



# SINGLE/SOLE SOURCE APPROVAL REQUEST FORM

## Appendix F



Project Number:	
Purpose for acquisition and description of goods and/or services :	To acquire (6) Windrow articulating plows to support the new windrow removal program. <i>Plows required as spares to allow for continuous service due to damage.</i>
Applicable Non-Competitive provisions as per Procurement By-Law 113-16: (Please refer to Appendix "B" - Part I & II)	c) to ensure compatibility with existing products, to recognize exclusive rights such as patent, copyright or license, or to maintain specialized products that must be maintained by the manufacturer or its representative:

### AWARD TO

Legal Name of Supplier:	Metal Pesse		
Address:	1683 Secrerries Blvd.		
City:	Plessisville	Province:	Quebec
Phone:	819-362-3674		
Contact Name:	Jason Whitmore	Email:	sales@metalpless.com
Account No.: <b>902 2019652044116</b>	Approved Budget for this acquisition: (Award of optional terms is subject to budget approval of respective optional term.)		Year received: <b>2019</b>
Contract Term or Initial Term:	Start Date: 8/2/2019	End Date: 10/1/2019	Award Value: \$90,850.00
Optional Terms: (Subject to budget Approval)	Start Date:	End Date:	Award Value: \$
	Start Date:	End Date:	Award Value: \$
Commitment Authority shall be sought for the Total Contract Award: \$ 90,850.00 Currency CAD:			

### APPROVAL FOR AWARD

The approval provided below is in accordance with the Commitment Authority of the Financial Control By-Law 114-16 and confirmation of budget.

Commissioner of Lead Department (up to \$50,000)	Name: Ilmar Simanovskis	Signature: 
	Date: <i>AUG 2, 2019</i>	
Chief Administrative Officer (up to \$100,000)	Name: Neil Garbe	Signature: 
	Date:	

### PROCUREMENT

The above referenced acquisition has been made in accordance with Procurement By-Law No.113-16 and all applicable procurement policies and procedures.

Chief Purchasing Officer	Name: Tharshini Markandaier	Date:
	Signature:	

### RISK MANAGEMENT

There is no known current litigation between the recommended supplier and the Town of Richmond Hill.

Manager of Risk & Insurance	Name:	Date:
	Signature:	



SINGLE/SOLE SOURCE APPROVAL REQUEST FORM

PURPOSE

To obtain approval to award a contract acquired through a Non-Competitive process for acquisition values greater than \$10,000 but not exceeding \$100,000.

Council Approval must be obtained for all Single or Sole Source acquisitions valued over \$100,000.

INSTRUCTIONS

- 1. The Project Lead will enter the details of this Acquisition in the areas provided in the form, or if necessary, attach a report containing all details needed to provide signatory's full knowledge of acquisition for which approval is being requested.
- 2. The Project Lead will enter details, including a reference to the appropriate By-law section that enables this Non-Competitive Acquisition. Single and Sole Source provisions of the Town's Procurement By-law No.113-16 is outlined below.

Procurement By-law No. 113-16 Appendix "B"

Part I – Sole Source Acquisitions

Section	Circumstance
a)	where the supply of the Goods and/or Services is controlled by a Supplier that is a statutory monopoly;
b)	where there is an absence of competition for technical reasons and the Goods and/or Services can be supplied only by a particular Supplier and no alternative or substitute exists;
c)	to ensure compatibility with existing products, to recognize exclusive rights such as patent, copyright or license, or to maintain specialized products that must be maintained by the manufacturer or its representative;
d)	or the Acquisition of Goods on the commodity market;
e)	for work to be performed on or about a leased building or portions thereof that may be performed only by the lessor;
f)	for work to be performed on a property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
g)	for the purchase of Goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases;
h)	or a Contract to be Awarded to the winner of a design contest;
i)	for the Procurement of a prototype of a first Good or Service to be developed in the course of and for a particular Contract for research, experiment, study or original development, but not for any subsequent purchases;
j)	for the Procurement of original works of art; and
k)	for the Procurement of subscriptions to newspapers, magazines or other periodicals

Part II – Single Source Acquisitions

a)	in the absence of receipt of any Submissions in response to a request;
b)	an Unforeseen Situation of Urgency exists and the Goods and/or Services cannot be obtained in time by means of a Competitive Procurement;
c)	Goods and/or Services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open competitive process could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to the public interest;
d)	where compliance with the requirements of this Policy would interfere with the Town's ability to maintain security or order or to protect human, animal or plant life or health.

