

COUNCIL REPORT

M&C No.	2021-176
Report Date	June 07, 2021
Meeting Date	June 14, 2021
Service Area	Public Works and Transportation Services

Her Worship Mayor Donna Noade Reardon and Members of Common Council

SUBJECT: Fleet Replacement Procurement – June 2021

OPEN OR CLOSED SESSION

This matter is to be discussed in open session of Common Council.

AUTHORIZATION

Primary Author(s)	Commissioner/Dept. Head	City Manager
<i>Kevin Loughery / Chris Roberts</i>	<i>Michael Hugenholtz / Jeff Hussey</i>	<i>John Collin</i>

RECOMMENDATION

It is recommended that Common Council award the purchase of three (3) half ton, four-wheel drive extended cab pick-up trucks and two (2) three-quarter ton, four-wheel drive extended cab pick-up trucks at a total cost of \$290,564.00 plus HST to Downey Ford Sales Ltd.

EXECUTIVE SUMMARY

The City of Saint John manages a fleet rolling stock of approximately 290 units. Each year, the City's Fleet Management Division works with various City departments to identify and replace units which have reached the end of their useful service lives. The purpose of this report is to make recommendations to award the latest proposed units which require Common Council approval.

The City currently has over 75 units past their optimal replacement point (ORP, a calculation based on the age of a unit, the odometer reading, overall condition and maintenance cost) and this year, 36 units (some of which are the least reliable and most expensive to maintain) will be replaced through the City's procurement processes.

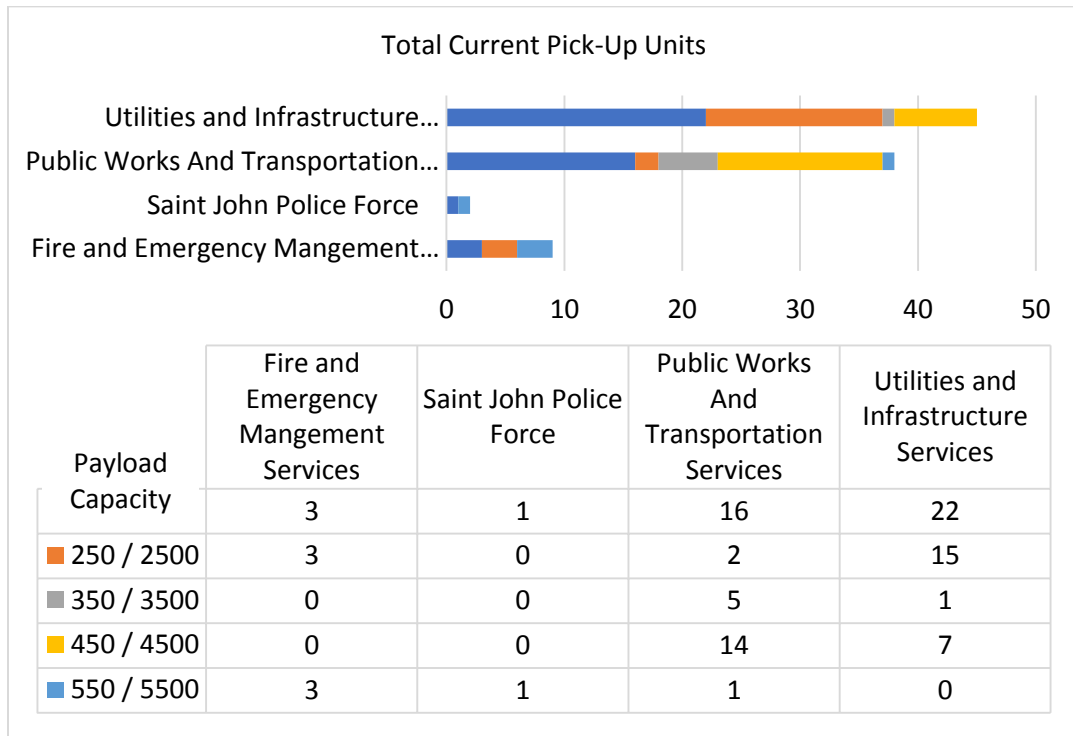
PREVIOUS RESOLUTION

Not applicable.

