



Council Report

Report Number: PUR2021-022
Meeting Date: November 16, 2021
Title: Request for Quotation 2021-66-OQ Fleet Vehicle Repairs and Service
Author and Title: Ashley Wykes, Buyer

Recommendation(s):

That Report PUR2021-022, **2021-66-OQ Fleet Vehicle Repairs and Service**, be received;

That Duncan's Auto Service Inc., Easton's Tire & Auto Service Centre Ltd., Gary's Service Centre Ltd., John's Quality Auto Service and Lindsay Dodge Chrysler 1990 Ltd. be selected for award of Fleet Vehicle Repairs and Service for a term ending August 31, 2022;

That four (4) additional, one (1) year optional terms be awarded based on satisfactory performance, mutual agreement and successful completion of the original term;

That subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreements to award the quotation; and

That the Procurement Division be authorized to issue purchase orders.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The City’s Fleet department is responsible for approximately 150 different makes, models and years of light and medium duty cars, trucks and vans. In order to adequately maintain and repair all of these vehicles, the Fleet Division requires external support from local certified and qualified vendors. To achieve this, the Fleet and Procurement Divisions, released a request for quotation 2021-66-OQ for Fleet Vehicle Repairs and Service. The document was released in accordance with the Purchasing Policy. Quotations were opened on September 2, 2021 by Launa Macey, Supervisor of Procurement, with the following companies submitting a response:

Company Name
Duncan’s Auto Service
Lindsay Dodge Chrysler 1990 Ltd.
Nix Tire Inc.
Williamson Chrysler Lindsay
Easton’s Tire & Auto Service Centre Ltd.
John’s Quality Auto Service
Gary’s Service Centre Ltd.

Submissions were checked for mathematical errors and compliancy to the quotation. The submissions were then evaluated using a rated criteria based on company experience, qualifications, and their approach to City Fleet repairs.

References were checked for the top five (5) highest scoring submissions and all were found to be favourable.

Historically, Fleet Services had completed a procurement that utilized a large roster of repair shop vendors. This process provided multiple repair shop options in varying locations. The challenge with the historic approach (roster) was managing the work distribution in a fair and equitable manner. The current procurement has limited Fleet Services to five (5) vendors with geographic priority being considered. This procurement will therefore minimize the quantity of vendors improving the equal distribution of work. The work distribution will be impacted by geographic location but every effort will be made to distribute work fairly. Fleet services will monitor work load and shop capacity with each vendor; additional contracted resources may be required as we move forward.

Rationale:

The City’s Fleet department is responsible for maintaining the majority of City owned vehicles. With this responsibility comes capacity limits of what vehicles the department

is able to maintain. As a result, it is imperative the City has qualified vehicle repair companies that can be relied on to maintain these vehicles. Resulting from the competitive procurement, Staff are recommending Duncan's Auto Service Inc., Easton's Tire & Auto Service Centre Ltd., Gary's Service Centre Ltd., John's Quality Auto Service and Lindsay Dodge Chrysler 1990 Ltd. be selected for award of Fleet Vehicle Repairs and Service for a term ending August 31, 2022.

The City shall have the option to renew the Contract for four (4) additional one (1) year terms, based on satisfactory performance, mutual agreement and the same terms and conditions as the original contract. Should the City choose to exercise one or more renewal options, the hourly rate paid to the vendor during the next 12-month renewal term shall be at the current CPI price, subject to an adjustment (increase or decrease) in accordance with the percentage change in the Consumer Price Index, Ontario – All Items for June of the previous calendar year to June of the then current calendar year, as published by Statistics Canada.

Other Alternatives Considered:

No other alternative is being considered as a competitive process was conducted and the highest scoring proponents are being recommended.

Alignment to Strategic Priorities

Fleet vehicle repairs and service aligns with the strategic priority of "Good Government" as properly maintained assets are essential to provide operational services to our customers.

Financial/Operation Impacts:

Funds for fleet vehicle maintenance are allocated in the department operating budget. The Fleet department monitors vehicle repairs and expenses in comparison to the operating budget while ensuring fleet vehicles are properly maintained for use.

Consultations:

Fleet and Transit Manager

Department Head email: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Department File: 2021-66-OQ