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## **Council-In-Committee Meeting – December 14, 2021**

Subject: Kubota Mower Units - Single Source Standardization  
Report Number: OPS 21-14  
Division: Operations  
Department: Fleet  
Purpose: For Decision

### **Executive Summary:**

The purpose of this report is to obtain Council approval for the standardization of 3 Kubota mower units with a life expectancy between 7 to 9 years for use within the Norfolk County's Operations Division. Norfolk County Policy CS-02 Section 4.8.4 requires all single source procurements to be authorized prior to the purchase through resolution of Council.

### **Discussion:**

Norfolk County has 23 riding lawn mowers and small utility tractors units which are used in the roads and parks operations. In the 2021 capital budget 3 mower units were identified for replacement. In a review of operational needs, it became apparent that the 3 units up for tender need to be Kubota brand units. The County owns several Kubota specific attachments such as leaf blowers, front mowers, and front mounted broom. To continue to utilize these attachments, Kubota units are required.

Staff are requesting Council to approve the single sourcing of these 3 units to ensure the attachments can continue to be utilized. These attachments will need modifications or replacements to attach to other makes and brands of machines. These additional costs of replacements are not included in the capital budget.

### **Financial Services Comments:**

The 2021 Approved Capital Budget contains an allocation of \$152,000 for the mower replacement program. This includes the replacement of 3 front mount mowers at a total cost of \$92,000, which should be sufficient to accommodate the single source procurement of three Kubota units. As such, there would be no budget impact to approving the single source procurement of this equipment.

### **Interdepartmental Implications:**

Purchasing staff have reviewed the report. As there are multiple distributors that can provide a quote for the Kubota mower units, staff are recommending a modified single source procurement process by way of a Request for Quotation to be issued to the marketplace.

Norfolk County Policy CS-02 Section 4.8.4 requires all single source procurements to be authorized prior to the purchase through resolution of Council. Single source supply is a method of procurement where there is more than one vendor able to supply the goods or services but for reasons of function or service, one supplier is recommended for consideration.

In this case, there is more than one distributor that is able to supply the single source standardization of Kubota mower units which will result in competitive bids being obtained in the procurement process.

A Request for Quotation will expedite the process and will also ensure an open, competitive bidding process is posted in the marketplace.

**Consultation(s):**

Staff from parks, roads, fleet and purchasing were consulted.

**Strategic Plan Linkage:**

This report aligns with the 2019-2022 Council Strategic Priority "Build and Maintain Reliable, Quality Infrastructure".

**Explanation:**

The ability to single source the Kubota units is key for staff to be able to continue to deliver services with existing attachments and within the current level of service.

**Conclusion:**

Norfolk County Operations currently has 23 mower and small utility tractor units within its fleet inventory. As such there are several different makes and models of units. With the purchase of 3 new units, it is key that existing specific Kubota attachments owned by the County can continue to be utilized. The ability to single source 3 Kubota units is key for staff to be able to continue to deliver services with existing attachments and within the current level of service. To maintain standardization of equipment and strategically plan for future requirements staff are requesting Council approval to permit a single source standardization of 3 Kubota mower units.

**Recommendation(s):**

THAT Staff Report "OPS 21-14 Kubota Mower Units Single Source Standardization " be received as information;

AND THAT Council authorizes a modified single source standardization procurement for the purchase of 3 Kubota front mount mower units with a life expectancy of seven (7) to nine (9) years.

**Attachment(s):**

N/A

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