



City of North Bay Report to Council

Report No: CORP-2021-100

Date: September 24, 2021

Originator: Mary-Ann Kotylak, CPPB, CPPO
Manager of Purchasing

John Ouellette
Manager, Fleet

Business Unit:
Corporate Services

Department:
Financial Services Department

Subject: Request for Quote 2021-84 Utility Work Machine

Closed Session: yes ☐ no ☒

Recommendation

That City Council approves the award of a contract to McDowell Brothers Industries Inc. in the amount of \$78,170.00 (plus HST) for the supply and delivery of a utility work machine and on-site training for all technicians and operators.

Background

Parks' operations and the downtown core utilize two specialized work machines year round to perform snow clearing, material handling, grounds construction and maintenance. These work machines are unique because they are designed to carry two people and perform similar duties to skid steer loaders, thus eliminating the need for a following vehicle where a team is required to complete tasks. This unique machine design has proven an efficient way to conduct operations, reducing emissions and additional vehicle requirements. The oldest machine is at the end of its life and was identified for replacement due to high maintenance costs and frequent downtime.

Financial/Legal Implications

A formal bid request, which closed September 13, 2021, was administered by the Purchasing Department and was publically advertised in accordance with the City's Purchasing By-Law 2013-200. One quote was evaluated by the Purchasing Manager and the Fleet Coordinator. The evaluation considered

mandatory technical requirements related to the equipment's performance and features, company ability, experience and price.

The results are as follows:

| Ranking | Company | Bid Price |
|---------|-----------------------------------|-------------|
| 1 | McDowell Brothers Industries Inc. | \$78,170.00 |

The quote from McDowell Brothers Industries Inc. is considered fair and reasonable.

Sufficient funding for this purchase is available in the Fleet Life Cycle Reserve No. 99586R and will be transferred in accordance with Council Resolution 2018-92 as explained in Report to Council 2018-22. Capital Project No. 8021FL – Vehicle and Equipment Life Cycle 2021 will be used to track this fleet purchase in accordance with the fleet governance model.

Corporate Strategic Plan

- ☐ Natural North and Near
- ☒ Affordable Balanced Growth
- ☐ Responsible and Responsive Government
- ☐ Economic Prosperity
- ☐ Spirited Safe Community

Specific Objectives

Maintain infrastructure across the city in a good state of repair.

Options Analysis

Option 1: That City Council approves the award of a contract to McDowell Brothers Industries Inc. in the amount of \$78,170.00 (plus HST) for the supply and delivery of a utility work machine and on-site training for all technicians and operators.

Option 2: Do not award a contract. This option is not recommended because the oldest machine is at end of its useful life and will require on-going costly repairs. Any potential downtime will disrupt Parks' operations for summer maintenance and snow clearing.

Recommended Option

That City Council approves the award of a contract to McDowell Brothers Industries Inc. in the amount of \$78,170.00 (plus HST) for the supply and delivery of a utility work machine and on-site training for all technicians and operators.

Respectfully submitted,

Name: Mary-Ann Kotylak, CPPB, CPPO
Title: Manager of Purchasing

Name: John Ouellette
Title: Manager, Fleet

We concur with this report and recommendation.

Name Domenic Schiavone
Title: Director Public Works & Parks

Name: Margaret Karpenko, CPA, CMA
Title: Chief Financial Officer /Treasurer

Name: David Euler, P.Eng., PMP
Title: Chief Administrative Officer

Personnel designated for continuance:

Name: John Ouellette
Title: Manager, Fleet