

**Town of Fort Frances
Administrative Report**

TO: Travis Rob, Manager of Operations and Facilities
FROM: Cody Vangel, Chief Building Official & Municipal Planner
SUBJECT: Award of Tender 22-OF-02 Equipment/Vehicle Rental
DATE: March 9, 2022

Issue:

Consideration to award Tender 22-OF-02 Equipment/Vehicle Rentals.

Strategic Impact:

- 13. Maintain / Enhance Existing Levels of Service
- 17. Improve Transportation Linkages

Options/Alternatives:

- 1. Approve the rates supplied for Tender 22-OF-02 as indicated in Tender 22-OF-02 Summary Sheet
- 2. Reject in part or whole the rates supplied for Tender 22-OF-02 as indicated in Tender 22-OF-02 Summary Sheet

Administrative Recommendation:

RECOMMENDED THAT the supplied equipment/vehicle rental rates be accepted and that the rates be valid for the period of March 15, 2022 to March 15, 2025.

History:

The Town of Fort Frances seeks pricing from contractors for the purpose of renting various pieces of equipment or vehicles to compliment the current public works fleet on an as needed basis. In most instances the rates sought are on an hourly basis and include an operator. The rates provided through this tender process will be applicable for three years from March 15, 2022 to March 15, 2025.

Analysis:

The Town of Fort Frances began advertising Tender 22-OF-02 on Thursday February 3, 2022 and closed the tender bidding on Tuesday March 1, 2022 at 2:00pm, where bids were then opened publicly in the Committee Room at the Fort Frances Civic Centre.

Four (4) tenders were received from the following groups:

- Daryl's Custom Landscapes Ltd.
- George Armstrong Co. Ltd.
- Heikki Lampi Sand & Gravel Ltd.
- Tom Veert Contracting Ltd.

The attached Tender 22-OF-02 Summary Sheet will outline the bids submitted from low to high for the wide range of equipment sought.

Administration has the duty to inform Mayor and Council of any irregularities or non-compliances found through the Tendering process. The following were noted:

- Tom Veert Contracting Ltd was the only tenderer to provide a copy of their annual inspection certificates. Given that these inspections are required on an annual basis, and this tender validity period is for 3-years, we can request the safety inspection certificates from any of the tenderers for the trucks bid prior to hiring that specific unit.
- On page 16 of the Tender Forms, none of the tenderers scheduled to be weighed at the Town scales nor supplied a record of allowable gross weight from the Ministry of Transportation of Ontario. Given this, the Town may elect to receive each truck supplied on the sole basis of bid value from low to high.
- To date none of the tenderers have submitted liability insurance as indicated on page 6 of the Tender Forms, however, this can come at the request of the Town when required prior to hiring the equipment.

Consultation:

Travis Rob, Operations and Facilities Manager

Supporting Document / Financial Documents:

1. Tender 22-OF-02 Summary Sheet
2. 22-OF-02 Vehicle and Equipment Rental
3. 22-OF-02 equipment quotation form