

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF NOVEMBER 17, 2015**

Item 1, Report No. 12, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on November 17, 2015.

**1                    CAPITAL BUDGET AMENDMENT AND AWARD OF TENDER T15-281 –  
SUPPLY AND DELIVERY OF TWO (2) SIXTEEN FOOT WINGED ROTARY MOWERS**

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Deputy City Manager, Public Works and the Manager of Fleet Services, dated November 2, 2015:

**Recommendation**

The Deputy City Manager, Public Works and the Manager of Fleet Services, in consultation with the Director of Transportation Services, Parks and Forestry Operations and the Director of Purchasing Services and the Director of Financial Planning & Analytics, recommend:

1. That Tender T15-281 - Supply and delivery of two (2) sixteen foot winged rotary mowers with factory cab and air conditioning be awarded to G.C. Duke Equipment Ltd. in the amount of \$165,400.00 plus applicable taxes;
2. That the award for the two (2) sixteen foot winged rotary mowers including any applicable taxes and administrative recovery be funded from approved capital projects FL-5315-15 PKS Replace Unit #1374 and 1375 with a 16ft. large area mower and FL-5352-15 PKS Replace Unit #1607 with 16ft. large area mower, and the following budget amendment resulting in an overall budget increase of \$8,473.04 be approved:
  - a. FL-5315-15 be increased by \$4,236.52 and funded from the Vehicle Replacement Reserve;
  - b. FL-5352-15 be increased by \$4,236.52 and funded from the Vehicle Replacement Reserve
3. That the inclusion of this matter on a Public Committee or Council agenda with respect to increasing the capital budgets for FL-5315-15 PKS Replace Unit #1374 and 1375 with a 16ft. large area mower and FL-5352-15 PKS Replace Unit #1607 with 16ft. large area mower is deemed sufficient notice pursuant to Section 2(1)(c) of By-Law 394-2002 as amended; and
4. That the Mayor and City Clerk be authorized to sign the necessary documents.

**Contribution to Sustainability**

N/A

**Economic Impact**

Funding for the two (2) 16ft. winged rotary mower units is from approved capital projects FL-5315-15 PKS-Replace Unit# 1374 and 1375 with a 16ft large area mower and FL-5352-15 PKS-Replace Unit# 1607 with a 16ft large area mower respectively. Total additional funding of \$8,473.04 is required to cover the budget shortfall based on the lowest bid received for T15-281. The required capital project budget increases are to be funded from the Vehicle Replacement reserve and are illustrated in the table below:

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF NOVEMBER 17, 2015

Item 1, Finance Report No. 12 – Page 2

	FL-5315-15	FL-5352-15
<b>Approved Budget</b>	\$ 82,400.00	\$ 82,400.00
Award	\$ 82,700.00	\$ 82,700.00
HST @1.176%	\$ 1,455.52	\$ 1,455.52
3% Administration Recovery	\$ 2,481.00	\$ 2,481.00
Total Funds required	\$ 86,636.52	\$ 86,636.52
Budget Shortfall	\$ (4,236.52)	\$ (4,236.52)

The budget shortfall noted above is mainly due to the impact of the deterioration in the CAD to US exchange rate. Mower units that are sourced from the US have become more expensive for Canadian vendors, which have translated into higher final product costs.

#### **Communications Plan**

All bidders will be notified of the City's acceptance or non-acceptance of their respective proposals through the Purchasing Services Department, in accordance with standard procedure.

#### **Purpose**

The purpose of this report is to recommend that Tender T15-281 Supply and delivery of two (2) sixteen foot winged rotary mowers with factory cab and air conditioning be awarded to G. C. Duke Equipment Ltd. in the amount of \$165,400.00 plus applicable taxes and that the capital project budgets for FL-5315-15 and FL-5352-15 be amended by a total of \$8,473.04 to cover a budget shortfall.

#### **Background - Analysis and Options**

The specifications for the large area mowers are outlined in tender document T15-281, which closed March 18, 2015. The Tender was advertised on March 3, 2015, on Biddingo, OPBA and the CityPage websites with closing date of March 18, 2015. The following two (2) bids were received:

Rank	Company	Preliminary Bid Amount (tax-out)
1	G.C. Duke Equipment Ltd. Burlington, Ontario	\$165,400.00
2	Turf Care Products Canada Newmarket, Ontario	\$176,200.00

Staff have reviewed the bids for mathematical errors and are satisfied the lowest bidder meets the specifications.

#### **Relationship to Vaughan Vision 2020/Strategic Plan**

The purchase of goods and service meets the following Vaughan Vision 2020 Goals and Themes:

Goal: Service Excellence  
Theme: Demonstrate Excellence in Service Delivery - by ensuring resources are in place to allow staff to consistently achieve excellent customer service levels.

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF NOVEMBER 17, 2015**

Item 1, Finance Report No. 12 – Page 3

Goal: Organizational Excellence  
Theme: Manage Corporate Assets – by enhancing productivity, cost effectiveness and innovation and to ensuring financial stability.

**Regional Implications**

N/A

**Conclusion**

It is recommended that G.C. Duke Equipment Ltd. be awarded Tender T15-281 - Supply and delivery of two (2) sixteen foot winged rotary mowers in the amount of \$165,400.00 plus applicable taxes, being the lowest bidder meeting specifications.

