

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
Submitted by:	Ted Sokay, Manager, Roads/Sewers, Public Works tsokay@cobourg.ca	Meeting Type: Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>	
Meeting Date:	April 26, 2021		
Report No.:	Public Works-037-21		
Submit comments to Council			

Subject/Title: **Single Bid Received for Replacement Snow Plow/Dump Truck Cab and Chassis**

RECOMMENDATION:

THAT Council not open the single tender received for a cab and chassis.

FURTHER THAT Council direct staff to retender for a cab and chassis.

1. STRATEGIC PLAN

N/A

2. PUBLIC ENGAGEMENT

N/A

3. PURPOSE

To replace a 2009 combination snow plow / dump truck.

4. ORIGIN AND LEGISLATION

To replace a 2009 combination snow plow / dump truck which is scheduled for replacement in 2021 in accordance with the Vehicle and Equipment Reserve Fund By-law 078-2014.

5. BACKGROUND

Vehicles in the Town fleet are replaced in accordance with the Vehicle and Equipment Reserve Fund By-law where the reserve fund shall only be used to finance vehicles and equipment under the following criteria;

- a) Replacement of vehicles or equipment which have reached the end of their economic utility determined either by age or use;
- b) The additional cost of upgrading vehicles or equipment;
- c) Replacement of other equipment as may be determined by Council.

Currently large vehicles like plow trucks are scheduled for replacement after 12 years, with an appraisal by a qualified mechanic that the unit has in fact reached a stage where continued repairs are no longer feasible. Staff have found that the best approach for purchasing a new, fully equipped snow plow/salter truck is to let three (3) separate tenders; the first for a cab and chassis, the second for the dump box and snow plow equipment and the third for the slide in salter.

6. ANALYSIS

A tender for a new 2020 or 2021 cab and chassis was issued and advertised on Biddingo from March 16th to March 30th, 2021, one (1) bid was received upon closing. The deadline was extended for two (2) additional weeks in accordance with the Town's purchasing policy and closed on April 13th, no additional bids were received.

In Section 14.1 of the Town's purchasing policy upon receiving only one bid, even after the two week extension, the Division Director or their designate will determine whether or not to proceed with the opening. If in their opinion, using criteria based on the number of bids which might reasonably be expected on a given type of project, additional bids could be secured, the bid may be returned unopened and the bidder advised that the Town may be recalling the tender at a later date.

Section 14.2 of the purchasing policy states that the tender may be sent to Council to request an opening if after the 2 week extension only one bid is received.

In this case, Staff believe that additional bids can be received upon further advertising and that the one bid should be returned to the bidder unopened. The truck specifications are not specialized and Staff have not heard that there are supply issues in the industry.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

N/A

8. CONCLUSION

It is recommended that Council not open the single bid and further that Council direct staff to retender for a cab and chassis.