



# AGENDA ITEM REPORT

**Meeting:** Regular Meeting of Council, Planning - 29 May 2024  
**To:** Members of Council  
**From:** Denver Mayhew, Operations Manager  
**Department:** Operations  
**Subject:** Request for Proposal HH-2024-03 Pick Up Truck w/ Dump Box

## Recommendation:

That Council accept this report "Request for Proposal HH-2024-03 Pick Up Truck w/ Dump Box" as submitted by the Operations Manager as information; and

That Council award Request for Proposal HH-2024-03 to Boyer Chevrolet GMC Buick (Bancroft) Ltd. for a tender price of \$119,442.58 (HST included) and

That Council delegate authority to the Operations Manager to execute the required documentation.

## Origin:

At the December 13, 2023 Special Meeting of Council, the following was resolved by Council:

(501-2023)

That Council accept this report "2024 Capital Budget" as submitted by the Treasurer for review; and  
That Council provide further direction or required amendments, if necessary, by proposing a new motion; and

Furthermore That Council approve the 2024 Capital Budget.

## Background information:

Upon Council's approval of the 2024 Capital Budget, staff proceeded to prepare Request for Proposal (RFP) HH-2024-03 Pick Up Truck w/ Dump Box

RFP HH-2024-03 was placed on the Bids and Tenders website (bidsandtenders.ca, an online public procurement website) and linked to the Municipality's website for advertisement. The tender document was downloaded by twelve (12) companies.

The Municipality received six (6) electronic proposal that was submitted in accordance with the closing time and date set out in the proposal documents.

Results of accepted bids are as follows (HST is inclusive):

<b>Boyer Chevrolet GMC Buick (Bancroft) Ltd.</b>	<b>----- \$119,442.58</b>
John Bear Buick GMC Limited	----- <b>\$124,626.68</b>

Hallman Motors Ltd. -----	<b>\$125,045.80</b>
Finch Auto Group -----	<b>\$127,205.23</b>
Fraser Ford Sales Limited -----	<b>\$127,392.25</b>
Vance Motors Limited -----	<b>\$146,383.42</b>

All bids were scored according to the scoring criteria outlined within the proposal documents.

Results of the proposal scores are as follows:

<b>Boyer Chevrolet GMC Buick (Bancroft) Ltd. -----</b>	<b>91/100</b>
John Bear Buick GMC Limited -----	85/100
Hallman Motors Ltd. -----	79/100
Finch Auto Group -----	71/100
Fraser Ford Sales Limited -----	52/100
Vance Motors Limited -----	50/100

**Financial impact:**

Boyer Chevrolet GMC Buick (Bancroft) Ltd. submitted the lowest proposal for a price of **\$119,442.58 (HST Included)** for a 2024 GMC 3500HD Sierra with Dump Box and Plow that meets the RFP requirements.

Breakdown:

$$\$105,701.40 + \$13,741.18 \text{ (HST)} = \$119,442.58$$

Total expense borne by Hastings Highlands including all applicable taxes and rebates:

**Approximately \$108,000**

The total budgeted amount for this purchase was approved at \$130,000. The total anticipated project expenditure to Hastings Highlands from awarding RFP HH-2024-03 is within the approved 2024 Capital Budget. This purchase is to be funded by the Reserve for Equipment Replacement.

**Link to strategic plan:**

**Strategic Priority:** Rationalize Infrastructure

**Goal:** Safeguard the Municipality's Assets

**Action:** Regularly update and implement the municipal asset management plan

**How will we make this happen?**

The municipality will maintain the use of the long-term capital and asset management plans to cost future operating and capital budgets

**References:**

[Hastings Highlands 2022 Asset Management Plan](#)

[Hastings Highlands 2024 Approved Capital Budget](#)

**Prepared By:**

Denver Mayhew, Operations Manager

**Reviewed By:** Municipal Clerk May 21, 2024

**Reviewed By:** CAO/Deputy Treasurer May 22, 2024