



City of
Peterborough

To: **Members of the Committee of the Whole**

From: **W.H. Jackson, Director of Utility Services**

Meeting Date: **May 8, 2017**

Subject: **Report USPW17-009**
Award of RFP P-06-17 for the Supply and Delivery of Two
Four-Wheel Drive Tractor Backhoes

Purpose

A report to recommend award of RFP P-06-17 for the Supply and Delivery of Two Four-Wheel Drive Tractor Backhoes.

Recommendation

That Council approve the recommendation outlined in Report USPW17-009 dated May 8, 2017 of the Director of Utility Services, as follows:

That RFP document P-06-17 for the Supply and Delivery of Two Four-Wheel Drive Tractor Backhoes be awarded to Nortrax Canada Inc., 1003 Highway 7 East, Peterborough, ON, K9J 7Y8 at a total cost of \$254,888.00 plus \$33,135.44 HST for a total of \$288,023.44 with an option, at the City's sole discretion, to enter into negotiations with Nortrax Canada Inc. for an additional five units over the next five years.

Budget and Financial Implications

The total net \$259,374.03 requirement, after applicable HST rebates for the Supply and Delivery of Two Four-Wheel Drive Tractor Backhoes can be accommodated within the approved \$1,460,000.00 allocation within the 2017 Capital Budget reference 5-8.02.

The City will be accepting the offered trade for one of the existing units and the other existing unit will be transferred to the Waste Water Collection team.

Background

Brief Description of the Work

The City currently uses this type of equipment for various construction activities in Public Works Operations. The existing units have reached their projected life cycles and the acquisition of new units will lower operating costs and improve operational efficiencies.

RFP Details, Closing, Prepared by, Reviewed by

P-06-17 was issued March 16, 2017 and closed April 6, 2017. The RFP was advertised on a Biddingo hosted webpage. Within this RFP, at our sole discretion, the City has the opportunity to enter into negotiations with the successful proponent for an additional five units over the next five years. The purpose of this option is to ensure compatibility of new units with the recommended purchase. Such compatibility translates into enhanced efficiencies and decreased ownership costs over the life cycle of units.

Two bids were received and reviewed by the Assistant Manager of Public Works, Public Works Operations Supervisor and the City's Purchasing Administrator all in accordance with the City's Purchasing By-Law 14-127.

RFP Statement

This solicitation process was an RFP where a number of criteria were used to evaluate submissions. The criteria and their relative weighting were clearly set out in the RFP document. Part 6.4.3.i of the City's Purchasing By-law 14-127 states that "as price is only one of the criteria evaluated, the award report will show the rating summary for each proponent and the total points. The award report will disclose the price of the recommended Supplier but not the price submitted by other proponents."

RFP Evaluation Chart

Chart 1 below provides a summary of the RFP results.

Chart 1 - Bidder Submission Evaluation

RFP P-06-17 Supply and Delivery of Two Four-Wheel Drive Tractor Backhoes

Evaluation Criteria	Maximum Score	Nortrax Canada Inc.	Toromont Cat
Specifications	45	45	43.1
Pricing	25	25	21.9
Delivery	5	4	5

Evaluation Criteria	Maximum Score	Nortrax Canada Inc.	Toromont Cat
References	10	10	7.5
Warranty, Manufacture, Parts and Technical Assistance	12	11.25	11.25
Safety	3	3	3
Rating Total	100	98.25	91.75
Ranking		1	2

Recommended Bidder

It is recommended that P-06-17 be awarded to Nortrax Canada Inc.

Council Approval Required

Part 8.2.1 of the Purchasing By-law 14-127 states Council must approve an award where the expenditure is greater than \$100,000 and is not a Request for Tenders awarded to the lowest bidder (exception under Part 8.2.1.b). RFP P-06-17 for Supply and Delivery of Two Four-Wheel Drive Tractor Backhoes meets this requirement and must be approved by Council.

Timelines

If the recommendation is approved, a Purchase Order will be prepared. There is an expected delivery date of June 2017 for the equipment.

Summary

RFP P-07-17 for the Supply and Delivery of Two Four-Wheel Drive Tractor Backhoes has been issued in accordance with the City's Purchasing By-law 14-127 and can be awarded within approved budgets as recommended in this report.

Submitted by,

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Director Utility Services

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