



City of
Peterborough

To: **Members of the General Committee**

From: **W.H. Jackson,
Commissioner of Infrastructure and Planning Services**

Meeting Date: **May 28, 2018**

Subject: **Report IPSPW18-006
Award of RFP P-18-18 for the Supply and Delivery of Three
Multi-Purpose, Wheeled Sidewalk Tractors**

Purpose

A report to award Request for Proposals (RFP) P-18-18 for the Supply and Delivery of Three Multi-Purpose, Wheeled Sidewalk Tractors.

Recommendation

That Council approve the recommendation outlined in Report IPSPW18-006 dated May 28, 2018, of the Commissioner of Infrastructure and Planning Services, as follows:

That the Supply and Delivery of Three Multi-Purpose, Wheeled Sidewalk Tractors as per RFP P-18-18 be awarded to Joe Johnson Equipment, 2521 Bowman Street, Innisfil, ON, L9S 3V6 at a cost of \$399,482.99 plus HST of \$51,932.79 for a total cost of \$451,415.78 with an option, at the City's sole discretion, to enter into negotiations with Joe Johnson Equipment for an additional 10 units over the next five years.

Budget and Financial Implications

The total net \$406,513.89 requirement, after applicable HST rebates for the Supply and Delivery of Three Multi-Purpose, Wheeled Sidewalk Tractors can be accommodated within the 2018 Capital Budget (Item 5-8.03) for the purchase and replacement of Public Works vehicles and equipment.

Background

Brief Description of the Work

The City currently uses this type of equipment for winter control on City sidewalks. In addition, the City also owns attachments for these units that perform various maintenance activities throughout the year. The existing units have reached their projected life cycle and are experiencing increased out-of-service intervals and escalating maintenance costs. The acquisition of new units and associated attachments such as ploughs and a blower, will reduce operating costs and improve operational efficiencies.

RFP Details, Closing, Prepared by, Reviewed by

City staff prepared and issued P-18-18 on March 27, 2018, with a closing date of May 3, 2018. 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 10 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 the units.

Two bids were received and reviewed by the Public Works Fleet Operations Supervisor 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 provides a summary of the RFP results.

Chart 1 - Bidder Submission Evaluation Chart
RFP P-18-18 Supply and Delivery of Three Multi-Purpose, Wheeled Sidewalk Tractors

Evaluation Criteria	Maximum Score	Joe Johnson Equipment	Cubex Ltd.
Completeness, Accuracy, and Overall Presentation	2	2	1
Specifications	35	34.5	30.7
Pricing	25	25	23.1
Compatibility	10	10	7
Delivery	4	0	0
References	10	10	5
Warranty, Manufacture, Parts and Technical Assistance	10	10	6.75
Options	2	1.3	1.2
Safety	2	2	1
Rating Total	100	94.8	75.75
Ranking		1	2

Recommended Bidder

It is recommended that P-18-18 be awarded to Joe Johnson Equipment. Joe Johnson Equipment has satisfactorily provided vehicles to the City over many years.

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-18-18 for Supply and Delivery of Three Multi-Purpose, Wheeled Sidewalk Tractors meets this requirement and must be approved by Council.

Timelines

If the recommendation is approved, the purchase will be confirmed via a purchase order. The expected delivery date of the equipment is 65-85 working days.

Summary

RFP P-18-18 for the Supply and Delivery of Three Multi-Purpose, Wheeled Sidewalk Tractors 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,

W. H. Jackson, P. Eng.
Commissioner of Infrastructure and Planning Services

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