



**City of Kingston
Report to Council
Report Number 19-237**

To: Mayor and Members of Council
From: Sheila Kidd, Commissioner, Transportation & Public Works
Resource Staff: Bill Linnen, Director, Public Works
Date of Meeting: September 3, 2019
Subject: Award of Contract – Supply of Winter Sand

Executive Summary:

The purpose of this report is to seek Council approval to award the 2019/2020 Supply of Winter Sand contract. Public Works issued an Invitation to Tender (ITT) for the supply of winter sand to the City of Kingston. Council approval is required as only two submissions were received.

It is recommended that the contract be awarded to Coco Paving Inc., who submitted a complete submission with the lowest stipulated sum.

Section 3.4 iv) of the Purchasing By-law requires that approval be sought by separate report to Council when there are less than three valid responses received.

Recommendation:

That Council authorize the Mayor and Clerk to enter into a contract, in a form satisfactory to the Director of Legal Services, with Coco Paving Inc., for the supply of winter sand to the City of Kingston as specified in the tender document, for a one-year term commencing September 30, 2019 to July 31, 2020.

September 3, 2019

Page 2 of 4

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Commissioner, Transportation &
Public Works**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Lanie Hurdle, Interim Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Peter Huigenbos, Acting Commissioner, Community Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	OK
Deanne Roberge, Acting Commissioner, Corporate Services	Not required

September 3, 2019

Page 3 of 4

Options/Discussion:

On August 14, 2019, two Invitation to Tender submissions were received for ITT No. F18-TPW-PW-2019-02 Supply of Winter Sand & Screening of Street Sweepings. The submissions were reviewed and evaluated on the criteria set out in the ITT.

Both proponents provided complete submissions, provided a qualified team with appropriate experience, and three relevant references in support of this contract.

The table below provides the total price submitted excluding HST from the two proponents.

Proponent	Bid Price Submitted (Excluding HST)
Coco Paving Inc.	\$255,100
K. Mulrooney Trucking Ltd.	\$318,125

The supply of winter sand includes the delivery of a specified gradation of sand to each of the City sand domes at Innovation Drive, 701 Division Street (City Yard), and Creekford Road. The contractor then mixes the sand with a small percentage of salt and stockpiles the mixed material in each dome. Salt is mixed with the sand to help avoid freezing of the sand pile during the winter.

The winter sand applied to City roads throughout the winter is picked up and delivered to City Yard each spring with the City's street sweepers. This tender includes the screening of this material to remove debris from the sand.

Existing Policy/By-law:

By-Law 2000-134 a By-law to Establish Purchasing Policies and Procedures.

Notice Provisions:

Not applicable.

Accessibility Considerations:

Not applicable.

Financial Considerations:

There are sufficient funds in the annual Public Works operating budget to award this contract,

Contacts:

Kyle Bolton, Manager, Public Works Services 613-546-4291 extension 1861

September 3, 2019

Page 4 of 4

Bill Linnen, Director, Public Works services 613-546-4291 extension 1856

Other City of Kingston Staff Consulted:

Not applicable.

Exhibits Attached:

Not applicable.