

# DECISION/DIRECTION NOTE

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**Title:** Delegation of Authority – Light Duty Vehicles

**Date Prepared:** July 14, 2020

**Report To:** Regular Meeting of Council

**Councillor and Role:** Councillor Ian Froude, Public Works & Sustainability

**Ward:** N/A

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**Decision/Direction Required:** Approval for the City of St. John’s to delegate its purchasing authority for the purchase of light duty vehicles to another public body, the Province of NL, for the purpose of group purchasing.

**Discussion – Background and Current Status:** Currently the City of St. John’s purchases light duty vehicles through a normal tendering process, resulting in numerous tenders several times a year with multiple contracts. This initiative will see the City partnering with the province and other public entities to award a standing offer agreement for the purchase of light duty vehicles on an as and when required basis.

This type of purchasing is the combining of requirements of two or more public bodies to leverage the benefits of volume purchases, delivery and supply chain advantages, and the reduction of administrative time and expenses. Public bodies are bound to the procurement process and framework if the delegation is approved. The City’s Supply Chain and Fleet Divisions have been working with the provincial government to provide input into the final bid document. Any vehicles acquired through this process would still have to meet the City’s specifications.

**Key Considerations/Implications:**

1. Budget/Financial Implications: The expectation is to achieve better value by purchasing as a larger group.
2. Partners or Other Stakeholders: Province of NL, other public entities which decide to participate.
3. Alignment with Strategic Directions/Adopted Plans: A Sustainable City – being financially responsible and accountable.
4. Legal or Policy Implications: Same as other procurements
5. Privacy Implications: N/A



6. Engagement and Communications Considerations: N/A
7. Human Resource Implications: N/A
8. Procurement Implications: Same as other procurments
9. Information Technology Implications: N/A
10. Other Implications: N/A

**Recommendation:**

That Council **delegate the City's purchasing authority to the Public Procurement Agency for the purchase of light duty vehicles on an as and when required basis. This contract will be for a four (4) year period with an option to renew for an additional two (2) one (1) year periods.**

**Prepared by: Rick Squires, Manager, Supply Chain**

**Report Approval Details**

Document Title:	Delegation of Authority - Light Duty Vehicles.docx
Attachments:	
Final Approval Date:	Jul 14, 2020

This report and all of its attachments were approved and signed as outlined below:

**Derek Coffey - Jul 14, 2020 - 3:24 PM**