



Staff Report for Committee of the Whole Meeting

Date of Meeting: November 1, 2023

Report Number: SRCS.23.22

Department: Community Services
Division: Public Works Operation

Subject: **SRCS.23.22 – Non-Competitive Acquisition of Four (4) Articulating Sidewalk Tractors**

Purpose:

To obtain approval for a non-competitive acquisition of 4 articulating sidewalk tractors, with a value greater than \$100,000, in accordance with Procurement By-Law No. 113-16.

Recommendation(s):

- a) That the contract for the provision of 4 replacement articulating sidewalk tractors with attachments be awarded non-competitively to Joe Johnson Equipment Inc. at a cost not exceeding \$691,000 (exclusive of taxes), pursuant to Appendix "B", Part I, section (c) of Procurement By-Law No.113-16; and
- b) That the Commissioner of Community Services be authorized to execute any and all necessary documentation to affect the contract.

Contact Person:

Frank Quarisa, Director, Public Works Operations

Report Approval:

Submitted by: Tracey Steele, Commissioner of Community Services

Approved by: Darlene Joslin, City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

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Background:

Articulating sidewalk tractors are a multi-use unit that can be outfitted to perform various tasks and are primarily used in Richmond Hill for sidewalk snow plowing, snow blowing, trail maintenance, sidewalk inspections, and sidewalk sweeping.

In 2012, Staff conducted a detailed competitive procurement process for the supply and delivery of 2 articulating sidewalk tractors. Joe Johnson Equipment Inc. was the successful compliant bidder and was awarded a contract for the 2 articulating sidewalk tractors. Subsequent to the initial award, and since this initial acquisition set the standard for the City fleet of articulating sidewalk tractors, Council approved the acquisition of 22 additional and/or replacement units.

The City of Richmond Hill currently has 17 Trackless articulating sidewalk tractors in its fleet along with the assortment of parts and proprietary attachments necessary to perform the variety of tasks required of the City.

The estimated service life for a Trackless articulating sidewalk tractors is 8 years.

Discussion:

These machines mainly perform winter clearing activities and are a vital component of the 2023-2024 winter clearing plan. They are also deployed during other seasons of the year when outfitted with their various proprietary attachments such as: blowers, thrashers, and trimmers.

The time invested in training operators and maintenance staff, the large parts inventory and the vast number of interchangeable attachments, continue to make this the ideal machine for the City's sidewalk maintenance purposes. To switch vendors at this time would necessitate the acquisition of various new parts and attachments and would start to render hundreds of thousands of dollars' worth of attachments redundant.

The 4 new articulating sidewalk tractors will replace 4 existing articulating sidewalk tractors currently in the City's fleet and identified for replacement in 2023. Securing these tractors, which are ready for shipping upon approval of this Staff Report, will ensure continuity of service during the peak demand for winter sidewalk maintenance. The units that are to be disposed will be sold at auction. Proceeds will average between \$15,000 and \$20,000 per unit and will be returned to the Infrastructure Repair and Replacements reserve fund.

Comparing all alternate options currently available in the Canadian market, these Trackless articulating tractors supplied by Joe Johnson Equipment Inc. meet all of the City's requirements for cold and warm weather activities on sidewalks, as well as activities in parks and along trails. This brand of tractor has become a municipal standard across the Greater Toronto Area. The current price quoted remains competitive when compared to other offerings.

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Procurement By-law No. 113-16, Appendix “B”, Part I - Sole Source Acquisition clause (c) stipulates that sole source acquisitions may be made:

- 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

Financial/Staffing/Other Implications:

The estimated total value of the sole source acquisition is \$691,000 for the acquisition of 4 articulating sidewalk tractors from Joe Johnson Equipment Inc.

The funds to acquire these assets has been previously approved within the City’s 2023 Capital Budget.

Relationship to Council’s Strategic Priorities 2020-2022:

This initiative will help meet the Council Strategic Priority of Getting Around the City. Winter sidewalk clearing operations help keep the active transportation network cleared and safe for use. The City’s active transportation network consisting of sidewalks, walkways, and trails keeps the residents active and businesses connected regardless of the season or weather.

This initiative will help meet the Council Strategic Priority of Fiscal Responsibility. Public Works Operations utilizes the City’s Enterprise Asset Management framework to support evidenced based decisions on all state of good repair replacements. The replacement of these assets aligns with the expected end of life timeline and maximizes the return on investment decisions made by Council.

Climate Change Considerations:

This initiative considers climate change mitigation by replacing City assets at or near the end of their useful life with new equipment that are working at a highest level of efficiency and effectiveness. This action will reduce the time required to complete activities, which will reduce the engine hours and fuel usage.

Conclusion:

Public Works Operations Staff are recommending that the contract for the provision of 4 replacement articulating sidewalk tractors with attachments be awarded non-competitively to Joe Johnson Equipment Inc. at a cost not exceeding \$691,000 (exclusive of taxes), pursuant to Appendix “B”, Part I, section (c) of Procurement By-Law No. 113-16.

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Report Approval Details

Document Title:	SRCS.23.22 - Non-Competitive Acquisition of Four (4) Articulating Sidewalk Tractors.docx
Attachments:	
Final Approval Date:	Oct 21, 2023

This report and all of its attachments were approved and signed as outlined below:

Frank Quarisa - Oct 18, 2023 - 2:37 PM

Tracey Steele - Oct 20, 2023 - 1:46 PM

Darlene Joslin - Oct 21, 2023 - 9:05 AM