



# PROCUREMENT AWARD

**To:** Mayor Strathdee and Members of Council

**Prepared by:** Jed Kelly, Director of Public Works

**Date of Meeting:** 13 March 2018

**Subject:** **PW 15-2018 Award for RFP-PW-02-2018 A Multi-Purpose Sidewalk Tractor**

## PROJECT DETAILS

The RFP covers the supply and delivery of one new multi-purpose sidewalk tractor inclusive of a new salt and sand spreader, 50" front mounted ribbon snow blower, and 5-position folding v-plow. The new tractor will replace an existing refurbished sidewalk tractor purchased in 2004. The proposed tractor fits the Town's pre-existing inventory of non-winter operations attachments and offers interoperability with the existing unit. The awarded company will also provide spare parts and mobile servicing as required.

## RECOMMENDATION

THAT PW 15-2018 Award for RFP-PW-02-2018 a Multi-Purpose Sidewalk Tractor be received; and,

THAT the procurement for RFP-PW-02-2018 be awarded to Work Equipment Ltd. for the procured price of \$164,641.00 inclusive of all taxes and contingencies; and,

THAT Council approves the unbudgeted amount of \$3,264.32 and funding structure as identified in PW 15-2018 report; and,

THAT Council approves \$30,015 funding allocation from Development Charge Reserve, and,

THAT By-Law 26-2018 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

## PROCUREMENT SUMMARY

A procurement document was administered for the above noted project. The following is a summary of the procurement results, as well as a recommendation for a successful proponent:

<b>Procurement Information</b>	<b>Details and Results</b>
Tender Closing Date:	Tuesday, February 27, 2018
Number of Bids Received:	Two (2)
Successful Proponent:	Work Equipment Ltd.
Approved Project Budget:	\$145,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$164,641.00
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$148,264.32
Project Over-budget	\$3,264.32

The procurement document submitted by Work Equipment Ltd. was found to be complete, contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to Work Equipment Ltd, for the purchase of a 2018 MT7 Trackless Vehicle.

## **FINANCIAL IMPLICATIONS**

The funding sources for the above noted project are as follows:

Equipment Reserve	\$118,249
Development Charges Reserve	\$30,015
Total	<b>\$148,264.32</b>

The project will incur a variance of \$3,264.32 from the 2018 Capital budget. The variance will be transferred from the Equipment Reserve Fund.

## **STRATEGIC PLAN**

Not applicable to this report.

## **OTHERS CONSULTED:**

Todd Thibodeau, Public Works Supervisor


## **ATTACHMENTS**

1. Bid Summary

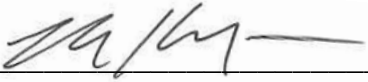
## **REVIEWED BY**

Jim Brown, Treasurer

## **Recommended by the Department**

  
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 Jed Kelly  
 Director of Public Works

**Recommended by the CAO**

A handwritten signature in black ink, appearing to read 'BKittmer', written over a horizontal line.

Brent Kittmer  
CAO / Clerk