

**STAFF REPORT: Environment Services**



<b>REPORT TO:</b>	<b>Council</b>
<b>MEETING DATE:</b>	<b>June 18, 2007</b>
<b>REPORT NO.:</b>	<b>FS.07.20</b>
<b>SUBJECT:</b>	<b>Water Department Vehicles Acquisition RFQ TBM-2007-18</b>
<b>PREPARED BY:</b>	<b>Sherri Adams, Manager of Purchasing and John Caswell, Manager of Environment Services</b>

**A. Recommendations**

THAT Council receive Staff Report FS.07.20, Water Department Vehicles Acquisition, and authorize the purchase of a 2007 Ford F-150 4 X 2 Extended Cab Truck from Peninsula Ford Lincoln at a cost of \$25,657.56 PST included, it being noted the recommended purchase is the lowest of three quotations received in response to a request for quotation and the capital expenditure is included in the approved 2007 budget.

**B. Background**

Request for Quotation TBM-2007-18 was issued on May 22nd for the supply of One 4 X 2 Extended Cab Truck and One Mini-Van for the Water Department. The quotation document was posted on the Town's website and on the Bid Navigator website. The quotation closed on June 1st, with three bid submissions received for the truck and only one for the mini-van. The Bid Results (less GST) received are as follows:

Peninsula Ford Lincoln	Truck	\$25,657.56
	Van	\$26,374.68
Hanna Motor Sales Co. Ltd.	Truck	\$27,153.36
	Van	no bid
Toyota	Truck	\$33,793.20
	Van	no bid

Peninsula Ford was the lowest bidder who met all the specifications for the Extended Cab Truck.

Staff at the Water Division requested the consideration of an extended cab vehicle to replace the 1995 ½ ton truck. The budget approved for replacement of the vehicle was \$30,000 and the tendered vehicle price for the vehicle came in under \$30,000. The extended cab vehicle includes a V8 engine as the V6 engine was not available as an option on the extended cab. The extended cab is required to transport staff to the far end of the municipality for water operations without utilizing two separate vehicles.

The bid submission for the Mini-Van did not meet the specifications because the quotation was for a full size cargo van. The cargo van exceeds the budget of \$20,000, and did not meet the needs of the Water Meter Department.

The formal process outlined in the Purchasing By-law was followed for the purchase of both of these vehicles with no compliant bids received for the Mini-Van. The Manager of Purchasing was contacted by some of the Ford Dealers to advise that Ford no longer produces Mini-Vans. Staff will obtain a minimum of three quotations from local dealerships that still produce Mini-Vans to satisfy the needs of the department and fulfil the requirements of the Purchasing By-law.

### **C. The Blue Mountains' Strategic Plan**

The addition of the vehicles to the Water Department Fleet provides a strong, well managed municipal government by providing the resources to staff to effectively carry out the water operations for the municipality.

### **D. Budget Impact**

Water Capital Budget (Additional Vehicles)	\$20,000.00
Total Van Expenditure Undetermined at this time	
Water Capital Budget (Replacement Vehicles)	\$30,000.00
Total Truck Expenditure	<u>\$25,657.56</u>
Balance in Capital Budget (Replacement Vehicles)	\$ 4,342.44

### **E. Attached**

No attachments included.

Respectfully submitted,

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Sherri Adams  
Manager of Purchasing

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John Caswell  
Mgr of Environment Services