



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

## REPORT

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

**FROM:** Mark Covert, Director of Public Works

**DATE:** August 17, 2021

**REPORT NO.:** TPW-2021-0028

**SUBJECT:** Award of Tender T-058-21 for the Supply of Tree Maintenance Services

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### RECOMMENDATION:

THAT Report No. TPW-2021-0028, dated August 17, 2021 for the Award of Tender T-058-21 for the supply of Tree Maintenance services be received;

AND FURTHER THAT Diamond Tree Care & Consulting Inc., be awarded tender T-058-21 for a one (1) year term, with four (4) additional one (1) year optional renewal periods, at an estimated annual limit of \$200,000 (exclusive of HST);

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a purchase order to Diamond Tree Care & Consulting Inc., for the first one (1) year term in the amount of \$200,000 (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:

- Request for Tender T-058-21 Tree Maintenance was issued on June 8, 2021.
- Diamond Tree Care & Consulting Inc. (Diamond) submitted the lowest compliant bid for the first year of a total five (5) possible years.
- Staff recommend the first one (1) year term purchase order be in the amount of \$200,000 (exclusive of HST) to accommodate Diamond's bid and contingency items.
- Consideration will be given to extensions, implying a potential total contract value of approximately \$1,000,000 over a possible five years.

- The Town's Purchasing Policy requires a report to Council in situations where tenders exceed \$500,000 in value.

## **BACKGROUND AND DISCUSSION:**

Request for Tender T-058-21 Tree Maintenance was posted publicly on the Bids and Tenders website and the Town website on June 8, 2021. Six companies downloaded the bid document and four bids were received, as follows:

<b>Company</b>	<b>Tendered Amount (exclusive of HST)</b>
Diamond Tree Care and Consulting Inc., Halton Hills	\$ 122,250.00
Davey Tree Expert Co. of Canada, Limited, Ancaster	\$ 146,542.30
1877980 Ontario Inc. o/a Kodiak Tree Services, Ancaster	\$ 185,350.00
2008949 Ontario Ltd (Quality Tree Service), Halton Hills	Bid Withdrawn

Diamond submitted the lowest bid of \$122,250.00 (exclusive of HST) for the first year of a total five (5) possible years. The initial one (1) year term of the contract will be from approximately September 1, 2021 to August 30, 2022. Consideration will be given to a further four (4), one (1) year extensions, based on satisfactory performance, price negotiation and budget approval.

The tender document also requested bidders to price several contingency items, such as cranes and other equipment to assist with execution of the scope of work. Staff recommend the first one (1) year term purchase order be increased to an upset amount of \$200,000 (exclusive of HST) to accommodate these contingency items, work backlog and possible clean-up after major storms. The annual operating and capital budgets have adequate funding to accommodate these contract costs.

This implies a potential total tender value of approximately \$1,000,000 over five years, subject to annual price negotiation and contract renewal. The Town's Purchasing Policy requires a report to Council in situations where tenders exceed \$500,000 in value.

Staff are recommending award of the bid submitted by Diamond. Diamond was the previous service provider for tree maintenance services and performed well.

## **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 Transportation and Public Works department. The Senior Manager of Purchasing and Risk Management is in agreement with the award of Tender T-058-21 for the Supply of Tree Maintenance Services to Diamond Tree Care & Consulting Inc.

**FINANCIAL IMPLICATIONS:**

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

Sufficient funding is included annually through both the capital and operating budgets to accommodate the contract costs inclusive of non-refundable HST associated with this tender award.

Reviewed and approved by,

A handwritten signature in cursive script, reading "Simone Gourlay".

Simone Gourlay, Senior Manager of Purchasing & Risk Management

A handwritten signature in cursive script, reading "W. Andrews".

Bill Andrews, Commissioner of Transportation and Public Works

A handwritten signature in cursive script, reading "C. Mills".

Chris Mills, Acting Chief Administrative Officer