



## Report to Council

Department: Infrastructure Services

Division: Capital Works and Infrastructure

Date: March 1, 2021

Prepared by: Kevin Girard, P.Eng., MBA  
Director, Infrastructure Services

Report Number: Capital Works and Infrastructure-2021-02

Subject: Results of Request for Tender - Supply of Three Pick-up Trucks 2021

Number of Pages: 5

### Recommendation(s)

**That** Capital Works and Infrastructure 2021-02 entitled, "Results of Request for Tender -Supply of Three Pick-up Trucks 2021" prepared by Kevin Girard, Director, Infrastructure Services dated March 1, 2021 be received, and

**That** Council award the Request for Tender - Supply of Three Pick-up Trucks 2021 to Ken Knapp Ford Essex in the amount of \$144,619.28 including trade in value and non-refundable harmonized sales tax.

### Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required for purchases in excess of \$100,000. This report is to seek Council's approval to appoint a qualified supplier to provide the Town with three different pick-up trucks.

## Background and Discussion

The Town of Essex is updating and adding to its vehicle fleet. As a result, the Town has to purchase three different pick-up trucks to be utilized by Community Services, Operations, and Drainage.

A Request for Tender, following the guidelines as set out in the Town's Procurement By-Law Number 1043 was posted both on the Town's website and Merx, and closed on February 10, 2021 at 3:00:00 pm.

Upon Closing, only one tender from Ken Knapp Ford was received. The tender was 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	Total Tender Price (excl. HST)	Trade-in Value	Total Tender price including Trade in Value and non-refundable Harmonized Sales Tax (1.76%)
CS-21-0093	¾ Ton Regular Cab Flat Bed Truck	\$ 59,810.00	\$ 3,500.00	\$ 57,301.06
PW-21-0001	½ Ton Extended Cab Pick-up Truck	\$ 45,354.00	N/A	\$ 46,152.23
PW-21-0036	½ Ton Extended Cab Pick-up Truck	\$ 45,704.00	\$ 5,250.00	\$ 41,165.99
<b>Total</b>		<b>\$ 150,868.00</b>	<b>\$ 8,750.00</b>	<b>\$ 144,619.28</b>

# Financial Impact

As approved in the 2021 Capital Budget, the tender values compared to the budget totals are shown in the following table.

Project Code	Total Tender price including Trade in Value and non-refundable Harmonized Sales Tax (1.76%)	Approved 2021 Budget	Surplus/(Deficit)
CS-21-0093	\$ 57,301.06	\$ 54,000.00	\$ (3,301.06)
PW-21-0001	\$ 46,152.23	\$ 45,000.00	\$ (1,152.23)
PW-21-0036	\$ 41,165.99	\$ 45,000.00	\$ 3,834.01
<b>Total</b>	<b>\$ 144,619.28</b>	<b>\$ 144,000.00</b>	<b>\$ (619.28)</b>

As per the 2021 approved capital budget, a combined total of \$144,000 has been allocated towards these projects. The total for the purchase of all three pick-up trucks is \$144,619.28 including the trade in value of \$8,750.00 and non-refundable Harmonized Sales Tax (1.76%) which is \$619.28 above the approved 2021 capital budget. The Trade in value of \$8,750.00 will be transferred back to the Lifecycle Asset Management Reserve. Overages in replacement vehicles will be funded by the Asset Management Lifecycle Reserve. The overage of \$1,152.23 for PW-21-0001 will be funded by the Public Works Equipment Reserve.

In addition to the costs above, each pickup truck also requires oil spray and ancillary equipment which will be procured by other types of suppliers outside of this tender in accordance with the Town’s Procurement By-Law and will be funded through the Operations Budget.

## Consultation

Jackson Tang, Assistant Manager, Business Services

Richard Beausoleil, Manager, Capital Works and Infrastructure

Jake Morassut, Manager, Parks & Facilities

## Link to Strategic Priorities

- Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.

## Report Approval Details

Document Title:	Results of Request for Tender - Supply of Three Pickup Trucks 2021 - Capital Works and Infrastructure-2021-02.docx
Attachments:	
Final Approval Date:	Feb 23, 2021

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

A handwritten signature in black ink that reads "Chris Nepszy". The signature is written in a cursive style with a period at the end.

**Chris Nepszy, Chief Administrative Officer - Feb 23, 2021 - 5:22 PM**