



**WINDSOR
UTILITIES
COMMISSION**

MEETING TO CONVENE IN-CAMERA SESSION

AGENDA

THURSDAY, JULY 15, 2010

9:15 a.m.

1. CALL TO ORDER
2. DECLARATION AND CONFIRMATION OF CONFLICTS OF INTEREST(S), IF ANY
3. MOTION TO APPROVE THE AGENDA AND MOVE IN-CAMERA FOR THE PURPOSE OF CONSIDERATION OF THE ITEMS OF BUSINESS
 - A. LEGAL – OUTSTANDING ACCOUNT
 - B. OTHER – OUTSTANDING ACCOUNT
 - C. PERSONNEL – MATTER PURSUANT TO MANAGED SERVICES
4. MOTION TO MOVE BACK INTO PUBLIC SESSION
5. MOTION TO TRANSMIT RECOMMENDATION(S) EMANATING FROM THE IN-CAMERA SESSION
6. MEETING ADJOURNMENT



**WINDSOR
UTILITIES
COMMISSION**

**REGULAR COMMISSION MEETING
AGENDA**

THURSDAY, JULY 15, 2010

9:45 A.M.

787 OUELLETTE AVENUE, 2ND FLOOR BOARD ROOM

Page

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **DECLARATION AND CONFIRMATION OF CONFLICT OF INTEREST(S), IF ANY**
4. **MOTION TO WAIVE THE RULES TO ALLOW ITEMS IN ADDITION TO CONTRACT APPROVALS**
5. **CONTRACT APPROVALS**
 - (A) TRUCKING SERVICES CONTRACT – P. GLEASON
6. **NEW BUSINESS**
7. **COMMISSIONER QUESTIONS AND STATEMENTS**
8. **MEETING ADJOURNMENT**
9. **NEXT MEETING DATE**
THURSDAY, AUGUST 19, 2010

1-2

Commissioners' dial-in numbers for meeting:

Toll free Access Number: 1-888-200-6200

Participant PIN: 107745#

Please advise Wendy Howlett (251-7300 ext. 296) prior to the meeting date if you plan to dial in.

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**WINDSOR
UTILITIES
COMMISSION**

AGENDA SUBMISSION

To: Chair and Commissioners of Windsor Utilities Commission
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June 30th, 2010

From: Paul Gleason
.....

RE: Trucking Services Contract

Background

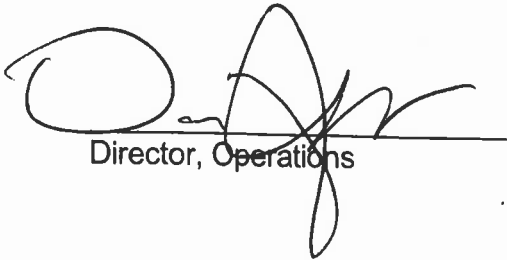
A Request for Quotation process was conducted for the provision of Trucking Services for a one year term. Five companies were invited to participate in the event. Three companies submitted bids of which Quinlan Inc. is the quantitative low bid meeting all requirements. Quinlan Inc. is the incumbent vendor. They have bid a decrease to the line item services required under the contract. The overall estimated value of the proposed contract is \$124,250 plus HST, which is 4.46% reduction from the previous year.

RECOMMENDATION:

That the Commission approve awarding the contract for Trucking Services for a one year term to Quinlan Inc. at a value of \$124,250.00 plus HST.



Manager, Purchasing



Director, Operations

Attachment: (1) Quotation Summary, Recommendation and Board Approval Submission Sheet.



Quotation Summary, Recommendation and Board Approval Submission Sheet

Opening Committee:

Paul Gleason
Nancy Tata

Date: June 30th, 2010
Page: 1 of 1
Quote No: 3874

Description: **Trucking Services**

Duration: One Year Contract

| Supplier | Price | Terms | Bid Bond | FOB | Insurance |
|--------------------------|---------------|--------|----------|---------|-----------|
| Quinlan Inc. | \$ 124,250.00 | Net 30 | N/A | Windsor | Y |
| Shea Bros. | \$ 137,200.00 | Net 30 | N/A | Windsor | Y |
| Danruss Contracting Inc. | \$ 158,160.00 | Net 30 | N/A | Windsor | Y |
| Amico | No response | | | | |
| Fuller | No response | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Number of Proponents Invited to Quote: 5
Number of Proponent Responses Received: 3
Response Rate: 60.0%

Requesting Department Recommendation: **Award Contract to Quinlan - low bid meeting all requirements.**

Decision Matrix Attached: N/A:

Value of Recommendation: HST Appl. \$ 140,402.50 Purchase Total

Budget Amount:

Lowest Bidder Chosen: Yes No

Board Approval Required: Date Board Approved: _____
Board Approval Not Required: