

# **The Corporation of the City of Kawartha Lakes**

## **Council Report**

**Report Number PUR2019-018**

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**Date:** May 21, 2019  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier:** All

**Title:** Request for Proposal 2019-49-CP Supply and Delivery of a Brushing Attachment

**Author and Title:** Launa Macey, Supervisor of Financial Services  
Todd Bryant, Manager of Fleet and Transit Services

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### **Recommendation(s):**

**That** Report PUR 2019-018, **Request for Proposal 2019-49-CP Supply and Delivery of a Brushing Attachment**, be received;

**That** Colvoy Enterprises 2012 Ltd. of Brantford being the highest scoring proponent, be selected for the award of Request for Proposal 2019-49-CP Supply and Delivery of a Brushing Attachment; and

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

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

Request for proposal 2019-49-CP was prepared and advertised in accordance with the Purchasing Policy.

The request for proposal closed on April 23, 2019. Proposal were opened in public by Andy Letham, Mayor and Marielle van Engelen, Buyer, with the following results

<b>Proposals Received From</b>
Colvoy Enterprises 2012 Ltd.

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 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.

The submission was carefully reviewed and evaluated by the evaluation committee by consensus to the criteria described in the RFP, and Colvoy Enterprises was found to be compliant.

References were checked and found to be favorable.

## **Rationale:**

This Loader Mounted Brushing unit will be used up by the Public Works Oakwood and Fenelon roads depots for up to 500 hours per year. This unit replaces a unit that was decommissioned in 2018 due to poor condition and excessive operating costs. This unit will provide roadside brushing activities from mid-April to November, assisting in roadside drainage. Secondly, this unit will be used to safely remove hazardous trees and bushes within road allowances providing safer site lines to motorists at intersections and along the roadways. Staff recommends that Colvoy Enterprises 2012 Ltd. of Brantford being the highest scoring proponent, be selected for the award of Request for Proposal 2019-49-CP Supply and Delivery of a Brushing Attachment.

## **Other Alternatives Considered:**

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

### **Financial/Operation Impacts:**

Capital Project Number	Project Budget	Other Committed Funds	Capital Project balance	Purchase Amount (excl. HST)	HST Payable	Total Amount	Project Balance
994190312	\$150,000	\$0	\$150,000	\$139,447	\$2,454	\$141,901	\$8,098

Any remaining surplus or deficit will be dealt with through the capital close report Close Policy.

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

The Report contributes to the Council Adopted Strategic Plan in the following ways:

Goal 1 – A Vibrant and Growing Economy

Recommendations in this report will support effective road operations service delivery to support the City now and as it grows into the future.

Goal 2 – An Exceptional Quality of Life

Recommendations in this report will help support efficient delivery of road operations supporting an exceptional quality of life for residents.

### **Consultations:**

Junior Accountant

**Department Head E-Mail:** brobinson@kawarthalakes.ca

**Department Head:** Bryan Robinson, Director of Public Works

**Department File:** 2019-49-CP