



Council Report

Report Number: PUR2022-036
Meeting Date: December 13, 2022
Title: 2022-108-OQ Supply and Delivery of Fleet Bulk Fluids
Author and Title: Ashley Wykes, Buyer

Recommendation(s):

That Report PUR2022-036, **2022-108-OQ Supply and Delivery of Fleet Bulk Fluids**, be received;

That Catalys Lubricants/Nemco Resources Ltd. and City View Bus Sales & Service Ltd. be selected for the award of the supply and delivery of fleet bulk fluids for a term ending July 31, 2023;

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; and

That the Fleet Division be authorized to issue purchase orders.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Fleet department maintains the City's inventory of vehicles including cars, trucks, vans, buses, plow trucks, etc. With the maintenance comes the need to purchase fluids such as oil, washer fluid, antifreeze, grease, hydraulic fluid, transmission fluid, diesel exhaust fluid, etc. In order to simplify the process of obtaining the fluids, a longer term contract is needed to ease the burden on the department of purchasing these goods.

Request for quotation 2022-108-OQ Supply and Delivery of Fleet Bulk Fluids was released in accordance with the Purchasing Policy. Submissions were opened by Launa Macey, Supervisor of Procurement, with the following companies submitting a quotation:

Company Name
Wakefield Canada Ltd.
Nemco Resources/Catalys Lubricants
Lunar Contracting
City View Bus Sales & Service Ltd.

Submissions were checked for mathematical errors and compliance to the quotation. One vendor, Lunar Contracting, was disqualified for not meeting the requirements of the procurement request. References were checked for the two companies being recommended for award and all were found to be favourable.

Rationale:

Staff are recommending Catalys Lubricants/Nemco Resources Ltd. and City View Bus Sales & Service Ltd. be selected for the award of the supply and delivery of fleet bulk fluids for a term ending July 31, 2023.

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.

Other Alternatives Considered:

No other alternative is being considered as a competitive process was conducted and the lowest compliant bidders are being recommended.

Alignment to Strategic Priorities

The supply and delivery of fleet bulk fluids aligns with the strategic priority of “Good Government” as the City’s fleet of vehicles and equipment must be kept in good working order to provide operational services to our customers.

Financial/Operation Impacts:

Funds for the purchase of bulk fluids are allocated in the department operating budget. The Fleet department monitors these expenses in comparison to the operating budget while ensuring vehicles and equipment are in good working condition.

Consultations:

Manager of Fleet and Transit Services
Supervisor, Procurement

Department Head email: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Department File: 2022-108-OQ