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**Date:** March 28, 2019  
**To:** Mayor and Council  
**Author:** Shaun Martinho, Manager of Public Works  
**RE:** Public Works Fleet Acquisition  
**Report No.:** MS 2019 - 17

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## AIM

To inform Council of the tendering process for new fleet acquisition and recommend approval of the award of tender.

## BACKGROUND

Included in the Public Works 2019 capital schedule is the replacement of a 2012 Zetor Tractor used for roadside grass cutting. This vehicle has reached the end of its useful life and has begun to incur unnecessary maintenance and repair costs. See the line item below.

| Capital Budget Line # | Description                           | Dept | Capital Cost | Other Revenue | Reserve Funding | Net Tax Impact |
|-----------------------|---------------------------------------|------|--------------|---------------|-----------------|----------------|
| 34                    | PW - Fleet- Zetor Tractor Replacement | 130  | \$110,000    | \$ 28,500     | \$ 81,500       | \$ -           |

## DISCUSSION

As per the Town of Kingsville's procurement policy, the Municipal Services Department issued a tender for the replacement of this tractor. As part of the tender, requirements were included for surplus of the existing asset. The proposals were then evaluated based on cost, value of trade-in, design, warranty, and date of delivery. To ensure we stayed on budget, Vendors were given the option of submitting multiple bids (Appendix A). If the proposed tractor did not meet all of the listed specifications, it was disqualified from the scoring process. The results of the tendering and recommended vendor is as follows:

- Public Works will receive a 2019 Kubota M6 131DTCC from Southpoint Equipment in Essex.

**LINK TO STRATEGIC PLAN**

Effectively manage corporate resources and maximize performance in day-to-day operations.

**FINANCIAL CONSIDERATIONS**

The total cost for replacement of this vehicle is outlined below. The totals include all additional items required for outfitting of the vehicle and all applicable taxes.

|                              | Cost        | Trade In    | Net Cost    | Approved Funding | Net Impact |
|------------------------------|-------------|-------------|-------------|------------------|------------|
| PW-Zetor Tractor Replacement | \$99,950.00 | \$28,000.00 | \$73,709.12 | \$110,000.00     | \$8,290.88 |

**CONSULTATIONS**

Municipal Services – Director, Supervisor, and all outside staff.

**RECOMMENDATION**

That council approves the acquisition of the Fleet asset as follows:

One (1) 2019 Kubota M6 131DTCC from Southpoint Equipment in Essex for the purchase price of \$73,709.12 inclusive of the HST burden.

Respectfully submitted,

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