



## City of North Bay Report to Council

Report No: CORP-2022-018

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 Proposal 2022-08 Tire Supply and Services

Closed Session: yes  no

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### Recommendation

That City Council approves the award of a contract to Kal Tire Ltd., based on the unit rates specified in their bid for RFQ 2022-08 for the provision of tires and related services, for a term of three years.

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### Background

The Fleet Department requires new tires, tire installation and repair services on a routine basis. In addition to tire and wheel services, the Fleet Department relies on a third party vendor to respond to emergency situations, provide a fleet check program, and maintain minimum stock for all high priority vehicles such as transit buses and fire trucks. The current contract for the provision of tires and related services is expiring.

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### Financial/Legal Implications

A formal bid request, which closed January 31, 2022, was administered by the Purchasing Department and was publically advertised in accordance with the City's Purchasing By-Law 2013-200. One proposal was evaluated by the Purchasing Manager, Fleet Supervisor, Parts Technician and the Fleet Coordinator. The evaluation considered mandatory technical requirements related to tire performance and features, company overview, staff experience and qualifications, previous experience, serviceability, national account tire program and price.

The results are as follows:

<b>Ranking</b>	<b>Company</b>	<b>Overall Score</b>
1	Kal Tire Ltd.	92.50

The bid price of \$634,825.12 (plus HST) from Kal Tire Ltd., represents a total cost over the three year term based on the estimated quantities specified in the RFP. Under the terms of the contract, the City will pay the rates specified for each item bid and is not bound to any specific quantities. The actual quantity and the value of the work requested will vary based on operational requirements. The proposal from Kal Tire Ltd. met all requirements. Their bid is considered fair and reasonable.

Funding for tire supply and 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.

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### **Corporate Strategic Plan**

- Natural North and Near
- Affordable Balanced Growth
- Responsible and Responsive Government
- Economic Prosperity
- Spirited Safe Community

### **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.

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### **Options Analysis**

Option 1: That City Council approves the award of a contract to Kal Tire Ltd., based on the unit rates specified in their bid for RFQ 2022-08 for the provision of tires and related services, for a term of three years.

Option 2: Do not award a contract. This option is not recommended. The work required in this contract is mandatory for Fleet operations and cost savings will be realized by using locked in pricing and a dedicated supplier.

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### **Recommended Option**

That City Council approves the award of a contract to Kal Tire Ltd., based on the unit rates specified in their bid for RFQ 2022-08 for the provision of tires and related 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