

	<p align="center"><b>City of Lloydminster Request for Decision (RFD)</b></p>
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<p align="center"><b>Subject Matter: Survey Grade GPS Unit Replacement – Sole Source – Contract Award</b></p>
<p><b>Department: Operations</b></p>
<p>Presented By: James Rogers</p>
<p><b>Council Meeting Date: March 10, 2025</b></p>

**Recommendation:**

That Council approve the Sole Source award of the Survey Grade GPS Unit Replacement to Cansel Survey Equipment Inc., in the amount of \$53,727.40, excluding GST, to be allocated from Capital Budget Project No.: 2516317 and that Administration be authorized to sign and seal all necessary documents.

**Issue:** Due to age and advancements in technology, Administration is required to replace an existing survey grade GPS unit.

**Background:** Engineering Services currently operates three (3) Survey Grade GPS Units. These units include two (2) units purchased in 2012 and one (1) unit purchased in 2014. The expected life cycle of these products can vary but is typically between five (5) and ten (10) years. This is due to both general wear and use of the product as well as advancements made in technology.

Due to the reasons mentioned above, Engineering Services is seeking to replace one (1) Rover Unit and two (2) Data Collectors. As such, Administration is recommending for Council's consideration that Cansel Survey Equipment Inc. be awarded the Sole Source contract for the Survey Grade GPS Unit Replacement.

The City's Procurement and Purchasing Policy stipulates that Sole Source Procurement may be used in instances where:

*"only one (1) Bidder is able to meet the requirements of the deliverables such as, but not limited to; ensuring compatibility with existing products or if not doing so would cause significant inconveniences or substantial duplication costs."*

Cansel Survey Equipment Inc. has provided the City of Lloydminster with the use of its permanent GPS Base Station (located at City Hall) and currently services and provides technical support for all existing City of Lloydminster owned GPS survey equipment. As Cansel Survey Equipment Inc. is the only listed dealer of Trimble Geospatial products within Canada, using another Vendor would require changing Survey Equipment brands resulting in increased costs that would necessitate the need for a new GPS Base Station and product integration.

**Options:**

1. That Council approve the Sole Source award of the Survey Grade GPS Unit Replacement to Cansel Survey Equipment Inc., in the amount of \$53,727.40, excluding GST, to be allocated from Capital Budget Project No.: 2516317 and that Administration be authorized to sign and seal all necessary documents.

2. That Council not approve the Sole Source award of the Survey Grade GPS Unit Replacement to Cansel Survey Equipment Inc.
3. That Council request additional information and that the item be brought forward to a future Regular Council Meeting.

**Alignment with Strategic Plan:** This item is in alignment with the following strategic area: Managing our Environment and Infrastructure. The Survey Grade GPS Unit Replacement is required to ensure that Engineering Services is able to improve their existing service level for project delivery.

**Legal Review:** N/A

**Governance Implications:** As per the City of Lloydminster's Signing Authority Policy, Sole Source awards greater than \$50,000 are subject to Council approval.

**Budget/Financial Implications:** The Survey Grade GPS Unit Replacement Capital Project No.: 2516317 is an approved 2025 Capital Project and funds are to be allocated as follows:

<b>Funding Sources</b>		
• 2025 Approved Capital Project No. 2516317 (General Government Reserve No.:1-100-130-35110)	\$55,000.00	
		<b>\$55,000.00</b>
<b>Replacement Costs</b>		
• Survey Grade GPS Replacement	\$53,727.40	
		\$53,727.40
<b>Remaining Budget</b>		<b>\$1,272.60</b>

**Environmental Implications:** N/A

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### Report Approval Details

Document Title:	Survey Grade GPS Unit Replacement - Sole Source - Contract Award.docx
Attachments:	
Final Approval Date:	Mar 4, 2025

This report and all of its attachments were approved and signed as outlined below:

Don Stang

Marilyn Lavoie

Dion Pollard