



**City of Kingston
Report to Council
Report Number 15-150**

To: Mayor and Members of Council

From: Denis Leger, Commissioner of Transportation, Facilities and Emergency Services

Resource Staff: Sheila Kidd, Director of Transportation Services

Date of Meeting: January 27, 2015

Subject: Award of Contract – One Three Quarter Ton Cargo Van

Executive Summary:

The Fleet Services Division issued a Request for Proposals (RFP) on behalf of the Utilities Gas and Meter Department for the purchase of one three-quarter-ton cargo van to replace an existing unit that has fulfilled lifecycle expectations. Council approval is required because only two submissions to the RFP were received; therefore staff does not have delegated authority to proceed with the purchase.

Recommendation:

That Petrie Ford be awarded the contract for the purchase of one three-quarter-ton cargo van (RFP F31-TPES-TS-FL-2014-22) for the total purchase price of \$27,177 plus applicable taxes; and

That the Commissioner of Transportation, Facilities, and Emergency Services be authorized to execute the required agreements, in a form satisfactory to the Director of Legal Services.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Denis Leger, Commissioner of
Transportation, Facilities and
Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Lanie Hurdle, Community Services	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Jim Keech, President and CEO, Utilities Kingston	
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

The Fleet Services Division issued a Request for Proposals (RFP) on behalf of the Utilities Gas and Meter department for the purchase of one three-quarter-ton cargo van. Council approval is required as only two submissions were received for this RFP and accordingly, staff does not have the delegated authority to award the contract. Two submissions were received for this RFP request. The submissions were evaluated by staff using the following criteria:

Pricing and Related Costs - 45%

Specification Compliant - 40%

Delivery - 10%

Accessibility Standards for Customer Service, Ontario Regulation 429/7 - 5%

The submissions were ranked in the following order:

Petrie Ford - Ranked #1 with a score of 89 out of 100.

Metro Chrysler Dodge Jeep - Ranked #2 with a score of 84 out of 100.

Petrie Ford offered one 2015 Ford Transit van for the purchase price of \$27,177. Metro Chrysler Dodge Jeep proposed one 2015 Ram Promaster van for \$31,010. Petrie Ford has been recommended as it attained the highest overall marks which resulted primarily from better pricing and warranty provisions. Both proposals were comparable in other areas however the Petrie Ford submission represents a considerable price difference as well as three additional years of body rust warranty compared to the vehicle offered by Metro Chrysler.

Existing Policy/By-law:

By-law 2000-134, *a By-law to Establish Purchasing Policies and Procedures for the City of Kingston*

Green Fleet Policy for the City of Kingston

For every litre of gasoline consumed, approximately 2.4 kilograms of carbon dioxide (CO₂) are generated. There are currently no published emission figures available for commercial vehicles because there are too many variables in load and application.

Notice Provisions:

Not Applicable

Accessibility Considerations:

Not Applicable

Financial Considerations:

This purchase will be funded from monies previously approved in the 2014 Fleet capital budget.

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Contacts:

Sheila Kidd, Director of Transportation Services, 613-546-4291, Extension 2221
Robert (Bud) Steele, Manager of Fleet, 613-546-4291, Extension 2216

Other City of Kingston Staff Consulted:

Karen Santucci, Manager, Utilities Services and Gas Operations

Exhibits Attached:

Not Applicable