



City of North Bay Report to Council

Report No: CORP-2023-119

Date: September 8, 2023

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 2023-56 Beach Rake

Closed Session: yes no

Recommendation

That City Council approves the award of a contract to G.C. Duke Equipment Ltd. in the amount of \$99,462.00 (plus HST) for the provision of a beach rake; and that Council authorizes the transfer of funds to the project as outlined in Report to Council No. CORP 2023-119.

Background

The Parks Department utilizes a specialized beach rake for cleaning various beaches within the City. The beach rake is pulled behind a mid-sized tractor and scrapes the sand to remove environmental debris as well as litter and hazardous items within the sand. The use of the beach rake is important for providing safe and clean beaches for the community and is critical for public safety. The existing unit is 40 years old and has exceeded its useful life. It has been rebuilt and repaired several times and can no longer be refurbished cost effectively. Purchasing a new unit is the best option to ensure continued operations.

Financial/Legal Implications

A formal bid request, which closed August 22, 2023, was administered by the Purchasing Department and was publicly advertised in accordance with the City's Purchasing By-Law 2013-200. One quote was evaluated by the Purchasing Manager, and the Fleet Parts Technician. The evaluation

considered mandatory technical requirements related to the product's performance and features and price.

The results are as follows:

Ranking	Company	Bid Price
1	G.C. Duke Equipment Ltd.	\$99,462.00

The quote from G.C. Duke Equipment Ltd. is considered fair and reasonable.

This purchase will be partially funded by Capital Project No. 6714PR – Parks Equipment Replacement Program 2023 On-Going in the amount of \$35,000 and the remaining balance 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. 8023FL – Vehicle and Equipment Life Cycle 2023 will be used to track this fleet purchase in accordance with the fleet governance model. Accordingly, \$35,000 from Capital Project No. 6714PR will be transferred to Capital Project No. 8023FL to fund the purchase.

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 G.C. Duke Equipment Ltd. in the amount of \$99,462.00 (plus HST) for the provision of a beach rake; and that Council authorizes the transfer of funds to the project as outlined in Report to Council No. CORP 2023-119.

Option 2: Do not award a contract. This option is not recommended because the new beach rake is required for public safety to ensure cleanliness of beaches.

Recommended Option

That City Council approves the award of a contract to G.C. Duke Equipment Ltd. in the amount of \$99,462.00 (plus HST) for the provision of a beach rake; and that Council authorizes the transfer of funds to the project as outlined in Report to Council No. CORP 2023-119.

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: Shannon Saucier, CPA, CA

Title: Director, Financial Services / Deputy Treasurer

Name: Margaret Karpenko, CPA, CMA

Title: Chief Financial Officer /Treasurer

Name: John Severino, P.Eng, MBA

Title: Chief Administrative Officer

Personnel designated for continuance:

Name: John Ouellette

Title: Manager, Fleet