

**The Corporation of the  
Town of Tecumseh**

Public Works & Engineering Services

**To:** Mayor and Members of Council  
**From:** Phil Bartnik, Director Public Works & Engineering Services  
**Date to Council:** March 8, 2022  
**Report Number:** PWES-2022-07  
**Subject:** 2022 Supply of Various Vehicles

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**Recommendations**

It is recommended:

**That Administration be authorized** to obtain quotes for the 2022 Supply of Various Vehicles as follows:

<b>Public Works and Engineering Services</b>	<b>Estimated Price</b>
<b>Vehicles</b> Roadside Tractor	\$136,000
RTV-Winter control package	\$30,000
<b>Community &amp; Recreation Services</b>	<b>Estimated Price</b>
<b>Vehicles</b> Crew Cab Pickup Truck	\$37,000
Kubota 4701 Tractor	\$35,000
Flat Bed Trailer	\$7,000
Kubota 331 Mower (2)	\$36,000
Golf Cart	\$7,500
<b>Water Services Vehicles</b>	<b>Estimated Price</b>
Pickup Truck with Service Body	\$90,000
Utility Trailer	\$6,500
<b>Community Safety Vehicles</b>	<b>Estimated Price</b>
Command Pickup Truck	\$55,000
Aerial Platform Truck	\$1,900,000

**And that** the following equipment **be declared** surplus and disposed of through Part VI, Disposal of Surplus or Scrap Materials and Equipment of the Town’s Purchasing By-law:

<b>Public Works and Engineering Services Vehicle</b>	<b>Unit Number</b>	<b>Year Purchased</b>
Zetor Roadside Tractor	PWE 11-12	2011
<b>Community &amp; Recreation Services Vehicle</b>	<b>Unit Number</b>	<b>Year Purchased</b>
Crew Cab Pickup Truck	P 5-12	2012
Kubota 4701 Tractor	P 11-15	2015
Kubota 33 Mowers	P36-16 & P37-16	2016
Flat Bed Trailer	P24-14	2014
<b>Community Safety Vehicle</b>	<b>Unit Number</b>	<b>Year Purchased</b>
Aerial Platform Truck	Truck 1	2002

**And further that** Appendix A titled “Town of Tecumseh 2022-2031 Ten Year Fleet Funding and Replacement Schedules” and Appendix B titled “Town of Tecumseh 2022-2031 Ten Year Fire and Rescue Services Apparatus Funding and Replacement Schedules” attached to Public Works & Engineering Services Report PWES-2022-07 **be adopted** as amended;

**And furthermore that** funding for the purchase of the 2022 Supply of Various Vehicles outlined in Appendix A in the amount of \$440,000 plus associated costs for outfitting, \$17,000, for a total of \$457,000 **be funded** from the Lifecycle Fleet Reserve;

**And further moreover that** funding for the purchase of the 2022 Supply of Various Vehicles outlined in Appendix B in the amount of \$1,900,000 plus associated costs for outfitting, \$5,000, for a total of \$1,905,000 **be funded** from the Lifecycle Fire Apparatus Reserve.

## **Executive Summary**

The Town has implemented a Fleet Replacement Schedule (Schedule) to efficiently manage the Town’s fleet in a cost effective manner. This Schedule is used as a guide for purchasing new vehicles and equipment in the designated years. Prior to replacing the vehicles, inspections are conducted to confirm the timing of the replacement and a re-evaluation of the type of vehicle for replacement is considered to ensure the new replacement vehicle best serves the needs of the particular department.

In accordance with the Schedule, and in consultation with Administration, twelve vehicles and/or pieces of equipment are recommended for purchase in 2022, including the following;

1. One tractor and one RTV with salter and plow for Public Works and Transportation Services.

2. One truck, one tractor, one trailer, two mowers and one golf cart for Community & Recreation Services.
3. One truck and one trailer for Water Services.
4. One command truck and one aerial platform truck for Community Safety.

