



## Corporation of the County of Wellington

### Solid Waste Services Committee

### Special Meeting Minutes

June 18, 2024

County Administration Centre

Keith Room

- Present:                   Warden Andy Lennox  
                                Councillor Steve O'Neill (Chair)  
                                Councillor David Anderson  
                                Councillor Dave Turton  
                                Councillor Shawn Watters
- Also Present:            Councillor Diane Ballantyne  
                                Councillor Matthew Bulmer  
                                Councillor Earl Campbell  
                                Councillor Michael Dehn  
                                Councillor Jeff Duncan  
                                Councillor James Seeley  
                                Councillor Chris White  
                                Mark Sungaila, Senior Project Manager, Associated Engineering  
                                Peter Lejar, Division Manager, Transportation and Infrastructure,  
                                Associated Engineering
- Staff:                     Jennifer Adams, County Clerk  
                                Ken DeHart, County Treasurer  
                                Don Kudo, County Engineer  
                                Das Soligo, Manager, Solid Waste Services  
                                Cathy Wiebe, Admin Supervisor Solid Waste Services  
                                Scott Wilson, CAO

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#### 1.     **Call to Order**

At 3:00 pm, the Chair called the meeting to order.

#### 2.     **Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

**3. CW2024-055 Tender Award - Waste Site Improvements**

1/6/24

**Moved by:** Councillor Anderson

**Seconded by:** Councillor Turton

That County of Wellington Project No. CW2023-055 for the site improvements as specified at the Elora Waste Site in the Township of Centre Wellington as specified be awarded to Roubos Farm Service Ltd., of Moorefield, Ontario at the total tendered amount of \$3,396,314.22 exclusive of HST @ 13%; and

That the Rothsay Waste Facility Upgrade project be closed and the project funding be transferred to the Elora Waste Facility Upgrade project; and

That the funding for this project be approved as set out in the Financial Summary; and

That staff be authorized to issue the Purchase Order for the contract; and

That the Warden and Clerk be authorized to sign the construction agreement.

**Carried**

**4. Adjournment**

At 3:17 pm, the Chair adjourned the meeting until September 10, 2024 or at the call of the Chair.

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Steve O'Neill  
Chair  
Solid Waste Services Committee



# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of the Solid Waste Services Committee  
**From:** Jackie Osti, Manager Purchasing and Risk Management Services  
**Date:** Tuesday, June 18, 2024  
**Subject:** Tender Award – Waste Site Improvements

### Background:

Staff recently issued Project No. CW2024-055 a tender for site rehabilitation at the Elora and Rothsay Waste Facilities. A description of work for both sites is provided below.

#### Elora Transfer Station

Construction of a new scale house, household hazardous waste building, two (2) new weigh scales and associated site improvements including removal of existing buildings and features, earth excavation and grading, concrete flatwork, installation of a new drop-off bin modular retaining wall, cast-in-place retaining walls, water service, and sanitary service.

#### Rothsay Transfer Station

Construction of a new scale house, one (1) new weigh scale and associated site improvements including removal of existing buildings and features, earth excavation and grading, concrete flatwork, installation of a new drop-off bin pad, well installation and septic service.

#### Elora & Rothsay Transfer Stations (Provisional Works)

Both sites included provisional pricing for dust and mud control, base and surface asphalt, unsuitable material sub-excavation and backfill, incidental granular materials, excess soil management and off-site disposal of materials per O.Reg. 406/19, temporary roadside protection measures and fencing, and utility management.

On Friday June 14, 2024, two (2) submissions were received from contractors who attended the mandatory site visit with pricing shown exclusive of HST @ 13%.

#### Elora Waste Facility

COMPANY NAME	Base Bid Price	Contingency Allowance	Provisional Price	Total Bid Price
Roubos Farm Service Ltd., Moorefield	\$2,373,366.22	\$250,000.00	\$772,948.00	\$3,396,314.22
Ritestart Limited, Burlington	\$3,068,116.60	\$250,000.00	\$873,197.72	\$4,191,314.32

