



**City of Kingston  
Report to Council  
Report Number 19-191**

---

**To:** Mayor and Members of Council  
**From:** Sheila Kidd, Commissioner, Transportation & Public Works  
**Resource Staff:** Anthony Simmons, Manager, Construction  
**Date of Meeting:** July 9, 2019  
**Subject:** Award of Contract – Leased Vehicles

---

**Executive Summary:**

The Engineering Department issued a Request for Proposals (RFP) for the supply of up to 14 leased vehicles to replace an existing lease that is expiring. These units are primarily used by Engineering and Public Works staff to travel to various work sites. Council approval is required because only one valid submission to the RFP was received therefore staff does not have delegated authority to proceed with the purchase.

**Recommendation:**

**That** Council authorize the Mayor and Clerk to enter into a contract, in a form satisfactory to the Director of Legal Services, with Quest Automotive Leasing for the lease of up to 14 hybrid vehicles (F31-PW-EN-2019-11), in the amount of \$416.39 per unit per month plus applicable taxes.

July 9, 2019

Page 2 of 4

**Authorizing Signatures:**



---

**Sheila Kidd, Commissioner,  
Transportation & Public Works**



---

**Lanie Hurdle, Acting Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Peter Huigenbos, Acting Commissioner, Community Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Deanne Roberge, Acting Commissioner, Corporate Enterprise Services	Not required

July 9, 2019

Page 3 of 4

**Options/Discussion:**

Staff recently issued a Request for Proposals for Leased Vehicles for the Engineering and Public Works departments, which would replace the current lease that is due to expire in July. On Wednesday, June 12, 2019, two proposals for RFP F31-PW-EN-2019-11 were received however one was disqualified because it was conditional on a statement added to the bid form.

Respondents were asked to provide gas, hybrid, plug-in hybrid, and electric vehicle options if possible in their submissions. Respondents were informed that the City's preference lies in low-emission and low-fuel options. The term of the contract is for 24 months and the price includes vehicle maintenance and roadside service. The proposal evaluations included the following criteria:

- Pricing and Related Costs – 45%
- Product Quality, Suitability, Consistency and Customer Service (focused heavily on Environmental Compatibility) – 40%
- Vehicle Safety Rating – 10%
- Accessibility Standards for Customer Service – 3%
- Company Profile, Resources and Experience – 2%

Quest Automotive Leasing (Quest) provided leasing options for both traditional fuel vehicles as well as hybrid vehicles. The following options were submitted:

- Mini Van – Traditional Gas (GHG rating of 4/10) – \$428.00 monthly
- Small SUV – Traditional Gas (GHG rating of 5/10) – \$392.38 monthly
- Small SUV – Hybrid (GHG rating of 7/10) – \$416.39 monthly

Staff are recommending the small hybrid SUV option as the proposed vehicles carry a greenhouse gas (GHG) rating of 7 out of 10, which translates into significantly reduced CO2 emissions. The fuel savings over the term of the contract will more than compensate for the increase lease cost between the gas model and the hybrid model. Quest was unable to source fully electric vehicles to fulfill this request therefore the hybrid option is the best choice for reduced emissions.

Quest Automotive Leasing is a reputable company that has completed contracts for the City of Kingston in the past. The bid received from Quest Automotive Leasing is within the amount budgeted by the City.

**Existing Policy/By-law:**

City of Kingston By-law Number 2000-134 – A By-law to Establish Purchasing Policies and Procedures

**Notice Provisions:**

Not applicable

July 9, 2019

Page 4 of 4

**Accessibility Considerations:**

Not applicable

**Financial Considerations:**

There are sufficient funds within the approved capital budgets to complete this work.

**Contacts:**

Anthony Simmons, Construction Manager, 613-546-4291, extension 3136

**Other City of Kingston Staff Consulted:**

Not applicable

**Exhibits Attached:**

Not applicable