



REPORT

REPORT TO: Chair and Members of the Community and Corporate Affairs Committee

REPORT FROM: Susan Harries, Purchasing Analyst

DATE: January 27, 2020

REPORT NO.: CORPSERV-2020-0006

RE: Award of RFP HCPG-4-2019 Supply and Delivery of Aftermarket Automotive Parts and Related Supplies

RECOMMENDATION:

THAT Report No. CORPSERV-2020-0006, dated January 27, 2020, regarding Award of RFP HCPG-4-2019 Supply and Delivery of Aftermarket Automotive Parts and Related Supplies be received;

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a purchase order in the amount of \$115,000 (exclusive of HST) to NAPA Auto Parts - Wares Automotive & Industrial Supply, 47 Mountainview Road North, Georgetown, ON L7G 4J7 for a two (2) year term, with three (3), additional one (1) year options to renew, estimated at \$115,000 per year (exclusive of HST);

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue purchase orders to NAPA Auto Parts - Wares Automotive & Industrial Supply, 47 Mountainview Road North, Georgetown, ON L7G 4J7, for the term of the contract.

BACKGROUND:

The Town of Oakville, on behalf of the Halton Co-operative Purchasing Group (HCPG), issued a request for proposal for the supply and delivery of aftermarket automotive parts and related supplies. The HCPG is comprised of the four Halton municipalities (Burlington, Halton Hills, Milton and Oakville), Halton Region, Halton Regional Police, Conservation Halton, Burlington Hydro Inc., Oakville Hydro Inc., Halton Children's Aid Society, Sheridan College, the two School Boards and Burlington Public Library. A

committee consisting of purchasing and facility staff from various agencies evaluated the proposals.

COMMENTS:

A Request for Proposal was issued November 1, 2019 by the Town of Oakville. The bid was advertised on the Town of Oakville’s website, and on bidandtenders.ca. Seven (7) firms downloaded the bid document and three (3) proposals were received on November 26, 2019. Proposals were received from the following firms:

Company	Location
Canusa Automotive Warehousing	London, Ontario
Halton Automotive	Milton, Ontario
Napa Auto Parts	Montreal, Quebec

The following criteria were used to evaluate the information contained in each submission. The evaluation criteria and weighting was stated in the Request for Proposal.

- Company Profile, Qualifications and Experience (10%)
- Product Range/Availability (15%)
- Service Deliverables (25%)
- Documentation, Reporting, Invoicing and Payment (10%)
- Transition/Implementation (5%)
- Value Add (5%)
- Price (30%)

Napa Auto Parts received the highest score based on the above criteria and is therefore recommended as the successful proponent for the supply and delivery of aftermarket automotive parts and related supplies. The estimated annual value of the contract is \$115,000 per year (exclusive of HST). Pricing shall remain firm for the first two-year term of the contract (January 1, 2020 to December 31, 2021). There shall be renewal options for three (3), one (1) year terms based on satisfactory performance and price negotiations.

All requests for proposals are submitted in confidence and evaluated on several predetermined criteria. As price is only a portion of the bid, the prices of the unsuccessful proponents are not included in this report.

RELATIONSHIP TO STRATEGIC PLAN:

This report supports the strategic priority related to the effective, efficient and economical delivery of the Town’s existing services.

FINANCIAL IMPACT:

The initial term of this contract is for two (2) years with pricing held firm. There are three (3) additional one (1) year renewal options based upon satisfactory service and negotiated pricing. It is estimated that the annual value will be \$115,000, exclusive of HST. Monies would come from the operating budgets of individual departments. .

CONSULTATION:

Purchasing staff were part of the evaluation team and worked with members of the HCPG on this joint project. Purchasing is in agreement with the report.

PUBLIC ENGAGEMENT:

There is no public engagement.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life. The recommendation outlined in this report does not advance the Strategy's implementation.

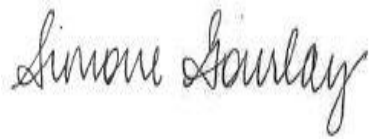
COMMUNICATIONS:

Purchasing staff will communicate this recommendation to all staff that require these services.

CONCLUSION:

Staff recommends the award of the Request for Proposal for aftermarket automotive parts and related supplies to Napa Auto Parts, and that the Senior Manager of Purchasing and Risk Management issue the appropriate purchase orders as required for the term of the contract.

Reviewed and Approved by,

A handwritten signature in black ink that reads "Simone Gourlay". The signature is written in a cursive, flowing style.

Simone Gourlay, Senior Manager of Purchasing and Risk Management

A handwritten signature in black ink that reads "Jane Diamanti". The signature is written in a cursive, flowing style.

Jane Diamanti, Commissioner of Corporate Services

A handwritten signature in black ink that reads "Brent Marshall". The signature is written in a cursive, flowing style.

Brent Marshall, Chief Administrative Officer