

Memo

To: Council
From: Alain Muise, CAO
Date: January 12, 2021
Re: Tender Opening-Mobile office trailer sale

Tender opening for surplus equipment – Mobile office trailer sale

T-12 2020

Date of opening – January 11, 2021

Present for opening were: Councilor Guy Surette, Municipal Clerk Lori Murphy, Director of Public Works Hans Pfeil

Two bids were received, and were the following:

Delmar Construction Limited received 1:15pm, January 11, 2021.

Bid \$18,101, presumably before HST.

The bidder did not use our templated forms for the bid. There were three major items that needed to be met:

1. Bid received on time.
2. Bid exceeds \$14,500 minimum bid.
3. Certified cheque of \$1,450 submitted with the bid.

The fact that the bidder did not use our template form is not material. The bid is an acceptable bid.

Garian Construction Limited received 1:58 pm, January 11, 2021.

Bid \$19,770 before HST.

The bidder used our templated forms for the bid. There were three major items that needed to be met:

1. Bid received on time.
2. Bid exceeds \$14,500 minimum bid.
3. Certified cheque of \$1,450 submitted with the bid.

This bid is an acceptable bid.

Other considerations

In our submission of the tender, we were clear that we may not accept the highest bid, and we reserve the right to accept other bids except for the highest if we believe it to be in our interest. Currently the item is not yet surplus to us, and that was made clear to the bidders. Should anyone other than the current user be the highest bidder, we would then have to consider the additional cost of removal, and additional costs to provide housing for the contractor using it currently (Garian Construction).

As Garian is the highest bidder, we have avoided potential leasing costs to replace the item, and avoided any delay in the sale of the asset. We can see no reason to not accept the highest bid, being Garian Construction Limited.

Therefore, we recommend the sale to Garian Construction Limited at \$19,700 plus HST, with the timing of sale and transfer to be arranged between CAO and the buyer.

Alain D. Muise, CPA, CA
Chief Administrative Officer