

The Corporation of the City of Kawartha Lakes
Council Report

Report Number PUR2019-010

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

Ward Community Identifier: All

Title: Request for Quotation 2019-16-CQ Supply and Delivery of One (1) New Forestry Aerial Truck

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

Recommendation(s):

That Report PUR2019-010 Request for Quotation 219-16-CQ Supply and Delivery of One (1) New Forestry Aerial Truck be received;

That Allan Fyfe Equipment Ltd., of Concord, Ontario ; be selected for the award of quotation 2019-16-CQ Supply and Delivery of One (1) New Forestry Aerial Truck for the quoted amount of \$ \$232,420.00 not including HST;

That project 9994190311 Forestry Aerial Truck be increased by \$36,510.00, with \$29,208.00 being funded from the Parks and Recreation portion of the Development Charges Reserve (45%) and the remaining \$7,302.00 being funded by the Public Works Fleet Reserve; and

That subject to receipt of required documents, Financial Services be authorized to issue a purchase order.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

Request for quotation 2019-16-CQ was issued for the supply and delivery of one new forestry aerial truck as per the 2019 approved capital budget for the Parks and Recreation Department. The quotation was issued in accordance with the Purchasing Policy.

The quotation closed on Thursday, March 28, 2019, and was opened in public by Pat Dunn, Council and Linda Lee, Buyer

Company	Quoted Amount (not including HST)
Allan Fyfe Equipment Ltd. Concord, Ontario	Quotation A: \$232,420.00
	Quotation B: \$233,600.00
Altec Industries Ltd. Milton, Ontario	\$ 238,158.00

As per the quotation document respondents were able to provide more than one submission, as the RFQ requirement was for one new, unused chassis with model years ranging from 2016 to 2020.

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 and all submissions exceed the budget by more than \$10,000.00. The award of an irregular bid shall be approved in accordance with the Table of Authority, in this case, Council approval is required as the spend is over \$100,000.00.

Submissions were checked for mathematical errors and compliancy to the quotation.

Rationale:

The Forestry Aerial Truck will be used up by the Parks Department for up to 1500 hours per year. This unit replaces a unit that is sixteen years old. This single unit truck with aerial attachment and dump body will be replacing two units that are currently being utilized, realizing a small operating savings. The main purpose of this unit is to mitigate the overwhelming response necessary to attack the ash boring beetle infestation. The higher boom height allows for safer removal and limbing of trees, working over water or structures. Due to the number of ash trees in parks and roadways, this unit will add a needed degree of safety and efficiency when dealing with the size and amount of trees affected by this issue. Secondly, this unit will be used to safely remove hazardous trees in parks and within road allowances.

Staff recommends that Allan Fyfe Equipment, of Concord, Ontario be awarded Request for Quotation 2019-16-CQ- Supply and Delivery of One (1) New Forestry Aerial Truck.

Additionally, staff recommend that project 9994190311 Forestry Aerial Truck be increased by \$36,510.00, with \$29,208.00 being funded from the Parks and Recreation portion of the Development Charges Reserve (45%) and the remaining \$7,302.00 being funded by the Public Works Fleet Reserve.

Other Alternatives Considered:

No other alternative is being considered as the lowest quotation is being recommended through an open, fair and transparent process and the additional funding is being requested.

Financial/Operation Impacts:

Capital Project Number	Project Budget	Other Committed Funds	Capital Project balance	Purchase Amount (excl. HST)	HST Payable	Total Amount	Project Balance
9994190311	\$200,000	\$0	\$200,000	\$232,420	\$4,090	\$236,510	(\$36,510)

It is recommended that the funds required, in the amount of \$36,510 to complete the purchase be funded from the the Parks and Recreation portion of the Development Charges Reserves and the Public Works Fleet Reserve, as this is where the initial funding came from.

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

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

- Goal 1 – A Vibrant and Growing Economy
 - Recommendations in this report will support effective Parks operations service delivery, adding support to the City now and as it grows into the future.
- Goal 2 – An Exceptional Quality of Life
 - Recommendations will help support efficient delivery of Parks, Recreation and Culture operations adding to an exceptional quality of life
- Goal 3 – A Healthy Environment

- Having healthy flora and fauna in City parks creates spaces for residents to enjoy increasing their active involvement and a healthy environment

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Department File: 2019-16-CQ