

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2019-007

Date: April 23, 2019
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: RFQ 2019-18-CQ Supply and Delivery of One (1) New Valve Exercise

Author and Title: Marielle van Engelen, Buyer
Todd Bryant, Manager of Fleet and Transit Services

Recommendation(s):

That Report PUR2019-007, **Request for Quotation 2019-18-CQ Supply and Delivery of One (1) New Valve Exercise Trailer**, be received;

That Wachs Canada Ltd. of Newmarket, Ontario be awarded Request for Quotation 2019-18-CQ Supply and Delivery of One (1) New Valve Exercise Trailer, for the total amount of \$112,790.00 (not including HST) with optional equipment; and

That subject to receipt of the required documents, the Procurement Division be authorized to issue a purchase order.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

Request for quotation 2019-18-CQ Supply and Delivery of One (1) New Valve Exercise Trailer was prepared and advertised in accordance with the Purchasing Policy.

The request for quotation closed on March 14, 2019. Quotations were opened in public by Andy Letham, Mayor and Linda Lee, Buyer, with the following results:

Company	Quoted Amount
Wachs Canada Ltd. (Newmarket, ON)	\$90,255.00

The quotation requested pricing for optional equipment that was not included in the quoted amount as read out at the public opening. A tool box, aluminum nut removal tool, a pulling shaft and a single circuit hydraulic power unit were added to the recommendation for a total quote of \$112,790.

In accordance with the purchasing policy, the results of a competitive procurement process are considered to be irregular when fewer than three submissions are received. The award of the irregular bid shall be approved in accordance with the Table of Authority, in this case, Council approval is required as the spend is over \$100,000.

The quotation was checked for mathematical errors and compliancy to the quotation.

Rationale:

The City of Kawartha Lakes recognizes the importance of managing all municipally owned motorized equipment in a responsible and cost effective manner.

Valve Maintenance Trailers are used throughout the City to exercise valves and hydrants. This unit is also equipped with a small vacuum that is required in the field for minor excavation and clean up. This unit is further equipped with an onboard computer system to turn, tighten and report information directly to a computer for work that is required to meet industry standard. It is anticipated this trailer will last 10-12 years before replacement.

Staff recommends that Wachs Canada Ltd be awarded Request for Quotation 2019-18-CQ Supply and Delivery of One (1) New Valve Exercise Trailer, for the total amount of \$112,790.00 (not including HST) with optional equipment.

Other Alternatives Considered:

No other alternative is being considered as a competitive procurement process was conducted.

Financial/Operation Impacts:

Project 994190310 for the purchase of a valve exercise trailer was approved by Council through the 2019 capital budget.

Capital Project Number	Project Budget	Other Committed Funds	Capital Project balance	Purchase Amount (excl. HST)	HST Payable	Total Amount	Project Balance
994190310	\$720,000	\$0	\$720,000	\$112,790	\$1,985	\$114,775	\$605,225

The remaining project budget will be used for Request for Quotation 2019-38-CQ that has been issued for the purchase of a vacuum truck.

Any remaining surplus or deficit will be dealt with through the capital close report present to Council by the Treasury Department in accordance with the Capital Close Policy.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

While there is no direct link to the strategic priorities, this purchase does address the strategic enablers of Responsible Fiscal Resource Management, Municipal Service Excellence and Efficient Infrastructure and Asset Management.

Consultations:

Junior Accountant

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson, Director of Public Works

Department File: 2019-19-CQ