

	Report Title	Results for RFP 2019-002 Survey Equipment
	Report No.	OPS 19-06
	Author	Shayne Reitsma, Manager of Engineering
	Meeting Type	Council Meeting
	Council Date	March 25, 2019
	Attachments	• None

RECOMMENDATION

THAT Council receive Report OPS 19-06 Results for RFP 2019-002 Survey Equipment;

AND THAT Council award RFP 2019-002 to Cansel of Richmond Hill, ON at a cost of \$36,012.87 (net HST included), the highest scoring proposal received.

SUMMARY

In accordance with the 2019 Operations Business Plan a Request for Proposal (RFP) was issued to acquire the necessary equipment to conduct topographical surveys for detailed road reconstructions and other various municipal designs as needed. The survey equipment will also provide an enhanced level of records management for Town assets within the road corridor.

The RFP was advertised on the Tillsonburg website, the Tillsonburg News, Ebid Solutions and on Biddingo with a total of three (3) proposals received on March 4th 2019. Town staff reviewed and scored the proposals based on the scoring matrix that was included in the RFP. The scoring matrix is as follows:

Corporate Qualifications and Experience	20 pts
Proposed Solution	25 pts
Maintenance Training and Support	20 pts
Schedule and Work Plan	10 pts
Proposed Fee (firm for 60 days)	<u>25 pts</u>
Total Score 100 pts	

The proposed fees of all qualified proposals received ranged from \$57,026.25 to \$92,342.12 however some bidders provided various discounts that reduced the total price range to \$36,012.87 to \$75,654.13 (net HST included). The scoring results from the Evaluation Committee are summarized in the table below:

<u>Proponent</u>	<u>Total Score</u>
1. Cansel	91
2. Leica Geosystems	83
3. GeoShack	74

Cansel was the highest scoring proposal submitted, provides the lowest price bid and have strong background and experience relative to the entire scope of work for this assignment. In addition Cansel provided the shortest delivery time which will allow this equipment to be in place prior to the 2019 construction season. Therefore, it is staff's recommendation that Cansel be retained for this equipment.

CONSULTATION/COMMUNICATION

The Evaluation Committee comprised of the Manager of Engineering, Senior Operations Technologist and Operations Technologist assembled to evaluate received proposals.

FINANCIAL IMPACT/FUNDING SOURCE

The recommended proponent's fee of \$36,012.87 (net HST included) to complete the scope of work for this assignment is within the 2019 approved Capital Budget of \$50,000 from Taxation.

COMMUNITY STRATEGIC PLAN

This project supports Objective 2 – Economic Sustainability of the Community Strategic Plan by ensuring good stewardship through proper asset management and well-planned, well-built and well-maintained infrastructure.

Report Approval Details

Document Title:	OPS 19-06 Results for RFP 2019-002 Survey Equipment.docx
Attachments:	
Final Approval Date:	Mar 20, 2019

This report and all of its attachments were approved and signed as outlined below:

Dave Rushton - Mar 19, 2019 - 9:35 AM



David Calder - Mar 19, 2019 - 11:52 AM

No Signature - Task assigned to Donna Wilson was completed by assistant Lana White

Donna Wilson - Mar 20, 2019 - 11:18 AM