



Report Procurement Division

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Report To: PS Reports - CAO Approve Only

Report Number: Procurement Division-021-25

Report Date: May 5, 2025

Submitted By: Mandy Chong, Manager, Procurement

Approved By: Mary-Anne Dempster, CAO

File Number: T280-2025

Report Subject: Supply of Sodium Chloride (C-operative)

Recommendations:

It is respectfully recommended to the Chief Administrative Officer the following:

1. That Windsor Salt Ltd. with a bid amount of \$950,641.92 (Net HST Rebate) for the initial one-year term and an estimated three-year contract value of \$2,974,851.84 (Net HST Rebate), being the lowest compliant bidder meeting all terms, conditions and specifications of Durham Purchasing Co-operative Tender T280-2025 be awarded the contract for the supply of sodium chloride;
2. That the funds required for this service be funded from the respective approved operating budget;
3. That pending satisfactory performance and price, the Manager, Procurement, in consultation with the Director of Public Works, be given the authority to extend the contract for this service for up to two additional one-year terms; and
4. That the funds required for the second and third-year terms be included in future budget accounts.

1. Background

- 1.1 Tender specifications for the supply of sodium chloride was issued on a co-operative basis with the Region of Durham, the Cities of Oshawa and Pickering, the Towns of Whitby and Ajax, the Townships of Scugog and Uxbridge, and the Municipality of Clarington participating.
- 1.2 The tender was issued by the Region of Durham and publicly advertised on their website. The tender closed on March 31, 2025.

2. Analysis

- 2.1 Two bids were received in response to the tender call and were deemed compliant.
- 2.2 After review of the bids by the Municipality of Clarington's Procurement Division, the Public Works Division and the Durham Purchasing Co-operative, it was mutually agreed that the low compliant bidder Windsor Salt Ltd. be awarded the contract for the supply of sodium chloride.
- 2.3 Windsor Salt Ltd. was the incumbent vendor for the previous tender contract and the level of service has been satisfactory.

3. Financial Considerations

- 3.1 The annual funding required for the first-year term in the estimated amount of \$950,641.92 (Net HST Rebate) will be funded by the Municipality as provided. Future budget accounts will include the funds required for the second, third, fourth and fifth-year term.

Description	Account Number	Amount
WINTER MTNCE- PLOW/SAND/SALT-MISC OP EXP	100-36-383-10300-7112	\$950,641.92

- 3.2 Pricing for the tender is firm for the first, second and third contract years. For the optional fourth and fifth contract years, the unit prices would be adjusted on the anniversary date of the contract award by the annual percentage change in the most recent issuance of the Consumer Price Index (CPI), All Items, Ontario, as published by Statistics Canada and the pricing will remain firm for the contract year.

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- 3.3 The total estimated contract is for three years plus two optional additional years and is approximately \$5,041,190.40 (Net HST Rebate).
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Staff Contact: Mandy Chong, Manager, Procurement, 905-623-3379 ext. 2209 or mchong@clarington.net.

Attachments:

Attachment 1 – Bid Summary

Attachment 1 to Procurement Division-021-25

Municipality of Clarington

Summary of Bid Results

Tender T280-2025

Supply of Sodium Chloride (Co-op)

Bidder	One-Year Total Bid (Net HST Rebate)	Potential Five-Year Total Bid (Net HST Rebate)
Windsor Salt Ltd.	\$950,641.92	\$5,041,190.40
Compass Minerals Canada Corp.	1,068,480.00	5,498,194.56