



BID AWARD PANEL CONTRACT AWARD

Award of Request for Quotation No. 6106-18-0097 to Enterprise Rent A Car Company for the non-exclusive short-term rental services, including third party automotive insurance coverage, of various vehicle types

Date: January 24, 2019
To: Bid Award Panel
From: Chief Purchasing Officer
Wards: All

RECOMMENDATIONS

The Chief Purchasing Officer recommends that:

1. The Bid Award Panel rescind its October 24, 2018 decision (BA103.1) to award Table 2 of Request for Quotation No. 6106-18-0097, for the non-exclusive short-term Rental Services, to New Horizon Car and Truck Rentals Ltd. o/a Discount Car & Truck Rentals ("Discount Car and Truck Rentals") in the amount of \$757,336 net of all net of all applicable taxes and charges; and
2. The Bid Award Panel grant authority to award the rescinded portion for the non-exclusive short-term Rental Services in accordance with the revised contract details set out in the report below.

Call Number:
RFQ No. 6106-18-0097

Description:
For the non-exclusive short-term Rental Services of various vehicle types, including third party automobile insurance coverage for the City of Toronto's Fleet Services Division, as and when required, for a period of one (1) year from the date of award with the option to renew the contract for four (4) additional separate one (1) year periods.

Recommended Bidder: (Table 2 as per RFQ)
Enterprise Rent A Car Company Canada

Contract Award Value:
\$152,876 net of all applicable taxes and charges
\$172,750 including HST and all applicable charges
\$155,567 net of HST recoveries

Contract is expected to start on the date of award and end on October 7, 2019

Option Year 1 - From October 8, 2019 to October 7, 2020

\$157,462 net of all applicable taxes and charges

\$177,933 including all applicable taxes and charges

\$160,233 net of HST recoveries

Option Year 2 – From October 8, 2020 to October 7, 2021

\$162,186 net of all applicable taxes and charges

\$183,271 including all applicable taxes and charges

\$165,040 net of HST recoveries

Option Year 3 - From October 8, 2021 to October 7, 2022

\$167,052 net of all applicable taxes and charges

\$188,769 including all applicable taxes and charges

\$169,992 net of HST recoveries

Option Year 4 - From October 8, 2022 to October 7, 2023

\$172,064 net of all applicable taxes and charges

\$194,432 including all applicable taxes and charges

\$175,092 net of HST recoveries

The total potential contract award identified in this report including all optional years is \$811,640 net of all taxes, and \$917,155 including all applicable taxes and charges. **The total potential cost to the City, including all option years, is \$825,924 net of HST recoveries.**

The above cost calculations for the Option Years reflect an estimated 3% increase in the Consumer Price Index.

FINANCIAL IMPACT

The grand total potential contracts award identified in this report including all optional years is \$917,155 including all applicable taxes and charges. The total potential cost to the City is \$825,924 net of HST recoveries.

Sufficient funding has been included in the 2019 Recommended Operating Budget for Fleet Services Division.

Should the City choose to exercise its option to renew for an additional four (4) separate one (1) year periods, then appropriate additional funding, if needed, will be included in the 2020 – 2023 Annual Operating Budget Submissions for Fleet Services Division. Funding details are provided below:

Table 1: Financial Impact Summary of Recommended Contract (net of HST recoveries)

Fleet Services Division Cost Centre: FL400 Cost Element: 4510	Net of HST recoveries
From Date of award to October 7, 2019	\$155,567
Option Year One - From October 8, 2019 to October 7, 2020	\$160,233
Option Year Two - From October 8, 2020 to October 7, 2021	\$165,040
Option Year Three - From October 8, 2021 to October 7, 2022	\$169,992
Option Year Four - From October 8, 2022 to October 7, 2023	\$175,092
Total Award From Date of award to October 7, 2023	\$825,924

CALL SUMMARY

Call Issued: September 7, 2018 **Call Closed:** September 25, 2018
Number of Addenda Issued: One (1)
Number of Bids: Two (2)

Table 2: Summary of Bids Received for RFQ Number 6106-18-0097 including bid price

Price Schedule	Bidder Name	Bid Price (excluding H.S.T. and including Prompt payment discount where applicable) excluding the 25% miscellaneous cost
Table 1A-C - Pickup Truck, Cars, Minivans, and SUV's	Enterprise Rent A Car Company Canada	\$1,527,141*
	New Horizon Car and Truck Rentals Ltd., o/a Discount Car & Truck Rentals	\$1,721,496 (incl. 1% prompt payment)
Table 2A-C - Cube Vans & Cargo Vans	Enterprise Rent A Car Company Canada	\$122,301
	New Horizon Car and Truck Rentals Ltd., o/a Discount Car & Truck Rentals	\$112,977 (incl. 1% prompt payment)

*including Optional Pricing of \$8,635

DIVISION CONTACTS

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COMMENTS

Pursuant to Chapter 195, section 195-13.11 (B), Suspension of Suppliers from future solicitations, New Horizon Car and Truck Rentals Ltd. o/a Discount Car & Truck Rentals ("Discount Car and Truck Rentals") failed to provide the insurance documents required to issue a contract under Request for Quotation 6106-18-0097 and the Chief Purchasing Officer is recommending the Bid Award Panel rescind the associated award.

For the recommended contract award, the following requirements have been met:

a. The firm recommended for award is the lowest bidder meeting specifications or to the highest scoring proponent based on the evaluation criteria included in the call and meeting the requirements of the call;

b. the appropriate Division has reviewed submissions and found the price to be reasonable, within available budget and concurs with the recommendation;

c. the total contract value is less than \$20 million dollars (excluding applicable taxes) and the contract term is:

1. for a contract funded by the operating budget, 5 years or less including any option years; or

2. for a contract funded by the capital budget, within the projected term of the capital funding for the project as set out in the capital budget,

being within the authority of the Bid Award Panel;

d. there are no material written objections to the award;

e. the call document was advertised on the City's internet website and bids or proposals were opened publicly; and

f. the Fair Wage Office confirms the recommended firm understands the Fair Wage Policy and Labour Trades requirements and has agreed to comply fully.

Additional details and information for the above calls are on the file in the Purchasing and Materials Management Division.

SIGNATURE

Michael Pacholok, Chief Purchasing Officer