



## 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 Department: Engineering & Public Works**

**1. Provide a summary of the requested service or product:**

The Department has budgeted for the replacement of an existing sidewalk machine (25-75). The unit will be used year-round and has the capability of supplementing the current fleet of sidewalk snowplow machines with interchangeable snowplow, salter and blower attachments.

**2. Explain why the product or service is required and how it will benefit the Town:**

The proposed four-wheel drive tractor will be used year-round. In the summer months, it will be equipped with a general purpose bucket for landscaping and small jobs, as well it will come with a sweeper attachment to clean sidewalks and tight areas around town, the larger sweeper truck can not fit. In the winter, it will be added to the current fleet of sidewalk tractors to plow and blow snow, as well as provide de-icing along sidewalks.

**3. Explain why an alternative procurement purchase is necessary and cite the exemption from the Procurement policy that applies to the request:**

This exemption is necessary to allow the town to purchase this unit now for a January 2025 delivery date. By proceeding with this alternative procurement approach, we can ensure receiving the unit without a long delay, allowing us to put this unit into service this winter.

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 of re-tendering. This is approved under the New Brunswick procurement act and Riverview Town Council approved procurement policy.

We would like to take advantage of this option for purchasing a Wille 375 Delta tractor through Canoe Procurement contract # 080818-EPK.

**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 type of unit matches equipment we currently use within our fleet.

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

The budget for a new tractor and attachments is \$210,000.00

The cost of the Wille 375 Delta tractor and attachments through the Canoe Procurement contract 080818-EPK is \$202,427.00 + HST. With the HST non-refundable rate applied, the purchase is \$1,111.12 over budget. Based on forecasted costs for remaining Capital Purchases for Public Works, we will continue to be under budget overall.

**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 for a new unit. In doing so we risk the following:

- 1) We tender for a unit that may take over a year to receive.
- 2) We will pay more for a unit at tender than through alternative procurement.
- 3) We tender and receive a inferior machine.