

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2019-022

Date: June 18, 2019
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: Request for Proposal 2019-51-CP Supply and Delivery of Five New Vans

Author and Title: Marielle van Engelen, Buyer
Todd Bryant, Manager of Fleet and Transit Services

Recommendation(s):

That Report PUR 2019-022, **Request for Proposal 2019-51-CP Supply and Delivery of Five New Vans**, be received;

That Manley Motors Limited, of Lindsay, Ontario being the highest scoring proponent, be selected for the award of Request for Proposal 2019-51-CP Supply and Delivery of Five New Vans with the addition of one (1) van at the unit price provided in the Proposal for a total of six vans; and

That subject to receipt of the required documents, that the Financial Services Division be authorized to issue a purchase order.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Request for Proposal 2019-51-CP Supply and Delivery of Five New Vans was prepared and advertised in accordance with the Purchasing Policy.

The request for proposal closed on May 9, 2019 and was opened in public by Pat Dunn, Councilor and Marielle van Engelen, Buyer with the following results:

Proposals Received from
Manley Motors Limited Lindsay, Ontario
Fraser Durham Chrysler Dodge Jeep Ram Inc. Oshawa, Ontario
Lindsay Dodge Chrysler 219090 Ltd. Lindsay, Ontario

Submissions were carefully reviewed and evaluated by the evaluation committee by consensus to the criteria described in the RFP, and Manley Motors Limited was found to be the highest scoring proponent.

Rationale:

During budget deliberations, Council approved the purchase of six vans. Staff put out a request for proposal for five mini-vans, with the intent to go out for a sixth van that had special equipment for Building and Property at a later date.

During the proposal process the Building and Property Division undertook an extensive exercise to review all current, historic and future activities regarding vehicles. The conclusion was that the core business of Building and Property had not changed enough to warrant a specialized type of vehicle.

Staff recommends that Manley Motors Limited, of Lindsay, Ontario being the highest scoring proponent, be selected for the award of Request for Proposal 2019-51-CP Supply and Delivery of Five New Vans with the addition of one (1) van at the unit price provided in the Proposal for a total of six vans.

Other Alternatives Considered:

No other alternative is being considered as a competitive procurement process was conducted.

Financial/Operation Impacts:

Capital Project Number	Project Budget	Other Committed Funds	Capital Project balance	Purchase Amount (excl. HST)	HST Payable	Total Amount	Project Balance
994190308	\$210,000	\$15,000	\$210,000	\$147,150	\$2,590	\$164,740	\$45,260

*Other committed funds will be used to outfit the trucks with required items, such as decals, emergency lighting, security cage and shelving.

Any remaining surplus or deficit will be dealt with through the capital close report presented to Council by the Treasury Department in accordance with the Capital Close Policy. Staff will recommend the remaining project balance be returned to the Fleet Reserve in accordance with Council's Fleet Policy and the supporting Management Directive.

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

The Report contributes to the Council Adopted Strategic Plan in the following ways:

Goal 1 – A Vibrant and Growing Economy

Recommendations in this report will support effective road operations service delivery and Municipal Law Enforcement to support the City now and as it grows into the future.

Goal 2 – An Exceptional Quality of Life

Recommendations in this report will help support efficient delivery of road operations and Municipal Law Enforcement activities supporting an exceptional quality of life for residents.

Consultations:

Supervisor, Cost Accounting

Department Head E-Mail: brobinsion@kawarthalakes.ca

Department Head: Bryan Robinson, Director of Public Works

Department File: 2019-51-CP