



Report to Council

Department: Infrastructure Services

Division: Capital Works and Asset Management

Date: March 16, 2026

Prepared by: David McBeth, C.E.T.
Manager, Capital Works and Asset Management

Report Number: Capital Works and Asset Management-2026-02

Subject: Results of the Request for Supply of Pickup Trucks for 2026 Tender

Number of Pages: 4

Recommendation(s)

That Capital Works and Asset Management-2026-02 entitled Tender Results of the Request for Supply of Pickup Trucks for 2026 Tender by David McBeth, Manager, Capital Work & Asset Management dated March 16, 2026 be received.

That Council award the Supply of Pickup Trucks for 2026 Tender (RFT-26-005) to Ken Knapp Ford in the amount of \$192,157.48, including non-refundable HST.

Purpose

In accordance with the Town Procurement By-Law Number 2437, a Request for Tender (RFT) was issued for the various pick-up trucks for 2026. Since the pricing in the successful proponent's tender exceeds \$130,000, Council's authorization is required to approve.

Background and Discussion

Included in the approved 2026 budget were three replacement pickup trucks, units #544 & #545 for the Operations Departments and unit #875 for the Community Services Department are all past their useful lives and required replacement.

A Request for Tender, following the guidelines as set out in the Town’s Procurement By-Law Number 2437 was posted both on the Town’s bids and tender website on January 29, 2026, and closed on March 4, 2026 at 3:00:00 pm.

Upon closing, four tenders were received and reviewed for arithmetic errors, completeness, legibility, revisions and irregularities. In addition, there were no apparent unbalanced prices in the Schedule of Items and Prices. The results of the submitted tender prices including applicable taxes are noted in the table below:

Project Code	Pickup Truck Description	Budget	Total Tender Price (excl. HST)	Total Tender price including NRHST (1.76%)
Ken Knapp Ford				
CS-26-0010	¾ Ton Crew Cab Pick-up Truck	\$ 80,000.00	\$ 66,764.00	\$ 67,939.05
PW-26-0007	½ Ton Crew Cab 4x4 Pick-up Truck	\$ 75,000.00	\$ 61,035.00	\$ 62,109.22
PW-26-0008	½ Ton Crew Cab 4x4 Pick-up Truck	\$ 75,000.00	\$ 61,035.00	\$ 62,109.22
Total Tender Price			\$ 188,834.00	\$ 192,157.48
Roy Foss Motors				
CS-26-0010	¾ Ton Crew Cab Pick-up Truck	\$ 80,000.00	\$ 72,985.54	\$ 74,270.09
PW-26-0007	½ Ton Crew Cab 4x4 Pick-up Truck	\$ 75,000.00	\$ 60,799.41	\$ 61,869.48
PW-26-0008	½ Ton Crew Cab 4x4 Pick-up Truck	\$ 75,000.00	\$ 60,799.41	\$ 61,869.48
Total Tender Price			\$ 194,584.36	\$ 198,009.05
Highbury Ford				
CS-26-0010	¾ Ton Crew Cab Pick-up Truck	\$ 80,000.00	\$ 75,773.00	\$ 77,106.60

PW-26-0007	½ Ton Crew Cab 4x4 Pick-up Truck	\$ 75,000.00	\$ 65,958.00	\$ 67,118.86
PW-26-0008	½ Ton Crew Cab 4x4 Pick-up Truck	\$ 75,000.00	\$ 65,958.00	\$ 67,118.86
Total Tender Price			\$ 207,689.00	\$ 211,344.32
Queenston Chevrolet				
CS-26-0010	¾ Ton Crew Cab Pick-up Truck	\$ 80,000.00	\$ 75,699.00	\$ 77,031.30
PW-26-0007	½ Ton Crew Cab 4x4 Pick-up Truck	\$ 75,000.00	\$ 67,409.00	\$ 68,595.40
PW-26-0008	½ Ton Crew Cab 4x4 Pick-up Truck	\$ 75,000.00	\$ 67,409.00	\$ 68,595.40
Total Tender Price			\$ 210,517.00	\$ 214,222.10

Based on the results above, Ken Knapp Ford has the lowest total tender pricing and has provided vehicles to the Town of Essex previously.

Financial Impact

As approved in the 2026 budget and as shown in the previous table, all the pickup trucks in this tender are within the proposed budget and have sufficient funds remaining for the required decaling and oil spray works, and for the Community Service truck, the supply and installation of a liftgate.

Consultations

Norman Nussio – Manager, Operations & Drainage

Rodney Klie – Manager, Parks & Facilities

Jackson Tang, Assistant Manager, Business Services

Ann Marie Unis, Manager, Finance

Kevin Girard, Director, Infrastructure Services

Kate Rowe, Director, Corporate Services/Treasurer

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Request for Pickup Truck Tender - Capital Works and Asset Management-2026-02.docx
Attachments:	
Final Approval Date:	Mar 11, 2026

This report and all of its attachments were approved and signed as outlined below:



Kevin Girard, Director, Infrastructure Services - Mar 11, 2026 - 10:27 AM



Kate Rowe, Director, Corporate Services - Mar 11, 2026 - 10:31 AM

No Signature - Task assigned to Kate Giurissevich, Chief Administrative Officer was completed by delegate Jake Morassut, Director, Community Services

Kate Giurissevich, Chief Administrative Officer - Mar 11, 2026 - 11:44 AM