



## Community Services *Staff Report*

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REPORT NO: CS-2024-09

TO: Council

SUBMITTED BY: Chris Catania, Director of Community Services

PREPARED BY: Chris Catania, Director of Community Services

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: May 6, 2024

SUBJECT: Award of RFT 2024-04 Parks and Facilities Stake Truck

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### RECOMMENDATION:

THAT Report CS-2024-09, Award of RFT 2024-04 Parks and Facilities Stake Truck be received for information, and further

THAT Council approve award to Oxford Dodge Chrysler (1992) LTD in the amount of \$100,791.00 excluding taxes for the supply and delivery of a Parks and Facilities Stake Truck based on the results of RFT 2024-04, and further

THAT Council approve an additional \$791.00 excluding taxes through the Ontario Community Infrastructure Fund.

### SUMMARY:

To provide Council information related to the RFT 2024-04, the supply and delivery of a Parks and Facilities Stake Truck and to seek Council approval for the award of RFT 2024-04 and budget as presented in this report.

### BACKGROUND:

On February 15, 2024, Council approved report CS 2024-04 for inclusion in the 2024 capital budget, funding in the total amount of \$100,000 to proceed with the replacement of a 2013 Parks and Facilities service vehicle with a stake truck.

### **Greater Efficiencies**

The acquisition of a stake truck would provide increased flexibility to the department allowing the Parks team to tow trailers laden with equipment, offer extra space for chipper storage during trail and forest maintenance operations, and transport materials such as trees and large debris, as required, enabling the team to effectively uphold the township's commitment to delivering proper parks service standards.

Recognizing the growing array of equipment, machinery, and service resources, the Parks and Facilities team have identified a pressing need to source a new fleet vehicle with increased payload, torque, and cargo capacity. The replacement and end of life service vehicle (2013 Dodge Ram 1500) is an opportunity to replace with a stake truck that can better serve the community and provide greater efficiencies for the department.

### **REPORT:**

#### **Competitive Procurement Process**

Request for Tender RFT 2024-04 for the supply and delivery of a Parks and Facilities Stake Truck was released on Friday March 22, 2024. RFT 2024-04 was open for a period of 34 days, exceeding the public procurement industry standards and requirements. The RFT closed on Thursday, April 25, 2024, with six (6) firms submitting bids.

The procurement and evaluation processes were monitored and adhered to by the Supervisor of Procurement & Payroll. Furthermore, RFT documents were reviewed by Community Services to ensure tender specifications were met.

#### **Additional funding and Award**

Of the firms providing a bid, Oxford Dodge Chrysler (1992) LTD was the lowest, compliant bid in the amount of \$100,791.00 excluding taxes. Even though funding was approved in the capital budget, staff is required to report out to Council on tender awards exceeding \$100,000 and therefore, recommending an additional \$791.00 excluding taxes be included to award the Parks and Facilities Stake Truck. Additional funding will be sourced from the Ontario Community Infrastructure Fund that is currently funding this 2024 capital project. Staff is recommending award to Oxford Dodge Chrysler (1992) LTD as the lowest, compliant bid in the amount of \$100,791.00 excluding taxes.

### **ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:**

Responsible Governance through Fiscal Responsibility and Infrastructure Investments

**FINANCIAL CONSIDERATIONS:**

Council approved 2024 funding in the amount of \$100,000 to proceed with the replacement of a Service Vehicle with a Parks and Facilities Stake Truck. This project is being funded through the Ontario Community Infrastructure Fund. Revised budget is indicated below: (All amounts listed are excluding taxes)

**Table A**

<b>2024 Parks and Facilities Stake Truck (Council Approved)</b>	<b>\$100,000</b>
Actual (Tender Cost)	\$100,791
Additional Funding Required	\$791
Revised Budget	<b>\$100,791</b>

**ATTACHMENTS:**

N/A