

The Corporation of the City of Kawartha Lakes
Council Report

Report Number PUR2019-005

Date: March 26, 2019
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 5 and 7

Title: Quotation 2019-02-CQ Supply and Delivery of One Low Floor Conventional Transit Bus

Author and Title: Marielle van Engelen, Buyer

Recommendation(s):

THAT Report PUR2019-005, **Quotation 2019-02-CQ Supply and Delivery of One Low Floor Conventional Transit Bus**, be received;

THAT Crestline Coach Limited of Saskatoon, SK, be selected for the award of Quotation 2019-02-CQ for the Supply and Delivery of One Low Floor Conventional Transit Bus for a total award amount of \$166,661.67, plus HST; and

THAT upon receipt of the required documents the Financial Services division be authorized to issue a purchase order.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The 2019 approved capital budget 994190301, allocated \$190,000.00 for the purchase of one low floor conventional transit bus.

Request for Quotation 2019-02 -CQ for the Supply and Delivery of One Low Floor Conventional Transit Bus was released for advertising in accordance with the Purchasing Policy.

The request for quotation closed on February 28, 2019. Quotations were opened in public by Pat Dunn, Councilor and Marielle van Engelen, Buyer, with the following results:

Quotations Received From:	Quotation Amount Read at Opening (Not Including HST)
Crestline Coach Ltd. Saskatoon, SK	\$166,661.67

In accordance with the purchasing policy, the results of a competitive procurement process are considered to be irregular when fewer than three submissions are received. The award of an irregular bid shall be approved in accordance with the Table of Authority, in this case, Council approval is required as the spend is over \$100,000.00.

The submissions were checked for mathematical errors and compliance to the quotation.

Rationale:

The City requires annual lifecycle replacement of a bus in accordance with the fleet asset management plan. All buses purchased must be either lift equipped or low floor models meeting Accessibility for Ontarians with Disabilities standards.

The purchase of this bus is within the five year strategy recommendation of replacement of one bus per year in 2016, 2017, 2018, 2019 and 2020.

Staff recommends that Crestline Coach Limited of Saskatoon, SK, be selected for the award for the Supply and Delivery of One Low Floor Conventional Transit Bus for the total award amount of \$166,661.67, plus HST.

Other Alternatives Considered:

No other alternatives are being considered at this time as the recommendation to award was obtained through a competitive procurement process and falls within the approved capital budget.

Financial/Operation Impacts:

Financing for Capital Project 994190301 was allocated through the approved 2019 capital budget for the supply and delivery of one low floor conventional transit bus.

Capital Project Number	Project Budget	Other Committed Funds	Capital Project Balance	Purchase Amount (excl. HST)	HST Payable	Total Amount	Capital Project Balance
994190301	\$190,000	\$0	\$190,000	\$166,661.67	\$297.59	\$166,959.26	\$23,040.74

*A portion of the remaining capital balance will be used to outfit the bus with required items, such as decals, radio, side plating and licensing.

Note: Only \$16,907.67 of the awarded amount is a taxable expense the remaining \$149,754.00 is tax exempt.

The entire transit bus project is funded by the Ontario Gas Tax Program.

Any remaining balances after the project is completed will be dealt with through the capital close reports presented to Council by the Treasury Department in accordance with the Capital Close Policy. The remaining balance will be transferred back to the Fleet Reserve for future capital requirements.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

This recommendation resonates strongly with the three goals listed below, namely:

- Goal 1 – A Vibrant and Growing Economy. Transit continues to increase ridership and supports many businesses and residents within the town of Lindsay
- Goal 2 – An Exceptional Quality of Life. Transit assists residents in aging at home enhancing a quality of life for persons with disabilities.
- Goal 3 – A Healthy Environment. Transit ridership reduces people in cars, reduces congestion on roads and reduces greenhouse gases.

Consultations:

Junior Account

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson, Director of Public Works

Department File: 2019-02-CQ