



## Staff Report

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**Report To:** Dan Best, Chief Administrative Officer

**From:** **Don Giberson, Director of Infrastructure & Development**  
**Shawn Young, Manager of Environmental Services**

**Date:** August 10 2020

**Report:** ESD.20.28

**Subject:** Tender Results for Trailer Mounted Valve Maintenance Unit

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### Recommendations:

**That** South Huron Council receive the report from D. Giberson, Director of Infrastructure and Development and S. Young, Manager of Environmental Services RE: Tender Results for Trailer Mounted Valve Maintenance Unit AND;

**That** South Huron Council accept the tender received from the WACHS Canada Limited and authorize award of a contract for the supply of a Trailer Mounted Valve Maintenance Unit in the amount of \$87,520.00 (plus HST).

### Purpose:

The purpose of this report is to notify Council of the results of the tender for the supply of the Trailer Mounted Valve Maintenance Unit and to recommend award of a contract to the single bidder.

### Background and Analysis:

The tender for the supply of the Trailer Mounted Valve Maintenance Unit was advertised on the Bids & Tenders on June 15, 2020.

Tenders closed on July 15, 2020 at 2:00pm and one (1) tender was received by the Municipality. The single tender was opened by Don Giberson, Director of Infrastructure and Development, in the presence of Mayor Finch and Maggie McBride, Financial Services Officer. This was not a public opening due to the COVID19 pandemic. Tender receiving/opening protocols were amended and additional precautions were taken to ensure staff, public, contractors and project engineer were safe and protected.

The following is the tender results:

Trailer Mounted Valve Maintenance Unit - Tender Results		
	Contractor	Total Cost
		(Excluding HST)
1	WACHS Canada Limited	\$95,175.00

The tender was checked and found to be complete and in conformance with the specifications. Receipt of a single tender was not unexpected for this item, as it is a highly specialized piece of equipment, with few suppliers in this market.

## Operational Considerations:

No alternatives were considered.

## South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key objectives that are reflective of the collective perspectives of the strategic planning process. The recommendations and actions outlined in this report are reflective of the following strategic objectives:

- ✓ Administrative Efficiency and Fiscal Responsibility
- ✓ Increased Communications and Municipal Leadership
- ✓ Transparent, Accountable and Collaborative Governance
- ✓ Dedicated Economic Development Effort

## Financial Impact:

Costs associated with the supply of the Trailer Mounted Valve Maintenance Unit is included in the approved 2020 Capital Budget. The tendered price was originally over budget, mostly due to the increase in the exchange rate, as this is a USA product and due to production delays as a result of COVID19 pandemic. Accordingly, credits were negotiated with the vender.

The vender offered a credit of \$3,170 for eliminating the optional submersible pump and a credit of \$4,485 for not supplying a new hand held controller, as the controller had been recently replaced on the existing unit. Both credits were accepted and the final price reflects these credits.

A financial analysis of the tender received from the single bidder was carried out and is summarized as follows:

Trailer Mounted Valve Maintenance Unit		
		Total
ITEM #1	Supply one trailer mounted valve maintenance unit	\$95,175.00
ITEM #2	Onsite training	\$0.00
	Credit for eliminating optional submersible pump	-\$3,170.00
	Credit for eliminating HC-100 Controller	-\$4,485.00
	Subtotal	\$87,520.00
	Non-recoverable HST	\$1,540.35
	TOTAL	<b>\$89,060.35</b>
	Approved Capital Budget	\$89,498.00
	Net Difference	\$437.65

The total cost, including non-recoverable HST, within the amount in the approved Capital Budget.

## Legal Impact:

There are no legal implications for the Corporation resulting from the proposed recommendation.

## Staffing Impact:

There are no staffing implications for the Corporation resulting from the proposed recommendation.

**Policies/Legislation:**

1. Approved 2020 Capital Budget
2. South Huron Asset Management Plan

**Consultation:**

None

**Related Documents:**

None

Respectfully submitted,

**Don Giberson, Director of Infrastructure & Development**

**AND**

**Shawn Young, Manager of Environmental Services**

### Report Approval Details

Document Title:	2020-08-10 (Trailer Mounted Valve Maintenance Unit - tender results).docx
Attachments:	
Final Approval Date:	Aug 6, 2020

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

**Sandy Becker - Jul 28, 2020 - 5:22 PM**

**Rebekah Msuya-Collison - Aug 4, 2020 - 12:18 PM**

**Dan Best - Aug 6, 2020 - 8:53 AM**