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Halifax Regional Council
June 24, 2003

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:


George McLellan, Chief Administrative Officer


Dan English, Deputy Chief Administrative Officer

DATE: June 10, 2003

SUBJECT: Tender 2003M644 - Lease of Twelve (12) Station Wagons

ORIGIN

The Halifax Regional Municipality prepared tenders for the lease of Twelve (12) Compact Station Wagons.

RECOMMENDATION

It is recommended that :

1. Regional Council authorize the award of Tender 2003M644 to MacPhee Leasing for a three (3) year lease of Twelve (12) Station Wagons at a cost of \$152,496.00 plus Net H.S.T for a total cost of \$162,299.97 with funding provided as outlined in the Budget Implications section of this report.

BACKGROUND

Tenders were issued for the lease of Twelve (12) Four Door Station Wagons for a three year term to replace existing vehicles for which the leases are expiring. Copies of the documents were sent to local car dealerships.

These vehicles are part of the existing fleet for the field staff (Building Officials and Engineering Technicians) in Planning and Development Services. As part of the Business Planning and Budget process commencing in 1999, it was determined to be more cost effective to provide municipal vehicles than to continue to pay staff mileage. It also provides the added benefit of increased visibility within the community.

DISCUSSION

The recommended vehicles are Ford Focus Station Wagons. These compact station wagons are replacing Pontiac Sunfires to provide more space for gear and equipment when required. The balance of the Planning and Development fleet consists of Four Door Ford Focus Station Wagons and we have had good experience with them.

Staff received the following bids:

<u>Bidder</u>	<u>Total Price (excl. tax)</u>	<u>Total Price (incl. Net H.S.T)</u>
MacPhee Leasing	\$152,496.00	\$162,299.97*
Chebucto Ford Sales	\$154,478.88	\$164,410.33
Taylor Ford Lincoln	\$154,725.12	\$164,672.40
Ford Chev Olds	\$155,710.08	\$165,720.68
Wood Motors Limited	\$157,425.12	\$167,545.98

* Recommended bidder.

The bids were reviewed, evaluated and recommended by Real Property and Asset Management (Fleet Services). MacPhee Leasing is the lowest bidder meeting specifications.

It is anticipated that this lease will be effective July 15, 2003.

BUDGET IMPLICATIONS

Funds in the amount of \$162,299.97 inclusive of Net H.S.T will be made available in the 2003/2004 Operating Budget and future operating budgets from account numbers C430-6807(\$148,774.97) and C450-6807 (\$13,525.00).The current funding level of the Capital budget would not allow for the purchase of these 12 vehicles.

This leasing arrangement will require written approval from the Minister of Service Nova Scotia & Municipal Relations as required under Section 88(4) of the Municipal Government Act.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

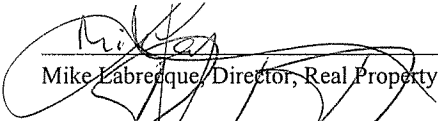
No recommended alternatives.

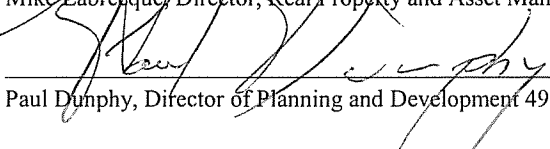
Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

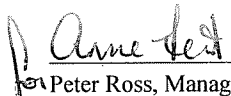
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