



Date: September 15, 2025
To: Mayor and Council
Author: Lu-Ann Marentette, Drainage Superintendent
RE: Drainage Contracting Services Roster – 2025-2027

RECOMMENDED ACTION

1. That the Drainage Contracting Services Roster **be approved** for a three-year term ending September 15, 2028, and;
2. The Mayor and Clerk **be authorized** to execute the requisite agreements.

BACKGROUND

A Vendor Roster is a procurement arrangement, typically established through a request for proposal (RFP), that authorizes one or more qualified vendors to provide goods or services to a buyer for a defined period on terms and conditions, including pricing, as set out in the Roster Agreement.

Vendor Rosters are designed to achieve efficiencies by evaluating and pre-qualifying vendors known to be capable of meeting specific standards. The Town can save time and resources by making future purchases under a simplified process. Other benefits include shorter turnaround times for completing purchases and improved consistency and working relationships with qualified vendors.

Public Sector organizations maintain roster lists for several different services. For example, the County of Essex has eighteen different roster categories for services related to consulting, capital works, and day-to-day operations. Rosters are typically fixed for a specific term and can range in size depending on the good or service being solicited.

DISCUSSION

Drainage Services issued an RFP seeking qualified bidders for drainage contracting services, including:

- Drain bottom clean-out,
- culvert installations,
- road crossings,

- brushing,
- tree removal,
- tile drain installations,
- ditch bank repairs,
- mowing, and
- blockage removal.

A committee made up of public works and engineering staff was established to evaluate and score the submissions based on the following criteria:

- Schedule of labour and rates
- Schedule of equipment and rates
- Number of Service Offerings
- Past experience
- Quality of references

The Town received 15 valid bid submissions, which were evaluated based on the scoring criteria noted above. The table below lists the 6 highest-scoring contractors. The 6 contractors below are recommended for inclusion in a new Drainage Roster List.

Contractor List	Scores
K.T. Backhoe Services & Trucking	96
Mark G. Contracting Inc.	93
Barrette Excavating	92
Reg Clark Trucking Ltd.	93
Rivard Excavating & Bulldozing Ltd.	96
Jon Hamelin Construction Ltd.	89

Vendors will be selected from the list on a rotational basis to provide equal opportunity to provide services over the life of the roster. This method is appropriate when there are many qualified proponents, services are frequently urgent, or when the difference between vendor prices is known to be insignificant. All vendors can refuse work at any time, we will just move onto the next vendor.

The performance of the vendors will be assessed continually, and the Town reserves the right to remove any proponent from the roster due to performance issues without penalty. Drainage Services will also complete an annual review to ensure the rosters meet the strategic and business goals of the Town.

FINANCIAL CONSIDERATIONS

The development of a Roster List is permitted in the Town's Procurement of Goods and Services Policy. Per this policy, Directors and Managers have delegated authority to approve projects up to \$50,000 to suppliers on Council-approved Roster Lists.

ENVIRONMENTAL CONSIDERATIONS

The Town encourages purchasing goods and services with due regard for preserving the natural environment. Vendors may be selected to supply goods made by methods resulting in the least damage to the environment and supply goods incorporating recycled materials where practical.

CONSULTATIONS

PREPARED BY:



Lu-Ann Marentette
Drainage Superintendent

REVIEWED BY:



Tim Del Greco P.Eng.
Senior Manager, Capital Projects and Engineering



Richard J.H. Wyma CSLA
Director of Planning and Development



John Norton
Chief Administrative Officer