

EMERGENCY PURCHASE AND BUDGET AMENDMENT

Project Award	Emergency Purchase and Budget Amendment for Tractor Attachment Replacements
Recommendation	<p>Staff proceeded with establishing a new capital budget C45015322 – Tractor Attachments in the amount of \$16,770, funded from the Project Variance Account, related to an emergency replacement of equipment.</p> <p>Staff also issued a purchase order on an emergency basis to Green Tractors Halton for the spreader in an amount of \$16,000 (excluding taxes).</p> <p>This budget amendment and emergency purchasing award are being received for information.</p>
Purpose of Report	<p>As per Section 11.1 of Purchasing By-law No. 061-2018, emergency expenditures shall be reported to Council for information.</p> <p>As per Budget Amendment Policy No. 113 Section 4.7.2 iii.b all new Capital Projects require the approval of Council unless the cost is a result of an emergency as defined in the Purchasing By-law.</p>
Background information	<p>In early November 2022 it was identified that one of the Town's tailgate spreaders (unit #2141), which had been scheduled for replacement in 2026, required framework that was beyond repair. As this equipment is used for winter maintenance it was required to be replaced immediately in order to be available for use at the start of the 2022/23 winter season.</p> <p>The funding originally included in the capital forecast for the replacement of this equipment in 2026 will be removed during 2024 budget development.</p> <p>The amount of the capital project included the cost of the equipment and overhead and was funded from the Project Variance Account.</p> <p>The emergency purchasing award was made to Green Tractors Halton, who are an authorized dealer for the required spreader, in an amount of \$16,000 plus applicable taxes.</p> <p>Staff proceeded with the establishment of the capital budget and subsequent purchase using staff delegated authorities and approvals as documented on internal report BA-013-22 and purchase order 22-00703 and are now reporting back to Council for information purposes.</p>

Financial Planning Section: Budget Impact

Account Number(s)	C45015322
Account Description	Tractor Attachments
Project Budget Amendment (Note 1)	\$16,770
Funding Source	Project Variance Account

Note 1: The establishment of this new capital project and funding was previously addressed through BA-013-22 so is not reflected on Schedule A of this report.