



City of
Peterborough

To: **Members of the General Committee**

From: **Cynthia Fletcher**
Commissioner Infrastructure and Planning Services

Meeting Date: **April 6, 2021**

Subject: **Report IPSENG21-005**
Budget Amendment and Award of RFQQ-03-20 for the Supply and Delivery of a Waste Water Dump Truck

Purpose

A report to recommend a budget amendment and the award of the supply and delivery of a Waste Water Dump Truck.

Recommendations

That Council approve the recommendations outlined in Report IPSENG21-005, dated April 6, 2021 of the Commissioner of Infrastructure and Planning Services, as follows:

- a) That the 2020 Capital Budget (Budget reference 5-12.03) for the supply and delivery of one Waste Water Dump Truck, be increased by \$63,700 to \$173,700 from \$110,000.00 and the additional \$63,700 be transferred from the Waste Water Reserve Fund.
- b) That RFQQ-03-20 for the Supply and Delivery of a Waste Water Dump Truck be awarded to Winslow Gerolamy Motors Limited, 1018 Lansdowne Street West, Peterborough, Ontario, K9J 1Z9 at a cost of \$170,636.96, plus HST of \$22,182.81, for a total cost of \$192,819.77.

Budget and Financial Implications

The net requirement of \$173,700, after applicable HST rebates can be accommodated within the amended 2020 Capital Budget (Budget Reference #: 5-12.03) for the supply and delivery of one Waste Water Dump Truck. The uncommitted balance in the Waste Water Reserve is \$6,284,832.

Background

Brief Description of the Work

Waste Water Dump Trucks are an integral part of the City's maintenance and repair program for sanitary laterals and main infrastructure. The existing unit has reached its life cycle and is due for replacement.

RFQQ Closing Date, Prepared by, Reviewed by

City staff prepared and issued RFQQ-03-20 on September 23, 2020, with a closing date of October 1, 2020. The RFQQ was advertised on a Bids and Tenders hosted webpage. The Request for Quick Quote (RFQQ) is used when it is appropriate for the City of Peterborough to purchase from vendors in the Local Authority Services (LAS) buying group.

One bid was received and reviewed by the Public Works Fleet Operations Supervisor, Waste Water Collection Supervisor and the Waste Water Collection Foreman, all in accordance with City's Procurement By-Law 18-084.

RFQQ Statement

This solicitation process was an RFQQ where several criteria were used to evaluate submissions. The criteria and their relative weighting were clearly set out in the RFQQ document. As price is only one of the criteria evaluated, this report provides the total points for each proponent. The award discloses the price of the recommended supplier, but not the price submitted by other proponents.

RFQQ Evaluation Chart

Chart 1 RFQQ-03-20 Supply and Delivery of a Waste Water Collection Dump Truck

Evaluation Criteria	Maximum Score	Winslow Gerolamy Motors Limited
Evaluation	75	67.57
Pricing	25	25
Rating Total	100	92.57
Ranking		1

Recommended Bidder

It is recommended that RFQQ-03-20 be awarded to Winslow Gerolamy Motors Limited, who has satisfactorily provided equipment, vehicles, and services to the City for many years.

Council Approval Required

In accordance with Part 9.2.1.b. of the City's Procurement By-law 18-084 Council must approve net transfers of Approved Budgets that are greater than \$50,000.

Budget Adjustment Required

The Budget adjustment required for RFQQ-03-20 is an increase of \$63,700, which if approved will be transferred from the Waste Water Reserve Fund for the supply and delivery of one Waste Water Dump Truck.

The original budget request for the Waste Water Collection Dump Truck anticipated that there would be trade-in value for the existing dump truck. This expected trade-in value was overestimated. In reviewing the expected trade-in value staff felt that keeping the existing dump truck as an operating spare vehicle held more value for the City then trading the unit in for a lower than expected value. As a result, the existing budget for the new dump truck is low and requires adjustment.

In comparison to past dump truck purchases by the City, the quoted amount received through the approved procurement process represents fair value for the City.

Timelines

If the recommendations are approved, the purchase will be confirmed via a purchase order.

Summary

RFQQ-03-20 for the Supply and Delivery of one Waste Water Collection Dump Truck has been issued in accordance with the City's Procurement By-law 18-084 and can be awarded within the amended budget.

Submitted by,

Cynthia Fletcher,
Commissioner of Infrastructure and Planning Services

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