



Working together with our community

Council Meeting – July 22, 2025

Subject: Bid Award – Canoe Purchasing Cooperative purchase of two (2) 2025 Class 6 Trucks Budget Amendment
Report Number: CDS-25-013
Division: Community and Development Services
Department: Fleet and Facilities
Ward: All Wards
Purpose: For Decision

Recommendation(s):

THAT Staff Report CDS-25-013 Bid Award – Canoe Purchasing Cooperative purchase of two (2) 2025 Class 6 trucks be received as information; and

AND THAT the General Manager, Community and Development Services be authorized to execute a contract with Alamo Group for Cooperative Bid for Supply and Delivery of Two (2) 2025 Class 6 Trucks in the amount of \$247,856 (excluding HST).

FURTHER THAT the Approved Capital Budgets for Project 5432310 and Project 5432311 be amended (increased) by \$11,000 each, to a total allocation of \$254,000 (rounded, incl. net HST), with funding to be provided from the Fleet Reserve.

Executive Summary:

The purpose of this report is to present the results of the bidding opportunity and award the tender for two (2) 2025 Class 6 trucks. Staff are seeking approval for contracts to be executed with the successful bidder. The budgeted amount for the trucks was \$116,000 per unit and prices came in at \$126,106.13 (inc. net HST) per unit. This results in a total budget shortfall. The trucks are needed for use within the roads and parks department.

Discussions:

Staff are seeking approval to award the tender for two (2) Class 6 trucks. By approving immediately, Norfolk will receive the units in Q4 of 2025. This is important as the current units being replaced have reached the end of their life cycle. By securing the new units in 2025 maintenance dollars can be saved on the present in service trucks.

It needs to be noted that these units are a class 6 series truck. This series of trucks is a slightly different spec than the traditional class 3 trucks Norfolk has been purchasing for 1-ton units. Changes in the specs were needed due to the nature of the work these

units perform. Weights of payloads such as lawn mowers and baseball diamond groomers have increased and require a larger series of trucks to tow them legally. The class 6 trucks ensures MTO requirements will be met.

Several fleet tenders in 2025 have come in under budget resulting in savings which can effectively offset the budget amendment within this report.

Also, to receive the trucks in Q4 of 2025, this tender award report is being presented outside the monthly Summary of Bid Awards report. If approved by Council, Norfolk should receive the trucks in December of 2025. The units that these new purchases are replacing have been accessed by mechanical staff and are deemed to need replacing in 2025. If not approved through this report delivery of the new units would occur later in 2026 resulting in increased spending on maintenance of the current units.

In accordance with Section 25.1.3 of the Purchasing Policy approved by Council on November 10, 2020, under the authority of By-Law 2022-104, all awards exceeding capital budget limit require approval by Council. The purchase of the 2 trucks combines for a total of \$22,000 over the set capital budget.

Finance Comments:

The Approved Capital Budget includes an allocation of \$232,000 for Projects 5432310 and 5432311 One Ton Truck Replacements, with funding to be provided from the Fleet Reserve. Based on the co-operative bid, a budget amendment of \$22,000 (rounded, incl. net HST) would be required to accommodate the bid from Alamo Group. The impact of the budget amendment is summarized in Table 1.

Table 1 – Recommended Budget Amendment

	Approved	Amendment	Revised
5432310 One Ton Truck Replacement	\$116,000	\$11,000	\$127,000
5432310 One Ton Truck Replacement	\$116,000	\$11,000	\$127,000
Total Expenditures	\$232,000	\$22,000	\$254,000
Fleet Reserve	(\$232,000)	(\$22,000)	(\$254,000)

The projected balance of the Fleet Reserve is expected to be sufficient to accommodate this amendment.

The standard estimate for one ton truck replacements in the 2026-2035 Levy Capital Plan will be updated to reflect market pricing to mitigate the likelihood of budget amendments in future years.

Interdepartmental Implications:

Purchasing Services

Purchasing staff have reviewed the report and advises that the Cooperative Bid for Supply and Delivery of Two (2) 2025 Class 6 Trucks was developed and issued in accordance with the Norfolk County Purchasing Policy and Procedures.

As outlined in Section 25.1.3 of CS-02, Purchasing Policy, a report to Council is required for approval if the amount of the Bid, plus all related costs, is not within the approved allocations.

Consultation(s):

Consultation has occurred with staff from Fleet and Facilities Services, Purchasing, Finance, Road Services and Parks, Recreation and Culture Departments.

Strategic Plan Linkage:

Serving Norfolk - ensuring a fiscally responsible organization with engaged employees who value excellent service

Explanation: Trucks are needed to ensure Roads and Parks staff can continue to supply the current level of service to residents.

Attachment(s):

- N/A

Approval:

Approved By:
Al Meneses, CAO

Reviewed By:
Michael Simoes,
Director, Fleet and Facilities Services

Reviewed By:
Jordan Gallant,
Manager, Fleet Services

Prepared By:
Bill Cridland,
GM, Community and Development Services