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Report To:	General Government Committee		
Date of Meeting:	September 9, 2024	Report Number:	FSD-039-24
Authored by:	Sandra McKee		
Submitted By:	Trevor Pinn, Deputy CAO/Treasurer, Finance and Technology		
Reviewed By:	Mary-Anne Dempster, CAO		
By-law Number:		Resolution Number:	
File Number:	Q2024-9		
Report Subject:	Electric Van for Animal Services		

Recommendations:

1. That Report FSD-039-24, and any related delegations or communication items, be received;
2. That Highbury Ford Sales Limited with a total bid amount of \$60,870.80 (Net HST Rebate) being the lowest compliant bidder meeting all terms, conditions and specifications of Q2024-9 be awarded the contract for supply and delivery of the electric van as required by Animal Services;
3. That the total funds required for this project in the amount of \$60,870.80 (Net HST Rebate) which includes applicable fees such as licensing be approved; and
4. That all interested parties listed in Report FSD-039-24, and any delegations be advised of Council's decision.

Report Overview

To request authorization from Council to award quotation Q2024-9 Electric Van for Animal Services to the lowest compliant bidder meeting specifications.

1. Background

- 1.1 Animal Services' current shelter van was purchased in 2011. The brakes began to fail during a return trip from a veterinary clinic, at which time the vehicle was towed for inspection, and subsequently deemed to be unfit for service by the dealership and the Fleet Supervisor at the beginning of July, 2024. The vehicle was removed from service at that time, leaving the shelter with no vehicle.
- 1.2 The vehicle was originally slated for replacement in 2021, ten years from the year of purchase. At that time, and each subsequent year thereafter, the vehicle's mileage and fitness were assessed and replacement was postponed.
- 1.3 The Animal Shelter uses this van to perform many tasks. Animals are delivered and picked up from veterinary clinics for routine visits, emergency visits and surgery appointments. Without the van, Shelter Staff have been reliant on By-Law Officers to assist, but they are not always available. Most often, it falls on Staff to use personal vehicles in the absence of a shelter van. These trips generally happen at least twice a week, with additional trips as necessary on an emergency basis.
- 1.4 Shelter Staff also uses the van to transport the daily garbage from shelter cleaning to the dumpster which is a long distance across the yard over a bumpy gravel parking area. Options were discussed including utility carts or bins on wheels, but the distance is great and could not be reasonably travelled without a substantial risk of ergonomic injury. Staff has been relying on By-Law Officers for assistance, but it is very disruptive to interrupt their duties and come to transport the garbage.
- 1.5 At times, Shelter Staff also must pick up supplies at local pet stores, grocery stores or vet clinics. Without a shelter vehicle, this too has necessitated the use of personal vehicles.
- 1.6 Tender specifications were prepared by Public Works – Fleet and provided to the Procurement Division.
- 1.7 The quotation scope of work for the supply and delivery of One (1) Ford E Transit Electric Van or approved equivalent with timing being of an essence.
- 1.8 Quotation Q2024-9 was issued by the Purchasing Services Division and advertised on the Municipality's website. The Quotation closed August 22, 2024.

2. Analysis

- 2.1 Seven companies downloaded the quotation document. Three bids were received in response to the quotation call. The submissions were reviewed by the Purchasing Services Division (see Attachment 1), and one submission did not meet the required specifications. The bid results were forwarded to the Public Works as well as Legislative Services for their review and consideration.
- 2.2 After review and analysis by the Public Works and the Procurement Division, it was mutually agreed that the low compliant bidder, Highbury Ford Sales Limited be recommended for the award of Quotation Q2024-9.
- 2.3 Highbury Ford Sales Limited has not worked with the Municipality in the past and as a result reference checks were completed.

3. Financial Considerations

- 3.1 The total funds required for this project in the amount of \$60,870.80 (Net HST Rebate) which includes applicable fees such as licensing be approved to be funded from Public Works Operations Equipment Reserve Fund.

4. Strategic Plan

Not applicable.

5. Climate Change

In February 2020, Council passed a motion prioritizing the use of low emission vehicles. This would reduce GHG emissions, as well as save money on fuel purchases. The new vehicle is an electric one, replacing a fuelled car, so will have a positive reduction of GHG emissions.

6. Concurrence

This report has been reviewed by the Deputy CAO, Legislative Services and the Director of Public Works who concur with the recommendations.

7. Conclusion

It is respectfully recommended that Highbury Ford Sales Limited, being the lowest compliant bidder meeting specifications, be awarded the contract for quotation Q2024-9 for the supply and delivery of the electric van as required by Animal Services.

Staff Contact: Mandy Chong, Manager of Procurement, 905-623-3379 Ext. 2209 or
mchong@clarington.net.

Attachments:

Attachment 1 – Bid Summary

Interested Parties:

List of Interested Parties available from Department.

Attachment 1 – Bid Summary

Municipality of Clarington

Q2024-9– Electric Van – Animal Services

Bid Summary

Bidder	Total Bid Including HST	Total Bid Net HST Rebate
Highbury Ford Sales Limited	\$67,594.34	\$60,870.80
Parkway Ford Sales Ltd.	79,577.99	71,662.44
Marigold Ford Lincoln Sales Limited *		

Note: “*” Indicates submission was deemed to be non-compliant.