9. Attachments:

Attachment 1 - Bid Closing Submission Summary