

Report to Council

Report Title:	Building, Planning and By-Law Enforcement Vehicle Fleet – Request for Quote Results		
Prepared By:	Dieter Wetz, Building and Planning Manger/CBO, and Dalton Stone, Municipal Services Coordinator, Sonya Watson, Chief Administrative Officer, Trish Serratore, Chief Financial Officer, and Colleen Gillis, Director of Community Services		
Department:	Building and Planning, Administration		
Date:	November 26, 2024		
Report Number:	BLDG2024-13	File Number:	C11BU
Attachments:	N/A		

Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number BLDG2024-13 - Building, Planning, and By-Law Enforcement Vehicle Fleet – Request for Quote Results prepared by Dieter Wetz, Building and Planning Manager/CBO, and Dalton Stone, Municipal Services Coordinator, Sonya Watson, Chief Administrative Officer, Trish Serratore, Chief Financial Officer, and Colleen Gillis, Director of Community Services and in doing so approves staff’s recommendation of Option 1 for building, planning and By-law enforcement services;

and further approves the buy-out of the two leased vehicles out of the Operating Surplus for 2024.

Report:

Background:

The Building, Planning and By-Law Enforcement Department currently leases two vehicles for department needs that include a 2020 Toyota RAV 4 with 28,417 kilometres and a 2020 Ford Escape with 33,711 km. Both vehicles are leased with both lease dates expiring by January 2025. To replace these two vehicles, staff are seeking to lease again two (2) new SUV style vehicles that are required to offer ongoing inspection, and enforcement services.

The Municipal demand for delivery of Building, Planning and By-law related services remains the same and two municipal vehicles are necessary for the effective and mandatory delivery of Municipal services. The Municipal services for Building include conducting mandatory on-site building inspections, By-Law Enforcement activities including conducting site inspection related to By-law compliance and investigation, Animal Control services related to dogs at large and Planning services related to site development meetings and conformity inspections of Subdivision and Site Plan Development. Leasing ensures that fleet renewal is

consistent, there is no gap in service due to maintenance and majority of costs continue to be funded by the non-tax supported budget related to Building Department services.

An invitation to quote was circulated on October 21, 2024, to the following Brockton dealerships located in Walkerton, Toyota, Volkswagen and Ford. Staff sought quotes at four (4) year lease term agreements for each vehicle. Procuring three bids from our local dealerships aligns with the Purchase and Procurement Policy that requires a minimum of three quotes be obtained for quotes between \$25,000.00 to \$75,000.00. A formal Request for Quote (RFQ) was included with the invitation. The vehicle requirements, as outlined in the RFQ were:

- Must be new
- Must be SUV body style
- Colour preference is silver, but grey will be considered
- All wheel drive or four-wheel drive
- Preference is given to submission that can deliver vehicles before December 22, 2024
- Basic/low trim levels
- Each vehicle must include a set of four (4) winter tires with rims
- Specify Hybrid availability for consideration.

Analysis:

Each dealership that was invited to submit a quote provided a submission. All vehicles included the price of snow tires and rims in the cost of the lease. Shown below are the submissions received. Additionally, Municipal staff included fuel consumption information that was not included with the RFQ but information was available each manufacturer’s website:

Vehicle	Rate	Term	Monthly Payment	Total Term Payments	Fuel Consumption L/100 km (city)
2024 Toyota Corolla Cross	5.59%	48	\$528.77	\$25,380.96	8.1L/100 km
2025 Toyota RAV 4	5.49%	48	\$534.09	\$25,636.32	8.7L/100 km
2024 Volkswagen Taos Trendline	4.99%	48	\$548.11	\$26,309.28	8.4L/100 km
2025 Ford Escape	5.00%	48	\$567.39	\$27,234.72	9.2L/100 km

*Note that the information provided above represents one (1) single vehicle. The Building, Planning and By-Law Enforcement department requires two (2) vehicles.

**One dealership included a 52-month lease term that has been excluded from the RFQ as the lease term did not align with the specified 48-month term in the RFQ.

Option 1

Municipal Staff note that the RFQ resulted in a very competitive bid process which speaks volumes to the available services from our local dealerships in Brockton. Staff's recommendation to Council is to lease the bids for the 2024 Toyota Corolla Cross and a 2024 Volkswagen Taos Trendline. Like past practice the Building, Planning and By-law Department has leased two vehicles from multiple local dealerships in Brockton to best support our local dealership businesses and for ease of servicing. The total term payments for Option 1 is \$51,690.24.

Option 2

Solely based on financial considerations Staff also include Option 2 with this report for the lease of two 2024 Toyota Corolla Cross, with a total term payment of \$50,761.92 that results in slight savings of \$928.32 over the 4 year lease term.

2020 Lease Buy-out

The current mileage policy does not consider any compensation for the use of a personal vehicle for work conducted within the Municipality of Brockton. This has raised concern for certain staff past and present who frequent various Municipal facilities throughout the community routinely to conduct necessary work. Due to the very low cost of the buyouts for the existing vehicles at pre-COVID prices staff are recommending Council approve the payout the 2020 leases for municipal use, with the funds to be sourced from the Operating Surplus. Further, a van that was previously used for municipal staff purposes within the community was taken off the road in late 2022 and has not been replaced to date as staff were aware these vehicles would be coming up for purchase at a low cost. The purchase of these two, low-cost vehicles will support the Recreation departments needs with the use one of the lease vehicles to attend multiple facilities throughout Brockton including Cargill, Elmwood and various parks without burdening employees with the use of their personal vehicles to clean, inspect, or conduct Municipal business. General Government will assume the other vehicle and it will be used for various meetings and attendance at events across the community and outside the community mostly related to economic development initiatives. Further the HR Generalist frequently attends multiple facilities throughout Brockton for meeting and interview purposes and this vehicle will be used. It is also proposed that this vehicle can also be made available to a Councillor when attending conferences and training to reduce mileage costs. Council approval will support a low-cost option to replace a current gap in availability of fleet for various staff person's use to conduct Municipal work and will further result in a reduction to mileage expenses for staff and Council attendance at out-of-town meetings.

The buy-out for each vehicle are as follows:

1. Leslie Motors Internal Lease - 2020 Escape \$16,500 plus HST, licensing, and cost of safety.
2. Walkerton Toyota Lease – 2020 Toyota Rav 4 LE \$14,211.20 plus HST, licensing, and cost of safety.

Strategic Action Plan Checklist:

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

- Recommendations help move the Municipality closer to its Vision Yes
- Recommendations contribute to achieving Heritage, Culture, and Community Yes

- Recommendations contribute to achieving Quality of Life Yes
- Recommendations contribute to achieving Land Use Planning and the Natural Environment Yes
- Recommendations contribute to achieving Economic Development Yes
- Recommendations contribute to achieving Municipal Governance Yes

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

Most of the cost associated with the two new leased vehicles is allocated to the non-tax supported budget. Option 1 results in a monthly payment of \$807.66 or an annual cost of \$9,691.92 on the non-tax supported budget for the Building Department and a total term cost of \$51,690.24. Plus, a monthly payment of \$269.22 for By-law and Planning with annual cost of \$3,230.64 on the tax supported budget.

Respectfully Submitted by:



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Dalton Stone, Municipal Services Coordinator



Sonya Watson, Chief Administrative Officer



Trish Serratore, Chief Financial Officer



Colleen Gillis, Director of Community Services