Following Council's approval to purchase the recommended vehicles and equipment, in the amount of \$2,362,000, requests for formal quotes for Supply of Various Vehicles (RFQs) will be prepared and advertised in accordance with the Town's Purchasing Policy.

Subsequent to the purchase and receipt of the new vehicles and equipment, the replaced vehicles and equipment will be declared surplus and sold at auction, in accordance with the Town's Purchasing Policy.

Fifteen years ago the Town conducted a fleet review with the assistance of an external consultant. While this review is updated annually, it is now time to prepare a fleet strategy that is forward-looking and considers innovations in the auto industry with a focus on electric vehicles.

## Background

Council, at their meeting held on February 9, 2021, adopted the amended 2021-2030 Ten Year Fleet Replacement Schedule ("Fleet Replacement Schedule"), attached to [Report PWES-2021-07](#) (Motion RCM-41/21) which is an annual report to Council outlining the recommended vehicles and equipment identified for replacement.

## Comments

According to the Fleet Replacement Schedule and in consultation with Public Works, Water, Parks, Maintenance and Fire & Rescue, the following information on existing vehicles is provided for Council's consideration for 2022 fleet replacements/additions:

### Public Works & Transportation Services

#### 1. PWE 11-12: Zetor Roadside Tractor - \$136,000

Public Works uses a roadside tractor for all roadside mowing operations during the spring and summer. The current unit was purchased in 2011 and is being recommended for replacement ahead of schedule due to maintenance and service factors. The unit was purchased through a tender call and was the lowest quoted unit. At that time there was a dealership in Essex County that supported this manufacturer. All other municipalities that had one of these units has since replaced them for similar reasons. The parts are not readily available in North America for any repairs. The second factor is the local dealership no longer supports this manufacturer. We have had to order parts, which come from Europe, and the cost of shipping is well above the price of the parts. We have investigated units through rental and are going to use the LAS program, Sourcewell, to replace this unit with a suitable replacement that we expect will perform the duties for the entire proposed lifespan in our fleet program. Replacing

it now will ensure we can auction off a machine that currently runs, while providing a new machine that will be covered under a full manufacturer's warranty.

## **2. RTV Winter Control Package - \$30,000**

Public Works maintains sidewalks and pathways within the Town on specified routes. As multi-use pathways have been installed through larger projects, we have taken on more pathways to maintain. Currently, the department has one piece of equipment for this purpose and we are recommending this purchase of a smaller unit to do pathway and sidewalk maintenance, mostly in the southern portions of the Town, Oldcastle and Maidstone. This unit will be used by the Public Works Department for winter control and in the summer time it can be repurposed to the Parks Department for use, making it a dual purpose unit.

## **Community & Recreation Services**

### **1. P 5-12: Crew Cab Pickup Truck - \$37,000**

This vehicle has over 143,000 kilometers on it and has been used for all park maintenance functions on a daily basis for the past 10 years. Administration recommends replacement in accordance with the replacement schedule of 8-10 years due to the conditions of use and the current practice of replacement prior to incurring considerable expenses for repair.

### **2. P 11-15: Kubota 4701 Tractor - \$35,000**

The Parks Division has a fleet of three tractors used almost on a daily basis for the past 7 years. The 47 horse- power tractor is the Kubota 4701, used for turf improvement applications such as aerating, rolling and fertilizing as well as moving soil, sand and baseball clay as needed. This machine has been dependable to date, but major repairs can be expected in coming years. The tractor has logged 830 hours to date, within the ideal limit of 1,000 to ensure a fair trade-in value. Replacing it now will ensure a reasonable trade-in value, while providing a new machine that will be covered under a three-year warranty.

