



Report to Council

Department: Infrastructure Services

Division: Capital Works and Infrastructure

Date: April 6, 2021

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

Report Number: Capital Works and Infrastructure-2021-05

Subject: Results of Request for Tender – Single Axle Plow Truck
and Winter Control Equipment 2021

Number of Pages: 4

Recommendation(s)

That Capital Works and Infrastructure -2021-05 entitled, "Results of Request for Tender – Single Axle Plow Truck and Winter Control Equipment 2021" prepared by Kevin Girard, Director, Infrastructure Services dated April 6, 2021 be received, and

That Council award the Request for Proposals as follows:

- a. Supply of Single Axle Plow Truck Cab and Chassis 2021 to Team Truck Centres Ltd. in the amount of \$124,577.65 including non-refundable HST, and
- b. Supply of Winter Control Equipment for a Single Axle Plow Truck with Stainless Steel Dump Body to Viking-Cives Ltd. in the amount of \$155,447.56 including non-refundable HST.

That Council approve the additional funding of \$4,861.86 including non-refundable HST above the approved 2021 Capital Budget of \$280,000.00 for Project PW-21-0041 for the Supply of

Winter Control Equipment for a Single Axle Plow Truck, Supply of a Single Axle Plow Truck Cab and Chassis, and 5 year extended warranty from the Public Works Equipment Reserve.

Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required for purchases in excess of \$100,000.00. This report is to seek Council's approval to appoint qualified suppliers to provide the Town with a Single Axle Plow Truck Cab and Chassis and Winter Control Equipment.

Background and Discussion

The purchase of one single axle plow truck cab and chassis with winter control equipment was approved in the 2021 Capital Budget as project PW-21--0041.

Two separate Tenders (one for the cab and chassis and one for the winter control equipment), following the guidelines as set out in the Town's Procurement By-Law Number 1043 were posted both on the Town's website and Merx, and closed on February 17, 2021 at 3:00:00 pm.

The Tenders were 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 for two different Tenders are noted in the Tables below:

Supply of Winter Control Equipment for a Single Axle Plow Truck with Stainless Steel Dump Body

Name of Proponent	Total Amount including non-refundable HST (1.76%)
Viking-Cives Ltd.	\$ 155,447.56

Supply of a Single Axle Plow Truck Cab and Chassis

Name of Tenderer	Total Amount including non-refundable HST (1.76%)
Team Truck Centres Ltd.	\$124,577.65
401 Truck Source Inc.	\$144,742.52

Viking-Cives Ltd., submitted a compliant bid which satisfied all of the tender specifications and requirements. They have provided the Town of Essex similar equipment with satisfactory services.

The low bid from Team Truck Centres Ltd. met all the tender specifications. They have also successfully provided the Town of Essex with various equipment over the years.

Financial Impact

The 2021 Capital Budget had an approved amount of \$280,000.00 (Project PW-21-0041) for the purchase of one single axle plow truck cab and chassis with winter control equipment. The overall total amount from the recommended suppliers is \$280,025.21 including non-refundable HST.

Included in the Request for Tender, the Town also included a provisional item for a 5 year extended warranty on the cab and chassis. The cost to include the extended warranty is \$4,836.65. Based on the pricing provided, it is recommended that Council approve this additional expenditure.

Therefore, the 2021 approved budgeted amount for PW-21-0041 is not sufficient to cover the overall total cost of \$284,861.86 including the extended warranty and non-refundable HST.

Additional funds in the amount of \$4,861.86 are required to be transferred from the Public Works Equipment Reserve to cover this shortage.

Consultations

Jackson Tang, Assistant Manager, Business Services

Jeffery Morrison, Director, Corporate Services/Treasurer

Richard Beausoleil, Manager, Capital Work and Infrastructure

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 – Single Axle Plow and Winter Control Equipment.docx
Attachments:	
Final Approval Date:	Mar 23, 2021

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

A handwritten signature in black ink, appearing to read "Chris Nepszy". The signature is stylized with a large initial "C" and a long, sweeping underline.

Chris Nepszy, Chief Administrative Officer - Mar 23, 2021 - 12:25 PM