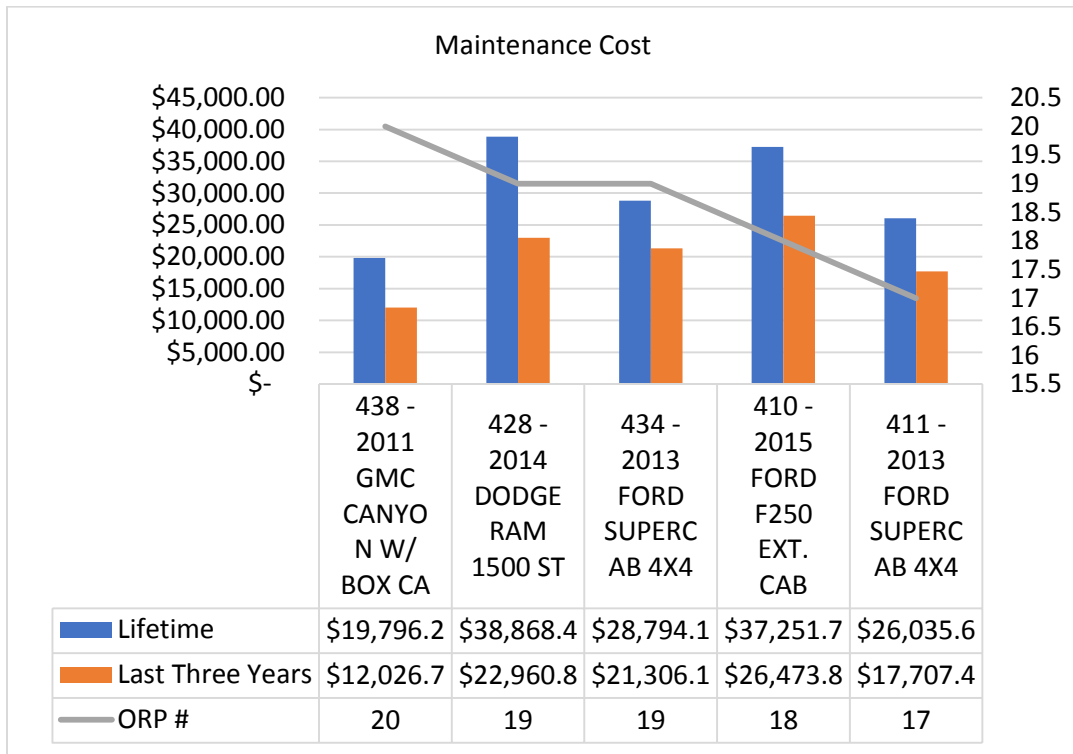
REPORT

Of the 290 rolling stock units, Fleet Management manages approximately 94 pickup trucks utilized by various City of Saint John departments and commissions. These people units, equipment units and toolbox units perform a wide variety of tasks; crew movers, supervisors, mini-packers, mini-dump, rescue, line painting, sign installation, crane, boom and bucket, locates, fleet pool, etc.

Below is a breakdown of Service Area allocations, as well as the payload capacity of the units.



The five (5) pick-up trucks in this recommendation are to replace five (5), like for like, units; 411,434, 438, 410, and 428.



Of the five (5) units being replaced, three (3) units will be sent to directly to auction and two (2) units will be cycled / removed from active use and held to offset 2022 summer rental period. Once the 2022 summer rental period is over, the two (2) remaining units will be sent to auction.

The unit specifications used in this RFP process have been previously utilized for past recent purchases and should allow for a closer standardization of the fleet, should reallocation be required. The tentative delivery date on the new five (5) pick-up trucks is 52 weeks.

PREVIOUS RESOLUTION

Not applicable.

STRATEGIC ALIGNMENT

This report aligns with Council’s Priority for Valued Service Delivery, specifically as it relates to investing in sustainable City services and municipal infrastructure.

SERVICE AND FINANCIAL OUTCOMES

This purchase is a planned replacement of existing fleet units, approved in the 2021 capital budget. The funds specifically are provided for in the Water Fleet Reserve, funded from the respected operating budgets.

The specifications allow for vendors to submit proposals of new and/or used equipment to be evaluated using common criteria.

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS – SUPPLY CHAIN MANAGEMENT

Supply Chain Management facilitated two (2) Request for Proposal (RFP) processes to solicit proposals for:

1. Pick-Up Truck: Half Ton Four Wheel Drive Extended Cabs
2. Pick-Up Truck: Three-Quarter Ton Four Wheel Drive Extended Cabs

As such the two (2) RFP processes closed on May 27, 2021 with the following proponents responding by submitting proposals:

The first RFP for Pick-Up Truck: Half Ton Four Wheel Drive Extended Cabs:

COMPANY NAME	RFP PRICE*
Downey Ford Sales Ltd.	\$54,950.00

*Exclusive of HST

The second RFP for Pick-Up Truck: Three-Quarter Ton Four Wheel Drive Extended Cabs:

COMPANY NAME	RFP PRICE*
Downey Ford Sales Ltd.	\$62,857.00

*Exclusive of HST

A review committee, consisting of staff from Supply Chain Management, Utilities and Infrastructure Services and Fleet Services reviewed the submissions for completeness and compliance with the RFP requirements and selection criteria consisting of the following:

1. Presentation and Quality of Proposal
2. Compliance with Specifications
3. Delivery Timeframe
4. Service Response Time
5. Value Added
6. Cost

Also, in accordance with the City’s standard procedures, the committee members evaluated and ranked each proposal based on the proposals’ technical merits. Following this, the financial bids were opened and evaluated, and corresponding scores were added to the technical scores.

Downey Ford Sales Ltd.’s proposals were selected in each case based on an overall rating of the evaluation criteria offering strong overall solutions for the City at the lowest cost.

The above processes are in accordance with the City's Procurement Policy and Supply Chain Management support the recommendations being put forth.

ATTACHMENTS

None