



**City of Kingston  
Report to Council  
Report Number 15-151**

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**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 Midsize Hybrid Hatchback Car

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**Executive Summary:**

The Fleet Services Division issued a Request for Proposals (RFP) on behalf of the Transit Division for the purchase of one midsize hybrid Hatchback car. This vehicle is a new addition to the Transit fleet that is used to shuttle bus operators to and from transfer points within the system. Council approval is required because only one submission to the RFP was received therefore staff does not have delegated authority to proceed with this purchase.

**Recommendation:**

**That** Petrie Ford be awarded the contract for the purchase of one midsize hybrid hatchback car (RFP F31-TPES-TS-FL-2014-21) for the total purchase price of \$25,114 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:**

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| 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             | Not required |
| 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 Transit Division for the purchase of one midsize hybrid hatchback car. This is a shuttle vehicle that is used to shuttle bus operators to transfer points within the system. This is an addition to the Transit fleet that is required to support the expanded service. Council approval is required as only one submission was received for this RFP request and accordingly, staff does not have the delegated authority to award this contract. The submission was evaluated by staff using the following criteria:

Pricing and Related Costs - 20%

Specification Compliant - 20%

Fuel Economy and GHG - 20%

Ergonomics and Cargo Space - 15%

Vehicle Safety Rating – 20%

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

The Petrie Ford midsize C-Max hybrid hatchback car is offered at \$25,114. The proposal is compliant with the specifications requested in the RFP. Ergonomics and cargo space are conducive to the needs of the Transit Division for the transportation of personnel and equipment. This C-Max hybrid has a 4.25 safety rating out of 5.

**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 (CO<sub>2</sub>) are generated. The fuel economy for the C-Max model is 5.6 L/100km city and 6.4 L/100km Highway. This is comparable with the full hybrid units in this vehicle class.

**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:**

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Robert (Bud) Steele, Manager of Fleet, 613-546-4291, Extension 2216

**Other City of Kingston Staff Consulted:**

Jeremy DaCosta, Transit Manager

**Exhibits Attached:**

Not Applicable