



## Report to Council

Department: Infrastructure Services

Division: Operations

Date: April 2, 2024

Prepared by: Norm Nussio C.E.T., CRS-I, Manager of Operations and Drainage

Report Number: Operations-2024-04

Subject: Results of Request for Tender- Supply of Wood-Brush Chipper 2024

Number of Pages: 4

### Recommendation(s)

**That** Operations-2024-04 entitled Results of Request for Tender-Supply of Wood-Brush Chipper 2024 prepared by Norm Nussio Manager of Operations and Drainage dated April 2, 2024, be received, and

**That** Council award Request for Tender- Supply of Wood-Brush Chipper 2024 to Vermeer Canada Inc in the amount of \$135,340.80 including non-refundable Harmonized Sales Tax, and

**That** Council approve an additional \$340.80 to be funded from Asset Management Reserve for capital project PW-24-0004.

## Purpose

In accordance with the Town Procurement By-Law Number 2129, Council approval is required for purchases in excess of \$120,000.00. Council approval is required for expenditures that fall outside of the annual approved budget.

## Background and Discussion

The Town's 2024 Capital Budget includes project number PW-24-0004 for the replacement of unit #547 (Vermeer Chipper). A Request for Tender following the guidelines as set out in the Town's Procurement By-Law Number 2129 was posted both on the Town's website and Merx, and closed on February 28, 2024, 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 are noted in Table below:

Name of tender	Total price including trade in value and non-refundable Harmonized Sales Tax (1.76%)
Allan Fyfe Equipment Ltd	\$131,007.85
Vermeer Canada Inc	\$135,340.08

Having confirmed with the lowest tenderer (Allan Fyfe Equipment Ltd), they are not able to meet all the required specifications as specified in the Tender document. It is recommended that this contract be awarded to the compliant bid (Vermeer Canada Ltd).

## Financial Impact

The 2024 Capital budget included \$135,000.00 for project number PW-24-0004 for the replacement of Unit #547 (Vermeer Chipper). The total value of the tender is \$135,340.80 leaving a funding deficit of \$340.80 which is recommended to be covered by the towns Asset Management Reserve. Furthermore, as presented in the 2024 budget the current Vermeer Chipper unit #547 will be transferred to Community Services (CS-24-0007) which has \$26,950.00 in the 2024 capital budget to offset the remaining lifecycle cost for the purchase the currently owned Wood Chipper.

## Consultations

Kevin Girard, Director of Infrastructure Service

Jackson Tang, Assistant Manager of Finance and Business Services

Ann Marie Unis, Manager of Finance and Business Services

Kate Giurissevich, 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:	Results of Request for Tender- Supply of Wood-Brush Chipper 2024 - Operations-2024-04.docx
Attachments:	
Final Approval Date:	Mar 27, 2024

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



**Kevin Girard, Director, Infrastructure Services - Mar 27, 2024 - 9:25 AM**



**Doug Sweet, Chief Administrative Officer - Mar 27, 2024 - 9:30 AM**

**No Signature found**

**Kate Giurissevich, Director, Corporate Services - Mar 27, 2024 - 9:40 AM**