

Municipality Of Chatham-Kent
Infrastructure and Engineering Services
Drainage, Asset and Waste Management

To: Mayor and Members of Council

From: Kevin Rankin
Manager, Fleet Services

Date: July 10, 2020

Subject: Single Source – One 4X2 Super Cab with 11Ft Enclosed Service Body
RFP # 20-261

Recommendations

It is recommended that:

1. The proposal for one, 3-Tonne 4x2 Super Cab with 11Ft. Enclosed Service Body be single sourced to Dickson Ford 722927 Ontario Inc. at a total cost of \$137,626.09 (13% tax included).
2. The total cost of be funded from the Fleet Reserve.

Background

A Request for Proposal (RFP) was released for response and closed on July 8, 2020 for the purchase of one, 3-Tonne 4x2 Super Cab with 11Ft. Enclosed Service Body (RFP #R20-261).

This unit will replace unit 11SV007, a former ambulance used as a service truck for water system repairs that was a non-life cycled vehicle. As there is no longer availability of used ambulances for this purpose, Public Works, through the budget process requested and were granted approval to procure a new service vehicle and lifecycle funding for this use. A business case was also provided and approved showing the need to establish a life cycled unit for this application during budget.

The procurement policy requires Council approval, since only one submission was received for this unit.

The Procurement By-law #03-2016 was adopted by Council on January 11, 2016 and states that single source purchases above \$100,000 that meet one of the circumstances below must have prior approval by Council:

- a. Where there is one or no response to a competitive process;
- b. To ensure compatibility with existing products and services, to recognize exclusive rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
- c. To purchase an item for testing or trial use;
- d. Where Deliverables are in short supply due to market conditions, including geographic limitations and lack of competition;
- e. To purchase an item directly for resale;
- f. To exercise a purchase option under a rental contract;
- g. To purchase goods offered for sale by auction or tender, provided the Chief Administrative Officer (CAO) authorizes the submission of a bid;
- h. Where a competitive method of purchasing could interfere with the Municipality's ability to maintain security or order, or to protect human, animal or plant life;
- i. Where an unforeseeable situation of urgency exists and competitive methods of purchasing would result in the Municipality's inability to obtain the Deliverable in time; or,
- j. Where deliverables relating to matters of a confidential or privileged nature are required and disclosure of these matters could reasonably be expected to compromise confidentiality, cause economic disruption, or otherwise be contrary to the public interest.

As there was only one response to the competitive process section "A" of the bylaw #03-2016 prevails.

Comments

The results are as follows:

Company	Year	Make and Model	Matrix Score
Dickson Ford 722927 Ontario Inc.	2020	2020 Ford F 550	N/A

Accordingly, it is recommended that the proposal of Dickson Ford 722927 Ontario Inc. be accepted as it meets all the requested specifications.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

- Economic Prosperity:
Chatham-Kent is an innovative and thriving community with a diversified economy
- A Healthy and Safe Community:
Chatham-Kent is a healthy and safe community with sustainable population growth
- People and Culture:
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- Environmental Sustainability:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report supports the following critical success factors:

- Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- Open, Transparent and Effective Governance:
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

The Purchasing Officer was consulted.

Financial Implications

The purchase of the above mentioned unit is being purchased from the Fleet Reserve.

Prepared by:

Reviewed by:

Kevin Rankin
Manager,
Fleet Services

Tim Dick, C.E.T.
Director,
Drainage, Asset and Waste Management

Reviewed by:

Thomas Kelly, P. Eng., MBA
General Manager,
Infrastructure and Engineering Services

Reviewed by:

Jennifer Scherle
Purchasing Officer

Purchasing Officer Comments

Note: The Director of Financial Service is only required to sign when the Purchasing Officer has indicated concerns regarding the proposed single source purchase:

Reviewed by:

Steven Brown, CPA, CMA
Director,
Financial Services

Attachment: None
C: Purchasing Officer

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