



City of
Peterborough

To: **Members of the General Committee**

From: **Richard Freymond,
Commissioner of Corporate and Legislative Services**

Meeting Date: **October 13, 2020**

Subject: **Report CLSFM20-020
Extension of Contract and Appointment of Hartrans Cartage
Services for Courier Services for Internal Delivery of Mail and
Supplies for the City of Peterborough and Related Agencies**

Purpose

A report to recommend the extension of contract and appointment of Hartrans Cartage Services for Courier Services for Internal Delivery of Mail and Supplies for the City of Peterborough and Related Agencies.

Recommendations

That Council approve the recommendations outlined in Report CLSFM20-020, dated October 13, 2020, of the Commissioner of Corporate and Legislative Services, as follows:

- a) That the contract for P-01-15 for Courier Services for Internal Delivery of Mail and Supplies for the City of Peterborough and Related Agencies with Hartnett Transport Ltd., 1378 Moore Drive, Cavan, Ontario, L0A 1C0 be extended for the period May 1, 2020 to September 30, 2020 at a total cost of \$27,818 plus HST of \$3,617 for a total cost of \$31,435.
- b) That Council approve the assignment of the said contract to Hartrans Cartage Services Limited, 665 Neal Drive, Peterborough, Ontario, K9J 6X7, effective October 1, 2020 for Courier Services for Internal Delivery of Mail and Supplies for the City of Peterborough and Related Agencies for the 4 year 7 month term, at a cost of \$312,737 plus HST of \$40,656 for a total of \$353,393.

Budget and Financial Implications

Funds have been included in the 2020 Operating Budget for the various City facilities that use the service.

Funds for the service for the additional 4-year 7 month term at a total cost of \$318,242 (net of the HST rebate), will be included in future Operating Budgets.

Background

Through Report CPPS15-017 dated April 20, 2015, Council awarded Request for Proposals P-01-15 for Courier Services for Internal Delivery of Mail and Supplies for the City of Peterborough and Related Agencies, Hartnett Transport Ltd., 1378 Moore Drive, Cavan, Ontario, L0A 1C0 for a five-year term May 1, 2015 to April 30, 2020, with the option of one five year extension subject to satisfactory performance and price. Pricing for the second, optional, five-year term was included with the original proposal.

In early March 2020 Hartnett Transport Ltd. Informed City staff that they were considering ceasing operations by the end of 2020. On August 21, 2020, Hartnett Transport Ltd. Informed City staff that would cease operations after September 30, 2020. During the period May 1 and September 30, 2020, Hartnett was paid a monthly fee as per their original tender bid amount for year six of the contract.

Hartrans Cartage Services agreed to take over and assume all current contracts from Hartnett as of October 1, 2020. As part of the assuming of contracts, all vehicles and staff were taken on by Hartrans Cartage Services. All services during the initial five-year term of the contract by Hartnett Transport Ltd. were performed without any issues and City staff received many positive comments about their service. With the continuation of services now by Hartrans the expectation is that all services will be performed as in the past without issue or concerns.

Recommended Supplier

It is recommended that Courier Services for Internal Delivery of Mail and Supplies for the City of Peterborough and Related Agencies be appointed to Hartrans Cartage Services, 665 Neal Drive, Peterborough, Ontario, K9J 6X7 for the 4 year 7 month term October 1, 2020 to April 30, 2025 based on the previous staff performance when employed by Hartnett Cartage Ltd. As per Part 11.2 of Procurement By-law 18-084, the Commissioner of Corporate and Legislative Services agrees that a non-competitive procurement process is warranted.

Procurement By-law 18-084 Requires Council Approval

Approval Authority in Appendix A, Chart 2 of Procurement By-law 18-084, indicates Council as the Approval Authority where the value of the Non-Standard Procurement exceeds \$100,000.

Summary

The Courier Services for Internal Delivery of Mail and Supplies for the City of Peterborough and Related Agencies will be undertaken by Hartrans Cartage Ltd. in accordance with the City's Procurement By-law 18-084 and within approved budgets as recommended in this report.

Submitted by

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Commissioner of Corporate and Legislative Services

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