- 3. Project Lead will circulate this Approval Request Form to all signatories.
- 4. A fully executed Approval Request Form must be provided to Procurement.
- 5. Project Lead to inform supplier of requirements for contracting including insurance and evidence of WSIB coverage.
- 6. Project Lead will issue a Purchase Requisition and attach a copy of this Approval Request Form.
- 7. Procurement will issue a Purchase Order, and distribute to Project Lead and Supplier (if applicable).



July 12, 2019

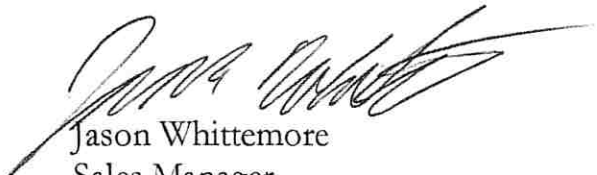
RE: Sole Source Confirmation Letter

To whom it may concern

This letter is written to confirm that Metal Pless is the sole manufacturer of the windrow plow named Windrowmaxx.

Thank you for consideration of our specialized products.

Sincerely,

  
Jason Whittemore  
Sales Manager





Order confirmation  
Quote

1683, Sucreries Blvd., Plessisville (Quebec), G6L 1W4

**Purchase order**

Date : July 12, 2019

**Buyer/Dealer :**

Scott S. Glew

Ship to : Ontario

The corporation of the town of Richmond Hill

Tel. : cell 519-661-9400

Qty	Model	SALES PRICE
5	Metal Pless Windrowmaxx model snow plow	\$16500 each
	6' long plow, 30" high. With rubber cutting edge	
1	Metal Pless Windrowmaxx model snow plow	7000.00
	6' long plow, 30" high. With rubber cutting edge	
	(a deposit of \$9500.00 has already been paid on this one unit)	
	1 year warranty	
	Freight per unit	\$225
TOTAL : *		\$90850.00

NOTE : The width of the blade does not determine the real dimension of the product.

