



**City of Kingston
Report to Council
Report Number 19-198**

To: Mayor and Members of Council

From: Sheila Kidd, Commissioner, Transportation & Public Works

Resource Staff: Jeremy DaCosta, Director, Transit & Fleet Services

Date of Meeting: July 9, 2019

Subject: Award of Contract – 2019 Model Year, Three-Quarter-Ton, High Roof Cargo Van

Executive Summary:

Staff issued a Request for Proposals (RFP) for the purchase of one 2019 model year, three-quarter-ton, high roof cargo van. This unit is an addition to the Solid Waste Services fleet. Council approval is required because only two proposals were received and staff is not recommending the lowest price submission.

Recommendation:

That the Director of Transit & Fleet Services be authorized to enter into a contract, in a form satisfactory to the Director of Legal Services, with Petrie Ford for the purchase of one 2019 model year, three-quarter-ton, high roof cargo van (F31-TIS-TS-FL-2019-11) for the total purchase price of \$37,041 plus applicable taxes.

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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

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Options/Discussion:

Staff issued a Request for Proposals (RFP) on behalf of the Solid Waste Services for the purchase of one 2019 model year, three-quarter-ton, high roof cargo van. This cargo van will be equipped with shelving, drawers, a roll-up awning on the curb side and a tow package capable of hauling OSKAR (Off Site Kingston Area Recycler), the City's mobile waste diversion trailer, to public education and training events.

This unit is an addition to the Solid Waste Services fleet. The submissions were evaluated using the following criteria:

- Pricing and Related Costs - 35%
- Specification Compliant - 30%
- Fuel economy and GHG -22%
- Warranty - 10%
- Accessibility Standards for Customer Service, Ontario Regulation 429/7 - 3%

Two proposals were received in response to the RFP. The proposal submitted by Blue Mountain Chrysler Ltd. in the amount of \$34,651 plus applicable taxes did not meet the required specifications because it did not include all weather certified tires and was unable to provide enough towing capacity to accommodate OSKAR.

The proposal submitted by Petrie Ford Sales complied with all specifications requested in the RFP. Staff recommends entering into a contract with Petrie Ford sales for the purchase of one 2019 model year, three-quarter-ton, high roof cargo van for the total purchase price and related costs of \$37,041 plus applicable taxes.

There is no electric vehicle equivalent available for this unit.

Policy/By-law:

By-law Number 2000-134, "A By-law to Establish Purchasing Policies and Procedures for the City of Kingston", as amended.

Notice Provisions:

Not Applicable

Accessibility Considerations:

Not Applicable

Financial Considerations:

Sufficient funds are approved in the Fleet capital budget for this purchase.

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Contacts:

Jeremy DaCosta, Director of Transit and Fleet Services, 613-546-4291, Extension 1310

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

Other City of Kingston Staff Consulted:

Heather Roberts, Director, Solid Waste Services

Exhibits Attached:

Not Applicable