



## MEMORANDUM

To: Kingston Police Services Board (through Chief of Police)  
From: John Howes  
Date: 2019-02-07  
Re: Report on Purchases of Vehicles During Fiscal Year 2018

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In accordance with section 3.4.7(e) of the Board's Policy Manual, vehicle purchases will always be through a tender, expression of interest, or request for proposal process, or through the Ontario Ministry of Government Services, the Police Cooperative Purchasing Group, or the Ontario Education Collaborative Marketplace, since prices on goods available through these agencies have already been obtained through a tendering process. Vehicle purchases may be approved by the Chief or the Deputy Chief, with such approvals reported to the Board.

I am pleased to report that these purchasing groups have been able to satisfy our new vehicle requirements in a cost-effective manner. As required by the Board's policy, I wish to report that, as forecast in our capital budget, 16 new vehicles and 1 motorcycle were purchased through a purchasing cooperative during fiscal year 2018 for a total expenditure of \$554,680.

These purchases were in accordance with the regular cycle of vehicle replacement as identified in the capital budget and were well within the budget envelope.

John Howes, CPA, CMA  
Director of Finance