\* plus taxes

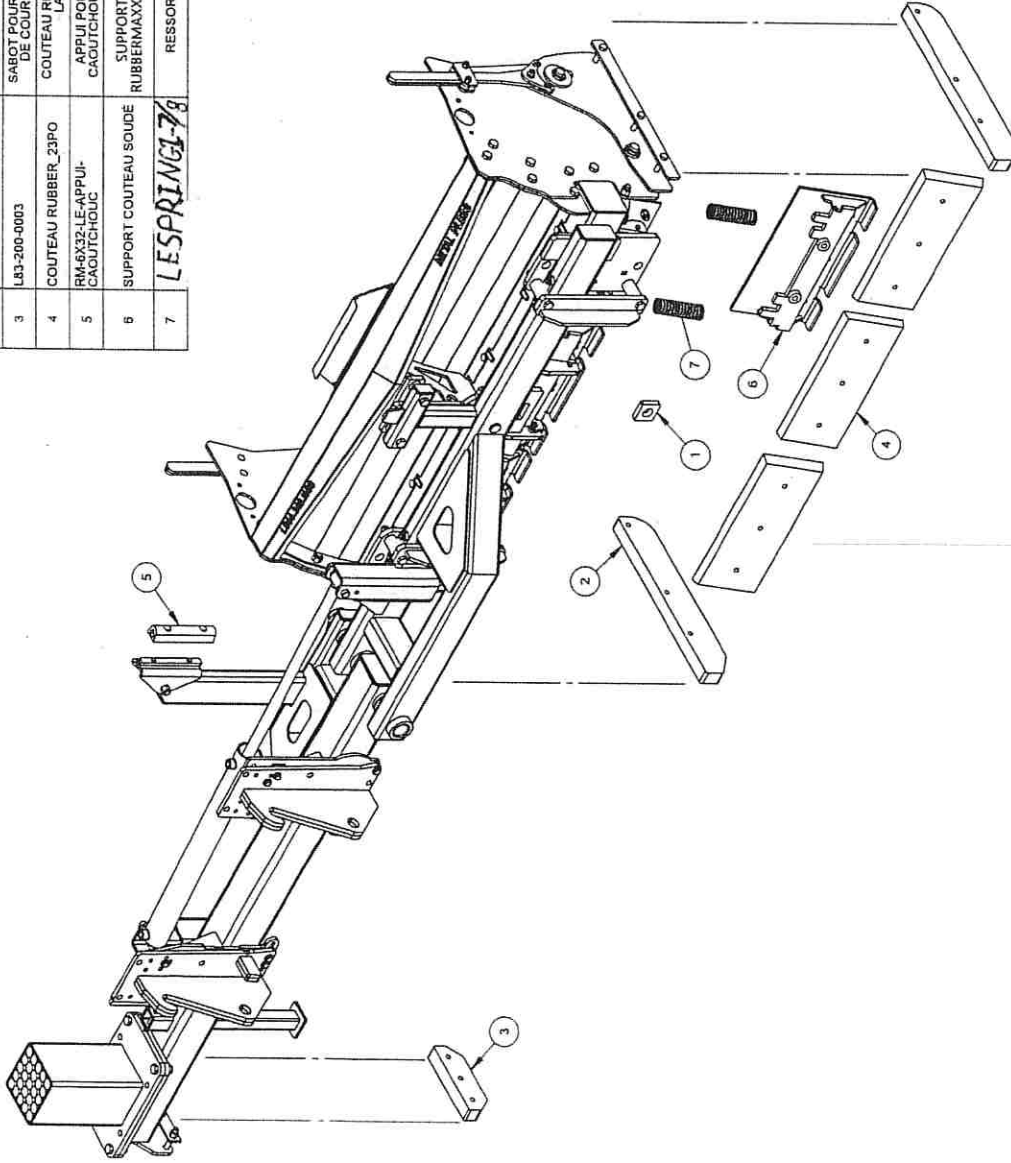
\_\_\_\_\_  
Purchase order number

\_\_\_\_\_  
Signature

Please fax the reviewed and signed order to : 819-362-6974

GRATTE RUBBERMAXX 6 x 32 POUR ENTRÉE DE COUR  
LISTE DES PIÈCES D'USURE

#	Part #	DESCRIPTION	MATÉRIAU	QTE	Unit Price
1	L83-075-0046	RONDELLE CARRÉE POUR FLOTTANT GRATTE ENTRÉE COUR	TIVAR	1	59
2	L83-200-0002	TIVAR POU PATIN D'OREILLE RM 32" HT.	TIVAR	2	379
3	L83-200-0003	SABOT POUR GRATTE ENTRÉE DE COUR RUBBERMAXX	TIVAR	1	135
4	COUTEAU RUBBER_23PO	COUTEAU RUBBERMAXX 23" - LATERAL	Caoutchouc	3	180
5	RM-6X32-LE-APPLI-CACOUTCHOU	APPLI POUR GRATTE EN CACOUTCHOU BUYERS D210	Caoutchouc	1	39
6	SUPPORT COUTEAU SOUDÉ	SUPPORT DE COUTEAU RUBBERMAXX LIVE EDGE SOUDÉ	-	3	445
7	LESRING-78	RESSORT LIVE EDGE	SPRING STEEL	6	40



Client: H13D METALPLESSCONCEPTS-TESTS01-GRATTEGRATTE\_POUR\_ENTREE\_DE\_COURSTEST-02-RUBBER-MAXXI

Massé: LIS - 2198.60 Date: 2019-07-12 No: PIÉCES-USURES

Conception: F.L. Dessinateur: F.L. Echelle: 1:16











