



The Corporation of the Town of Tecumseh

Public Works & Engineering Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Engineering Services

Date to Council: June 28, 2022

Report Number: PWES-2022-33

Subject: 2022 Community Safety Vehicle Tender Award

Recommendations

It is recommended:

That the purchase of a 2022 Ford F150 Crew Cab, XL 4x4 from East Court Ford Lincoln in the amount of \$56,999 plus non-refundable HST and emergency services outfitting at a cost of \$10,661 plus non-refundable HST **be authorized**;

And that the \$8,851 allocation deficit **be funded** from the Lifecycle Fleet Reserve;

And further that the funding allocation for fleet replacement **be adjusted** to reflect current vehicle replacement costs as part of the 2023 Operational Budget.

Background

At the March 8, 2022 Regular Meeting of Council, Council authorized Administration to obtain quotations for the 2022 Supply of Various Vehicles within Report [PWES-2022-07](#), which included a Command Pickup Truck for the Community Safety Department (Motion: RCM-83/22). Council had approved an allocation of \$55,000 for the vehicle and \$5,000 for outfitting, for a total of \$60,000.

Comments

A Request for Quotation (RFQ) for a 1500 HD 4x4 crew cab truck was advertised on the Town's website on April 21, 2022 and was also posted to the Town's Bids and Tenders account.

On May 12, 2022, the Purchasing Officer received two (2) submissions from two (2) dealerships in response to the RFQ that were opened electronically via the Bids and Tenders platform.

The table below summarizes the quotations received (excluding HST):

Company	Bid	Outfitting	Total (excluding HST)
Windsor Chrysler Superstore	\$61,681.86*	---	\$61,681.86
East Court Ford Lincoln	\$56,999.00	\$10,660.94	\$67,659.94

*Windsor Chrysler bid included the outfitting cost.

Administration reviewed the tenders and all were found to be mathematically correct. The bid from Windsor Chrysler included the proposed outfitting cost within the vehicle quotation. East Court Ford Lincoln's bid was only for the truck itself and the cost for the outfitting was supplied separately. The Windsor Chrysler bid was for a 2-wheel drive truck which was not the requested vehicle; therefore it was deemed to be **non-compliant** during Administration's review. The low tender contained no irregularities.

Administration therefore recommends that the low tender from East Court Ford Lincoln, in the amount of \$56,999 plus \$10,660.94 emergency services outfitting and non-refundable HST, for the Community Safety Vehicle, be approved.

Per the Town's Purchasing By-law 2021-60, Section 4.4 "Expenditures Exceeding Approved Budget Funding"; the Department Director or delegate must seek Council approval when:

- i) Regardless of which Bid Solicitation process is utilized, in the event the cost amount proposed for acceptance is higher than the Town Council approved budget for that expenditure and where the cost of a project is in excess of the greater of \$10,000 or 10% of the Council approved budget.

The proposed cost is 15% greater than the approved budget.

Consultations

Community Safety

Financial Services

Financial Implications

Report PWES-2022-07 provided an allocation of \$60,000 for the Command Pickup Truck for the Community Safety Department. The purchase of the vehicle will be funded from the Town's Lifecycle Fleet Reserve and a summary of the costs are outlined in the table below.

Item	Costs
Vehicle	\$56,999.00
Outfitting	\$10,660.94
HST non-rebatable (1.76%)	\$1,190.81
Total	\$68,850.75
Approved allocation per PWES-2022-07	\$60,000.00
Allocation deficit	\$8,850.75

The submitted costs are above the estimated and approved allocation by \$8,850.75 or 15%.

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:

Dana Reid
Public Works & Engineering Services Assistant

Reviewed by:

Kirby McArdle, P.Eng.
Manager Public Works & Transportation

Reviewed by:

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

Reviewed by:

Wade Bondy
Director Community Safety & Fire Chief

Reviewed by:

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

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None