TO: Mayor and Council  
FROM: Stephen Dickey, Deputy Treasurer  
RESOURCE STAFF: Robert (Bud) Steele, Fleet Manager, Corporate Asset Operations  
Janis Morrison, Purchasing Coordinator, Financial Services  
DATE OF MEETING: 2010-01-19  
SUBJECT: Request for Proposal F31-FS-PS-2009-9  
Supply of a Retail Fuel Purchase System  

EXECUTIVE SUMMARY:  
The Purchasing Division of the Financial Services Department, in conjunction with the Fleet Division of the Corporate Services Group, administered a Request for Proposal on behalf of the City of Kingston's departments for the Supply of a Fuel Purchase System. This enables authorized city staff to purchase fuel at specified participating retail gas stations. Two submissions were received and as a result, staff do not have delegated authority for this purchase and require Council approval to proceed.  

RECOMMENDATION:  
THAT Request for Proposal F31-FS-PS-2009-9 for the Supply of a Retail Fuel Purchase System be awarded to Suncor Energy having submitted the highest scoring and lowest priced proposal; and  
THAT an agreement be prepared in a form satisfactory to the Legal Services Department; and  
THAT the Mayor and Clerk be authorized to sign the agreement.  

AUTHORIZING SIGNATURES:  

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<th>ORIGINAL SIGNED BY DIRECTOR OF FINANCIAL SERVICES</th>
<th>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</th>
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<td>Stephen Dickey, Deputy Treasurer</td>
<td>Gerard Hunt, Chief Administrative Officer</td>
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CONSULTATION WITH THE FOLLOWING COMMISSIONERS:  

| Commissioner Beach, Sustainability & Growth       | √ |
| Commissioner Thurston, Community Development Services | √ |
| Commissioner Leger, Corporate Services            | √ |
| Jim Keech, President & CEO, Utilities Kingston    | √ |
OPTIONS/DISCUSSION:
The Purchasing Division of the Financial Services Department, in conjunction with the Fleet Division of the Corporate Services Group, administered a Request for Proposal for the supply of a retail fuel purchase system to allow authorized city staff to purchase fuel at specified participating retail gas stations. Two submissions were received and evaluated by an evaluation team with representation from the Corporate Administration Team, Sustainability and Growth and Corporate Services. The criteria were based on Program Features 40%, Price Formula and Related Costs 40%, Company Profile 17% and the Ontarians with Disabilities Act 3%.

The City of Kingston Green Fleet Policy requirements were included in the Program Features criteria above. Proponents were scored regarding environmental/sustainability considerations, including biodiesel (B20) and ethanol content from cellulosic sources. Suncor scored higher in this regard having a minimum of 10% of biofuel in their gasoline products sourced from corn, biomass, Greenfield brand ethanol as well as a complete environmental and health and safety training program.

Suncor Energy scored 87/100 and Imperial Oil 59/100. Further to the evaluation process Suncor Energy was invited to participate in an interview to address and provide further clarification with regard to program features and emergency preparedness.

Suncor Energy is the City's current supplier for this commodity/service and has performed to the City's expectations over the past contract term.

EXISTING POLICY/BY LAW:
By-law 2000-134, being a By-law to Establish Purchasing Policies and Procedures for the City of Kingston.

The Green Fleet Policy for the City of Kingston

NOTICE PROVISIONS:
N/A

ACCESSIBILITY CONSIDERATIONS:
Based on the evaluation criteria Suncor Energy scored 3% out of 3% for ODA content of their proposal.

FINANCIAL CONSIDERATIONS:
Based on a history of prices provided in the proposal and application of proposed formulas the Suncor Energy proposal scored highest on the financial component of the evaluation.

CONTACTS:
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Alan McLeod, Senior Legal Counsel, Legal Services (613) 546-4291, Ext. 1237
Marjorie Robinson, Insurance Specialist, Legal Services  (613) 546-4291, Ext. 1340
Paul MacLatchy, Director, Strategy, Environment & Communications  (613) 546-4291, Ext. 1226

EXHIBITS ATTACHED:

N/A