



Report to Council

Department: Infrastructure Services

Division: Capital Works and Infrastructure

Date: April 20, 2020

Prepared by: Jackson Tang, Assistant Manager, Business Services

Report Number: Capital Works and Infrastructure-2020-03

Subject: Results of Request for Tender - Supply of Three Pick-up Trucks 2020

Number of Pages: 3

Recommendation(s)

That Capital Works and Infrastructure 2020-03 entitled Results of Request for Tender - Supply of Three Pick-up Trucks 2020 prepared by Jackson Tang, Assistant Manager, Business Services dated April 20, 2020 be received, and

That Council award the Request for Tender - Supply of Three Pick-up Trucks 2020 to Ken Knapp Ford in the amount of \$117,652.87 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, Building Services and Environmental Services Departments respectively.

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 April 01, 2020 at 3:00:00 pm.

Upon Closing, only one tender from Ken Knapp Ford was received. Administration reviewed the tender submissions for specification compliance and found the pick-up truck quoted for Community Services (Project Code: CS-20-0019) as an F-350 with a capacity of one ton which is heavier than the capacity of three-quarter ton specified by the Town. After clarification, Ken Knapp Ford submitted another model, an F-250 with the capacity of three-quarter ton. The price of the F-250 is \$982.00 higher but has a fuel consumption of at least one-third less than the F-350. The three used pick-up trucks that the tendered vehicles are replacing have also been included in the Request for Tender for trade in. The results of the submitted tender prices including non-refundable harmonized sales tax for different trucks are noted in the table below:

Project Code	Item Description	Approved Budget 2020	Total Tender price including non-refundable Harmonized Sales Tax (1.76%)	Total Tender price including Trade in Value and non-refundable Harmonized Sales Tax (1.76%)
CS-20-0019	¾ Ton Crew Cab Pick-up Truck	\$65,000.00	\$49,194.85	\$45,887.65
BD-20-0001	½ Ton 4 x 4 Pick-up Truck	\$42,500.00	\$38,502.93	\$35,195.73
WW-20-0009	½ Ton 4 x 4 Pick-up Truck	\$45,000.00	\$39,113.49	\$36,569.49

Total	\$152,500.00	\$126,811.27	\$117,652.87
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Financial Impact

As per the 2020 approval capital budget, a combined total of \$152,500 has been allocated towards these projects. The total for the purchase of all three pick-up trucks is \$117,652.87 including the trade in value of \$9,158.40 and non-refundable Harmonized Sales Tax (1.76%) applicable to the Town of Essex which is within the approved 2020 capital budget. The Trade in value of \$9,158.40 will be transferred back to the respective Project Codes under the Land & Equipment Sales General Ledger Account.

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.