



**City of Kingston  
Report to Council  
Report Number 19-310**

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**To:** Mayor and Members of Council  
**From:** Sheila Kidd, Commissioner, Transportation & Public Works  
**Resource Staff:** Brent Fowler, Director, Corporate Asset Management & Fleet  
**Date of Meeting:** November 19, 2019  
**Subject:** Award of Contract – Purchase of Three 3/4-Ton, All-Wheel Drive Cargo Vans and Three Mini Cargo Vans

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**Executive Summary:**

Staff has issued the following Request for Quotations (RFQ F29-TPW-TFS-2019-21, RFQ F29-TPW-TFS-2019-20) for the purchase of three 2020 model year, three-quarter ton, all-wheel drive cargo vans and three 2020 model year, front wheel drive mini cargo vans. Three vehicles are replacements for existing Utilities Kingston cargo vans that are currently operating in the fleet which have exceeded their useful life expectations. Two will be additions to the Utilities Kingston fleet and one is a replacement for a Public Works van that has exceeded its useful life. Council approval is required because only one bid submission was received to the RFQs and as a result staff does not have delegated authority to proceed with the purchase.

There are currently no equivalent electric vehicle options available on the market. Furthermore, the manufacturers that produce electric cargo vans have confirmed that their units will not be available to the Canadian market for at least four years.

**Recommendation:**

**That** the Mayor and Clerk be authorized to enter into a contract with Petrie Ford Sales, in a form satisfactory to the Director of Legal Services, for the purchase of three 2020 model year, three-quarter ton, all-wheel drive cargo vans (F29-TPW-TFS-2019-21); and

**That** the Mayor and Clerk be authorized to enter into a contract with Petrie Ford Sales, in a form satisfactory to the Director of Legal Services, for the purchase of three 2020 model year, front-wheel drive, mini cargo vans (F29-TPW-TFS-2019-20).

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Interim 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	
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Deanne Roberge, Acting Commissioner, Corporate Services	Not required

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**Options/Discussion:**

Staff issued Request for Quotations (RFQ) on behalf of Utilities Kingston for three 2020 model year, three-quarter ton, all-wheel drive medium duty cargo vans and three 2020 model year mini cargo vans. Four vehicles are replacements for vehicles that have exceeded lifecycle expectations and two are net new additions to the Utilities Kingston fleet. The submissions were evaluated using the following criteria:

- Pricing - 45%
- Specification Compliant - 42%
- Warranty - 10%
- Accessibility Standards for Customer Service, Ontario Regulation 429/7 - 3%

Only one proposal from Petrie Ford was received for both RFQs and these proposals are compliant with the equipment specifications that were requested. There are only two manufacturers that produce an all-wheel drive cargo van currently; Ford Motor Company and Mercedes. Petrie Ford has a long-standing relationship with the City of Kingston and has provided excellent after-sales customer service support.

There are currently no equivalent electric vehicle options available. In discussions with corporate representatives from both Ford and Mercedes Benz their electric cargo van options will not be available in the Canadian market until sometime in 2024. Nissan was also unable to confirm exact availability within the Canadian market of their electric version but did confirm it would not be before 2024.

The four replacement vehicles have exceeded their useful life need to be replaced to avoid future maintenance costs and ensure reliability. The two additional vehicles are required to meet the levels of service and specifications required by Utilities Kingston. Therefore, staff is recommending the contract be awarded for all six units.

The estimated delivery time is approximately four months from the date of order.

**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

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**Financial Considerations:**

Sufficient funds are approved and included in the 2019 Fleet Capital budget for these purchases.

**Contacts:**

Brent Fowler, Director, Corporate Asset Management & Fleet 613-546-4291 extension 3109

Gordon Warner, Manager of Fleet 613-546-4291 extension 2216

**Other City of Kingston Staff Consulted:**

Julie Runions, Manager, W/WW Treatment, Utilities Kingston

Jim Miller, Director Utilities Engineering Treatment & Human Resources

Chris Leeman, Supervisor, W/WW System Ops, Utilities Kingston

**Exhibits Attached:**

Not applicable