



## **Staff Report CBO2022-005**

**Title of Report:** CBO2022-005– Building Department Vehicle Purchase  
**Department:** **Building Department**  
**Council Date:** April 6, 2022

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CBO2022-005 for information; and

**That** Council approve the recommendations to award the 2022 Building Department and By-Law Department vehicle tender based on proposal evaluation and pricing to purchase from Trillium Ford Lincoln Ltd. for two Hybrid AWD Escape SUVs at a cost of \$36,694.98 plus HST each for the Building Department; and

**That** Council direct that the Building Department's existing 2018 Ford Escape AWD SUV be transferred to the By-law Department at its net book value of \$18,821.90 and funded by the Tax Stabilization Reserve.

### **Background:**

The 2022 vehicle Request for Tender (RFT) were virtual opened and were conducted on Tuesday March 15, 2022 at 2:00pm. Treasurer Liam Gott, Chief Building Official Bev Fisher participated. The RFT's included 2- Hybrid AWD Escape SUVs, and 2 – Gas AWD Escape SUVs.

### **Staff Comments:**

The breakdown of RFT bid submissions is as follows:

Contrator/Bidder	AWD Drive train	Cost before HST
Trillium Ford Lincoln Ltd.	Hybrid 2.5L/ CVT transmission	\$36,694.98
Trillium Ford Lincoln Ltd.	1.5L Turbo/ 8 speed	\$32,294.98

Delivery of vehicles to be determined upon acceptance of bid.

Staff recommends awarding the vehicle RFT's Trillium Ford Lincoln Ltd. for two Ford Escape SUVs with the Hybrid 2.5L/CVT transmission for \$36,694.98 plus HST each. The selection of the Hybrid 2.5L/CVT transmission aids in fulfillment of Southgate's Asset Management initiative to minimize our carbon footprint and impact on climate change (Policy #79, S.5, vii.).

**Financial Implications:**

The 2022 Capital Budget included the purchase of an SUV AWD vehicle for the Building Department for a cost of \$45,000, with it to be funded by the Building Department Reserves.

Staff believed that the 2022 Capital Budget included the purchase of a By-law Enforcement AWD vehicle. However, it has been discovered to have been omitted in error.

The cost to purchase each of the recommended vehicles would be \$37,340.81 (\$36,694.98 plus non-refundable HST)

Staff recommends the Building Department purchase both of the new vehicles anticipated by the tender ( $\$36,694.98 \times 2 = \$73,389.96$ ) and transfer an existing 2018 Ford Escape AWD SUV to the By-law enforcement department at its net book value of \$18,821.90.

Staff recommends the purchase be funded by \$54,568.06 from the Building Department Reserve and \$18,821.90 from the Tax Stabilization – General Reserve.

If the By-law department purchases the new vehicle rather than transferring the existing vehicle, a further use of the Tax Stabilization Reserve of \$17,873.08 would be required.

Staffs evaluation of distance requirements of both departments justifies the By-Law Department will be able to optimize travel distances. This will increase the serviceable usage of the existing SUV.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

**Concluding Comments:**

Staff recommends that Council receive Staff Report CBO2022-005 for information, and that Council approve the recommendations to award the 2022 vehicles, as received.

1. That Council receive staff report CBO2022-005 for approval to purchase 2-Hybrid AWD SUV vehicles
2. That Council direct staff to proceed with the purchase of 2 – Ford Escape Hybrid AWD SUV vehicles for Building Department use.
3. That Council direct the Building Department's existing 2018 Ford AWD Escape be transferred to the By-Law Department at its net book value.

4. That Council approve the funding of the vehicle purchases from the Building Department Reserve and Tax Stabilization Reserve as noted in the report.

Respectfully Submitted,

**Dept. Head Approval:** *Original Signed By*  
Bev Fisher, CBO

**Treasurer Approval:** *Original Signed By*  
William Gott, Treasurer

**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachments:**