

## MEMORANDUM



To: Chair and Members, Kingston Police Services Board  
From: Christopher Scott, Deputy Chief  
Date: 2019-08-02  
Re: RFP 19-01, Towing Services for the Kingston Police

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The subject RFP was recently processed as detailed below with respect to acquiring towing services for the Kingston Police for the period July 1, 2019, to June 30, 2021 (with the option of a one-year extension, pending the approval of both parties). The purpose of this RFP was to obtain proposals from qualified companies as to their costs, ability, and qualifications to supply towing services to assist in the delivery of police services to the local community.

Pursuant to section 3.4.7(d) of the Kingston Police Services Board Policy Manual, all offers to procure of a value of over \$50,000 for articles that were included and approved in budget estimates shall be by way of tenders, expressions of interest, or requests for proposals, and the Chief of Police may approve submissions that achieved the highest scoring based on evaluation criteria, with such approvals reported to the Board. Although historically annual expenditures for towing services do not reach this level, an RFP process is undertaken because of detailed requirements related to these services.

In the subject RFP process, the selected proponent achieved the highest scoring for the set evaluation criteria. This report is therefore being submitted for your information.

The RFP submissions were scored based on the following scale as set out in the RFP: Staffing and Equipment (20%); Compound and Storage Facility (15%); Company Experience and Financial Stability (15%); Administrative Capability (15%); Financial Proposal and Prices (30%); and *Accessibility for Ontarians with Disabilities Act* (5%).

In terms of projected costs, vendors were required to supply a pricing schedule. Three submissions were received and graded as follows with respect to the RFP requirements.

Company	Grading
Jack's Towing Service Ltd.	78
Pat Rogers Towing	62.9
Ward's Towing Service Ltd.	89.5

The bid from Ward's Towing Service Ltd. met the required specifications and had the highest scoring and the lowest cost as compared to the other proposal. Ward's Towing was therefore chosen as the successful proponent.

Christopher Scott  
Deputy Chief