

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

**To:** Mayor and Members of Council

**From:** Kevin Rankin  
Manager Fleet Services

**Date:** June 26, 2020

**Subject:** Single Source – One Drum Style Wood Brush Chipper  
RFP #R20-249

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**Recommendations**

It is recommended that:

1. The proposal for one Drum Style Wood Brush Chipper be single sourced to Vermeer Canada Inc. at a total cost of \$106,220.00 (13% tax included).
2. The total cost of be funded from the Fleet Reserve.

**Background**

A Request for Proposal (RFP) was released for response and closed on June 24, 2020 for the purchase of one Drum Style Wood Brush Chipper (RFP #R20-249). This unit is replacing unit 06WC011, a Vermeer Wood Brush Chipper which has passed its lifecycle. A replacement unit was approved on the 2020 Fleet Equipment Replacement List by Council on March 23, 2020. The cost of this unit is within the budget request approved.

The Procurement By-law #03-2016 was adopted by Council on January 11, 2016 and states that single source purchases above \$100,000 that meet one of the circumstances below must have prior approval by Council:

- 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 Chief Administrative Officer (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.

**Comments**

The results are as follows:

<b>Company</b>	<b>Year</b>	<b>Make and Model</b>	<b>Matrix Score</b>
Vermeer Canada	2020	Vermeer BC 1500	N/A

Accordingly, it is recommend the proposal of Vermeer Canada Inc. 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 supports 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.

### **Financial Implications**

The purchase of the above mentioned unit is being purchased from the Fleet Reserve.

Prepared by:

Reviewed by:

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Kevin Rankin  
Manager  
Fleet Services

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Tim Dick, C.E.T.  
Director  
Drainage, Asset and Waste Management

Reviewed by:

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Thomas Kelly, P. Eng., MBA  
General Manager  
Infrastructure and Engineering Services

R20-249 One (1) Drum Style Wood Brush Chipper

Reviewed by:

Purchasing Officer Comments

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Jennifer Scherle  
Purchasing Officer

Note: The Director of Financial Service is only required to sign when the Purchasing Officer has indicated concerns regarding the proposed single source purchase:

Reviewed by:

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Steven Brown, CPA, CMA  
Director,  
Financial Services

Attachment: None  
C: Purchasing Officer

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