



TOWN OF  
**HALTON HILLS**  
*Working Together Working for You!*

## REPORT

---

**TO:** Mayor Bonnette and Members of Council

**FROM:** Craig Nicolucci – Manager, Operations

**DATE:** July 5, 2021

**REPORT NO.:** TPW-2021-0024

**SUBJECT:** Award of Tender T-056-21 Snowplow Blades, Guards and Shoes

---

### RECOMMENDATION:

THAT Report Number TPW-2021-0024, dated July 5, 2021 for the Award of Tender T-056-21 for the supply of Snow Plow Blades, Guards and Shoes be received;

AND FURTHER THAT Valley Blades Limited, 435 Phillip St. Waterloo, ON N2J 3Z9, be awarded tender T-056-21 for a one (1) year term, with four (4) additional one(1) year optional renewal periods, at an estimated annual limit of \$35,563.80 (exclusive of HST);

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a purchase order to Valley Blades Limited, 435 Phillip St. Waterloo ON, N2J 3Z9, for the first one (1) year term in the estimated amount of \$35,563.80 (exclusive of HST), and for each of the (4) additional 1-year option renewal periods, subject to satisfactory performance and price negotiation.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- Staff recommend the award of Tender T-056-21 for Snow Plow Blades to Valley Blades Limited for the term of the contract.
- This bid call was called on behalf of the Halton Cooperative Purchasing Group with Halton Hills as the lead agency.
- The Town's Purchasing Policy requires a Council Report when only one bid is received.

## **BACKGROUND AND DISCUSSION:**

The Town of Halton Hills, on the behalf of the Halton Co-Operative Purchasing Group (HCPG) issued a request for tender for plow blades, guards and shoes. The HCPG is comprised of the four Halton municipalities (Burlington, Halton Hills, Milton and Oakville), Halton Region, Halton Regional Police, Conservation Halton, Burlington Hydro, Oakville Hydro Inc, Halton Children's Aid Society, Sheridan College, the two School Boards and Burlington Public Library. The Towns of Halton Hills and Oakville participated in this tender.

Request for Tender T-056-21 for Snowplow Blades, Guards and Shoes was posted publicly on the Bids and Tenders website and Town website and notifications of the bid opportunity were sent to six (6) companies. Three (3) companies downloaded the bid document and only one (1) bid submission was received.

The Town's Purchasing Policy requires a report to Council in situations where only one bid is received for a tender. Staff are recommending award of the bid as submitted by Valley Blades Limited. Valley Blades Limited is the current service provider for the supply and delivery of snow plow blades, guards and shoes and they have performed well.

The initial term of the contract will be for (1) year term from approximately July 1, 2021, to June 30, 2022. Pricing will remain firm for this period. Consideration will be given to a further (4), one (1) year extensions, based on satisfactory vendor performance and price negotiations. Price increase/decrease will be considered at the renewal date. Only manufactures price increase/decrease will be considered and shall be supported by documentation at the request of the Town. In the event a price increase is not acceptable to the Town in its absolute discretion, the Town reserves the right to terminate the agreement.

## **STRATEGIC PLAN ALIGNMENT:**

This report is administrative in nature and does not have an impact on the Town's Strategic Plan.

## **RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

## **PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

**INTERNAL CONSULTATION:**

Staff from the Purchasing Division were consulted in preparation of this report as well as staff from the Town of Oakville. The Senior Manager of Purchasing and Risk Management is in agreement with the award of Tender T-056-21 Snowplow Blades, Guards and Shoes.

**FINANCIAL IMPLICATIONS:**

This report will be funded through an existing approved budget source.

Reviewed and approved by,

A handwritten signature in black ink, appearing to read "Mark Covert". The signature is fluid and cursive, with the first name "Mark" and last name "Covert" clearly distinguishable.

Mark Covert, Director of Public Works

A handwritten signature in black ink, appearing to read "Bill Andrews". The signature is cursive and somewhat stylized, with the first name "Bill" and last name "Andrews" visible.

Bill Andrews, Commissioner of Transportation and Public Works

A handwritten signature in black ink, appearing to read "Chris Mills". The signature is cursive and stylized, with the first name "Chris" and last name "Mills" visible.

Chris Mills, Acting Chief Administrative Officer