

TO: MAYOR & COUNCIL
FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER
SUBJECT: **CE – DE-ICING SALT**
PURPOSE: To obtain Council approval to award a one year contract extension for the supply and delivery of de-icing salt.

RECOMMENDATION

THAT a one-year contract extension to Mainroad Maintenance Products LP for an estimated total cost of \$1,429,000 including GST and PST in the amount of \$153,108 be approved; and

THAT final payment will be based on actual services delivered and unit prices as submitted.

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS

I concur with the recommendation of the Deputy Chief Administrative Officer and Chief Financial Officer.

1.0 POLICY SECTION

The City's Change Order Policy requires Council's approval for change orders, which individually or when accumulated with prior change orders, increase the total value of the contract by \$1,000,000.

2.0 BACKGROUND

Following a Request for Proposals, on September 11, 2019, Council awarded a contract to Mainroad Maintenance Products LP for an estimated total cost of \$1,505,280 including GST and PST in the amount of \$161,280 for the supply and delivery of de-icing salt to be used by City operations crews to service the City's road network during the winter season. The contract was for a three-year period from October 1, 2019, to September 30, 2022, with options of up to two individual one-year extensions at the discretion of the City.

Since the award of this contract, Council has approved one contract extension for an estimated total cost of \$1,359,568 including GST and PST in the amount of \$145,668.

3.0 GENERAL INFORMATION

This recommendation is for the final one-year contract extension for the period October 1, 2023, to September 30, 2024, for an estimated total cost of \$1,429,000 including GST and PST in the amount of \$153,108. Pricing has been negotiated with a 5.12% increase due to higher labour, materials and gasoline prices. The total estimated contract value is \$4,293,848 including GST and PST in the amount of \$460,056.

| Contract History | Date | Accumulative Total Change (including GST & PST) |
|--------------------------|-------------------------------|--|
| Original Contract Award | October 2019 – September 2022 | \$ 1,505,280 |
| First Contract Extension | October 2022 – September 2023 | \$ 1,359,568 |
| Final Contract Extension | October 2023 – September 2024 | \$ 1,429,000 |
| TOTAL | | \$ 4,293,848 |

Mainroad Maintenance Products LP has provided similar services in the past with a proven track record for performance and reliability to the satisfaction of the City. Review by City staff indicates that Mainroad Maintenance Products LP has the equipment and materials to successfully complete the work required under this contract. The General Manager Engineering concurs with the recommendation.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The Request for Proposal (RFP) #72-03/19 (Attachment 1) was publicly advertised. Upon closing, the City received a total of two submissions.

5.0 FINANCIAL CONSIDERATIONS

Funding for this work is provided in various operating accounts included in the 2023 – 2027 Financial Plan.

Respectfully submitted,

Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

ATTACHMENTS

Attachment 1 – RFP #72-03/19

REPORT CONTRIBUTORS

This report was prepared by Rebecca Yeung, Senior Buyer, and reviewed by Robyn Tegart, Assistant Manager Purchasing - Operations.

| RFx General Information | | RFx Documents | | | | | | | |
|--|--|---|---|----------------------------|---|--|-----------------------|---------------------------------------|---|
| Opportunity Type Historic Record - General (pre-Jan 2023) | Notice Type Request for Proposal | Title | Type | | | | | | |
| Opportunity Description Supply and Deliver De-Icing Salt | Opportunity ID 72-03/19 | Att. | Last Modification (Pacific Time) | | | | | | |
| Status Closed | Issued by City of Burnaby | Attachment D - Schedule of Price and Quantities | Supplier Migrated Documents (Approved) 1239067015_Attachment D - Schedule of Price and Quantities.pdf 2019-08-22 3:10:00 PM | | | | | | |
| BC G SIN Commodities 6811 - Road De-Icing & Anti-Icing Compounds | Lot # 1 | Attachment C - Form of Submission | Supplier Migrated Documents (Approved) 1518614890_Attachment C - Form of Submission.pdf 2019-08-22 3:10:00 PM | | | | | | |
| Amendment # 1 | Amendment History | Attachment F - Value Added Offerings | Supplier Migrated Documents (Approved) 1328495145_Attachment F - Value Added Offerings.pdf 2019-08-22 3:10:00 PM | | | | | | |
| | <table border="1"> <thead> <tr> <th>#</th> <th>Amendment reason</th> <th>Date & time (Pacific Time)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>2019-08-22 3:12:00 PM</td> </tr> </tbody> </table> | # | Amendment reason | Date & time (Pacific Time) | 1 | | 2019-08-22 3:12:00 PM | Attachment A - Insurance Requirements | Supplier Migrated Documents (Approved) 1937695842_Attachment A - Insurance Requirements.pdf 2019-08-22 3:10:00 PM |
| # | Amendment reason | Date & time (Pacific Time) | | | | | | | |
| 1 | | 2019-08-22 3:12:00 PM | | | | | | | |
| Issue Date 2019-08-13 4:16:00 PM | Summary Details Amendment No.1 issues Addendum No.1 comprised of 6 pages. 2019 Aug 22 | Addendum 1 | Supplier Migrated Documents (Approved) 1135630952_Addendum 1.pdf 2019-08-22 3:11:00 PM | | | | | | |
| Closing Date and Time 2019-09-04 3:00:00 PM | | Revised Attachment D - Schedule of Price and Quantities | Supplier Migrated Documents (Approved) 1149337947_Revised Attachment D - Schedule of Price and Quantities.pdf 2019-08-22 3:11:00 PM | | | | | | |
| | | Attachment G - Proposed Sub-contractors | Supplier Migrated Documents (Approved) 729390701_Attachment G - Proposed Sub-contractors.pdf 2019-08-22 3:10:00 PM | | | | | | |
| | | Attachment H - Form of Agreement Sample | Supplier Migrated Documents (Approved) 150011104_Attachment H - Form of Agreement Sample.pdf 2019-08-22 3:10:00 PM | | | | | | |
| | | Attachment E - Corporate References | Supplier Migrated Documents (Approved) 206495566_Attachment E - Corporate References.pdf 2019-08-22 3:10:00 PM | | | | | | |
| | | Attachment B - Certificate of Insurance | Supplier Migrated Documents (Approved) 584105667_Attachment B - Certificate of Insurance.pdf 2019-08-22 3:10:00 PM | | | | | | |
| | | RFP 72-0319 Supply and Deliver De-Icing Salt | Supplier Migrated Documents (Approved) 1123422370_RFP 72-0319 Supply and Deliver De-Icing Salt.pdf 2019-08-22 3:10:00 PM | | | | | | |
| | | 11 Result(s) | | | | | | | |

The City of Burnaby (the "City") invites Proponents to supply and deliver de-icing salt, as further detailed herein. The City of Burnaby ("City") intends to award a Contract for a three (3) year term from October 1, 2019 to September 30, 2022, with options for one (1) two (2) year renewal for a total possible term of five (5) years, in accordance with the attached terms, conditions and requirements.

Proposals will not be opened in public. Submissions and/or amendments will not be accepted by facsimile or email. Late submissions or submissions delivered to locations other than the address indicated, will be returned to the proponent unopened.