THE CORPORATION OF THE UNITED TOWNSHIPS OF
HEAD, CLARA & MARIA
15 Township Hall Road
STONECLIFFE, ONTARIO, K0J 2K0

Phone: (613) 586-2526 | Fax: (613) 586-2596 | E-mail: twpshcm@xplornet.com, Treasurer: treasurer@xplornet.com

Sealed Bids - 2013 Grading Contract Opening

By signing and witnessing the following we hereby attest to the fact that the following proposals were received as per bidder package instructions and prior to Friday, March 15, 2013 at 12:00 noon.

It is further witnessed that the bids were opened at 12:05 p.m. Friday, March 15, 2013. The lowest bid is not necessarily accepted; other factors are to be considered as described in the tender documents.

Bidder	Date and Time Received	Proposed Bid	Comments as to compliance etc.
P STEWART	MARCH 15/13 10:14	$125/HR	Forms Complete
M STEWART	MARCH 6/13 8:21am	97.80/HR	4
M LANCE	MARCH 15/13 11:37	92.04/HR	4

Municipal Clerk, Melinda Reith

Municipal Treasurer, Noella Lebreton

Contract Assessment Review – Grading 2013

Schedule "D"

CONTRACT ASSESSMENT REVIEW

Although a tender for a service is often awarded on the basis of price alone, this is dependent on all other issues being equal or consistent. When all other conditions are not equal, such as when a new bidder is being considered other issues may hold more weight namely:

- Obtaining maximum value for dollars spent;
- Minimizing employee time and effort expended;
- Ensuring improved service and support;
- Ensuring product delivery, quality, efficiency and effectiveness;
- Protecting the financial best interests of the municipality.

Scoring:

- A scoring system as detailed below will be used to assist in the selection process. All conditions of the Agreement and Tender documents need to be met.

- If the response meets the following requirements, an award of 15 points will be given; only partially meets requirements – 10 points; and does not meet requirements – 5 points; for each of the following considerations.

- Considerations and examples:
  - Price; (e.g. Lowest price would receive 15, Highest – 5)
  - References/experience; (e.g. evidence of similar positive work history – 15, No experience/new operator -5)
  - Condition/age of equipment; (e.g. Newer equipment – 15, Older – 5)
  - Availability/ Detail of Backup Plan/Equipment; (e.g. Contingencies detailed for loss of equipment and/or operator – 15, no plan/equipment – 5)

	Bidder #1	Score	Bidder #2	Score	Bidder #3	Score
	Monty Stewart		**Michael Lance**		**Pat Stewart**	
Price per hour	$97.80	10	$92.04	15	$125	5
References						
Experience – grading roads	20+ years	15	?	5	20+ years	15
Experience – similar type road maintenance work	Extensive – road maintenance	15	Driving experience - not necessarily road maintenance and construction	10	Extensive – road maintenance	15
Condition/Age of Equipment	1976 Wabco 555	10	???	10	John Deere 270B	10
Availability/Detail of Backup Plan	Detailed backup plan – 2 backup graders at his disposal	15	No backup plan listed	5	No backup plan listed	5
Other considerations – completeness of original tender/missing information	Completed tender package	15	Cover page not completed Missing Information	5	Missing Information	5
Total		80		50		55

MR 19/13

Contract Assessment Review – Grading 2013

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Availability/Detail of Backup Plan	Detailed backup plan – 2 backup graders at his disposal	15	No backup plan listed	5	No backup plan listed	5
Other considerations – completeness of original tender/missing information	Completed tender package	15	Cover page not completed	5	Missing Information	5
Total	75		45		50	

L Lebsack

March 19/13