



PROCUREMENT AWARD

To:	Mayor Stratthdee and Members of Council
Prepared by:	Jed Kelly, Director of Public Works
Date of Meeting:	24 April 2018
Subject:	PW 25-2018 Award for RFP-PW-05-2018 Supply and Delivery of One New Compact Tractor and Accessories

PROJECT DETAILS

The provision of this RFP includes the supply and delivery of one new compact tractor and accessories including a front loader with bucket, pallet forks and a front mounted snow blower. The proponent will also provide servicing and parts for the new tractor. The new equipment will replace a 2006 Kubota compact tractor that is used to maintain parks and trails year-round. The existing Kubota unit has served the Town well and is at end of service life with repair cost increasing yearly. Primary areas of service delivery functions are the forestry, parks, trail systems and winter snow removal operations of paved trail connecting links. The unit also can be used for ball diamond grooming when required and to assist in the downtown core during heavy snow fall events. A replacement is required due to increasing maintenance costs. The existing unit will be sold using GovDeals website as per the procurement by-law for disposal of surplus equipment.

RECOMMENDATION

THAT PW 25-2018 Award for RFP-PW-05-2018 Supply and Delivery of One New Compact Tractor and Accessories be received; and

THAT the procurement for a new Kubota compact tractor and accessories be awarded to D&S Downham Equipment for the procured price of \$58,153.45, inclusive of all taxes and contingencies; and

THAT By-Law 42-2018 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:

Procurement Information	Details and Results
Tender Closing Date:	Wednesday, April 11, 2018
Number of Bids Received:	Four (4)
Successful Proponent:	D&S Downham Equipment
Approved Project Budget:	\$58,000.00
Cost Result – Successful Bid (Inclusive of HST):	\$58,153.45
Cost Result – Successful Bid (Inc. Net of HST rebate):	\$52,368.98
Project Under Budget	\$5,631.02

The procurement document submitted by D&S Downham Equipment 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 D&S Downham Equipment.

FINANCIAL IMPLICATIONS

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

Parks Tractor Replacement – 01-9392 (budgeted)	\$58,000.00
Total Net of HST Rebate	\$52,368.98

The project will incur a positive variance of \$5632 from the 2018 Capital budget allocation of \$58,000. The variance will be further increased when final sale of surplus equipment via auction is completed.

STRATEGIC PLAN

☒ Not applicable to this report.

OTHERS CONSULTED

Todd Thibodeau, Public Works Supervisor
John Hahn, Parks Team Leader

ATTACHMENTS

1. Bid Summary

REVIEWED BY

Recommended by the Department



Jed Kelly
Director of Public Works

Recommended by the CAO

A handwritten signature in black ink, appearing to read "BK", followed by a horizontal line.

Brent Kittmer
CAO / Clerk