



City of
Peterborough

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

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

Meeting Date: **December 4, 2017**

Subject: **Report USPW17-010**
Award of RFP P-31-17 for the Supply and Delivery of Two 11',
Four Wheel Drive Diesel Commercial Mowers

Purpose

A report to recommend award of Proposal P-31-17 for the Supply and Delivery of Two 11', Four Wheel Drive Diesel Commercial Mowers.

Recommendation

That Council approve the recommendation outlined in Report USPW17-010 dated December 4, 2017 of the Director of Utility Services, as follows:

That pending approval of the 2018 Capital Budget Reference 5-8.03 "Vehicle and Equipment Replacement and Enhancement" RFP P-31-17 for the Supply and Delivery of Two 11' Four Wheel Drive Diesel Commercial Mowers be awarded to Turf Care Products Canada Limited, 200 Pony Drive, Newmarket, ON, L3Y 7B6 at a cost of \$123,600 plus \$16,068 HST for a total cost of \$139,668 with an option, at the City's sole discretion, to enter into negotiations with Turf Care Products Canada Limited for an additional two units over the next five years.

Budget and Financial Implications

The total net \$125,775.36 requirement, after applicable HST rebates can be accommodated within the approved \$988,000 allocation within the 2018 Capital Budget Reference 5-8.03, pending the Council approval of the 2018 Capital Budget. The City will be accepting the offered trade for one of the existing units.

Background

Brief Description of the Work

The City currently uses this type of equipment for the maintenance of City Parks and green spaces. The existing units have reached their projected life cycle and the acquisition of new units will reduce operating costs and improve operational efficiencies.

RFP Details, Closing, Prepared by, Reviewed by

P-31-17 was prepared by staff and issued October 16, 2017 and closed November 9, 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 two 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 and a Public Works Operations Supervisor 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 Chart
RFP P-31-17 Supply & Delivery of Two 11' Four Wheel Drive Diesel Commercial Mowers

Evaluation Criteria	Maximum Score	G.C. Duke Equipment	Turf Care Products Canada
Completeness, Overall Accuracy	2	1.5	1.5
Specifications	40	39	40
Pricing	25	25	24
Delivery	5	3.5	4
References	10	10	10
Warranty, Manufacture, Parts and Technical Assistance	14	11.5	13
Options	2	0.5	0
Safety	2	1	1
Rating Total	100	92	93.5
Ranking		2	1

Recommended Bidder

It is recommended that P-31-17 be awarded to Turf Care Products Canada Ltd. The City has purchased vehicles from Turf Care Products Canada Ltd. in the past with good results.

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. RFP P-31-17 for Supply and Delivery of Two 11' Four Wheel Drive Diesel Commercial Mowers meets this requirement and must be approved by Council.

Timelines

If the recommendation is approved, a Purchase Order will be prepared and issued with the notation that purchase of the equipment is subject to Council approval of the 2018 Budget. The equipment is expected to be delivered by March 2018.

Summary

RFP P-31-17 for the Supply and Delivery of Two 11' Four Wheel Drive Diesel Commercial Mowers 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 pending the approval of the 2018 Capital Budget.

Submitted by,

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Director Utility Services

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