

**Municipality Of Chatham-Kent
Infrastructure and Engineering Services
Drainage, Asset and Waste Management**

To: Mayor and Members of Council
From: Kevin Rankin
Manger, Fleet Services
Date: March 27, 2020
Subject: Single Source – One 4WD Industrial Tractor Loader

Recommendations

It is recommended that:

1. The proposal for one 4WD Industrial 90 HP tractor loader be single sourced to Brandt Tractor Ltd. at a total cost of \$178,795.38 (13% tax included).
2. The total cost be funded from the Fleet Reserve.

Background

Unit 95TR065, a John Deere tractor is past its lifecycle and is due to be replaced. It was approved through budget deliberations for additional funding in the amount of \$75,000 to upgrade the existing tractor to a 4WD Industrial 90 HP Tractor Loader as well as the 2020 Fleet Equipment Replacement List report.

A Request for Proposal (RFP) was released and closed on March 25, 2020.

The cost of this unit is within the budget request approved by Council.

The procurement policy requires Council approval, since only one submission was received for this unit.

The Procurement By-law #03-2016 was adopted by Council on January 11, 2016. The Procurement By-law Section 121 - Single Source states the following:

A non-competitive direct award of Contract may be used to purchase Deliverables from Municipality funds only and with a value of \$100,000 or less with the prior approval of the CAO under the following circumstances:

- a. Where there is one or no Response to a competitive process;

- b. To ensure compatibility with existing products and services, to recognize exclusive rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
 - c. To purchase an item for testing or trial use;
 - d. Where Deliverables are in short supply due to market conditions, including geographic limitations and lack of competition;
 - e. To purchase an item directly for resale;
 - f. To exercise a purchase option under a rental contract;
 - g. To purchase Goods offered for sale by auction or tender, provided the CAO authorizes the submission of a bid;
 - h. Where a competitive method of purchasing could interfere with the Municipality's ability to maintain security or order, or to protect human, animal or plant life;
 - i. Where an unforeseeable situation of urgency exists and competitive methods of purchasing would result in the Municipality's inability to obtain the Deliverable in time; or,
 - j. Where Deliverables relating to matters of a confidential or privileged nature are required and disclosure of these matters could reasonably be expected to compromise confidentiality, cause economic disruption, or otherwise be contrary to the public interest.
122. Single Source purchases that meet one of the above circumstances must have prior approval authorized by:
- b. Council above \$100,000

Comments

The results of RFP# R20-214 are as follows:

| Company | Year | Make and Model | Matrix Score |
|--------------------|-------------|-----------------------|---------------------|
| Brandt Tractor Ltd | 2020 | John Deere Model 210L | N/A |

Accordingly, it is recommend the proposal of Brandt Tractor be accepted as it meets all the requested specifications.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

- Economic Prosperity:
Chatham-Kent is an innovative and thriving community with a diversified economy
- A Healthy and Safe Community:
Chatham-Kent is a healthy and safe community with sustainable population growth
- People and Culture:
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- Environmental Sustainability:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- Open, Transparent and Effective Governance:
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

The Purchasing Officer was consulted and is in agreement with this report.

Financial Implications

The purchase of the above mentioned unit will be purchased from the Fleet Reserve.

Prepared by:



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Reviewed by:

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Reviewed by:

Thomas Kelly, P. Eng. MBA
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Consulted and confirmed the content of the consultation section of the report by:

Reviewed by:

Jennifer Scherle
Purchasing Officer

Attachments: None
C None