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Date: February 13, 2018
To: Mayor and Council
Author: Shaun Martinho, Manager of Public Works
RE: Fleet Repair and Maintenance Contract
Report No.: MS 2018-07

AIM

To advise council on the Request for Proposal for Fleet Repair and Maintenance and seek approval to award the contract to Sam's Service.

BACKGROUND

For many years, the Town of Kingsville has used the services of outside contractors for the maintenance and service of our fleet. To ensure the Town is receiving the highest level of service at the most competitive rates the Municipal Services Department issued a Request for Proposal for Fleet Repair and Service at the end of 2017. It is the intent of municipal services to establish an initial three-year contract with an optional two-year extension. Each extension will be based on a satisfactory annual review and a signed mutual agreement.

DISCUSSION

In response to the invitation, three local mechanics submitted proposals for fleet maintenance. The scope of work includes maintenance and repair of 16 light duty pick-up trucks, 10 medium duty service trucks, 2 single axial dump trucks and 6 tandem axial dump trucks. Individuals within the Municipal Services Department scored each vendor's proposal separately and scores were based on service ability, on-call capabilities, and rates. The results are as follows:

Company	#1	#2	#3	AVERAGE
Fix-it Auto/Division Collision	290	335	270	280
Ruthven Auto Towing	315	395	340	350
Sam's Shell Service	390	450	360	400

Included within each contractors submission was their regular rates, overtime rates, equipment listings, number of employees, certificate of insurance, WSIB clearance and references. The references for Sam's Shell Service all report positive experiences with this vendor. In addition, over the last several years Sam's Service has been responsible for the maintenance of our fleet vehicles. If the Town of Kingsville does not continue to experience positive results this agreement does allow for the cancellation of services.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

In the Kingsville Municipal Service's Budget for 2018, there is \$140,500 for equipment repair and maintenance (\$85,000 in Public Works, \$500.00 in Cemeteries, \$21,000 in Environmental Services and \$34,000 in Parks and Recreation). This agreement will ensure that we continue to get the highest possible level of service at the most economical rates.

CONSULTATIONS

Municipal Services Team

RECOMMENDATION

Recommend Council approve the awarding of the Request for Proposal for Fleet Service and Maintenance to Sam's Shell Service.

Shaun Martinho

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