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CONTRACT AWARD FOR REPAIR AND MAINTENANCE OF EMERGENCY MEDICAL SERVICES VEHICLES

The Health and Emergency Medical Services Committee recommends the adoption of the recommendations contained in the following report, October 27, 2008, from the Commissioner of Community and Health Services

1. RECOMMENDATIONS

It is recommended that:

1. Contracts be awarded under the Request for Proposal P-08-47 for the repair and maintenance of Emergency Medical Services vehicles at a total annual cost of approximately \$705,445 to the six vendors identified in this report for a one-year term with the option to extend the contracts for two additional 12-month periods at the discretion of the Commissioner of Community and Health Services, subject to satisfactory performance.
2. The Commissioner of Community and Health Services be authorized to execute any necessary contracts, subject to review by Legal Services.

2. PURPOSE

This report seeks Council authorization to award contracts to six vendors under the Request for Proposal (RFP) P-08-47 for the repair and maintenance of Emergency Medical Services (EMS) vehicles.

3. BACKGROUND

York Region owns 44 ambulances and 24 paramedic response units that require timely repair and maintenance

The Region owns and operates a fleet of 44 ambulances, and 24 paramedic response units and emergency support vehicles. Vehicles are stationed at 19 EMS facilities across the Region. Repair and maintenance of EMS vehicles is required to ensure the safe transport of patients and staff. The fleet is composed of medium duty and light duty gas and diesel vehicles. Each vehicle type has a specific maintenance schedule. In 2007, the EMS fleet travelled 2.8 million kilometres.

An RFP was issued for EMS vehicle repair and maintenance services

Vehicle maintenance is coordinated by the EMS Fleet Technician and is currently performed by four contracted vendors. Vendors are assigned work based on their capacity at the time the work is needed and the geographic area they service. In accordance with the Region's purchasing by-law, RFP No. P-08-47 was prepared and released by EMS and Supplies and Services for the supply of labour, material and equipment necessary to carry out work associated with the maintenance of the EMS vehicles.

Six vendors have been selected based on an established scoring criteria

The proposal divided the Region into six sectors balancing geography, number of vehicles, and number of sites in order to attract multiple bidders. Most automotive repair shops are small, two to four service bay shops, and do not have the capacity to efficiently service the entire EMS fleet. Vehicle maintenance time (cycle time) must be kept to a minimum or the fleet size will need to be increased to ensure there are always vehicles available for duty. Vendors are required to pick-up and drop-off vehicles at the EMS stations within the sectors they service. Vendors must be capable of performing maintenance on medium-duty Ambulance type vehicles. Nine external proponents submitted bids in response to the RFP. Six vendors are being recommended based on the scoring criteria established by EMS and Supplies and Services Branch. Four of the proponents are existing vendors; two additional vendors have been included to help manage the work associated with the growth of the fleet.

4. ANALYSIS AND OPTIONS

Table 1 outlines the results of the RFP

All documents were prepared and released by Supplies and Services. The RFP was in accordance with Regional practice. The RFP closed on July 9, 2008 at 1:00 p.m. (local time) and was opened by the proposal opening committee comprised of representatives from Supplies and Services Branch, Business Operations & Quality Assurance Branch, and EMS.

Vendors were evaluated on technical score and standardized pricing. Technical evaluation included qualifications and experience, submission, project deliverables (timeliness and quality) and value added. A minimum technical score of 60 was required for the proponent to be further evaluated. Standardized pricing was evaluated using a pricing schedule which evaluated costs at a standardized 96,000 kilometres, a complete preventative maintenance cycle.

The following proponents submitted proposals:

Table 1
Proposals Submitted

Name of Company	Shop Location	Technical Score	Standardized Pricing	Overall Score
Chrislynn Automotive Group Incorporated (Midas)	Woodbridge	70.0	\$6,171.61	82.1
Matmic Investments (Midas)	Rexdale	67.5	\$6,171.51	79.6
Ray & Sons Automotive	Newmarket	61.5	\$5,320.40	75.6
Joe Rose Services	Etobicoke	53.5	\$3,738.80	73.5
Rick's Towing Service Incorporated	Georgina	58.0	\$6,544.47	69.4
Stellar Fleet Service	North York	54.0	\$5,725.00	67.1
Richmond Hill Pontiac Buick GMC	Richmond Hill	60.0	\$10,633.05	67.0
Right Way Automotive & Truck Services Ltd.	Woodbridge	40.0	(min. Tech score not met)	
Proper Ford Lincoln	Alliston	32.0	(min. Tech score not met)	

* *Richmond Hill Pontiac GMC was not considered for award as a result of their costing for scheduled items.*

Supplies and Services examined the proposals received for accuracy and compliance to standard procedures. All proposals were found to be in order.

5. FINANCIAL IMPLICATIONS

The annual cost of vehicle repair and maintenance is estimated at \$705,442 and is included in the EMS operating budget. No additional funds are required. The total cost for three years is estimated at \$ 2,116,327.

It is recommended that contracts be awarded to the vendors as outlined in Table 2. Estimated costs are based on the number and type of vehicles the vendors are expected to service under their RFP submission.

Table 2
Proponent Bid Costs

Successful Proponent	Estimated 1-year Cost	Estimated 3-year Cost
Chrislynn Automotive Group Incorporated (Midas)	\$137,463.00	\$412,389.00
Matmic Investments (Midas)	91,642.00	274,926.00
Ray & Sons Automotive	206,921.00	620,763.00
Rick's Towing Service Incorporated	85,987.04	257,961.12
Stellar Fleet Service	114,697.83	344,093.49
Joe Rose Services	68,731.50	206,194.50
Total	\$705,442.37	\$2,116,327.11

6. LOCAL MUNICIPAL IMPACT

Repair and ongoing maintenance of EMS vehicles ensures that ambulances and paramedic response units are in good and safe working order to respond to the needs of the local municipalities.

7. CONCLUSION

It is anticipated that the vendors identified in Table 2 will address York Region's EMS vehicle repair and maintenance requirements. The number of proponents as well as their geographic locations will assist in ensuring the rapid repair, maintenance, and timely return of vehicles to their deployment areas.

It is recommended that contracts under the RFP P-08-47 be awarded to the six vendors identified in this report.

For more information on this report, please contact Norm Barrette, General Manager, Emergency Medical Services at Ext. 4044.

The Senior Management Group has reviewed this report.