

**Municipality of East Ferris  
Report to Council**

Report No.: R-2023-11  
Originator: Antoine C. Boucher, Municipal Engineer  
Subject: **RFQ EF 2023-10: Municipal Yards – Snow Plowing**

Date: November 14, 2023

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**RECOMMENDATION**

**That** RFQ EF 2023-10 for the snow plowing of the Municipal Office/OPP parking lot and East Ferris Medical Centre parking lot (Municipal Yards) for the 2023/2024 winter season be awarded to Dégagné Aggregates for the lump sum price of \$17,526.30 inclusive of HST.

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**BACKGROUND**

RFQ EF 2023-10 Municipal Yards – Snow Plowing was sent by invitation and posted on social media and the municipal website on Friday, October 20<sup>th</sup>, 2023. The RFQ closed on Thursday, November 2<sup>nd</sup>, 2023, at 3:00 p.m. and was opened at 3:15 p.m. in the Municipal Office in the presence of Councillor Rick Champagne, Clerk Kari Hanselman and Director of Public Works and Engineering Antoine Boucher. Public attendance included André Devost of Dégagné Aggregates. Three (3) RFQ packages were picked up and a total of two (2) bids were received. No addendum was issued.

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**ANALYSIS/OPTIONS**

The previous winter yard maintenance agreement dated back to the 2019-20 winter season. Since then, various adjustments and changes have been made as snow removal was mostly brought in-house and our needs changed due to new buildings. A new RFQ was drafted and submitted to reflect the current Municipal needs for winter yard maintenance for the new Municipal Office/OPP building and the new Medical Center.

The RFQ requested pricing in the following two options; 1) upset limit per event and 2) Lump Sum winter season.

Bids submitted including H.S.T. were as follows:

	<u>Upset limit/event</u>	<u>Lump Sum (winter season)</u>
Evergreen Landscaping Pro Ltd	\$ 531.10	\$ 21,244.00
Dégagné Aggregates	\$ 584.21	\$ 17,526.30

The RFQs were checked for Errors and Omissions, and none were found. The recommendation is to award the work to the lowest bidder based on the Lump Sum price submitted being Dégagné Aggregates.

The new Contract period will be from November 15<sup>th</sup>, 2023 to April 15<sup>th</sup>, 2024 with the right to extend upon acceptance by both parties.

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Respectfully Submitted,



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Antoine C. Boucher, P. Eng.  
Municipal Engineer

I concur with this report and recommendation,



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Jason H. Trottier, HBBA, CPA, CMA  
CAO/Treasurer