

Memo

To: Town of Pelham Council

From: Teresa Quinlin-Murphy, Director Corporate Services & Treasurer

Date: March 22, 2023

RE: Single Source Purchase for Electric Vehicle

Recommendation: BE IT RESOLVED THAT Council receive memo – Single Source Purchase for Electric Vehicle, for information.

In 2022, VEH-01-22 (electric vehicle) was tendered and there were no bids received. Council approved to obtain 3 quotes for the vehicle. Performance Hyundai provided the lowest quote, and a purchase order was issued.

This vehicle has been delivered to Performance Hyundai and will be released to the Town once it passes dealer inspection.

In 2023, VEH-01-23 (electric vehicle) a second electric vehicle (EV) identical to the 2022 purchase has been identified for purchase. Performance Hyundai has a second identical uncommitted EV on route that does not yet have a buyer and they will honour the 2022 quote if the Town of Pelham wishes to purchase it.

The tender for the 2nd EV has been prepared and is waiting for posting. It needs to be posted for 2 weeks. By going to tender, there is a risk that the uncommitted EV will be sold, and the Town won't receive a vehicle until 2024. The tender value would then be significantly higher as it will be for a 2024 model. It is also an advantage for fleet standardization that the vehicles are the same.

The Town's Procurement Policy- Purchasing Goods and Services Policy No: S402-00 under Schedule H: Non-Competitive Procurement section a (i) Single Source: a procurement method in which a Purchase is directed to one source of supply, supported by a sound business case, notwithstanding that other competitive sources may be available and capable of providing Goods and Services within the necessary timeframe. The above purchase of the EV does meet the definition of Single Source. It is important for the Town to obtain this vehicle in a timely manner (for the 2023 year) and at a reasonable price.

The Treasurer and Town Solicitor have authorized this Single Source Purchase of the second electric vehicle from Performance Hyundai.