

Section I – Items for Board of Directors Action

TO: Chair and Members of the Board of Directors
Meeting #3/20, Friday, April 24, 2020

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **SUPPLY OF SHORT-TERM RENTAL VEHICLES**
Award of Contract 10022750

KEY ISSUE

Award of contract for the supply of short-term rental vehicles.

RECOMMENDATION

WHEREAS Toronto and Region Conservation Authority (TRCA) currently owns and operates a fleet of 105 motor vehicles and periodically requires Short-Term Rental (STR) Vehicles to facilitate program operations and the implementation of deliverables during peak operating season;

AND WHEREAS TRCA staff has identified a need for STR Vehicles during peak operating season to assist in the implementation of projects and programs having a demand for fleet resources;

AND WHEREAS TRCA solicited proposals for STR Vehicles through a publicly advertised process and evaluated the proposals based on pre-established criteria;

THEREFORE, LET IT BE RESOLVED THAT TRCA award contract 10022750 to Thomas Solutions for the supply of STR Vehicles for a period of three (3) years effective the date of agreement execution being the highest ranked proponent, having a total cost of \$765,000 plus applicable taxes, to be expended as authorized by TRCA staff;

THAT TRCA staff be authorized to approve additional expenditures to a maximum of 10% of the contract value, plus applicable taxes, in excess of the contract cost as a contingency allowance if deemed necessary;

THAT should TRCA staff be unable to negotiate a contract with the above-mentioned proponent, staff be authorized to enter into and conclude contract negotiations with other Proponents that submitted proposals, beginning with the next highest ranked Proponent meeting TRCA specifications;

AND FURTHER THAT authorized TRCA officials be directed to take necessary action to implement the contract, including obtaining any required approvals and the signing and execution of any documents and any extension periods as approved.

BACKGROUND

TRCA's Vehicles and Equipment (Fleet) unit provides a range of services to various TRCA programs which rely on fleet assets to facilitate program operations and complete identified deliverables.

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Peak operating season ranges from March/April through November for most TRCA projects and programs, however, periodically this extends beyond the typical peak season in some instances. Demand on TRCA owned fleet increases during this time, however, workload and scheduling is such that STR Vehicle demand similarly increases for projects and programs. Analysis of past vehicle rentals has shown approximately 40 STR Vehicles have been required on an annual basis to support programs. These vehicles range in classification and configuration pending program requirements.

The duration a STR Vehicle remains in service during the operating season varies pending project and program requirements, however, this timing typically ranges from two – ten months. In past operating seasons, STR Vehicles were acquired on an as-needed basis by various TRCA programs. To streamline STR Vehicle demand and improve efficiencies in the management and oversight of STR Vehicles the administration and management was brought under the purview of the Vehicles and Equipment (Fleet) unit in 2019. It was at this time TRCA staff acknowledged the need for a long-term vendor and began planning for implementation in 2020 to improve operational efficiencies.

RATIONALE

Contract 10022750 was posted on the procurement portal www.biddingo.com on January 6th 2020 with a closing date of February 6th, 2020. Questions and or comments related to the contract were received until January 24th, 2020. Questions received were related to clarifications from the scope of work, subsequently an addendum was posted to www.biddingo.com on January 27th, 2020 for all proponents. A total of ten (10) proponents downloaded the documents and four (4) proposals were received from the following proponents:

- Discount Car and Truck Rentals
- Enterprise Rent-a-Car
- The Driving Force
- Thomas Solutions

An evaluation committee comprised of staff from TRCA's Corporate Services and Restoration and Infrastructure Division reviewed the proposals. The criteria used to evaluate and select the recommended Proponent included the following.

Criteria	Weight (%)	Minimum Score (%)
Proponents Information and Profile	20	-
Key Personnel	10	-
Experience and Methodology	20	-
Scope of Work Capabilities	10	-
Sub-Total Proposal	60	30
Pricing	40	-
Sub-Total Pricing	40	-
Total Points	100	-

Thomas Solutions achieved the highest overall score based on the evaluation criteria. Therefore, it is recommended that RFP 10022750 be awarded to Thomas Solutions at a total annual cost of not to exceed \$255,000 plus 10% contingency, plus applicable taxes, it being the highest ranked proponent meeting TRCA specifications. Proponents scores and staff analysis of the evaluation results can be provided in an in-camera presentation, upon request.

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Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan

This report supports the following strategy set forth in the TRCA 2013-2022 Strategic Plan:

Strategy 7 – Build partnerships and new business models

FINANCIAL DETAILS

Funds are available in TRCA Vehicle and Equipment Acquisition fund (701-11) throughout the duration of the contract.

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Date: February 27, 2020