



Staff Report for Committee of the Whole Meeting

Date of Meeting: November 15, 2023

Report Number: SRCS.23.24

Department: Community Services
Division: Public Works Operation

Subject: **SRCS.23.24 - Non-Competitive Acquisition of 17 Replacement Trailers**

Purpose:

To obtain approval for a non-competitive acquisition of 17 trailers, with a value greater than \$100,000, in accordance with Procurement By-Law 113-16.

Recommendation(s):

- a) That the contract for the acquisition of 17 replacement trailers be awarded non-competitively to Bluewater Trailers Sales Ltd. at a cost not exceeding \$186,000 (exclusive of taxes), pursuant to Appendix "B", Part II, section (a) of Procurement By-Law 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
Andrew Nichols, Manager, Public Works Support Services

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:

Public Works Operations (“PWO”) utilizes various types of trailers in day-to-day operations, some of which are single function while others fill multiple uses. Depending on their use and size, they can be hauled by light, medium, and heavy duty vehicles. Trailers are a vital component of PWO service delivery in Richmond Hill.

The City of Richmond Hill currently has 47 trailers in its fleet and this contract is for the replacement of 17 trailers (36%) in the current inventory. The trailers are at the end of their useful life and are due for replacement. The acquisition of these assets will be funded from the approved 2023 Capital Budget. Once the acquisition is completed, this portion of the City’s fleet inventory will be in a more sustainable state with no further backlog of assets to be replaced.

The estimated service life for a trailer varies from 8 – 25 years depending on the function and usage, with an average estimated service life of just over 10 years.

Discussion:

In July 2023, Staff issued a Request for Quotations (“RFQ”) for the supply and delivery of 17 trailers made up of five different trailer types. Five companies reviewed the RFQ, but none submitted a formal bid.

After the RFQ closing, City staff approached each of the prospective vendors that had reviewed the RFQ to determine why they did not submit a bid. Staff offered to negotiate with the vendors to assess whether any of them could meet the RFQ specifications. Bluewater Trailer Sales Ltd. and one other vendor responded, but only Bluewater Trailer Sales Ltd. agreed to engage in negotiations with the City.

Through negotiations, Bluewater Trailer Sales Ltd. and City staff were able to revise the original specifications of the RFQ to identify trailers that could meet most of the original RFQ requirements. The changes the two parties agreed to, provide clarifications predominantly focused on industry verbiage and more common phrasing.

Procurement By-law No. 113-16, Appendix “B”, Part II - Single Source Acquisition clause (a) stipulates that single source acquisitions may be made:

- In the absence of receipt of any Submissions in response to a request

Financial/Staffing/Other Implications:

The estimated total value of the single source acquisition is \$186,000, exclusive of taxes, for the acquisition of 17 trailers from Bluewater Trailer Sales Ltd.

The funds to acquire these assets are included within the City’s approved 2023 Capital Budget.

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Relationship to Council’s Strategic Priorities 2020-2022:

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:

Not applicable.

Conclusion:

Public Works Operations Staff are recommending that the contract for the provision of 17 trailers, comprised of five different trailer styles, be awarded to Bluewater Trailer Sales Ltd. at a cost not exceeding \$186,000 (exclusive of taxes), pursuant to Appendix “B”, Part II, section (a) of Procurement By-Law 113-16.

Attachments:

Not applicable.

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Report Approval Details

Document Title:	SRCS.23.24 Non-Competitive Acquisition of 17 Replacement Trailers FINAL.docx
Attachments:	
Final Approval Date:	Nov 3, 2023

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

Frank Quarisa - Nov 1, 2023 - 2:21 PM

Tracey Steele - Nov 2, 2023 - 5:00 PM

Darlene Joslin - Nov 3, 2023 - 9:13 AM