

**Section I – Items for Board of Directors Action**

**TO:** Chair and Members of the Board of Directors  
Friday, April 28, 2023 Meeting

**FROM:** Michael Tolensky, Chief Financial and Operating Officer

**RE:** **AWARD OF CONTRACT 10039040 REQUEST FOR PROPOSAL FOR SUPPLY AND DELIVERY OF AGRICULTURAL UTILITY TRACTORS**  
RFP No. 10039040

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**KEY ISSUE**

Award of Request for Proposal (RFP) No. 10039040 for the supply and delivery of agricultural utility tractors.

**RECOMMENDATION:**

**WHEREAS** Toronto and Region Conservation Authority (TRCA) is engaged in programs and work that requires the supply and delivery of agricultural utility tractors for the replacement of existing TRCA fleet assets which have reached the end of serviceable life;

**AND WHEREAS** TRCA solicited proposals through a publicly advertised process and evaluated the proposals based on the criteria;

**THEREFORE, LET IT BE RESOLVED THAT** RFP No. 10039040 for Supply and Delivery of Agricultural Utility Tractors be awarded to Ed Stewart's Garage and Equipment Ltd. at a total cost not to exceed \$ 315,471 plus applicable taxes, to be expended as authorized by TRCA staff;

**THAT** TRCA staff be authorized to approve additional expenditures to a maximum of \$ 31,547 approximately 10% of the project cost, plus applicable taxes, in excess of the contract cost as a contingency allowance if deemed necessary;

**THAT** should TRCA staff be unable to negotiate a contract with the above-mentioned proponent, staff be authorized to enter into and conclude contract negotiations with other Proponents that submitted proposals, beginning with the next highest ranked Proponent meeting TRCA specifications;

**AND FURTHER THAT** authorized TRCA officials be directed to take whatever action may be required to implement the contract, including the obtaining of necessary approvals and the signing and execution of any documents.

**BACKGROUND**

Conservation Parks and Lands (CPL) division utilizes agricultural utility tractors to assist staff in various activities and operations within Conservation Parks (CP) including but not limited to general property care, large area mowing, snow and ice removal, as well as the operation of various attachments and implements as and when required throughout the year.

## Item 8.6

The existing fleet assets at Albion Hills Conservation Park (AHCP), Glen Haffy Conservation Park (GHCP), and Kortright Center for Conservation (KCC) have exceeded the projected service life of fifteen (15) years and are beginning to see higher operational costs as a result.

The new agricultural utility tractors are to be allocated to AHCP, GHCP, and KCC to support operational requirements for CPL which offers various activities for the public including but not limited to cross country cycling, hiking, fishing, picnics, camping etc. and require agricultural utility tractors in various capacities to support park operations.

It is expected the new agricultural utility tractors will have a service life of a minimum fifteen (15) years assuming they are seeing moderate to heavy use annually. Additionally, the new agricultural utility tractors will be compatible with blended biofuels and be equipped with current emissions systems thereby reducing harmful emissions while improving both operator and guest experience in conservation parks.

### RATIONALE

RFP documentation was posted on the public procurement website [www.bidsandtenders.com](http://www.bidsandtenders.com) on March 10<sup>th</sup>, 2023, and closed on March 27<sup>th</sup>, 2023. One (1) addendum was issued to respond to questions received. A total of seven (7) firms downloaded the documents and four (4) proposals were received from the following Proponent(s):

- Ed Stewart's Garage and Equipment Limited
- Farm Power Equipment Incorporated
- Green Tractors Incorporated
- Hub International Equipment Limited

The proposal from Hub International Equipment Limited was disqualified because it did not meet the minimum score of thirty (30) for technical criteria and was not evaluated further.

An Evaluation Committee comprised of staff from the Conservation Parks, Property, Assets and Risk Management business units reviewed the proposals. The criteria used to evaluate and select the recommended Proponent included the following:

Criteria	Weight	Minimum Score
Proponent's Information and Profile	5	-
Experience and Methodology	20	-
Scope of Work Capabilities	25	-
<b>Sub-Total</b>	50	30
Pricing	50	-
<b>Sub-Total</b>	50	-
<b>Total Points</b>	100	30

The Ed Stewart's Equipment and Garage Limited proposal met all requirements listed in the scope of work for Conservation Parks and was the highest rated proponent in both the technical rated criterion and pricing evaluation. Therefore, it is recommended that contract No. 10039040 be awarded to Ed Stewart's Equipment and Garage Limited at a

## Item 8.6

total cost not to exceed \$315,471, plus 10% contingency, plus applicable taxes, it being the highest ranked Proponent meeting TRCA specifications. The proponent's scores and staff analysis of the evaluation results can be provided in an in-camera presentation, upon request.

### **Relationship to TRCA's 2022-2034 Strategic Plan**

This report supports the following Pillars and Outcomes set forth in TRCA's 2023-2034 Strategic Plan:

#### **Pillar 2 Knowledge Economy:**

2.4 Integrate environmental considerations and science into decision making

#### **Pillar 4 Service Excellence:**

4.1 A strong and skilled workforce

### **DETAILS OF WORK TO BE DONE**

The key deliverables and project schedule are outlined below:

- Contract issuance in June 2023
- Receipt of new agricultural utility tractors in October 2023

### **FINANCIAL DETAILS**

Funds for the contract are identified in 2023 Vehicle and Equipment Acquisition Budget.

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**Date: April 13, 2023**