



County Council

Meeting Date: July 18, 2023

Submitted by: Kelly Dolbear, Commander of Logistics, Middlesex-London Paramedic Service
Josh White, Procurement Services Manager

Subject: Request for Proposal # MLPS-2023-001 – Auto Body Repairs for Ambulances and Paramedic Response Vehicles

BACKGROUND:

Middlesex-London Paramedic Service (MLPS) auto body and collision repair for all ambulances and support vehicles is currently being completed by Colorworks Autobody Westman Collision.

ANALYSIS:

A Request for Proposal (RFP) was prepared by MLPS and County Procurement and posted on the Bids and Tenders website on February 22, 2023 and closed on March 15, 2023 with only the current provider submitting a proposal.

The evaluation team for the RFP was comprised of Middlesex London Paramedics Service's Commander of Logistics, Commander of Operations, and Logistics Officer. As only the current provider submitted a proposal, the evaluation team reviewed the submission against the criteria listed in the RFP below:

Stage 1: Proposal Submission (Total 80%)

At this stage of the evaluation process the evaluation team reviewed and scored the submitted proposals on the on the criteria below:

- Company Overview (10%)

Includes a profile of the company including items such as years in business, understanding of the objectives of the RFP, and confirmation of the respondent's capacity and ability to deliver the services on time and on budget.

- Company Capability (40%)

Includes detailed experience and references for services provided on a similar scale, key personal and their applicable licensing and ability to work on MLPS fleet, and facility capability to service the needs of MLPS.

- Proposal Pricing (30%)

Procurement calculated price scoring utilizing the submitted pricing table totals based on annual estimates for preventative maintenance and inspections over the contract term.

Stage 2: Repair Facility Visit (20%)

Following the conclusion of Stage 1 of the evaluation process the top scoring respondents would be invited to take part in Stage 2 of the evaluation process, a site visit of the their respective facilities for the evaluation team to ensure that it could handle the needs of the MLPS fleet. As the only submission was from the current service provider, the evaluation team deemed this as unnecessary as they are all familiar with the facility.

Following the review of the submission evaluation committee reviewed the submission and was satisfied with Colorworks Autobody Westman Collision to continue to meet MLPS's needs in a cost effective manner.


The term of the contraction will run for approximately three (3) years, commencing upon execution with an end date of July 01, 2026.

FINANCIAL IMPLICATIONS:

There is no labor rate increase from current hourly rates for the term of the contract. The total estimated hours are one thousand four hundred (1400) hours for a total of \$100,800.00 plus HST. The estimated parts cost for the contract term is \$93,750 plus HST.

ALIGNMENT WITH STRATEGIC FOCUS:

This report aligns with the following Strategic Focus, Goals, or Objectives:

Strategic Focus	Goals	Objectives
Promoting Service Excellence 	Innovate and transform municipal service delivery	<ul style="list-style-type: none">• Anticipate and align municipal service delivery to emerging needs and expectations• Engage, educate and inform residents, businesses, and visitors of county services and community activities• Strengthen our advocacy and lobbying efforts with other government bodies• Collaborate with strategic partners to leverage available resources and opportunities• Build organizational capacity and capabilities

RECOMMENDATION:

THAT the Middlesex-London Paramedic Service Chief be authorized and directed to award the Request for Proposal # MLPS-2023-001 for Auto Body Repairs for Ambulances and Paramedic Response Vehicles to Colorworks Autobody Westman Collision in the estimated amount of \$194,550.00 before taxes;

AND THAT the Chief be authorized to execute, on behalf of the County of Middlesex, all agreements and other documents necessary to implement this award on confirmation that such agreements and other documents be in a form satisfactory to the County Solicitor.