

**TOWN OF MINTO****DATE:** February 19, 2016**REPORT TO:** Mayor and Council**FROM:** Brian Hansen, Public Works Director and Mike McIsaac, Road Foreman**SUBJECT:** Request for Quotation for Roadside Grass Cutting of Shoulders and Ditches**STRATEGIC PLAN**

5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that business has equal opportunity to submit bids.

BACKGROUND

Request for Quotations were sent out to close February 17, 2016 for Roadside Grass Cutting of Shoulders and Ditches in the Town of Minto for the 2016, 2017 and 2018 seasons. Five submissions were received as follows with a price per kilometer based on two cuts per season:

Contractor	2016	2017	2018
S&E Lawn Care and Snow Removal	\$7.75 per/km	\$7.80 per/km	\$7.85 per/km
Green Stream Lawn and Vegetation Management Inc.	\$13.00 per/km	\$13.50 per/km	\$14.00 per/km
Forestell Inc.	\$39.00 per/km	\$40.00 per/km	\$41.00 per/km
Griffin Landscaping Management Solutions	\$22.50 per/km	\$22.75 per/km	\$23.00 per/km
County Line Custom Farming Inc.	\$77.50 per/km	\$78.50 per/km	\$79.50 per/km

COMMENTS:

Staff has reviewed all the RFQ submissions for the Roadside Grass Cutting. S&E Lawn Care and Snow Removal have provided this service for the Town of Minto since 2014 with an excellent working experience with the company and the 2016 pricing is the same as 2015.

FINANCIAL CONSIDERATIONS

This service is funded within the 2016 Operating Budget.

RECOMMENDATION

That Council receives this Public Works report from the Public Works Director and Road Foreman dated February 19, 2016 regarding RFQ 2016-02, Roadside Grass Cutting of Shoulders and Ditches and approves the awarding of the RFQ to S&E Lawn Care and Snow Removal at the unit prices of \$7.75 per/km for 2016, \$7.80 per/km for 2017 and \$7.85 per/km for 2018 seasons excluding HST based on approximately 370km, twice per year.

Mike McIsaac
Road Foreman

Brian Hansen
Public Works Director