



REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Heather Kaufmann – Community Development Supervisor – Volunteer and Group Support

DATE: March 8, 2021

REPORT NO.: RP-2021-0006

RE: Award of Tender T-004-21 Rental of Portable Toilets (on behalf of the Halton Co-operative Purchasing Group)

RECOMMENDATION:

THAT Report Number RP-2021-0006, dated March 8, 2021, for the Award of Tender T-004-21 for Rental of Portable Toilets (on behalf of the Halton Co-operative Purchasing Group) be received;

AND FURTHER THAT Chantler's Environmental Services Limited, 9426 Wellington Road 22, Hillsburgh, ON NOB 1Z0, be awarded tender T-004-21 at an estimated annual limit of \$35,305, excluding HST, for the first – 2 year term, as well as the additional three (3) – 1 year optional renewal period;

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a purchase order to Chantler's Environmental Services Limited., 9426 Wellington Road, 22 Hillsburgh, ON NOB 1Z0, for the first two year term in the estimated annual amount of \$35,305 plus applicable taxes, and for each of the three (3) additional 1-year optional renewal period exercised.

BACKGROUND:

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

COMMENTS:

Request for Tender T-004-21 for Rental of Portable Toilets was posted publicly on the Bids and Tenders website and notifications of the bid opportunity were sent to seven (7) companies. Three (3) companies downloaded the bid document and only one (1) bid submission was received. To improve our bid process, those companies who selected not to participate in the tender were contacted to solicit feedback why they chose not to bid. Present workload was the main reason provided and unable to meet the delivery/specification requirement was also noted.

The Town's Purchasing Policy requires a report to Council in situations where only one bid is received for a tender. Staff have investigated the reasons that only one bid was received and will consider this information the next time this service is tendered. Staff are recommending award of the bid as submitted by Chantler's Environmental Services Limited. Chantler's Environmental Services Limited is the current service provider for the Rental of Portable Toilets and they have performed well.

All units requested for the 2021 season include hand sanitizer and an additional cleaning as per the Public Health Regulations to reduce the spread of COVID-19.

RELATIONSHIP TO STRATEGIC PLAN:

There is no direct relationship to the Strategic Plan.

FINANCIAL IMPACT:

The rental of portable toilets and related service costs are included in the Public Works operating budget.

CONSULTATION:

Purchasing Staff worked with Halton Hills staff as well as staff from the Town of Oakville, Town of Milton, City of Burlington and Conservation Halton to develop and evaluate this tender. The Senior Manager of Purchasing and Risk Management has been consulted and is in agreement with the award.

PUBLIC ENGAGEMENT:

There is no public engagement.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

COMMUNICATIONS:

Information has been communicated to the participating members of the Halton Co-operative Purchasing Group.

CONCLUSION:

Staff recommend the award of the Request for Tender T-004-21 for rental of portable toilets to Chantler's Environmental Services Limited and that the Senior Manager of Purchasing and Risk Management issue the appropriate purchase orders as required for the term of the contract.

Reviewed and Approved by,



Mandy Keller, Senior Manager of Community Development



Warren Harris, Commissioner of Recreation and Parks



Chris Mills, Acting Chief Administrative Officer