

Grand River Conservation Authority

Report number: GM- 02-25-14

Date: February 28, 2025

To: Members of the Grand River Conservation Authority

Subject: Supply and Delivery of Campfire Wood – Request for Quotations

Recommendation:

THAT the Grand River Conservation Authority (GRCA) award the contract for the supply and delivery of campfire wood to McWood Products Inc., for a term of three (3) years starting April 1, 2025 and ending March 30, 2028 for the estimated total of \$676,080.00 (excluding HST).

Summary:

Not applicable

Report:

The Grand River Conservation Authority (GRCA) operates eight separate campgrounds within its Conservation Areas. As a service to conservation area patrons, prepackaged campfire wood is offered for sale. Over the past three years, the GRCA has sold approximately 31,300 bags of campfire wood annually.

A formal Request for Quotations (RFQ) process was conducted for the 2025-2027 campfire wood supply. The RFQ was posted on January 3, 2025, on Biddingo.com and closed on January 22, 2025, at 2:00 P.M. There were four packages taken, however, only one bid was received. The RFQ opening was held at 11:00 a.m. on January 27, 2025. The RFQ opening committee consisted of Kayleigh Keighan, Manager of Finance; David Townsend, Superintendent of Rockwood Conservation Area; Brian Hunt, Superintendent of Guelph Lake Conservation Area; and Pam Walther-Mabee, Manager of Conservation Area Operations.

The single submission was made by McWood Products Inc. of Gadshill, Ontario for the supply and delivery of campfire wood to all eight GRCA Conservation Areas. McWood Products Inc. met all RFQ submission requirements and has a proven track record of delivering high-quality service and products to the GRCA as they have been a provider of campfire wood for GRCA's Conservation Areas since 2019 (Gerber's Firewood has since divided into two companies, Gerber's Firewood for bulk wood sales, and McWood Products Inc. for sales of bagged firewood). The pricing structure for the term is \$7.15/bag in 2025 which is a 0% increase from 2024. The cost would increase to \$7.20/bag for 2026 and \$7.25/bag for 2027 (excluding HST).

Staff recommend that the 2025-2027 Campfire Wood RFQ be awarded to McWood Products Inc. in the amount of \$676,080.00 (excluding HST).

Financial Implications:

Campfire wood purchases are funded from the approved annual Conservation Area budget. The total amount purchased in any given year is dependent on the demand from the public and can be impacted by factors such as fire bans. Actual costs will be based on the number of bags purchased for each campground and the price per bag identified in the bid documents.

At the October 25, 2024, GRCA Board meeting, Fee Schedule 2 for Conservation Areas was approved. The sale of a bag of firewood was approved at a price of \$9.18 per bag (excluding HST).

Other Department Considerations:

Not applicable.

Prepared by:

Brian Hunt
Superintendent, Guelph Lake C.A.

Pam Walther-Mabee
Manager of Conservation Area Operations

Approved by:

Karen Armstrong
Deputy CAO/Secretary Treasurer