**Attachments**

N/A

**Report prepared by:**

Scott S. Glew, Manager, Fleet Services

## **FINANCE, ADMINISTRATION AND AUDIT COMMITTEE – NOVEMBER 2, 2015**

### **CAPITAL BUDGET AMENDMENT AND AWARD OF TENDER T15-281 – SUPPLY AND DELIVERY OF TWO (2) SIXTEEN FOOT WINGED ROTARY MOWERS**

#### **Recommendation**

The Deputy City Manager, Public Works and the Manager of Fleet Services, in consultation with the Director of Transportation Services, Parks and Forestry Operations and the Director of Purchasing Services and the Director of Financial Planning & Analytics, recommend:

1. That Tender T15-281 - Supply and delivery of two (2) sixteen foot winged rotary mowers with factory cab and air conditioning be awarded to G.C. Duke Equipment Ltd. in the amount of \$165,400.00 plus applicable taxes;
2. That the award for the two (2) sixteen foot winged rotary mowers including any applicable taxes and administrative recovery be funded from approved capital projects FL-5315-15 PKS Replace Unit #1374 and 1375 with a 16ft. large area mower and FL-5352-15 PKS Replace Unit #1607 with 16ft. large area mower, and the following budget amendment resulting in an overall budget increase of \$8,473.04 be approved:
  - a. FL-5315-15 be increased by \$4,236.52 and funded from the Vehicle Replacement Reserve;
  - b. FL-5352-15 be increased by \$4,236.52 and funded from the Vehicle Replacement Reserve
3. That the inclusion of this matter on a Public Committee or Council agenda with respect to increasing the capital budgets for FL-5315-15 PKS Replace Unit #1374 and 1375 with a 16ft. large area mower and FL-5352-15 PKS Replace Unit #1607 with 16ft. large area mower is deemed sufficient notice pursuant to Section 2(1)(c) of By-Law 394-2002 as amended; and
4. That the Mayor and City Clerk be authorized to sign the necessary documents.

#### **Contribution to Sustainability**

N/A

#### **Economic Impact**

Funding for the two (2) 16ft. winged rotary mower units is from approved capital projects FL-5315-15 PKS-Replace Unit# 1374 and 1375 with a 16ft large area mower and FL-5352-15 PKS-Replace Unit# 1607 with a 16ft large area mower respectively. Total additional funding of \$8,473.04 is required to cover the budget shortfall based on the lowest bid received for T15-281. The required capital project budget increases are to be funded from the Vehicle Replacement reserve and are illustrated in the table below:

	<b>FL-5315-15</b>	<b>FL-5352-15</b>
<b>Approved Budget</b>	\$ 82,400.00	\$ 82,400.00
Award	\$ 82,700.00	\$ 82,700.00
HST @1.176%	\$ 1,455.52	\$ 1,455.52
3% Administration Recovery	\$ 2,481.00	\$ 2,481.00
Total Funds required	\$ 86,636.52	\$ 86,636.52
Budget Shortfall	\$ (4,236.52)	\$ (4,236.52)

The budget shortfall noted above is mainly due to the impact of the deterioration in the CAD to US exchange rate. Mower units that are sourced from the US have become more expensive for Canadian vendors, which have translated into higher final product costs.

### **Communications Plan**

All bidders will be notified of the City's acceptance or non-acceptance of their respective proposals through the Purchasing Services Department, in accordance with standard procedure.

### **Purpose**

The purpose of this report is to recommend that Tender T15-281 Supply and delivery of two (2) sixteen foot winged rotary mowers with factory cab and air conditioning be awarded to G. C. Duke Equipment Ltd. in the amount of \$165,400.00 plus applicable taxes and that the capital project budgets for FL-5315-15 and FL-5352-15 be amended by a total of \$8,473.04 to cover a budget shortfall.

### **Background - Analysis and Options**

The specifications for the large area mowers are outlined in tender document T15-281, which closed March 18, 2015. The Tender was advertised on March 3, 2015, on Biddingo, OPBA and the CityPage websites with closing date of March 18, 2015. The following two (2) bids were received:

<b>Rank</b>	<b>Company</b>	<b>Preliminary Bid Amount (tax-out)</b>
1	G.C. Duke Equipment Ltd. Burlington, Ontario	\$165,400.00
2	Turf Care Products Canada Newmarket, Ontario	\$176,200.00

Staff have reviewed the bids for mathematical errors and are satisfied the lowest bidder meets the specifications.

### **Relationship to Vaughan Vision 2020/Strategic Plan**

The purchase of goods and service meets the following Vaughan Vision 2020 Goals and Themes:

Goal: Service Excellence  
Theme: Demonstrate Excellence in Service Delivery - by ensuring resources are in place to allow staff to consistently achieve excellent customer service levels.

Goal: Organizational Excellence  
Theme: Manage Corporate Assets – by enhancing productivity, cost effectiveness and innovation and to ensuring financial stability.

### **Regional Implications**

N/A

**Conclusion**

It is recommended that G.C. Duke Equipment Ltd. be awarded Tender T15-281 - Supply and delivery of two (2) sixteen foot winged rotary mowers in the amount of \$165,400.00 plus applicable taxes, being the lowest bidder meeting specifications.

**Attachments**

N/A

**Report prepared by:**

Scott S. Glew, Manager, Fleet Services

Respectfully submitted,

---

Paul Jankowski  
Deputy City Manager, Public Works

---

Scott S. Glew  
Manager, Fleet Services