



City of North Bay Report to Council

Report No: CORP 2021-14

Date: January 22, 2021

Originator: Mary-Ann Kotylak / John Ouellette

Business Unit:
Corporate Services

Department:
Financial Services Department

Subject: Request for Proposal 2020-100 Sidewalk Tractor

Closed Session: yes ☐ no ☒

Recommendation

That City Council approves the award of a contract to Holder Tractors Inc. in the amount of \$149,378.92 (plus HST) for the provision of a sidewalk tractor with a rear-mounted sander, snow blower, snow plow, power angle broom and related accessories.

Background

A sidewalk tractor is a key piece of equipment for year round maintenance in any municipality. This versatile small machine is commonly seen in the winter control months sanding, salting and plowing sidewalks and off-highway areas. In the summer months, these sidewalk tractors are mainly used for sweeping and grinding sidewalks. The City currently services over 144 km of sidewalks. In addition, the City has plans to install 4.2km of new sidewalk by 2025 to further enhance pedestrian connectivity and safety.

The purchase of a new sidewalk tractor is required to maintain compliance with the Provincial Minimum Maintenance Standards in addition to meeting the increasing demands on the transit network system. The sidewalk tractor will support the timely maintenance of transit shelter/pads and bus stop locations to ensure safe and accessible access at bus stops and transfer locations. The additional tractor will help

support a pedestrian friendly environment to promote public transit and active transportation.

The purchase of this sidewalk tractor will support previous and ongoing investments completed through the Public Transit Infrastructure Fund (PTIF) and Investing in Canada Infrastructure Program (ICIP) programs and other city initiatives to promote active transportation. Over the last several years, the City has added new transit pads, pathways and sidewalks that require regulated maintenance to ensure accessibility, safety and enhanced connectivity. The City's approval of funding through the ICIP Transit Stream will be used to further expand the number of pads and sidewalks.

Financial/Legal Implications

A formal bid request, which closed January 19, 2021, was administered by the Purchasing Department and was publically advertised in accordance with the City's Purchasing By-Law 2013-200. Five proposals were evaluated by the Purchasing Manager, the Fleet Manager, the Fleet Coordinator, the Manager of Roads Traffic & Landfill Operations, and Operations Staff. The evaluation considered mandatory technical requirements related to the product's performance and features, build, durability, extra options, warranty, services, support, operator evaluations and price.

The results are as follows:

Ranking	Company	Overall Score
1	Holder Tractors Inc.	96.18
2	Work Equipment Ltd.	95.00
3	Cubex Ltd.	87.34
4	Cubex Ltd. Bid B	83.70
5	York Region Equipment Centre Markham Inc. o/a McGill Equipment	*

* Proponents marked with an asterisk provided proposals that did not meet the minimum mandatory requirements

The proposal from Holder Tractors Inc. scored highest and provides the best overall value to the City. Their bid is considered fair and reasonable.

Sufficient funding for this purchase is available in Capital Project No. 4028TR – Transit Snow Plow. The purchase of the sidewalk tractor is an approved project under the Investing in Canada Infrastructure Program: Public Transit Stream. Accordingly, the capital budget includes funding from the ICIP program as well as funding from the City's Fleet Life Cycle Reserve No. 99586R. The reserve funding will be transferred to the project in accordance with Council Resolution 2018-92 as explained in Report to Council 2018-22.

Corporate Strategic Plan

- | | |
|---|---|
| <input type="checkbox"/> Natural North and Near | <input type="checkbox"/> Economic Prosperity |
| <input checked="" type="checkbox"/> Affordable Balanced Growth | <input checked="" type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government | |

Specific Objectives

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

Develop an Integrated Active Transportation system

Maximize funding opportunities with other governments

Options Analysis

1. That City Council approves the award of a contract to Holder Tractors Inc.in the amount of \$149,378.92 (plus HST) for the provision of a sidewalk tractor with a rear mounted sander, snow blower, snow plow, power angle broom and related accessories.
 2. Do not award a contract. This option is not recommended because The city will not be able to provide the level of service required to support the increasing demands of the growing sidewalk and transit shelter systems.
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Recommended Option

That City Council approves the award of a contract to Holder Tractors Inc.in the amount of \$149,378.92 (plus HST) for the provision of a sidewalk tractor with a rear mounted sander, snow blower, snow plow, power angle broom and related accessories.

Respectfully submitted,

Mary-Ann Kotylak
Purchasing Manager

John Ouellette
Manager Fleet

We concur in this report and recommendation.

John Severino, P.Eng., MBA
City Engineer – Infrastructure &
Operations

Margaret Karpenko, CPA, CMA
Chief Financial Officer/Treasurer

Domenic Schiavone
Director Public Works & Parks

David Euler, P.Eng., PMP
Chief Administrative Officer

Personnel designated for continuance:
Name: John Ouellette
Title: Manager Fleet