

<b>TO:</b>	<b>CHAIR AND MEMBERS FINANCE AND ADMINISTRATION COMMITTEE MEETING ON WEDNESDAY, OCTOBER 19, 2011</b>
<b>FROM:</b>	<b>MIKE BUSHBY DIVISION MANAGER FLEET SERVICES &amp; DEPARTMENTAL RESOURCES</b>
<b>SUBJECT</b>	<b>TENDER 11-88 SUPPLY &amp; DELIVERY OF CREW CAB &amp; CHASSIS</b>

<b>RECOMMENDATION</b>
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That on the recommendation of the Division Manager of Fleet Services and Departmental Resources:

- (a) The tender for the supply and delivery of two (2) Crew Cab & Chassis submitted by Carrier Centers, 90 Enterprise Drive, London, Ontario N6N 1A8 at their tendered price of \$154,600.00 (excluding HST), **BE ACCEPTED**; and
- (b) The funding for this purchase **BE APPROVED** as set out in the Sources of Financing Report attached hereto as Appendix "A".
- (c) That the Civic Administration **BE AUTHORIZED** to undertake all administrative acts which are necessary in connection with this award; and
- (c) Approvals hereby given **BE CONDITIONAL** upon the Corporation entering into a formal contract or issuing a purchase order relating to the subject matter of this approval.

<b>BACKGROUND</b>
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**Purchasing Process**

Six (6) qualified suppliers were invited and the tender was advertised and posted on our website. Only one (1) compliant bid was received. The Procurement of Goods and Service Policy (Section 8.10 b.) requires an "irregular result" be approved by City Council. Carrier Centers submitted the lowest bid that meets our terms, conditions and specifications in all areas.

**Discussion**

On an annual basis, Fleet Services replaces vehicles as outlined in the Fleet Division vehicle replacement policy in accordance with the Purchasing By-Law. These new units will be replacing existing units that are used by the Sewer Division.

**Financial Impact**

Funding has been allocated in Capital Account ME 2011; a summary of bids is attached as appendix "B".

**Acknowledgements**

This report was prepared by F. Vanhie, Manager of Operations and C. Ginty C.P.P.B, Purchasing and Supply.

<b>RECOMMENDED BY:</b>	<b>REVIEWED &amp; CONCURRED BY:</b>
<b>MIKE BUSHBY DIVISION MANAGER FLEET SERVICES &amp; DEPARTMENTAL RESOURCES</b>	<b>M. TURNER DEPUTY CITY TREASURER</b>
<b>REVIEWED &amp; CONCURRED BY:</b>	
<b>JOHN BRAAM P.ENG DIRECTOR OF WATER AND CITY ENGINEER</b>	