## **Rothsay Waste Facility**

<b>COMPANY NAME</b>	<b>Base Bid Price</b>	<b>Contingency Allowance</b>	<b>Provisional Price</b>	<b>Total Bid Price</b>
Roubos Farm Service Ltd., Moorefield	\$1,149,306.85	\$125,000.00	\$428,788.00	\$1,703,094.85
Ritestart Limited, Burlington	\$1,723,006.61	\$125,000.00	\$502,343.64	\$2,350,350.25

The tender submissions were in order and staff are recommending awarding the contract as specified to Roubos Farm Service Limited of Moorefield, Ontario at the total tendered amounts of \$3,396,314.22 (Elora Waste Site)

### **Financial Implications:**

The low bid of Roubos Farm Service Ltd. exceeds the budgeted cost of the work for both sites. The quality of the two bids received was reviewed by the consultant and revealed some areas of concern regarding front end cost loading in mobilization and other general items as well as bulk material unit price cost escalations perhaps, in part, because of project operational constraints affecting haulage and requirements of Ontario Regulation 406.

The timing and duration of the tender also presented some risk to the industry and costs reflected this risk as well as contingencies in an already busy market. To bring the costs more in line with budget expectations, the project team undertook a review of quantities and possible scope reductions.

At this time, staff recommend to award the tender for the improvements at the Elora Transfer Station. To help offset the budget impacts of this tender award, staff recommend to allocate the budget for the Rothsay Transfer Station to the Elora Transfer Station project budget. Staff will provide a future report in Fall 2024 with respect to possible options to explore for the Rothsay Transfer Station.

The funding for this project is provided in detail in the attached Financial Summary, which includes the reallocation of the Rothsay Waste Facility upgrades to the Elora site. Staff believe a contingency of approximately 10% of the construction value is appropriate for this type of project.

Additional professional fees for contract administration and inspection are estimated at \$300,000.00 for the Elora site. In addition, the purchase of the weigh scales was included separately and is included in this budget.

**Recommendation:**

That County of Wellington Project No. CW2023-055 for the site improvements as specified at the Elora Waste Site in the Township of Centre Wellington as specified be awarded to Roubos Farm Service Ltd., of Moorefield, Ontario at the total tendered amount of \$3,396,314.22 exclusive of HST @ 13%; and

That the Rothsay Waste Facility Upgrade project be closed and the project funding be transferred to the Elora Waste Facility Upgrade project; and

That the funding for this project be approved as set out in the attached Financial Summary; and

That staff be authorized to issue the Purchase Order for the contract; and

That the Warden and Clerk be authorized to sign the construction agreement.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jackie Osti".

Jackie Osti  
Manager, Purchasing and Risk Management Services

## FINANCIAL SUMMARY

<b>COUNTY OF WELLINGTON</b> <b>CAPITAL PROJECT EXPENDITURE AND FINANCING SCHEDULE</b>
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Bid name: Waste Facility Improvements - Elora Waste Facility  
 Bid number: CW2024-055

Project name: Elora Waste Facility Upgrade  
 Project number : 21220031

### **PROJECT COSTS**

	<b>Total</b>
<b><u>Bid:</u></b>	
Tendered Cost*	\$2,420,000
Provisional Items*	\$790,000
Weigh Scales**	\$105,000
Professional fees*	
Design	\$165,000
Contract Administration & Inspection	\$305,000
Contingency*	\$255,000
Bid to Award	\$4,040,000

\* includes net cost to County of HST

\*\* to be awarded under separate bid

### **PROJECT BUDGET APPROVALS AND FINANCING**

	Gross cost	Solid Waste Capital Reserve	Development Charges - Solid Waste	Debentures - Development Charges
2023 Capital Budget	\$ 1,950,000	\$ 1,000,000	\$ 550,000	\$ 400,000
2024 Capital Budget	\$ 500,000	\$ 100,000		\$ 400,000
<b>Project Total</b>	<b>\$ 2,450,000</b>	<b>\$ 1,100,000</b>	<b>\$ 550,000</b>	<b>\$ 800,000</b>
Closed Rothsay Waste Facility Upgrade	\$ 900,000	\$ 420,000	\$ 480,000	
Project Funding Adjustment	\$ 690,000	\$ 310,000	\$ 155,000	\$ 225,000
<b>Revised cost and sources of funding</b>	<b>\$ 4,040,000</b>	<b>\$ 1,830,000</b>	<b>\$ 1,185,000</b>	<b>\$ 1,025,000</b>