



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: West Hants Regional Municipal Committee of the Whole
Submitted by: Kathy Kehoe, Director Community Development
Date: July 2, 2024
Subject: Tender Award – WHRMCD24-05 - Commercial High Back Cargo Van

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 65, Powers to expend funds for a municipal purpose.

RECOMMENDATION

Council approve the award of tender WWHCD24-05 to POTHIER CHRYSLER DODGE JEEP RAM to purchase One (1) Commercial High Back Cargo Van at a purchase price of \$74,030 plus applicable taxes.

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☐	Social ☐	Economic ☒	Councillor Activity ☐
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Tenders were called on the Provincial Procurement site and closed on June 27, 2024.

Included in the 2024-25 West Hants Regional Municipality Capital Budget, Council approved \$75,000 to be funded through MFC/Loan for the purchase of one Parks & Grounds Maintenance Van.

DISCUSSION

One proponent responded to the public tender, as follows:

Tender WHRMCD24-05 Purchase Commercial High Back Cargo Van				
Vendor	Item	Purchase Price	Total Value (including applicable taxes)	Average Score
POTHIER CHRYSLER DODGE JEEP RAM	2024 3500 PROMASTER CARGO VAN SUPER HIGH ROOF (159 WB EXT) (VF3L19)	\$74,030.00	\$77,205.88	met required specifications

The tender was reviewed by Community Development Staff to confirm compliance with the requested specifications and that it would meet our operational requirements.

Staff are recommending the tender award of \$74,030 plus applicable taxes to purchase One (1) High Back Cargo Van to POTHIER CHRYSLER DODGE JEEP RAM.

NEXT STEPS

If approved staff will proceed with purchase.

FINANCIAL IMPLICATIONS

Tendering Timeline:

Posted to Procurement	June 6, 2024
Closing Date	June 27, 2024
Price Expiry Date	No expiry

2024-25 Capital Budget – Purchase of P&G Maintenance Van

POTHIER CHRYSLER DODGE JEEP RAM	
Tender Pricing	\$74,030
Non-Recoverable Tax (4.29%)	\$3,175.88
Tender Total	\$77,205.88
2024-25 Budget Value	\$75,000
Variance (over budget)	(\$2,208.88)

\$75,000 was approved in the 2024-25 Capital budget for the purchase a maintenance van. This van is to be funded through long-term debt with \$32,987 of annual debt servicing budgeted for in the 2024-25 Operating Budget. With this item coming in \$2,209 over budget, there would be a requirement for an increased long-term debt request, and an additional \$486 of annual debt servicing.

ALTERNATIVES

1. Council may choose to not to proceed this this purchase.

This is not the course of action recommended but it is within the Council's purview.

ATTACHMENTS

None

CHIEF ADMINISTRATIVE OFFICER REVIEW

I support the recommendation.

Report Prepared by: _____
Kathy Kehoe, Director Community Development

Report Reviewed by: _____
Kevin Bennett, Manager, Parks & Recreation Facilities

Report Reviewed by: _____
Diana Gibson, Acting Director, Financial Services

Report Approved by: _____

Mark Phillips, Chief Administrative Officer