



City of North Bay Report to Council

Report No: CORP-2022-021

Date: February 11, 2022

Originator: Mary-Ann Kotylak, CPPB, CPPO
Manager of Purchasing

John Ouellette
Manager, Fleet

Business Unit:
Corporate Services

Department:
Financial Services Department

Subject: Request for Quote 2022-07 Towing Services

Closed Session: yes ☐ no ☒

Recommendation

That City Council approves the award of a contract to 1450384 Ontario Inc. o/a A&S Towing, based on the unit rates specified in their bid for RFQ 2022-07 for the provision of towing services, for a term of three years.

Background

The Fleet Department relies on contractors to supply labour, material and specialized equipment necessary to tow City equipment and vehicles and provide recovery services on an as needed or emergency basis. The current contract for towing services is expiring.

Financial/Legal Implications

A formal bid request, which closed February 2, 2022, was administered by the Purchasing Department and was publically advertised in accordance with the City's Purchasing By-Law 2013-200. Two quotes were evaluated by the Purchasing Manager and the Parts Technician. The evaluation considered company ability & experience, availability of equipment, qualified staff and price.

The results are as follows:

Ranking	Company	Bid Price
1	1450384 Ontario Inc. o/a A&S Towing	\$125,580.00
2	Lewis Motor Sales (North Bay) Inc.	\$147,905.00

The bid price of \$125,580.00 (plus HST) from 1450384 Ontario Inc. o/a A&S Towing represents a total cost over the three year term based on the estimated quantities specified in the RFQ. Under the terms of the contract, the City will pay the rates specified in their bid and is not bound to any specific quantities. The actual quantity and the value of work requested will vary based on operational requirements. The quote from 1450384 Ontario Inc. o/a A&S Towing was the lowest bid and provides the best overall value to the City. Their bid is considered fair and reasonable.

Funding for towing services provided under this contract is managed within the operating budget of the Fleet Department. Sufficient funding will continue to be requested in future years.

Corporate Strategic Plan

- | | |
|---|--|
| <input type="checkbox"/> Natural North and Near | <input type="checkbox"/> Economic Prosperity |
| <input checked="" type="checkbox"/> Affordable Balanced Growth | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government | |

Specific Objectives

Maintain infrastructure across the city in a good state of repair.

Ensure the efficient and effective operations of the city, with particular consideration to the impact of decisions on the property tax rate.

Options Analysis

Option 1: That City Council approves the award of a contract to 1450384 Ontario Inc. o/a A&S Towing, based on the unit rates specified in their bid for RFQ 2022-07 for the provision of towing services, for a term of three years.

Option 2: Do not award a contract. This option is not recommended because the services are necessary to operations of the City.

Recommended Option

That City Council approves the award of a contract to 1450384 Ontario Inc. o/a A&S Towing, based on the unit rates specified in their bid for RFQ 2022-07 for the provision of towing services, for a term of three years.

Respectfully submitted,

Name: Mary-Ann Kotylak, CPPB, CPPO

Title: Manager of Purchasing

Name: John Ouellette

Title: Manager, Fleet

We concur with this report and recommendation.

Name: Domenic Schiavone

Title: Director Public Works & Parks

Name: Margaret Karpenko, CPA, CMA

Title: Chief Financial Officer /Treasurer

Name: David Euler, P.Eng., PMP

Title: Chief Administrative Officer

Personnel designated for continuance:

Name: John Ouellette

Title: Manager, Fleet