



**City of Kingston
Report to Council
Report Number 21-143**

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: May 18, 2021
Subject: Award of Contract – Purchase of Mobile Service Truck for
Corporate Fleet Services Department

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

Staff issued a Request for Quotations (RFQ F18-TPW-CAMF-2021-02) for the purchase of a mobile service truck to replace the current unit based out of the Central Garage fleet maintenance facility that has reached its life expectancy. Council approval is required because only one bid submission was received to the RFQ and therefore staff does not have delegated authority to proceed with the purchase.

Recommendation:

That the Mayor and City Clerk enter into a contract with Petrie Ford Sales Ltd., in a form satisfactory to the Director of Legal Services, for the purchase of one newest model year mobile service truck (F18-TWP-CAMF-2021-02).

May 18, 2021

Page 2 of 4

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

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

ORIGINAL SIGNED BY CHIEF
ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Community Services	Not required
Peter Huigenbos, Commissioner, Business, Environment & Projects	Not required
Brad Joyce, Commissioner, Corporate Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

May 18, 2021

Page 3 of 4

Options/Discussion:

Corporate Fleet Services Staff issued a Request for Quotations (RFQ) for the purchase of one mobile service truck to be based out of the Central Garage location on Division Street. This purchase is replacing an existing unit (2005 model year) that has met its lifecycle expectations.

A mobile service truck is utilized in daily fleet operations to provide roadside maintenance support and mobile repairs to over 350 City-owned vehicles supported by the Central Garage Fleet Maintenance Team. The truck will also be equipped with an air compressor, crane, welder, battery booster, and other necessary mechanical tools. This will allow internal staff to provide critical and essential mobile repairs to City-vehicles minimizing equipment and operator downtime. Mobile repair services will also minimize the reliance and wait times from third-party contractors to inflate a tire, hoist a broken snow plow wing, having a vehicle towed to our repair shop as in many cases the vehicle can now be repaired at roadside. This investment also increases service levels to our internal customers by allowing mobile on-site repairs at satellite yard locations such as the Creeksford Drive site for Public Works and Solid Waste, eliminating the need for an operator to re-position a piece of equipment to the Central Garage for certain repairs thereby improving productivity.

This unit supports the operations of Public Works, Solid Waste, Engineering, By-Law, Parking Services, Facilities, Building Services, Police Services, and others. The submission was evaluated using the following criteria:

- Pricing – 32%
- Specification Compliance – 45%
- Warranty – 10%
- Delivery – 10%
- Accessibility Standards for Customer Service, Ontario Regulation 429/7 – 3%

The RFQ was posted through the City's Bidding E-Procurement portal and procurement staff had followed up with notifications to at least nine known suppliers of this speciality type vehicle making them aware of the posting. The one bid submission that was received was from Petrie Ford. Staff is recommending the purchase of the mobile service truck that was proposed by Petrie Ford Sales Ltd., in the amount of \$139,071 plus applicable taxes, based on the following:

- Technical specifications were met
- Submission was below the budgeted amount
- Submission was from a supplier who has significant experience providing this type of equipment

The estimated delivery time is approximately 180 days from the date of order.

May 18, 2021

Page 4 of 4

Existing 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:

None

Accessibility Considerations:

None

Financial Considerations:

Sufficient funds are approved in the Corporate Fleet 2021 capital budget for the purchase.

Contacts:

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

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

Other City of Kingston Staff Consulted:

John Dier, Supervisor, Fleet Services

Derrick Singh, Supervisor, Fleet Services

Exhibits Attached:

None