

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

To: Mayor and Members of Council

From: Wayne VanDeHogen
Supervisor Fleet Services

Date: May 17, 2021

Subject: Single Source – Four 4x2 Extended Cab Half-Ton Pickups (R21-253)

Recommendations

It is recommended that:

1. The Request for Proposal (RFP) for four 4x2 extended cab half-ton pickups be single sourced to Victory Ford Lincoln at a total cost of \$165,752.92 (13% tax included).
2. The total cost of \$165,752.92 be funded from the Fleet Reserve.

Background

The following units are past their lifecycle and due to be replaced:

- 13PU080 - Raleigh Public Works
- 13PU017 - South Water Public Works
- 13PU041 - Dover Public Works
- 13PU028 - Wallaceburg Public Works

A RFP was released for response and closed on May 14, 2021.

The Procurement By-law #03-2016 was adopted by Council on January 11, 2016. The Procurement By-law Section 121 - Single Source states the following:

A non-competitive direct award of Contract may be used to purchase Deliverables from Municipality funds only and with a value of \$100,000 or less with the prior approval of the CAO under the following circumstances:

- 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 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.

The procurement policy requires Council approval as the purchase is over \$100,000.00.

Comments

Many vendors stated they could not bid at this time due to lack of automotive parts.

Therefore, it is recommended four 4x2 extended cab half-ton pickups be single sourced to Victory Ford Lincoln as it was the only submission received for this RFP.

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 support 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)

Financial Implications

The purchase of these units will be funded from the Municipal Fleet Reserve.

Recommended Proposal	\$165,752.92
Less HST Rebate @ 11.24%	\$ 16,487.28
Final Cost after HST Rebate	\$149,265.64

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Purchasing Officer Comments

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Attachments: None

C: None

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