### **3. P24-14: Flat Bed Trailer - \$7,000**

The Parks Division has a total of seven trailers, including the 20-foot landscape trailer that is used on a daily basis for one of the three primary maintenance routes. This trailer was purchased in 2012 and is now showing signs of rust and weakening of the metal frame, as well as worn tires. Replacing it now will ensure that it is in safe working condition, especially in light of increased road-side inspections by the Ministry of Transportation which has been targeting work trailers in their inspections.

### **4. P 36-16 & P 37-16: Kubota 33 Mowers (2) \$36,000**

The Parks Division has a fleet of six (6) zero-turn mowers that are used extensively on a daily basis throughout the warmer months to cut the turf in parks and sports fields. The three-year replacement schedule has proven to be very beneficial by greatly reducing any major repair costs, especially given that the units are under a limited 3-year warranty. Also, by keeping the hours under 1,000, we have gotten good trade-in values, making the annual operating costs very reasonable.

## **5. Golf Cart - \$7,500**

The existing Golf Cart was purchased in 2009 and has required extensive work in recent years to keep the batteries properly charged. A new golf cart will be utilized within Lakewood Park to allow for a dedicated crew of two students to work within the park on a daily basis. This will allow for easy driving on the turf area, since it is difficult to access the asphalt pathway for maintenance duties due to the extremely heavy pedestrian traffic on the paths.

## **Water Services Vehicle**

### **1. Pickup Truck with Service Body- \$90,000**

As a result of the Town's 2021 organizational review, the Water Services Division was recommended to add another operator to the division. The addition of another operator facilitates the need for another service style vehicle that will be outfitted for all aspects of the job from responding to broken mains, down to replacing meters at a residence. The department has been moving towards service style vehicles to ensure that the operators are prepared to respond to water issues while onsite.

### **2. Utility Trailer - \$6,500**

This 8-year old trailer is now showing signs of rust and weakening of the metal frame, as well as worn tires. Replacing it now will ensure that it is in safe working condition, especially in light of increased road-side inspections by the Ministry of Transportation which has been targeting work trailers in their inspections.

## **Community Safety**

### **1. Command Pickup - \$55,000**

As a result of the Town's 2021 organizational review, a second Deputy Chief was approved for the Community Safety Department. This position will require a new service vehicle for use in response to after hour emergencies and will be very similar to the current command vehicle that is a specialized pickup truck style of vehicle.

### **2. Aerial Platform Truck - \$1,900,000**

The existing apparatus operating as Truck 1 was manufactured in 2002 and has been in service since that time for Community Safety. NFPA standards recommend that front line response apparatus be no more than 18 years of age. The proposed replacement aerial platform would include a 95-foot ladder to provide increased rescue and firefighting capabilities for the Department.

## **Annual Fleet Replacement Costs**

Appendix 'A' (attached) provides an updated summary of the annual fleet replacement costs scheduled for each department. The updated schedules reflect adjustments to the future costs based on current equipment values. Administration recommends that Council adopt the

updated Appendix 'A' Town of Tecumseh 2022 – 2031 Ten Year Fleet Funding Replacement Schedules attached to Report PWES-2022-07.

Appendix 'B' (attached) provides the summary of the annual fire apparatus replacement costs scheduled for the Community Safety department. The schedules reflect adjustments to the future costs based on current equipment values. Administration recommends that Council adopt the updated Appendix 'B' Town of Tecumseh 2022 – 2031 Ten Year Fire and Rescue Services Apparatus Funding and Replacement Schedules attached to Report PWES-2022-07.

Following Council's approval of the Report PWES-2022-07, Administration will prepare a "Request for Formal Quotes for Supply of Various Vehicles" (RFQ) with reference to the above noted vehicles to be replaced and in accordance with the Town's Purchasing Policy. The RFQ will be advertised on the Town's website. Each Manager will prepare a list of Suppliers and invitations to download the documents will be sent directly to each supplier.

