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<b>TO:</b>	<b>CHAIR AND MEMBERS CIVIC WORKS COMMITTEE MEETING ON MARCH 29, 2016</b>
<b>FROM:</b>	<b>JOHN BRAAM, P. ENG. MANAGING DIRECTOR, ENVIRONMENTAL AND ENGINEERING SERVICES AND CITY ENGINEER</b>
<b>SUBJECT:</b>	<b>APPOINTMENT OF CONTRACTOR TO COMPLETE MAINTENANCE ON DINGMAN CREEK MUNICIPAL DRAIN (ES4834-14)</b>

<b>RECOMMENDATION</b>
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That on the recommendation of the Managing Director – Environmental & Engineering Services & City Engineer, that the following actions be taken:

- a) Recommendation **BE ACCEPTED** to engage in a single source contract as per the Procurement of Goods and Services Policy Section 14.4 e) to J&L Henderson Excavating Inc., 6880 Arkona Road, Arkona ON, N0M 1B0 their quoted price of \$140,000.00 excluding H.S.T.;
- b) That the approved funding for this purchase **BE RELEASED** as set out in the Source of Finance Report attached hereto as Appendix "A";
- c) Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this purchase; and
- d) Approval hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract or having a purchase order, or contract record relating to the subject matter of this approval.
- e) the Mayor and City Clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to these recommendations.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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None.

<b>BACKGROUND</b>
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**Purpose**

This report recommends the appointment of J&L Henderson Excavating Inc. to conduct municipal drain maintenance for approximately 7,025 meters of the Dingman Creek Municipal Drain. (attached: Appendix "B" Location Map).

**Context**

This maintenance project was initiated by several of the property owners who abut the Municipal Drain. Due to obstructions in the drain, flows have slowed and backed up, submerging private tiles that outlet to the drain and also causing regular and prolonged flooding of agricultural fields. This drain maintenance is being undertaken through

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Section 74 of the Drainage Act. The existing drain bottom is to be cleaned out to the elevations indicated on the record drawings and in the Engineer's Report. The project also includes removing obstructions in the drain including trees that have fallen and hindered the conveyance capacity of the drain.

Any concerns from the Upper Thames River Conservation Authority (UTRCA) are addressed through the application and issuance of a permit. Site meetings have taken place with several of the property owners and representatives from the UTRCA.

All costs associated with the maintenance project will be prorated against the current Assessment Schedule contained in the Engineer's Report and billed to the property owners in the same manner as property taxes. All properties classified as agricultural will receive a one-third grant from the Ministry of Agriculture, Food and Rural Affairs which is deducted from their bills.

This project will be of a great benefit to the lands and roads serviced by drain and will provide improved drainage to the lands and roads within the watershed.

**Purchasing Process**

J&L Henderson Excavating Inc. has been utilized many times in the past to complete municipal drain maintenance work in the City. They are a family owned and operated company with over thirty (30) years of experience in the field. Further they have completed other drain and ditch cleanouts in this area and throughout the City. They have a compliment of equipment to complete all watercourse and municipal drain projects. Based on this, and previous work with the City, they have an expertise, capacity, and experience to complete the required municipal drain work.

In accordance with Section 14.4 e) of the Procurement of Goods and Services Policy, Civic Administration is recommending that J&L Henderson Excavating Inc. be authorized to carry out the maintenance work at an estimated cost of \$140,000.00 plus H.S.T.

<b>CONCLUSIONS</b>
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J&L Henderson Excavating Inc. has demonstrated an understanding of the City requirements for this project and has demonstrated extensive knowledge in projects of this nature. It is recommended that the fee of \$140,000.00 excluding H.S.T. to carry out the maintenance works for the Dingman Creek Municipal Drain.

This document has been prepared by Chris McIntosh, P.Eng., Environmental Services Engineer and Don Simpson, Drainage Superintendent, within the Stormwater Engineering Division.

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<b>SUBMITTED BY:</b>	<b>REVIEWED AND CONCURRED BY:</b>
<b>SCOTT MATHERS, MPA, P.ENG. MANAGER OF STORMWATER ENGINEERING DIVISION</b>	<b>JOHN LUCAS, P.ENG. DIRECTOR, WATER AND WASTERWATER ENGINEERING</b>
<b>RECOMMENDED BY:</b>	
<b>JOHN BRAAM, P.ENG. MANAGING DIRECTOR, ENVIRONMENTAL &amp; ENGINEERING SERVICES &amp; CITY ENGINEER</b>	

March 21, 2016

Attach: Appendix "A" – Sources of Financing  
Appendix "B" – Location Map