**RECOMMENDATION:**

That the Corporate Tender C12-11-09 Various Car and Light Duty Truck Auto Services for Central Fleet and Transit Services be awarded to:

a) M. C. Automotive Ltd. for services required in District 1;

b) De Feo’s Automotive Service Ltd. for services required in District 2;

c) Barton Truck Centre Ltd. for services required in District 3; and

d) Cino Auto Repairs Inc. for services required in Districts 3, 4 and 5.
EXECUTIVE SUMMARY

This is a City wide contract for various repairs and services to cars and light duty trucks for the Central Fleet Section and Transit Services including oil changes, front and rear brake service, air conditioning service and steering and driveline service. This is the first time a Corporate Contract has been developed and issued on behalf of the Central Fleet Section and Transit Services.

The basis of calculating the total contract price was on estimated quantities and services required by the City. The award of the contract is to the compliant bidder with the lowest Total Contract Price per district. District 3 required 2 vendors to meet the City’s requirements; therefore this work was awarded to the 2 lowest compliant bidders.

The initial term of the contract is for a period of one year, with an option to renew for two additional one year terms, at the sole discretion of the City.

Bid Submission Results

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Total Contract Price</th>
<th>Districts Bid</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cino Auto Repairs Inc.</td>
<td>$388,888.60</td>
<td>3 4 5</td>
<td>Districts 3,4,5 low bid</td>
</tr>
<tr>
<td>Barton Truck Centre Ltd.</td>
<td>$477,045.84</td>
<td>3 4 5</td>
<td>District 3 2nd low bid</td>
</tr>
<tr>
<td>De Feo’s Auto Service Ltd.</td>
<td>$504,695.48</td>
<td>2 3 4</td>
<td>District 2 low bid</td>
</tr>
<tr>
<td>M C Automotive Ltd.</td>
<td>$589,994.70</td>
<td>1 2 4</td>
<td>District 1 low bid</td>
</tr>
<tr>
<td>T&amp;J Repair &amp; Sales</td>
<td>$409,527.36</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Domenic's Olco Auto Tech</td>
<td>$531,847.89</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Cosimo's Garage Ltd.</td>
<td>$543,459.75</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2046369 Ontario Inc, o/a Zellens Auto Mall</td>
<td>$666,268.41</td>
<td>all 5 districts</td>
<td></td>
</tr>
<tr>
<td>Paul Crossman Inc. Putney's Brake &amp; Alignment Service</td>
<td>$827,531.27</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

As per the Purchasing Policy, Section 4.4, Policy 4 – Approval Authority, Council approval is required for the award of Corporate Contracts.  
Alternatives for Consideration – Not Applicable
FINANCIAL / STAFFING / LEGAL IMPLICATIONS (for Recommendation(s) only)

Financial:
None

Staffing:
None

Legal:
None

HISTORICAL BACKGROUND (Chronology of events)

An internal audit of Central Fleet in 2008 (Report CM09003) noted that compliance with the City’s Purchasing Policy in regard to outside maintenance was an area for improvement. Central Fleet has been working with Purchasing on specifications for contracts for repair of light and heavy-duty vehicles. Policy 11 forms for 2009 were prepared and approved as an interim measure in anticipation that contracts would be finalized by the end of April 2009.

The Central Fleet Section included 842 vehicles and 472 motorized equipment units at the end of 2008. Outside services for repair and maintenance of the Central Fleet is budgeted at $1,700,000.

The Purchasing Section, on behalf of the Central Fleet Section, issued a Request for Prequalification for Provision of Various Car and Light Duty Truck Services for Central Fleet and Transit Services on March 2, 2009. Thirty applicants picked up the document and 20 submissions were received. The 15 highest scoring applicants were prequalified for the Request for Tenders.

The Request for Tenders was issued to the 15 prequalified applicants on August 4, 2009 and closed on October 15, 2009. Eight compliant bids were received, and the lowest compliant bidders for each City district are being recommended for award.

This is the first Request for Tenders that has been issued on behalf of the Central Fleet Section and Transit Services for the various services and repairs to the City’s vehicles.
POLICY IMPLICATIONS

Automotive Services have previously been done in house or outsourced as required by the Central Fleet Section and Transit Services. An internal audit of Central Fleet (Report CM09003) noted that compliance with the City’s Purchasing Policy in regard to outside maintenance was an area for improvement. Policy 11 forms for 2009 were prepared and approved as an interim measure in anticipation that contracts would be finalized by the end of April 2009. The value of the work has steadily increased and Purchasing Policy 11 – Single Source was determined to be insufficient. The tendering process has eliminated the requirements for the Policy 11 and addresses the concerns of the internal audit.

As per the Purchasing Policy, Section 4.4, Policy 4 – Approval Authority, Council approval is required for the award of Corporate Contracts.

RELEVANT CONSULTATION

Public Works Department, Central Fleet Section

ANALYSIS / RATIONALE FOR RECOMMENDATION

(include Performance Measurement/Benchmarking Data, if applicable)

The lowest compliant bidders for each City district are being recommended for award.

ALTERNATIVES FOR CONSIDERATION:

(include Financial, Staffing, Legal and Policy Implications and pros and cons for each alternative)

None

CORPORATE STRATEGIC PLAN (Linkage to Desired End Results)

**Skilled, Innovative & Respectful Organization**

- A skilled, adaptive and diverse workforce, i.e. more flexible staff
- More innovation, greater teamwork, better client focus
- An enabling work environment - respectful culture, well-being and safety, effective communication

**Financial Sustainability**

- Financially Sustainable City by 2020
- Delivery of municipal services and management capital assets/liabilities in a sustainable, innovative and cost effective manner

**Growing Our Economy**

- An improved customer service

**Environmental Stewardship**

- Natural resources are protected and enhanced
- Reduced impact of City activities on the environment
- Aspiring to the highest environmental standards

**APPENDICES / SCHEDULES**

None