

TO:	CHAIR AND MEMBERS FINANCE & ADMINISTRATIVE SERVICES COMMITTEE MEETING ON MONDAY, OCTOBER 15, 2012
FROM:	JOHN BRAAM, P.ENG MANAGING DIRECTOR - ENVIRONMENTAL & ENGINEERING SERVICES & CITY ENGINEER
SUBJECT:	TENDER 12-98 SUPPLY AND DELIVERY OF CREW CAB & CHASSIS IRREGULAR RESULT

RECOMMENDATION

That, on the recommendation of the Managing Director - Environmental & Engineering Services & City Engineer,

- a) The tender for the supply and delivery of two (2) Crew Cab & Chassis submitted by Carrier Centers, 645 Athlone Place, Woodstock, Ontario N4S 7V8 at their tendered price of \$158,796.00 (excluding HST), **BE ACCEPTED**; it being noted that this bid was the only bid received and meets the City's terms, conditions, specifications and requirements in all areas; 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
- d) 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.

BACKGROUND

Purchasing Process

Ten (10) qualified vendors were invited and the tender was advertised and posted on our website for the supply and delivery of two (2) Crew Cab & Chassis. Only one (1) bid was received and as per our Procurement of Goods & Services Policy the Division Manager of Fleet & Operational Services authorized (with the approval of the Managing Director – Environmental & Engineering Services & City Engineer with the concurrence of the Manager of Purchasing and Supply), the opening of this bid. The bid submission was then reviewed by the Coordinator, Fleet Services to ensure compliance with our terms, conditions, specifications and requirements.

Discussion

On an annual basis, Fleet Services replaces vehicles as outlined in the Fleet Division vehicle replacement policy in accordance with the Procurement of Goods and Services Policy. These new units will be replacing existing units that are used by the Wastewater and Treatment, Sewer Operations Division.

Financial Impact

Funding has been allocated in Capital Account ME 2012-01 a summary of bids is attached as Appendix "B".

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Acknowledgements

This report was prepared by Chris Ginty CPPB, Procurement Officer, Purchasing and Supply and Dave Fawcett, Coordinator, Fleet Services.

SUBMITTED BY:	REVIEWED & CONCURRED BY:
MIKE BUSHBY DIVISION MANAGER FLEET & OPERATIONAL SERVICES	MIKE TURNER DEPUTY CITY TREASURER
RECOMMENDED BY:	
JOHN BRAAM, P.ENG. MANAGING DIRECTOR - ENVIRONMENTAL & ENGINEERING SERVICES & CITY ENGINEER	

Cc: John Freeman