

REPORT TO: Mayor and Members of Council

PREPARED BY: Joanne Sadler, Drainage Superintendent

DEPARTMENT: Infrastructure & Operations

DIVISION: Drainage

MEETING DATE: July 16, 2025

SUBJECT: Report DIO-48-2025 – Request for Proposal Results for Municipal Drain Maintenance – 16th Concession & Dewar-Thompson Drains

PROPOSED MOTION

THAT Council receives Report DIO-48-2025 regarding “Request for Proposal Results for Municipal Drain Maintenance – 16th Concession & Dewar-Thompson Drains” for information.

STAFF RECOMMENDATION

THAT Council receives Report DIO-48-2025 regarding “Request for Proposal Results for Municipal Drain Maintenance – 16th Concession & Dewar-Thompson Drains” for information.

EXECUTIVE SUMMARY

This report presents the results of the request for proposal (RFP) process for the maintenance of the 16th Concession Drain and Dewar-Thompson Drain and recommends the award of Contract IO-13-2025 to J&L Henderson Limited in the amounts (excluding H.S.T.) of \$8,180.00 for the 16th Concession Drain and \$21,565.00 for the Dewar-Thompson Drain.

LINK TO STRATEGIC PRIORITIES

By developing and adopting plans to reduce the impacts of climate change

By seeking fiscal sustainability by balancing service needs, demands, and growth

BACKGROUND

The two (2) Municipal Drains were improved under individual Engineer's reports dated March 5, 2019. In 2022 there was maintenance work completed by J&L Henderson Limited for erosion control which included erosion control matting, riprap and grass seed in various locations. Staff has received another maintenance request from the same landowner on Concession 17, Lots 4, 5 & 6 in former West Williams; to investigate the erosion on the banks of the open ditches in various locations along both municipal drains. The issued Request for Proposal (RFP) involves brushing, bank re-sloping, and hydro seeding in various locations on both municipal drains.

Work will begin after September 1, 2025, and will be completed on or before November 30, 2025.

The Municipality's portion of the project has been budgeted in 2025, with remaining costs to be recovered from assessed landowners. Staff recommend Council receive this report for information.

DISCUSSION

Four (4) contractors were solicited the RFP on June 20, 2025, as RFP IO-13-2025. The RFP was due July 2, 2025. Bids were received from the four (4) contractors as follows:

16 th Concession & Dewar-Thompson Drains - RFP Results (IO-13-2025)	16 th Concession Drain	Dewar-Thompson Drain
Company	Bid (Excluding HST)	Bid (Excluding HST)
J&L Henderson Limited	\$8,180.00	\$21,565.00
Ernie Herrington Excavating	\$10,946.50	\$24,673.00
A.G. Hayter Contracting Ltd.	\$13,615.00	\$39,280.00
Bruce Poland & Sons Trucking Inc.	\$18,080.00	\$44,360.00

Following the Municipality's Procurement Policy, Staff has awarded both projects as part of RFP IO-13-2025 to J&L Henderson Limited at the above noted values. J&L Henderson Limited is an experienced contractor that Staff are confident will do the projects within the allocated scope, budget, and schedule.

FINANCIAL

The Municipality of North Middlesex's share of this project was included as part of the 2025 budget and will be paid for by the Municipality, with the remainder billed to the assessed landowners.

ATTACHMENT

- Proposal Document: IO-13-2025

Prepared By: **Joanne Sadler, Drainage Superintendent**

Reviewed By: Sam Shannon, Director of Infrastructure and Operations

Reviewed By: Ralph D'Alessandro, Director of Finance /Treasurer

Approved By: Carolyn Tripp, Chief Administrative Officer