

MANAGEMENT REPORT

Date: June 23, 2025
To: Mayor and Council
From: Brent Raycraft, Supervisor of Fleet
Report Number: COU25-075
Attachments: None

Title: Award of Tender to Supply and Deliver Ten Vehicles

Objective: To obtain approval to award Ten (10) Vehicles; Two (2) Mid-Size Hybrid Sport Utility Vehicles (SUV), Four (4) Mid-Size Hybrid Pickup Trucks, and Four (4) Full Size Hybrid 4X4 Crew Cab Pickups to Listowel CDJR 2020 Ltd of Listowel Ontario.

Background: The 2025 Budget included approval to proceed with acquiring Ten (10) Vehicles, replacing six (6) end of life units (D.7.1, D.7.3, D.7.4, D.7.6, D.7.7, D.7.10) and the expansion of four (4) new units (D.7.20, D.7.21, D.7.22).

The City of Stratford posts procurement opportunities on the Bids and Tenders website to ensure a fair and transparent bid process.

Six potential suppliers submitted tenders with Listowel CDJR 2020 Ltd. of Listowel Ontario providing the lowest price for all three categories of vehicles while ensuring the specified requirements were met.

Analysis:

Submissions were received from the following companies:

- Queenston Chev GMC
- Lunar Contracting
- 12699273 Canada Inc.
- Parkway Ford Sales Ltd.
- East court Ford Lincoln
- Listowel CDJR 2020 Ltd.

In general, items put to tender this year are coming in lower than previous years and this tender is no different. This year's pricing per unit, excluding HST, is as follows:

\$46,998.00 for Mid-Size Hybrid SUVs

\$42,598.00 for Mid-Size Hybrid Pickup Trucks, and

\$60,998.00 for Full-Size Hybrid 4X4 Crew Cab Pickups.

As the City of Stratford progresses toward achieving its Climate Change emissions targets, these Hybrid vehicles will be an additional contribution towards these targets. These acquisitions will enhance the current fleet of light duty vehicles and bolster the City's capacity for maintenance personnel to meet the operational demands of multiple departments.

The 2025 budget was approved at \$377,150.00 for replacement vehicles and an additional amount of \$303,600.00 was approved to support budget expansions, totaling of \$680,750.00, to be funded from the Fleet Reserve Fund (R-R11-FLET). The actual spend is \$508,380.00 excluding HST, which equates to \$517,022.46 with non-recoverable HST. There will be an additional spend to retrofit the 3 vehicles for the plumber, electrician and maintenance positions at an estimated cost totalling approximately \$60,000.00, making the total cost \$567,022.46, still below the budgeted amounts approved.

Financial Implications:

Financial impact to current year operating budget:

There is no financial impact to the current year operating budget, as these amounts were included in the 2025 approved budget. Any unspent amounts remain in the fleet reserve for future use.

Financial impact on future year operating budget:

Future years will include an estimated fuel and preventative maintenance service estimated at \$2500 per year per unit, once manufacturers warranty has expired and ongoing contributions to the fleet reserve for the ultimate replacement of these vehicles.

Link to asset management plan and strategy:

Based on the estimated future timing and replacement costs of this system, there will be an annual impact on future year operating budgets of approximately \$60,000, or 1/10th of the estimated future replacement cost. This is captured during the budget process, in the transfers to capital reserves to set aside funds for the eventual replacement with a useful lifecycle of 10 years and does not represent an incremental increase to the tax levy.

Alignment with Strategic Priorities:

Intentionally Change to Support the Future

This report aligns with this priority as the acquisition of hybrid vehicles further greens our corporate fleet and supports the transition to a sustainable future.

Alignment with One Planet Principles:

Mobility, Accessibility and Design Excellence

Improving ways to get around, to and from Stratford by public transit, active transportation and private vehicle.

Material and Products

Using materials from sustainable sources and promoting products which help people reduce consumption.

Zero Waste

Reducing consumption, reusing and recycling to achieve zero waste and zero pollution.

Zero Carbon Energy

Making buildings and manufacturing energy efficient and supplying all energy with renewables.

Staff Recommendation: THAT the tender (T-2025-40) for the Supply and Delivery of Ten (10) Vehicles: Two (2) Mid-Size Hybrid Sport Utility Vehicles (SUVs), Four (4) Mid-Size Hybrid Pickup Trucks, and Four (4) Full Size Hybrid 4X4 Crew Cab Pickup Trucks, be awarded to Listowel CDJR 2020 Ltd. at a total cost of \$574,469.40, including HST.

Prepared by: Brent Raycraft, Supervisor of Fleet

Recommended by: Taylor Crinklaw, Director of Infrastructure Services
Adam Betteridge, Interim Chief Administrative Officer