

Grand River Conservation Authority

Report number: GM-02-23-14

Date: February 24, 2023

To: Members of the Grand River Conservation Authority

Subject: 2023 Replacement Tractors Purchase

Recommendation:

THAT the Grand River Conservation Authority purchase two 2023 John Deere model 4052R, tractors with cab and front loader from Premier Equipment Ltd. (Elmira) for a total amount of \$149,334.34 (excluding HST).

Summary:

Not applicable

Report:

The 2023 Motor Pool budget includes the purchase of two tractors to replace two tractors that have reached the end of their service life. In order to obtain the best value for the GRCA while meeting the specific operational needs of these tractors, the GRCA Human Resource policies allow for a public Request For Quotation (RFQ) procurement approach.

The goal of the RFQ procurement approach is to ensure the best value for the GRCA over the life of equipment, reduce downtime for equipment service, and ensures the GRCA operational needs of the equipment are met. Tractor specifications were developed based on the ideal performance requirements to reflect the operational needs of the area and serviceability of equipment. Due to the variability of features that any given piece of equipment could have, pre-determined weighted evaluation criteria are established to evaluate submissions and these are shared with potential bidders. Bidders are able to submit a quote for tractors that may or may not meet all of the ideal performance requirements and a portion of the subsequent evaluation is to compare different types of equipment. After assigning a score to each portion of the weighted criteria, the bidder with the highest total score is recommended as the preferred option and this may or may not result in selecting the lowest bid price.

As part of the RFQ, bidders were invited to submit a bid for: **TWO (2) 30.7kW PTO (41.2 HP) TRACTORS WITH CAB AND FRONT LOADER**. The 2023 RFQ for Replacement Tractors was publicly advertised on January 18, 2023 on the Biddingo electronic procurement website. Four bid packages were received by the closing date of Wednesday February 1, 2023. As described in the RFQ, bid packages were evaluated based on the following criteria:

- 10% Location of Parts and Service Facility
- 10% Past Experience with the Manufacturer
- 40% Conformance to the Specification
- 40% Price Quotation

Bids were reviewed by Kayleigh Keighan, Financial Controller, Brandon Heyer, Manager of Central Services, Paul Lucier, Supervisor of Maintenance and Operations and Jim Himsl, Fleet Coordinator. Bids and ranking based on evaluation scores have been summarized as follows:

2023 REPLACEMENT TRACTORS – TWO (2) 30.7Kw PTO (41.2 HP) TRACTORS WITH CAB AND FRONT LOADER

Dealer	Make/Model	Bid Amount (HST excluded)	Ranking Based on score
Premier Equipment LTD.	John Deere 4052	\$149,334.34	1
Bobcat of the Tri Cities Ltd.	Bobcat CT5555	\$128,461.12	2
Stewart's Equipment	Kubota L4760 HSTCC	\$141,416.12	3
DeBoer's Equipment	Kubota L5460 HSTCC	\$159,000.00	4

Financial Implications:

The total combined amount of \$149,334.34 excluding HST is included in the 2023 Motor Pool budget and will be funded from the Motor Pool Reserve. The units being replaced will be disposed through public auction and any proceeds from that sale will be allocated to the Motor Pool Reserve.

Other Department Considerations:

Staff in a number of GRCA departments were consulted in the preparation of the specifications to ensure the replacement tractors accommodate the various specific uses.

Prepared by:

Paul Lucier
Supervisor of Maintenance and Operations

Approved by:

Lisa Keys
Director of Land Management

Brandon Heyer
Manager of Central Services