

The Corporation of the City of Kawartha Lakes
Council Report

Report Number PUR2020-004

Meeting Date: February 18, 2020

Title: Request for Quotation 2020-02-CQ Supply and Delivery of Two (2) Single Axle and Four (4) Tandem Axle Trucks

Ward Number: All

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

Recommendation(s):

That Report PUR2020-004, Request for Quotation 2020-02-CQ Supply and Delivery of Two (2) Single Axle and Four (4) Tandem Axle Trucks, be received;

That Winslow-Gerolamy Motors Limited, of Peterborough, Ontario be awarded Quotation 2020-02-CQ Supply and Delivery of Two (2) Single Axle and Four (4) Tandem Axle Trucks, for the total amount of \$1,667,066.00 (not including HST) including all requested optional equipment;

That the deficit in the project, 994200210 Single Axle Trucks, of \$36,408 be funded by the Public Works Fleet Reserve (1.32070); and

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

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The 2020 approved capital budget 994200210 allocated \$500,000 for two single axle plow trucks and budget 994200211 allocated \$1,160,000 for four tandem axle plow trucks.

In accordance with the City's Fleet Policy specifications are standardized in order to reduce cost for parts inventory, training, provide interchangeability with already existing equipment and software requirements. For that reason, the trucks are to be manufactured by International and/or Mack.

Request for Quotation 2020-02-CQ Supply and Delivery of Two (2) Single Axle and Four (4) tandem Axle Trucks was prepared and advertised in accordance with the Purchasing Policy.

The request for quotation closed on January 30, 2020. Quotations were opened in public by Pat Dunn, Councilor and Marielle van Engelen, Buyer, with the following results:

| Company Name | Quoted Amount (not Including HST) |
|---------------------------------|--|
| Currie Truck Centre Bracebridge | \$1,607,642.00 |
| Winslow-Gerolamy Motors Limited | \$1,658,726.00 |

The quotation requested pricing for optional equipment. These features included an automated tire chain, heated windshield, a hardox dump body and tail gate for the two single axle plows, and a tailgate and combination dump body spreader for the four tandem axle plows.

Upon review of the provided pricing information for each submission it was found that the quoted amounts read at opening included optional equipment in the quoted price of the trucks for both companies. Both companies included the hardbox dump body and tail gate for the single axle trucks and the tailgate for the tandem axle trucks in the above quote. Additionally, Winslow-Gerolomy Motors Limited's quote, noted above, included the optional combination dump body spreader for the tandem axle trucks.

For evaluation purposes the separate combination dump body spreader pricing provided by Currie Truck Centre Bracebridge was added to their above quote to enable staff to compare both quotes with the same criteria. This lead to Winslow –Gerolomy being the lowest price.

Review of the submissions determined that the specifications provided by Currie Truck Centre Bracebridge were for Freightliner trucks when the request for quotation was for International or Mack trucks. As per the Purchasing Policy/Management Directive an unsolicited alternative offer shall not be considered. This is a major irregularity resulting in an automatic rejection of the submission.

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 compliant submission 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.

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

Rationale:

During the 2020 budget approval process, staff recommend the purchase of two single axle plow trucks and four tandem axle trucks. One of the single axle plow trucks is replacing a unit in Lindsay and the other unit is a new purchase to replace a contracted unit. The four tandem plow trucks are to be utilized in Fenelon Falls, Coboconk, Manvers and Emily.

Staff recommends that Winslow-Gerolamy Motors Limited, of Peterborough, Ontario be awarded quotation 2020-02-CQ Supply and Delivery of Two (2) Single Axle and Four (4) Tandem Axle Trucks, for the total amount of \$1,667,066.00 (not including HST) including all optional equipment.

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 | Capital Project Balance |
|------------------------|----------------|-----------------------|-------------------------|-----------------------------|-------------|--------------|-------------------------|
| 994200210 | 500,000 | 0 | 500,000 | 536,314 | 9,440 | 545,754 | <45,754> |
| 994200211 | 1,160,000 | 0 | 1,160,000 | 1,130,752 | 19,902 | 1,150,654 | 9,346 |
| Total | 1,660,000 | 0 | 1,660,000 | 1,667,066 | 28,342 | 1,696,407 | <36,408> |

The deficit is being funded from the Public Works Fleet Reserve. (1.32070). 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. Any additional deficit will be covered from the Fleet Reserve.

Relationship of Recommendation(s) To The 2020-2023 Strategic Plan:

- **A Vibrant and Growing Economy**
Recommendations in this report will support effective road operations and service delivery to support the City.
- **An Excellent Quality of Life**
Recommendations in this report will help support efficient delivery of road operations and assists the general well-being of residents.
- **A Healthy Environment**
Recommendations in this report will assist the residents promoting activity health, education and employment.

Consultations:

Junior Accountant

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson, Director of Public Works

Department File: 2020-02-CQ