



City of North Bay Report to Council

Report No: CORP-2024-057

Date: June 7, 2024

Originator: David Allan
Interim Purchasing Manager

John Ouellette
Manager, Fleet

Business Unit:
Corporate Services

Department:
Financial Services Department

Subject: Request for Quote 2024-042 Three (3) Mid-Sized Hybrid Sports Utility Vehicles

Closed Session: yes no

Recommendation

That City Council approves the award of a contract to North Bay Toyota in the amount of \$119,489.40 (plus HST) for the provision of Three (3) Mid-Sized Hybrid Sports Utility Vehicles.

Background

The Planning & Building Services Department requires transportation for staff to attend sites to complete required inspections. The City's 2023 Operating Budget included a service level change to provide City owned vehicles. The service level change will help retain and attract building inspectors. In addition the Fleet vehicles will provide the City enhanced information and data analytics for systems and organization optimization. Fleet has the capacity to purchase three SUVs through the Fleet reserve. The new vehicles will fall under the Fleet Lifecycle Management and maintenance program.

Hybrid gas electric vehicles were selected as the best value for the City as reduced fuel consumption will be realized with the expected operation for primarily local trips. Other benefits include reduced air pollution, greenhouse gas emissions, and reduced carbon footprint for the City.

Financial/Legal Implications

A formal bid request, which closed May 24, 2024, was administered by the Purchasing Department and was publicly advertised in accordance with the City's Purchasing By-Law 2013-200. Three (3) bids were evaluated by the Interim Purchasing Manager and the Warranty & Central Stores Analyst – Fleet. The evaluation considered mandatory technical requirements related to the product's performance and price.

The results are as follows:

Ranking	Company	Bid Price
1	North Bay Toyota	\$119,489.40
2	Maitland Lewis Enterprises Ltd	\$150,073.50
3	12699273 Canada Inc.	*

* Respondents marked with an asterisk failed to meet the mandatory technical requirements

The quote from North Bay Toyota was the lowest bid and provides the best overall value to the City. Their bid is considered fair and reasonable.

Sufficient funding for this purchase is available in the Fleet Life Cycle Reserve No. 99586R and will be transferred in accordance with Council Resolution 2018-92 as explained in Report to Council 2018-22. Capital Project No. 8024FL – Vehicle and Equipment Life Cycle 2024 will be used to track this fleet purchase in accordance with the fleet governance model.

Corporate Strategic Plan

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

Specific Objectives

Protect, promote and enhance the environment in all aspects of the City's operations and plans.

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

Options Analysis

Option 1: That City Council approves the award of a contract to North Bay Toyota in the amount of \$119,489.40 (plus HST) for the provision of Three (3) Mid-Sized Hybrid Sports Utility Vehicles.

Option 2: Do not award a contract. This option is not recommended because the vehicles are required to meet the service level changes as per the City's 2023 Operating Budget.

Recommended Option

That City Council approves the award of a contract to North Bay Toyota in the amount of \$119,489.40 (plus HST) for the provision of Three (3) Mid-Sized Hybrid Sports Utility Vehicles.

Respectfully submitted,

Name: David Allan
Title: Interim Purchasing Manager

Name: John Ouellette
Title: Manager, Fleet

We concur with this report and recommendation.

Name: Alan Korell, P.Eng.
Title: Interim City Engineer

Name: Shannon Saucier, CPA, CA
Title: Director, Financial Services / Deputy Treasurer

Name: Margaret Karpenko, CPA, CMA
Title: Chief Financial Officer /Treasurer

Name: John Severino, P.Eng, MBA
Title: Chief Administrative Officer

Personnel designated for continuance:

Name: John Ouellette
Title: Manager, Fleet