



The Corporation of the Town of Tecumseh

Public Works & Environmental Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Environmental Services

Date to Council: September 22, 2020

Report Number: PWES-2020-32

Subject: 2020 Supply of Various Vehicles Tender Award

Recommendations

It is recommended:

That the following purchases **be awarded** to Finch Chevrolet Cadillac Buick GMC Ltd.:

- Item 1: One (1) 1500 Regular Cab Pickup Truck, in the amount of \$30,886 plus HST plus outfitting costs;
- Item 2: One (1) 1500 Regular Cab Pickup Truck, in the amount of \$31,450 plus HST plus outfitting costs; and
- Item 3: One (1) 3500 Regular Cab Dump Body, in the amount of \$65,013 plus HST plus outfitting costs.

And that the total cost including approved budget allocation deficit of \$4,733 **be funded** from the Lifecycle Fleet Reserve.

Background

At the February 11, 2020 Regular Meeting of Council, Council authorized Administration to obtain quotations for the Supply of Various Vehicles of the following, net of recoverable HST (Motion: RCM-45/20):

- 1) Building: 1500 Regular Cab Pickup Truck, \$30,000
- 2) Recreation: 1500 Regular Cab Pickup Truck, \$30,000

3) Public Works: 3500 Regular Cab Dump Body Truck, \$65,000

The purchase of the above-noted vehicles is to be funded by the Fleet Lifecycle Reserve.

Comments

Administration prepared a “Request for Formal Quotes for the Supply of Vehicles” (RFQ) with reference to the 2020 Building, Recreation and Public Works vehicles to be replaced in accordance with the Town’s Purchasing Policy.

The RFQ was advertised on the Town’s website and a Bids and Tender invitation to submit was forwarded to local vehicle suppliers.

This was the second RFQ opportunity advertised for these vehicles. The RFQ originally closed on April 9, 2020. At that time, the tenderers all responded with unknown delivery dates due to the COVID-19 pandemic. All manufacturing plants as well as associated dealerships were shut down and it was unknown as to when production would resume.

Given the circumstances, Administration decided not to award the RFQ and re-advertise at a later date when confirmed timelines for production and delivery of vehicles could be established.

The RFQ was advertised for a second time on the Town’s website and a Bids and Tender invitation to submit was forwarded to local vehicle suppliers. This RFQ closed on July 23, 2020 and only one bid was received.

The Town of Tecumseh Purchasing Policy Section 4.5 (b) and (c) “Only One Bid Received” indicates that:

- b) In the event that only one bid is received in response to a request for tender, the bid may be opened and evaluated in accordance with the Town’s usual procedures when, in the opinion of the Department Director and Purchasing Officer, the bid should be considered by the Town. If, after evaluation by the Department Director and Purchasing Officer, the bid is found not to be acceptable, they may follow the procedures set out in Subsection 4.4 a) to d).
- c) In the event that the bid received is found acceptable, it will be awarded as an irregular result under Schedule “A” of the Purchasing By-law.

In accordance with Section 4.5 (b), Administration opened the sole tender received. It is the opinion of the Department Director, via delegation to Manager Roads & Fleet, that it was not reasonably expected that additional quotations would be received if this tender was re-posted, given this was the second RFQ opportunity.

The table below summarizes the quotation received, excluding HST.

Company	Item 1 Building	Item 2 Recreation	Item 3 Public Works
Finch Chevrolet	\$30,886	\$31,450	\$65,013

The Manager Roads & Fleet and the Purchasing Officer reviewed the quotation submitted. The bid was found to be acceptable in principle. The submission was checked for completeness and the degree to which each submission met the specifications.

In accordance with the Town's Purchasing Policy Section 4.5 (c), Schedule "A" of the Purchasing By-law, Town Council is required to approve "irregular results" where the dollar value of the contract is greater than \$100,000.

The RFQ submitted by Finch Chevrolet Cadillac Buick GMC Ltd. best meets the criteria outlined in the Town specification package.

Consultations

Financial Services
Purchasing Officer

Financial Implications

Item	Costs
Item 1 – Building	\$30,886
Item 2 – Recreation	\$31,450
Item 3 – Public Works	\$65,013
Outfitting	\$8,100
HST non-rebateable (1.76%)	\$2,384
Total	\$137,833
Approved allocation per PWES 2020-02	\$133,100
Allocation deficit	\$4,733

Purchase of the vehicles will be funded from the Town's Lifecycle Fleet Reserve.

Based on the initial review, the submitted costs are above the estimated and approved allocation. It should be noted that the outfitting costs are included in this review and subsequent deficit.

Administration expects this allocation deficit to be offset by the surplus values received through auction for the respective vehicles being replaced.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Kirby McArdle, P.Eng.
Manager Roads & Fleet

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Reviewed by:

Phil Bartnik, P.Eng.
Director Public Works & Environmental Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None