



## County Council

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**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-2023-002 – Land Ambulance Fleet Maintenance, Repairs, and Inspections

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### BACKGROUND:

Middlesex-London Paramedic Service (MLPS) currently has all fleet preventative maintenance and repairs completed at Thames OK Tire located at 563 Clarke Rd in London. The current contract expires on December 31st, 2023.

### 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 which Proposals from the following Bidders were received:

- Kal Tire
- Thames OK Tire (Incumbent)
- OK Tire London North-West
- Quarrie's Tire and Auto

The evaluation team consisted MLPS's Commander or Logistics, Commander of Operations, and Logistics Officer. The evaluation process consisted of the following stages:

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 personnel 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 two (2) scoring Bidders, Thames OK Tire and Quarrie's Tire and Auto, were invited to take part in Stage 2 of the evaluation process, a site visit of their respective facilities. The visits took place on April 12, 2023 and gave both Bidders the opportunity to demonstrate how their business set-up, procedures, and protocols at the facility satisfied the requirements of the RFP as well as give the evaluation team the ability to ask questions.

At the completion of the evaluation process, the evaluation team felt confident that both Bidders could satisfy the requirements set out in the RFP. As a result, excluding price, both Bidders were scored within a few percentage points from each other. Regarding Proposal Pricing Quarries' Tire and Auto came in approximately thirty-six (36) percent less than Thames OK Tire amounting to a difference of \$78,198.10 per year before tax and therefore Quarries Tire and Auto was selected as the preferred proposal with a score of 81% out of a hundred in comparison to Thames OK Tire at a score of 75%.


If awarded the term of the contract is for three (3) years and runs from January 1st, 2024 to December 31st, 2026.

#### **FINANCIAL IMPLICATIONS:**

Based on the current fleet size, the total estimate cost for a three (3) year term for all preventative maintenance, including pick up and drop of all vehicles, is \$416,663.25 plus HST. The hourly labor repair rate represents an approximate savings of 30% over current rates and non-OEM parts will be discounted by 10%.

## ALIGNMENT WITH STRATEGIC FOCUS:

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

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

## RECOMMENDATION:

THAT the Middlesex-London Paramedic Service Chief be authorized and directed to award the Request for Proposal # MLPS-2023-002 for Land Ambulance Fleet Maintenance, Repairs, and Inspections to Quarrie's Tire and Auto in the estimated amount of \$416,663.25 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.