



Alternative Procurement Approval Request

Background

An exemption or alternative procurement method is a provision in Regulation 2014-93 under the Procurement Act whereby all or some of the normal competitive bidding processes do not need to be followed for the procurement of certain goods and services, and/or goods and services in certain circumstances. The Town may grant exemptions from the public tendering process and invite bids from select suppliers as described in Appendix A of the Town's Procurement Standard.

Approval Form and Submission Requirements

1. The Department Head or their designate must submit their request for an alternative procurement purchase in writing to Finance staff, using the form included in this document. The Department Head or their designate will:
 - a. Provide a summary of the requested service or product.
 - b. Explain why the product or service is required and how it will benefit the Town.
 - c. Explain why an alternative procurement purchase is necessary and cite the exemption from the Procurement policy that applies to the request.
 - d. Provide a summary of research conducted to support items 1 and 2 above.
 - e. Clarify if the request falls within the departmental budget.
 - f. Discuss any negative impacts that may occur if the exemption request is not approved.
2. Finance staff will discuss the request with the Department Head to ensure an alternative procurement purchase is required.
3. If the Procurement officer is satisfied an alternative procurement purchase is necessary, the request and explanation is sent to the CAO for approval.
4. The CAO and Legal Services will assess the request. If the request is approved, the CAO will notify the Finance staff, and if the request is denied, the CAO will notify the Finance staff and the Department Head explaining why the request has been denied.
5. If approval to proceed is given, negotiations with the available supplier or suppliers of the goods or services required will be conducted.
6. A contract or purchase order arising from the negotiations will be approved as per the Town's hierarchy of designated approvers defined in the Procurement policy.



Alternative Procurement Approval Request Form

Requestor Name: Geoff Crossman
Requestor Department: Engineering & Public Works
<p>1. Provide a summary of the requested service or product:</p> <p>The Department has budgeted to replace one existing single axle plow truck in 2025. The truck chassis has already been purchased and we need to purchase the plow and dump equipment for this truck. We would like to build this truck identical to the last five plow trucks purchased by the Town.</p>
<p>2. Explain why the product or service is required and how it will benefit the Town:</p> <p>The plow trucks are used year round at the town. In the winter they are used to plow and salt roads during winter events. As well they are used on water breaks and other excavation projects through out the year. These trucks are critical to our operation throughout the course of the entire year.</p>
<p>3. Explain why an alternative procurement purchase is necessary and cite the exemption from the Procurement policy that applies to the request:</p> <p>This exemption is necessary to allow the Town to purchase the equipment now for delivery in spring 2025. By doing this, we will have our truck completed for the 2025/2026 winter season</p> <p>The Town of Riverview is a member of Canoe Procurement. The Canoe Procurement is a public tender forum allowing members to take advantage of national pricing through multiple suppliers without the need for re-tendering. This is approved under the New Brunswick procurement act and Riverview Town Council approved procurement policy.</p> <p>We would like to take advantage of this option for purchasing Viking-Cives plow equipment through Canoe Procurement contract # 062222-VCM.</p>

4. Provide a summary of research conducted to support items 1 and 2 above:

Availability of machines and equipment has become a serious concern over the last few years. Supply chain issues have been causing significant delays in acquiring equipment and for budgeting when purchasing equipment. This approach increases our chance of acquiring the product in the timelines we require and provides a reliable and reasonable price on the purchase of the equipment. Additionally, this will speed up delivery, guaranteeing we have the new unit before fall 2025.

5. Clarify if the request falls within the departmental budget:

Our budget was set at \$420,000.00 for the truck and additional plow equipment (truck chassis was purchased separately). By using the alternative procurement method, we can order the plow equipment, dump immediately. The truck chassis cost \$184,071.85 with our 4.29% tax rate. The cost for the plow equipment is \$110,217.58 with our 4.29% tax. This will leave us \$125,710.57 remaining for the spreader system and installation.

6. Discuss any negative impacts that may occur if the exemption request is not approved.



If we do not get approved for the exemption, we will have to tender a new unit. In doing so we risk the following:

- 1) The regular tendering process may take over a year to receive.
- 2) We risk paying more for the same equipment
- 3) There is a risk that we may have to use another installer that cannot provide the same service and meet our deadlines.
- 4) The Town may have to look at alternative equipment to meet the needs if unit is delayed

Approvals:

Title & Approval level	Signature	Date
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Department Director		Jan 8. 2025
Chief Administrative Officer Approval is required for all exemptions regardless of purchase value.		Jan 9/2025
Town Council Approval is required for any exemptions that exceed public bid thresholds > 100,000 – Goods > 100,000 - Services > 100,000 - Construction		