



AGENDA ITEM REPORT

Meeting: Regular Meeting of Council, Planning - 29 May 2024
To: Members of Council
From: Bryce Robinson, Fire Chief
Department: Fire
Subject: Request for Proposal HH-2024-04 for the Supply & Delivery of One (1) New/Used Half Ton Truck

Recommendation:

That Council accept this report "Request for Proposal HH-2024-04 for the Supply & Delivery of One (1) New/Used Half Ton Truck" as submitted by the Fire Chief as information; and

That Council award Request for Proposal HH-2024-04 to John Bear Chevrolet GMC LTD. for a tender price of \$59,834.63 (HST included) and

That Council delegate authority to the Fire Chief 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) for the Supply & Delivery of One (1) New/Used Half Ton Truck.

RFP HH-2024-04 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 eleven (11) companies.

The Municipality received seven (7) 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):

Vance Motors Limited ----- \$57,271.19

John Bear Buick GMC Limited (bid 1) -----	\$59,834.63
John Bear Buick GMC Limited (bid 2) -----	\$62,325.36
McCurdy Chevrolet Pontiac Buick GMC Ltd. -----	\$62,405.95
Hallman Motors Ltd. -----	\$63,178.30
Hunter Ford Sales -----	\$64,216.77
Marigold Ford Lincoln Sales Limited -----	\$66,038.33

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

Results of the proposal scores are as follows:

Vance Motors Limited -----	80.69/100
John Bear Buick GMC Limited (bid 1) -----	89.29/100
John Bear Buick GMC Limited (bid 2) -----	82.06/100
McCurdy Chevrolet Pontiac Buick GMC Ltd. -----	80.82/100
Hallman Motors Ltd. -----	86.16/100
Hunter Ford Sales -----	81.09/100
Marigold Ford Lincoln Sales Limited -----	78.96/100

Financial impact:

John Bear Chevrolet GMC LTD. (bid 1) submitted the highest scored proposal based on price, earliest delivery date, specifications required, warranty offered and any value-add specifications. Their price was **\$59,834.63** (HST Included) for a 2024 GMC Sierra 1500 Crew Cab Pro 157" 4WD that meets the RFP requirements.

Breakdown:

$\$52,951.00 + \$6,883.63 \text{ (HST)} = \$59,834.63$

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

Approximately \$53,900

The total budgeted amount for this purchase was approved at \$65,000. The total anticipated project expenditure to Hastings Highlands from awarding RFP HH-2024-04 is within the approved 2024 Capital Budget. This purchase is to be funded by the Reserve for Working Capital (modernization funds allocated to the Fire Department).

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:

Bryce Robinson, Fire Chief

Reviewed By: Municipal Clerk May 21, 2024

Reviewed By: CAO/Deputy Treasurer May 22, 2024