

The Corporation of the City of Kawartha Lakes
Council Report

Report Number PUR2020-006

Meeting Date: February 18, 2020

Title: Request for Quotation 2020-01-CP Supply and Delivery of One Low Floor Specialized Transit Bus

Ward Number: 5 and 7

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

Recommendation(s):

That Report PUR2020-006, Request for Quotation Supply and Delivery of One Low Floor Specialized Transit Bus, be received;

That Crestline Coach Limited of Saskatoon, of Saskatchewan be selected for the award of Request for Quotation 2020-01-CP for the Supply and Delivery of One Low Floor Specialized Transit Bus for a total award amount of \$157,266.50, plus HST, and

That upon receipt of the required documents the Procurement Division be authorized to issue a purchase order.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The 2020 approved capital budget 994200202, allocated \$190,000 for the purchase of one low floor specialized transit bus.

Request for quotation 2020-01-CP for the Supply and Delivery of One Low Floor Specialized Transit Bus was released for advertising in accordance with the Purchasing Policy.

The request for quotation closed on February 6, 2020. Quotations were opened in public by Andy Letham and Kristy Wilson, Junior Buyer, with the following results:

Company	Quoted Amount (Not Including HST)
Crestline Coach Ltd. Saskatoon, SK	\$157,266.50

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 Specialized Transit Bus for the total award amount of \$157,266.50, 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 994200202 was allocated through the approved 2020 capital budget for the supply and delivery of one low floor specialized transit bus.

Capital Project Number	Project Budget	Other Committed Funds	Capital Project Balance	Purchase Amount (excl. HST)	HST Payable	Total Amount	Capital Project Balance
994200202	\$190,000	\$0	\$190,000	\$157,267	\$2,258	\$159,525	\$30,475

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 \$128,274 of the awarded amount is a taxable expense the remaining \$28,993 is tax exempt due to accessibility exemptions.

The entire transit bus project is funded by the Investing in Canada Infrastructure Program (ICIP).

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. Any remaining balance will be transferred back to the Fleet Reserve for future capital requirements.

Relationship of Recommendation(s) To The 2020-2023 Strategic Plan:

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

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

Consultations:

Junior Accountant

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson, Director of Public Works

Department File: 2020-01-CP