

COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT RENEWAL

Project Award	Contract Renewal – Request for Tender No. 23-083A – Snow Clearing Services for Various Town Facility Parking Lots, Driveways, and Walkways (Parts B, C, and D)																																								
Recommendation	<p>Staff are recommending the award of the contract renewal for the Snow Clearing Services for Various Town Facility Parking Lots, Driveways, and Walkways for Part B to Lakeside Contracting Company Ltd., Part C to Pro Mow Maintenance Inc., and Part D to Marquee Landscape Ltd., for six (6) month seasonal term from November 1, 2024 to April 30, 2025 in the total estimated amount of \$273,365 (exclusive of HST).</p> <p>Staff are also requesting the delegated authority to award up to three (3) remaining six (6) month optional renewal terms through an internal staff award report, for up to a total contract term of five winter seasons. If all renewal options are required, the total amount for the three (3) remaining optional renewal terms combined is estimated to be \$820,098 (exclusive of HST).</p>																																								
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.																																								
Background Information	<p>The Town of Milton issued a Request for Tender No. 23-083A in 2023 for Snow Clearing Services for Various Town Facility Parking Lots, Driveways, and Walkways (Parts B, C, and D).</p> <p>The contract was awarded to Lakeside Contracting Company Ltd. (Part B), Pro Mow Maintenance Inc. (Part C), and Marquee Landscape Ltd. (Part D). The term of the contract was for a six (6) month period from November 1, 2023 to April 30, 2024, and the Town has the option to renew the contract for four (4) additional six (6) month periods.</p> <p>The first term of the contract was awarded through PDA-070-23 in the total estimated amount of \$298,100 (exclusive of HST).</p> <p>The annual amounts (exclusive of HST) incurred to date through the contract are as follows:</p> <table border="1" data-bbox="570 1465 1490 1843"> <thead> <tr> <th colspan="4">Part B – Lakeside Contracting Company Ltd.</th> </tr> <tr> <th>Period Start</th> <th>Period End</th> <th>Blanket Amount</th> <th>Actual Cost</th> </tr> </thead> <tbody> <tr> <td>Nov 1, 2023</td> <td>Apr 30, 2024</td> <td>\$196,350</td> <td>\$186,100</td> </tr> <tr> <th colspan="4">Part C – Pro Mow Maintenance Inc.</th> </tr> <tr> <th>Period Start</th> <th>Period End</th> <th>Blanket Amount</th> <th>Actual Cost</th> </tr> <tr> <td>Nov 1, 2023</td> <td>Apr 30, 2024</td> <td>\$13,850</td> <td>\$13,810</td> </tr> <tr> <th colspan="4">Part D – Marquee Landscape Ltd.</th> </tr> <tr> <th>Period Start</th> <th>Period End</th> <th>Blanket Amount</th> <th>Actual Cost</th> </tr> <tr> <td>Nov 1, 2023</td> <td>Apr 30, 2024</td> <td>\$87,900</td> <td>\$106,750</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total</td> <td>\$298,100</td> <td>\$306,660</td> </tr> </tbody> </table>	Part B – Lakeside Contracting Company Ltd.				Period Start	Period End	Blanket Amount	Actual Cost	Nov 1, 2023	Apr 30, 2024	\$196,350	\$186,100	Part C – Pro Mow Maintenance Inc.				Period Start	Period End	Blanket Amount	Actual Cost	Nov 1, 2023	Apr 30, 2024	\$13,850	\$13,810	Part D – Marquee Landscape Ltd.				Period Start	Period End	Blanket Amount	Actual Cost	Nov 1, 2023	Apr 30, 2024	\$87,900	\$106,750	Total		\$298,100	\$306,660
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Schedule F

	<p>The contract renewal for the second seasonal term (November 1, 2024 to April 30, 2025) is requested in the estimated amount of \$273,365 (exclusive of HST), which consists of \$189,704 for Part B, \$19,586 Part C and \$64,075 for Part D. The rates from the initial contract term will remain unchanged for this renewal term (no price increase).</p> <p>Staff are seeking delegated authority to award each of the three (3) remaining six (6) month optional contract renewal terms, for seasons three to five, through a PDA report. The total estimated cost for the three remaining optional renewal terms combined is \$820,098 (exclusive of HST).</p>
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Financial Planning Section: Budget Impact (Note 1)			
Account Number(s)	Various Accounts	F1130 1330 3740 F1110 1330 3740 F1420 1330 3740	3900-0690-3740 3900-0327-3740
Account Description	Winter Control Parking Lots - Part B	Winter Control Parking Lots - Part C	Winter Control Parking Lots - Part D
Contract Budget (Note 2)	\$193,043	\$19,931	\$65,203
Actual (Net of HST Rebate) (Note 2 and 3)	\$193,043	\$19,931	\$65,203
Variance	\$0	\$0	\$0
Funding Source	Operating Budget	Operating Budget	Operating Budget

Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: Contract budget and actual reflect the estimated spending for 24/25 contract term.

Note 3: Contract actuals are an estimate only, which will vary depending on weather conditions and will be monitored by program area staff. Any variances will be reported through the variance process.