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## MANAGEMENT REPORT

**Date:** September 23, 2024  
**To:** Mayor and Council  
**From:** Michael Mousley, Manager of Transit  
**Report Number:** COU24-103  
**Attachments:** None

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**Title:** Bus Wash System Replacement – Proposal Award

**Objective:** To provide Council with information and to award the Request for Proposal for the replacement of the transit bus wash system.

**Background:** At the February 26, 2024 Council Meeting, Council approved the 2024 budget and the capital expenditure of \$367,500 for the replacement of the transit bus wash replacement system to be funded by grants. RFP-2024-26 was posted on the City’s website on July 16, 2024 and closed on August 16, 2024 with three compliant submissions received. There were two addendums issued by the City.

**Analysis:** The ICIP approved funding allocation and financial contributions are as follows:

- Federal \$147,000.00
- Provincial \$122,487.75
- Municipal\* \$98,012.25
- Total \$367,500.00

\*The Municipal contribution funded by Provincial Gas Tax dollars that the City receives annually and can be used to ‘stack’ with ICIP funds, therefore there is no net tax levy impact.

The cost breakdown for the three bids are as follows:

- Westmatic Corporation \$372,707.20 after HST rebate (\$5,207 over budget)
- Garage Supply Contracting \$392,225.30 after HST rebate (\$24,725 over budget)
- UCS Canada \$393,811.20 after HST rebate (\$26,311 over budget)

## **Financial Implications:**

### **Financial impact to current year operating budget:**

While the lowest bid is slightly over the approved expenditure amount, the excess can be managed from the Provincial Gas Tax fund without a tax levy impact.

### **Financial impact on future year operating budget:**

With a newly updated wash system it is expected that electricity and water usage will be much less. Also, this system will have a five-year warranty.

### **Link to asset management plan and strategy:**

The new transit bus wash system is expected to have a lifespan of 20 years. Typically, future transfers to reserve funds reflect planned replacements for most assets in the City, however aside from provincial transit funding, the City does not include bus replacement in its own financial strategy like other assets included in the asset management plan. This complete dependence upon federal and provincial funding represents a significant risk to the continuance/existence of transit services should these funding streams materially change.

## **Alignment with Strategic Priorities:**

### **Enhance our Infrastructure**

This report aligns with this priority as the replacement of the transit bus washing system will ensure the buses are clean and in good working condition for the transit users.

## **Alignment with One Planet Principles:**

### **Health and Happiness**

Encouraging active, social, meaningful lives to promote good health and wellbeing.

### **Travel and Transport**

Reducing the need to travel, encouraging walking, cycling and low carbon transport.

**Staff Recommendation: THAT the Request for Proposal (RFP-2024-26) for the supply and installation of a new transit bus wash system be awarded to Westmatic Corporation at a total cost of \$413,874.93 (including HST);**

**AND THAT the Mayor and Clerk, or their respective delegates, be authorized to sign the agreement and any related documents.**

**Prepared by:** Michael Mousley, Manager of Transit  
**Recommended by:** Tim Wolfe, Director of Community Services  
Joan Thomson, Chief Administrative Officer