



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Paul Lagrandeur

Position: Director of Public Works

Title / Subject: Tender B2023-PW-16-Three quarter ton truck

Date of Report: January 1, 2023

Date of Meeting: January 1, 2023

Report No: 2023-CO-007

1.0 Issue / Origin

N/A

2.0 Background

The 2023 Capital Budget included a new three quarter ton truck. The tender for this vehicle was prepared by staff and distributed to twelve (12) dealers and posted on the Municipal website. The closing date of the tender was 2:00 pm Thursday April 13, 2023. The Director of Public Works, Public Works Coordinator and Treasury opened the tenders shortly after the closing date/time.

3.0 Analysis

The Tender results are itemized in the table below:

No.	Bidder	Amount (excluding HST)
1.	Polito Ford Lincoln LMT	\$66,512.81
2.	Alex Williamson Motor Sales	\$71,392.36

The tenders were reviewed by the Director of Public Works and were found to generally satisfy the requirements set out in the tender documents. The bid provided by Polito Ford Lincoln LMT was the low bid and was determined to meet tender requirements.

4.0 Related Policies / Procedures

N/A

5.0 Financial / Budget Assessment

The 2023 Capital Budget includes \$65,000.00 for the purchase of a new three quarter ton truck, funded by the Capital Reserve Fund – Work equipment replacement.

The low bid submitted slightly exceeds the budgeted amount and satisfies requirements set out in the tender document. Staff request additional funds in the amount of \$ 1,512.81 plus applicable HST from the Capital Reserve Fund – Works equipment replacement.

6.0 Climate Change Impacts

N/A

7.0 Communications

N/A

8.0 Conclusion

On the basis of the foregoing review, staff recommend the award of the tender to Polito Ford Lincoln LMT as the tender submitted meets specifications outlined in the tender.

9.0 Recommendation

On the basis of the foregoing review, it is recommended:

THAT staff report 2023-CO-007, Tender B2023-PW-16-Three quarter ton truck be received;

AND THAT staff be authorized to proceed with the recommendation of awarding the tender to Polito Ford Lincoln LMT in the amount of \$66,512.81 plus HST; and

THAT the entire purchase of \$66,512.81 (plus non refundable HST) be withdrawn from the Capital Reserve Funds – Works equipment replacement.