



Date: April 2, 2026
 From: Department of Engineering & Public Works
 Prepared by: Geoff Crossman
 Project: New 2026 Tandem Plow Truck, Tender 26-733

The department is requesting that the Town take advantage of the Alternative Procurement Approval purchasing options available for a new 2026 plow truck. We have completed the attached Alternative Procurement Approval form to support this request.

Purchase Cost before HST (Truck Chassis)	\$ 208,000.00
Purchase Cost before HST (Plow Gear)	\$ 139,500.00
Purchase Cost before HST (Spreader and Hydraulic install)	\$ 147,000.00
Non-Refundable (NR) portion of HST	\$ 17,685.52
Total Tender Cost	\$ 515,714.05
<u>Additional estimated costs (incl NR HST)</u>	
Two-way radio, wing stand	\$ 3,000.00
Total Cost	\$ 518,714.05
Budget Amount Per Capital Plan	\$ 420,000.00
Overage	\$ -98,714.05

Although this project is overbudget by \$99K, we are trending under budget overall in capital. In conjunction with the Director of Finance, we have been tracking capital costs for the department. The following table shows the actual awarded amounts and overall budget status for all major projects awarded so far.

Projects	Budget	Awarded amount	Overall
Hillsborough Road #26-511	\$ 1,250,000	\$ 1,503,629.54	\$ -278,029.54
Blythwood #26-542	\$ 640,000	\$ 754,002.04	\$ -114,002.04
U/G Wires #26-670	\$ 100,000	\$ 76,310.19	\$ 23,689.81
Tandem Plow Truck #26-733	\$ 420,000	\$ 518,714.05	\$ -98,714.05
Grader #26-758	\$ 620,000	cancelled	\$ 620,000
Biggs & Karolie #26-901	\$ 1,050,000	\$ 1,202,743.37	\$ -152,743.37
Cleveland #26-911	\$ 1,900,000	\$ 1,205,484	\$ 694,516.00

Total Savings in General and Utility Capital \$ 694,716.81

I recommend that Riverview Town Council award Tender 26-733 "New 2026 Tandem Plow Truck" to the following vendors:

- a) Truck Chassis to Universal Sales Ltd. in the amount of \$208,000.00 plus HST,
- b) Plow Gear to Tenco in the amount of \$139,500.00 plus HST, and
- c) Spreader and Hydraulic install to Applied Pressure Inc in the amount of \$147,000.00 plus HST

I agree with the above-mentioned recommendation.



Michel Ouellet, P.Eng.
Director of Engineering & Public Works



Colin Smith, CAO

Encl. Alternative Procurement Approval Request



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

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

The Department has budgeted to replace one existing tandem plow truck in 2026. 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 six plow trucks purchased by the Town.

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

The Town's plow trucks are utilized year-round and play a critical role in daily operations. During the winter months, they are essential for plowing and salting roads to maintain safe travel conditions during snow and ice events. Outside of winter operations, these trucks are regularly deployed for water break repairs and various excavation projects. Their versatility and reliability make them a vital asset to maintaining service levels throughout the entire year.

This truck will be equipped with the Town's first Direct Liquid Application (DLA) system, enabling Public Works staff to apply brine directly to roadways for pre-treatment ahead of potential icing events, as well as for ongoing anti-icing operations. The implementation of this system is expected to improve winter maintenance effectiveness while reducing overall salt usage across the municipality.

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 requested to allow the Town to proceed with the immediate purchase of the equipment, ensuring delivery by summer 2026. This timeline will allow the truck to be fully operational and ready for the 2026 winter season.

As part of the 2024 plow truck tender, the Town included a provision permitting the purchase of additional units within five years of the original contract award.

The clause states:

“The Town of Riverview reserves the right to extend the award with the successful supplier on a yearly basis for additional quantity(s) unit(s), subject to mutual

agreement between the Town of Riverview and the successful supplier, for a maximum period of five (5) additional years from the date of award. However, the Town reserves the right to re-tender at any time.”

The Town intends to exercise this provision of the agreement to proceed with the current purchase.

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

The availability of equipment has become a significant concern in recent years, with ongoing supply chain challenges leading to delays in procurement and increased uncertainty during the budgeting process. This approach improves our ability to secure the required equipment within the necessary timelines while ensuring a fair and competitive price. Additionally, it will help expedite delivery, providing greater assurance that the new unit will be received and operational prior to fall 2026.

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

The approved budget for the truck and associated plow equipment was \$420,000.00, with the truck chassis already procured separately at a cost of \$208,000.00 plus HST. By utilizing the alternative procurement method, the Town can proceed with the immediate purchase of the plow equipment and dump body, at a cost of \$139,500.00 plus tax. This leaves a remaining balance of \$57,592.25 for the supply and installation of the spreader system. The remaining equipment, the spreader controls, will add an additional cost \$147,000.00 including the cost of installation.



Following a recent re-evaluation of fleet priorities, the decision was made to defer the purchase of a grader, resulting in a savings of \$620,000.00 in capital funds. This saving along with other savings in the overall capital budget will ensure that this truck, along with all other projects and equipment will be completed within the approved 2026 capital budget.

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
Department Director		April 7 - 2026
Chief Administrative Officer Approval is required for all exemptions regardless of purchase value.		April 8 2026
Town Council Approval is required for any exemptions that exceed public bid thresholds > 100,000 – Goods > 100,000 - Services > 100,000 - Construction		