Staff Report

Report To: City Council

Report From: Lauren Stewart, Purchasing and Claims Coordinator

Meeting Date: July 27, 2026

Report Code: CR-26-076

Subject: Approval of Non-Standard Procurement – Supply and Delivery of One (1) Ice Resurfacer

Recommendations:

THAT in consideration of Staff Report CR-26-076 respecting the approval of the supply and delivery of one (1) ice resurfacer, City Council:

1. Approves the non-standard procurement for the supply and delivery of one (1) Ice Resurfacer from Zamboni Company Ltd. for $146,928.03, including the non-refundable allocation of HST; and
2. Authorizes the Director of Corporate Services to issue a Purchase Order for the supply and delivery of the necessary equipment.

Highlights:

- The ice resurfacer was scheduled on the current fleet replacement schedule to be replaced in 2027 based on a 10-year replacement cycle.
- The existing ice resurfacer was placed into service in 2017 and has 5,864 running hours.

Vision 2050 - Strategic Plan Alignment:

Strategic Plan Priority: The recommendation contributes to core service delivery or a corporate initiative that enables service delivery for one or more strategic priorities.

Previous Report/Authority:

N/A.

Background:

Section 33 of By-law No. 2020-022 (Purchasing By-law) permits non-standard procurement under a series of options, including the procurement of goods, services, construction, or consulting services through a Vendor of Record (VoR) program, where analysis supports the best value.

The City became a Local Authority Services (LAS) Canoe procurement program member in 2022 to leverage pricing received under the competitive procurement programs available.

Section 34 of the Purchasing By-law requires that non-competitive purchases greater than $100,000 be approved by Council.

Analysis and Options:

Staff are recommending the purchase of one (1) ice resurfacer from Zamboni Company Ltd. The delivery date for the equipment is estimated for August 2027, based on current market conditions and the City’s anticipated timing for issuing a Purchase Order.

Uses

The ice resurfacer will be used at the Julie McArthur Regional Recreation Centre (JMRRC) to maintain ice surfaces between rentals, public skating, recreational leagues, tournaments, and special events.

The City also has a second ice resurfacer at the JMRRC that serves as a backup unit when required.

Rationale

Zamboni Company Ltd. participates in the Sports Arena Supply program under the cooperative buying group LAS Canoe. The City participates in the LAS Canoe procurement program to achieve cost savings and reduce project timelines. The program prices an automatic discount off the Manufacturer Suggested Retail Price and allows vendors to submit a proposed price through a collaborative approach with staff.

Zamboni Company Ltd. is a Canadian manufacturer headquartered in Ontario. The proposed equipment is designed and manufactured in Canada.

The Model 526 is a direct replacement for the existing equipment.

The standardization of equipment provides benefits for operator training, maintenance, spare parts inventory, diagnostics, and long-term fleet management.

Resource Alignment:

Financial Resources

This purchase is funded from the fleet and equipment reserve fund and was scheduled for replacement in 2027 at a replacement cost of $175,000.

The cost of supplying and delivering the equipment is $146,925.03, including the non-refundable allocation of HST.

The funding surplus of $28,000 will remain in the City’s fleet and equipment reserve. Staff update this reserve annually with consideration given to the current market conditions and any adjustments to the City’s fleet and equipment reserve. The existing ice resurfacer will be posted to the GovDeals auction site once the new units are in service.

Human Resources

The Purchasing and Claims Coordinator is responsible for preparing, developing, coordinating, awarding, and executing all phases of bid opportunities, including Requests for Tenders, Quotations, Proposals, and Non-Standard Procurement. Additionally, the Purchasing and Claims Coordinator is responsible for issuing Purchase Orders when necessary.

Relevant department heads or their delegates are responsible for preparing scopes of work, specifications, and managing internal communication related to procurement requirements.

The Capital Asset and Risk Management Coordinator is responsible for posting to the GovDeals auction site.

Time and Scheduling

The delivery date for the equipment is estimated to be August 2027 based on current market conditions and the City’s anticipated timing for issuing a Purchase Order.

Technology and Infrastructure

N/A.

Climate and Environmental Impacts:

The recommendation supports both the City's Corporate Climate Change Adaptation Plan and the City's Climate Mitigation Plan.

Communication and Engagement:

The Request for Proposal, issued by LAS Canoe, was posted in accordance with the requirements of the City’s purchasing policies and procedure.

Report Developed in Consultation With:

Manager of Arena Operations

Attachments:

None.

Reviewed by:
Jason Hoffman, Manager of Corporate Services
Kate Allan, Director of Corporate Services

Submission approved by:
Tim Simmonds, City Manager

For more information on this report, please contact Lauren Stewart, Purchasing and Claims Coordinator at lstewart@owensound.ca or 519-376 4440 ext. 1242.