### **Updating the Town's Fleet Strategy, including Green Fleet Considerations**

In 2007, the Town undertook a fleet review prepared by an external consultant, Covenco Ltd. While this review has been updated annually, after 15 years, it is time to modernize the review into a fleet strategy with consideration for future technological advances associated with electric vehicles and associated infrastructure, like charging stations. As indicated in the recent capital report prepared by Community and Recreation Services, the Town is partnering with Essex Powerlines to install the first 10 electric vehicle charging stations at various Town facilities over the next year. Additionally, Administration is continuing to investigate the Electric Vehicle Chargers Ontario grant program (EVCO) to create a network of public electric vehicle fast-charging stations. The EVCO program is designed to cover the purchase and installation cost of public fast-charging stations along major transportation corridors and in urban centres across the province.

Administration is also anticipating adding electric vehicles to the fleet as the industry progresses towards electrification. It is intended that the new fleet strategy will set out a process for evaluating replacements with comparable e-vehicles as the industry evolves to bring more models on line.

### **Surplus**

Following Council's approval of the recommendations within this report, and upon receipt of the new equipment, Administration proposes that the replaced vehicles be declared surplus and sold at Auction.

### **Consultations**

Community & Recreation Services  
Community Safety  
Financial Services

## Financial Implications

The replacement values used in Appendix 'A' are based on actual values for vehicles and equipment recently purchased. The schedule of replacement and the original estimates used for the basis of the replacement schedule were generated from the "Town of Tecumseh: A Fleet Review" report prepared by Covenco Ltd. dated March 2007. This replacement schedule is reviewed annually and updated for equipment additions to the overall Town fleet of vehicles and equipment.

The replacement values used in Appendix 'B', Community Safety apparatus are based on the current estimates provided through recent tenders for similar equipment across the sector as well as for recent purchases by the Town. The schedule of replacement and the original estimates used for the basis of the replacement schedule were generated from the report provided by Covenco Ltd. dated March 2007. This replacement schedule is reviewed annually and updated for equipment additions to the overall Community Safety fleet.

In addition to the purchase cost of the vehicles, there is an associated cost to "outfit" them for their intended use. The cost associated with outfitting each of the vehicles is approximately \$3,000 for a total cost of \$12,000. The cost to outfit the command vehicle and the aerial for Community Safety is slightly higher at \$5,000 each for a total of \$10,000 due to being emergency services vehicles.

The estimated cost net of recoverable taxes is \$2,340,000 plus \$22,000 in outfitting for a total of \$2,362,000, with \$457,000 to be funded from the Lifecycle Fleet Reserve and \$1,905,000 to be funded from the Lifecycle Fire Apparatus Reserve.

An increase to the annual allocation to the Lifecycle Fleet Reserve of \$18,000 should be included in the 2023 Budget process to accommodate replacement of the two additions to the fleet (Water Service Truck and Fire Command 3).

An increase to the annual allocation to the Lifecycle Fire Apparatus Reserve of \$35,000 should be included in the 2023 Budget process to accommodate enhancement of the Aerial Truck (95-foot ladder versus 75-foot ladder) replacement in 2022.

Further increases to the annual allocations to both the Lifecycle Fleet Reserve and the Lifecycle Fire Apparatus Reserve should be considered in upcoming budget processes to address inflationary increases already experienced for replacement vehicles.

Appendix A includes a gradual increase to the Lifecycle Fleet Reserve that would see the annual allocation grow from the current \$440,000 per year to \$520,000 per year that will fully fund the reserve for the 10-year planning horizon.

Appendix B includes a gradual increase to the Lifecycle Fire Apparatus Reserve that would see the annual allocation grow from the current \$214,000 per year to \$334,000 per year that will fully fund the reserve for the 10-year planning horizon.

## Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that Tecumseh’s current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh’s plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town’s “continuous improvement” approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town’s leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

## Communications

Not applicable

Website

Social Media

News Release

Local Newspaper



This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

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Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	Attachment 1 – Appendix A
2	Attachment 2 - Appendix B