



REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### SNOW AND ICE CONTROL PROGRAM 2016-2018 (ALL WARDS)

*"I can do all this through Him who gives me strength."  
Philippians 4:13 (NIV)*

Created, Draft	First Tabling	Review
September 29, 2016	October 13, 2016	
A. Rashid, Senior Coordinator, Operations M. Farrell, Coordinator, Materials Management P. de Cock, Comptroller, Business Services M. Puccetti, Superintendent of Facilities Services		
<b>RECOMMENDATION REPORT</b>		

**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.*



R. McGuckin

Associate Director of Academic Affairs

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Associate Director of Planning and Facilities

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Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

## **A. EXECUTIVE SUMMARY**

This report recommends approval of the contract for the Snow and Ice Control Program for 2016/17 and 2017/18 be awarded to the bidders meeting Board specifications as described in Appendix “A”, in the amount of \$1,752,386.50 plus net HST for a total amount of \$1,790,238.05 per year. The total contract value for the two-year period is \$3,580,476.10 inclusive of HST. Funding is available in the Operations budget.

The tender documents included an option for two (2) one-year extensions at the Board’s discretion, taking into consideration performance and quality of work as well as other budgetary considerations. This report further recommends the Board delegate authority to the Director to approve the two (2) one-year extensions.

## **B. BACKGROUND**

1. Annually, the Operations Department reserves funds in the Pupil Accommodations Grant Budget to complete snow removal services.
2. On July 27, 2016, a tender for snow and ice control was issued to all seventeen (17) prequalified bidders.
3. On September 13, 2016, bids were received from seven (7) contractors. The results are listed in Appendix A.

Springview Landscaping  
D.I. Brothers  
D&G Maintenance Ltd.  
CSL

Clintar Grounds Keeping (Groundstec)  
Jim Rick’s Property Services  
Lewis Property

4. The work was tendered based on Board’s performance specifications (blacktop surfaces at all times). Prices are all-inclusive of work to be performed including de-icing.
5. Initially, no bids were received for areas 4B, 6A, 6B and 6D. As a result, Board staff issued a post tender addendum for pricing from the Board’s prequalified contractors. Subsequent bids were received from additional contractors, including Clintar Downtown.
6. Board staff will undertake a new round of prequalification for snow removal services and lawn maintenance services so that there can be better response to future bids.

7. All snow clearing equipment will have GPS tracking capabilities and the successful contractors will provide weekly location reports to the Board. The reports will be in electronic format and shall indicate all relevant information such as the time of arrival and departure of service vehicles and the time spent to perform the snow clearing at the school/site.
8. The Board staff, who also prepared the tender documents for this project, evaluated all bids received. Bidders were informed that there was a limit of one area per contract, (or 5 part areas, whichever is less). Although more difficult to administer, distributing the work amongst a variety of small to medium sized companies has resulted in improved response time and competitive pricing. The tender documents did specify however that the Board had the right to award additional areas to an individual contractor, in the event that certain areas did not receive a bid or if there was a concern regarding the amount of work, either too large or too small in an area (too many or too few schools for example). It is recommended that the low bidders meeting Board specifications be awarded the work as denoted in Appendix A except for Areas **2D**, **7B**, **7D** and **7E**, which are recommended to be awarded to the second low bidders.
9. The successful bidders and the value of their contract are as follows:

SpringView Landscaping	\$ 245,000.00	
Lewis Property	\$ 273,845.00	
D&G	\$ 271,760.00	
Clintar Grounds Keeping	\$ 500,669.00	
D.I. Bros.	\$ 110,000.00	
Jim Ricks	\$ 220,612.50	
Clintar Downtown	\$ 55,500.00	
Total		\$ 1,677,386.50
Contingency Allowance		\$ 75,000.00
net HST		\$ 37,851.55
Grand Total		\$ 1,790,238.05

Based on the foregoing, the total combined contract value for the 2016-17 snow removal season is \$1,790,238.05 net HST included, and \$1,790,238.05 net HST included for the 2017-18, snow removal season.

10. The following is a historical perspective of snow removal expenditures over the past several years:

2012/2013		\$ 1,402,320.52
2013/2014		\$ 1,402,320.52
2014/2015		\$ 1,552,607.30
2015/2016		\$ 1,552,607.30
2016/2017(projected)	\$1,790,238.05*	
2017/2018(projected)	\$1,790,238.05*	
*includes \$75,000.00 contingency for snow removal and net HST		

Each contract period, snow and ice control needs are reviewed and adjustments are made to the areas serviced by the contract. This process was made more competitive when maximums were placed on the number of areas serviced, while marked improvements were evident in the service received by the schools.

11. That funding is made available in the annual Operations budget, through the Pupil Accommodation Grant

### **C. EVIDENCE/RESEARCH/ANALYSIS**

- 12.The contract award recommendation is based on the following rationale:

- a) Consider only compliant bids, choose the lowest and award the maximum allowed under the contract;
- b) Consider geography so that no contractor is spread too thin;
- c) Consider information received regarding contractors' past performance.

- 13.Facilities staff have contacted the City and Toronto District School Board (TDSB) in the past to see if there was any opportunity to share snow clearing services or to jointly tender the work in the event there are any cost-savings. Neither the City nor the TDSB have expressed an interest in sharing service – the City has its own snow clearing forces and would not prioritize the clearing of schools over City-owned properties. Similarly, the TDSB has some in-house and external snow clearing services and they also would not prioritize our schools.

- 14.The cost of the snow and ice control program has increased since the previous contract of 2014/15 as a result of several factors, as noted below:

- Although there were seventeen (17) pre-qualified contracts invited to bid, only seven (7) contractors responded. Staff followed up to see

why some of the contractors did not submit a bid, and they learned that several contractors are already at their capacity work load and committed to contracts with other boards and/or property owners;

- The cost of heavy equipment used by the contractors and the cost of maintenance has gone up as much as 30%;
- The cost of salt, which is used for de-icing has increased significantly as a reflection of the low Canadian dollar.

#### **D. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

1. Facilities staff will meet with individual Principals at the start of the school year to review the snow clearing plans for their respective school. Snow clearing is provided for parking areas, main pathways (to front doors and exit doors, and portables) and sidewalks. Schools that are part of the Shared Parking Agreement with the Archdiocese or have programs that require additional parking (in the school yard) will have the school yard cleared. Internal pathways across a school yard for example, should not be cleared as this may cause damage to the pathway and/or grass.
2. A reminder email is sent at the start of the winter (end of October) to all Principals and head Caretakers regarding the Board's Snow Clearing Policy (as attached in Appendix B). Principals may contact their facilities representative to review any problematic areas that may require additional salting and/or sanding.
3. As a result of the severity of the past few winters, a reminder letter will be provided to all Principals for distribution to parents and staff regarding the Board's snow and ice clearing policy. This information will be posted on the Board's Web site.

#### **C. RECOMMENDATION**

That the contract(s) for the Snow and Ice Control Program for budget years 2016/17 and 2017/18 with an option to renew for two (2) one-year extensions be awarded to the bidders meeting Board specifications as described in Appendix A, in the amount of \$1,790,238.05 including net HST per year. The total contract value is \$3,580,476.10 including net HST for the two-year period.