



## REPORT

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

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

**DATE:** July 4, 2022

**REPORT NO.:** TPW-2022-0026

**SUBJECT:** Award of Road Salt Supply & Delivery Contract

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### RECOMMENDATION:

THAT Report No. TPW-2022-0026, dated July 4, 2022, regarding the Award of Road Salt Supply & Delivery Contract be received;

AND FURTHER THAT Council authorizes the award of the purchase of road salt from Compass Minerals Canada Corp., 6700 Century Ave., Suite 2102, Mississauga, ON L5N 6A4 in the annual upset limit of \$1,000,000.00 (plus applicable taxes) for one (1) year with options to renew for four (4) additional one (1) year terms;

AND FURTHER THAT Council authorizes the Senior Manager of Purchasing & Risk Management to issue a purchase order to Compass Minerals Canada Corp., 6700 Century Ave., Suite 2102, Mississauga, ON L5N 6A4 in the annual upset limit of \$1,000,000.00 (plus applicable taxes) for one (1) year with options to renew for four (4) additional one (1) year terms subject to negotiation of pricing and satisfactory performance.

### KEY POINTS:

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

- Road salt is critical to the maintenance of roads, sidewalks and parking lots during winter
- A Request for Proposal was issued through the Town of Milton for the supply and delivery of road salt
- Compass Minerals was the highest ranked bid and is recommended for award.

## **BACKGROUND AND DISCUSSION:**

De-icing materials remain an essential component in providing winter road, sidewalk and parking lot safety. Road salt (sodium chloride) is an effective de-icer and is critical to the Town's winter control program.

The Town of Milton issued a Request for Proposal on behalf of the Halton Cooperative Purchasing Group for the supply and delivery of road salt. The Halton Cooperative Purchasing Group is comprised of the four area municipalities, Halton Region, the two school boards, Halton Region Police, Sheridan College, Conservation Halton, Milton, Oakville and Burlington Hydro and Burlington Public Library.

The bid was issued on May 11, 2022 and closed on June 6, 2022. Three bids were received:

Cargill Salt, Road Safety, a Division of Cargill Limited	Montreal, PQ
Compass Minerals Canada Corp	Mississauga, ON
Windsor Salt Ltd.	Mississauga, ON

Bids were evaluated based on the following:

- Efficiencies of the Proposed Program
- Emergency Measures and Contingency Plan
- Experience and Qualifications
- Term and Cost of the Program Proposed
- Value Add

Compass Minerals was the highest ranked bid. Compass Minerals has supplied the Town with the supply and delivery of road salt for the past thirty-two (32) years. Past performance has been more than satisfactory and the company has been very responsive to the Town's requirements.

## **STRATEGIC PLAN ALIGNMENT:**

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

This report also identifies fiscal and corporate management as one of the Town's Strategic priorities.

## **RELATIONSHIP TO CLIMATE CHANGE:**

This report impacts and/or helps address climate change and the Town's resiliency through climate adaptation.

As part of Environment and Climate Change Canada's "Code of Practice for the Environmental Management of Road Salts", the Town maintains a Salt Management Plan (SMP) and reports status annually. The content of this SMP is consistent with recommendations found in the Code of Practice and assesses Town practices against industry best practices.

**PUBLIC ENGAGEMENT:**

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

**INTERNAL CONSULTATION:**

The Senior Manager of Purchasing & Risk Management reviewed the bids and is in agreement with the award to Compass Minerals.

**FINANCIAL IMPLICATIONS:**

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

A purchase order with an annual upset limit of \$1,000,000.00 (plus applicable taxes) is recommended to accommodate potential supply needs in cases of winter seasons with more frequent extreme weather events. The 2022 operating budget approved \$603,000 for the purchase of winter materials based on historical average spending and estimated supply needs for winter activities. The purchase order will be drawn based on actual spending and any variance to the budget will be addressed as part of the year end variance reporting process.

Reviewed and approved by,

Simone Gourlay, Senior Manager of Purchasing and Risk Management

Moya Jane Leighton, Director of Finance and Town Treasurer

Bill Andrews, Commissioner of Transportation and Public Works

Jon Rehill, Acting Chief Administrative Officer