

**TO:** GENERAL COMMITTEE

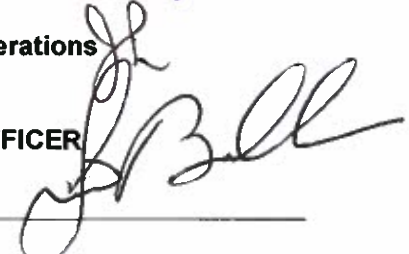

**SUBJECT:** Request for Single Source purchase of Qty one(1) Forklift for Surface Water Treatment Plant

**PREPARED BY AND KEY CONTACT:** Brian Pirie, Manager of Fleet Services (Acting), Ext. 4856

**SUBMITTED BY:** Dave Friary, Interim Director of Roads, Parks and Fleet, Ext. 4648

**GENERAL MANAGER APPROVAL:** Jim Sales, General Manager of Community Operations

**CHIEF ADMINISTRATIVE OFFICER APPROVAL:** JON M. BABULIC, CHIEF ADMINISTRATIVE OFFICER



#### **RECOMMENDED MOTION**

1. That the following Single and single source agreements be negotiated and executed in accordance with the Purchasing By-law 2008-121:
  - a) Single source agreements with vendors for:
    - i) the purchase of one (1) Toyota manufactured forklift with a System of Active Stability (SAS) feature to be utilized in the new Surface Water Treatment Plant.

#### **PURPOSE AND BACKGROUND**

2. On January 24, 2011 EMT sent out a memo to staff emphasising the importance of workplace safety emphasising the need to get the job done in the safest way possible including a series of policies, procedures and programs.
3. In early 2011 Fleet Services and the Purchasing Department completed competitive bid (RFQ) process for the purchase of a new forklift truck for the Surface Water Treatment Plant. Due to the highly caustic chemicals utilized in the treatment process including Citric Acid, Sodium Hypochlorite and Sodium Hydroxide, it was decided that the forklift purchased should have a built-in controller system that minimizes the chances of a load spill and a truck rollover.
4. The City received 3 submissions, Toyota did not submit, and after careful review it was determined that the submissions were deemed non-compliant with the technical specifications, and in particular did not have a stability control system that would ensure the safe handling and transporting of the chemicals required to operate the SWTP systems.

#### **ANALYSIS**

5. As a result of the findings of the competitive bid process staff completed additional market research and it was established that only Toyota Canada offers a system that will provide the City with the necessary capability to ensure the safe handling and moving of the chemicals. This system is called System of Active Stability (SAS). This system utilizes an on-board computer system to sense various factors that lead to potential vehicle instability and engages the safety system automatically, which substantially increases the safety of the operator and other staff.

#### **ENVIRONMENTAL MATTERS**

6. The following environmental matter has been considered in the development of the recommendation:

The (SAS) system helps minimize the chances of a chemical spill which could lead to environmental issues.

#### **ALTERNATIVES**

7. There is one alternative available for consideration by General Committee:

##### **Alternative #1**

General Committee could recommend the purchase of a standard Forklift Truck without the safety features.

This alternative is not recommended as per the Corporation's health and safety policies, procedures and programs.

#### **FINANCIAL**

8. The costs associated with OPR005-11 have been included in the 2010 Business Plan. \$30,000.00 was included in the 2010 Capital Plan. Operating expenditures related to the recommendation are included in account 14-16-2535-0184-4250. No additional staff resources will be required to implement the recommendation.
9. The cost of the extra safety features on the Forklift Truck are included in the bid which came in within budget and approximately \$700.00 less than the highest bidder not offering a safety system.

#### **LINKAGE TO 2010-2014 COUNCIL STRATEGIC PLAN**

10. The recommendation(s) included in this Staff Report are not specifically related to the goals identified in the 2010-2014 City Council Strategic Plan.