



THE CORPORATION OF THE TOWN OF AMHERSTBURG  
OFFICE OF ENGINEERING & INFRASTRUCTURE SERVICES

**Mission Statement:** As stewards of the Town of Amherstburg, we strive to improve the quality of life of all residents through the delivery of effective, efficient, and affordable services.

Author's Name: Eric Chamberlain	Report Date: June 10, 2024
Author's Phone: 519 736-3664 ext. 2312	Date to Council: June 25, 2024
Author's E-mail: echamberlain@amherstburg.ca	Resolution #:

**To: Mayor and Members of Town Council**

**Subject: Water/Wastewater Department Mid-Size Pickup Truck**

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**1. RECOMMENDATION:**

It is recommended that:

1. The tender for a 2024 Mid-Size Pickup Truck **BE AWARDED** to Joe Meloche Ford Sales Ltd. in the sum of \$45,511.
2. An over-expenditure for the purchase of outfitting equipment not to exceed \$15,264 **BE APPROVED** for a total cost not to exceed \$60,775 including net HST and that the over-expenditure **BE FUNDED** from the Water and Waste Water Reserves.

**2. BACKGROUND:**

Council approved the replacement of Unit WM-07 in the 2022 Capital budget. On June 12, 2023, Council approved the increase funding needed for a small size cargo van not to exceed \$46,026 including net HST. On January 18, 2024, Windsor Chrysler advised that the Ram Pro-Master City, the small size cargo van, had been discontinued.

An advertisement was recently placed on the Town's website using the Bids and Tenders system requesting submission of tenders for a mid-size pickup truck. This purchase will replace Unit WM-07 – 2007 Ford Ranger currently utilized for water/wastewater operations.

**3. DISCUSSION:**

Tenders closed for this fleet purchase at 11:00 a.m. on Friday, May 3, 2024. The Town received two (2) tender submissions that were processed electronically via the Bids and Tenders system:

The tenders were reviewed electronically to ensure there were no mathematical errors or omissions. The tender results are as follows:

<u>Bidder</u>	<u>Tender Amount (excluding HST)</u>
1. Joe Meloche Ford Sales Ltd.	\$ 44,724
2. Amherstburg Chevrolet Buick GMC (2016)	\$ 46,269

This fleet replacement was budgeted in 2022. The truck requires outfitting of a rear cap and slide out for the equipment and materials for meter repairs and replacements.

#### **4. RISK ANALYSIS:**

Should Council decide to forego this purchase to a later time, there is a sure risk of a cost increase and further delivery delays.

#### **5. FINANCIAL MATTERS:**

Council approved the replacement of Unit WM-07 in 2022. Additional funding was provided in 2023 to an upset limit of \$46,026 including net HST. The pickup truck requires an additional \$15,000 to outfit the unit with a bed cap and slide out.

The financial impact of the recommended purchase would be as follows:

<b>Item</b>	<b>2022/2023 Budget</b>	<b>2024 Actual (Incl. Net HST)</b>	<b>Variance (over)/under</b>
<b>Capital Expense:</b>			
New 2024 Mid-Size Pick Up Truck with Outfitting	\$46,026	\$60,775	(\$14,749)
<b>Total Capital Expense:</b>	<b>\$46,026</b>	<b>\$60,775</b>	<b>(\$14,749)</b>
<b>Capital Funding:</b>			
Water Reserve	\$27,616	\$36,465	(\$8,849)
Waste Water Reserve	\$18,410	\$24,310	(\$5,900)
<b>Total Capital Funding:</b>	<b>\$46,026</b>	<b>\$60,775</b>	<b>(\$14,749)</b>

The Town will sell the existing Ford Ranger on Gov. Deals after the Town obtains the new replacement vehicle from the dealership. Gov. Deals is an online government auction site. The monies raised by the auction will be transferred to the Water and Wastewater Reserve Funds as best practice. This will help cover the cost of future replacements and help replenish the reserve for the over expenditure experienced in the report.

**6. CONSULTATIONS:**

Fleet Mechanics were consulted.

**7. CORPORATE STRATEGIC ALIGNMENT:**

***Vision: Preserving our past while forging our future.***

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p style="text-align: center;"><b>PILLAR 1</b> <b>Deliver Trusted &amp; Accountable Local Government</b></p> <ul style="list-style-type: none"> <li>✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures.</li> <li><input type="checkbox"/> Deliver transparent and efficient financial management.</li> <li><input type="checkbox"/> Increase effective communication and engagement with residents.</li> <li><input type="checkbox"/> Develop our staff team, resources, and workplace culture.</li> <li><input type="checkbox"/> Continue to deliver strong core municipal services.</li> <li><input type="checkbox"/> Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation.</li> </ul>	<p style="text-align: center;"><b>PILLAR 3</b> <b>Encourage Local Economic Prosperity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Encourage development of commercial and industrial lands.</li> <li><input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation.</li> <li><input type="checkbox"/> Continue to facilitate downtown development for residents and visitors.</li> <li><input type="checkbox"/> Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.</li> </ul>
<p style="text-align: center;"><b>PILLAR 2</b> <b>Invest in Community Amenities and Infrastructure</b></p> <ul style="list-style-type: none"> <li>✓ Maintain safe, reliable and accessible municipal infrastructure and facilities.</li> <li><input type="checkbox"/> Increase access to recreation opportunities for all ages.</li> <li><input type="checkbox"/> Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue)</li> <li><input type="checkbox"/> Create public access to water and waterfront</li> <li><input type="checkbox"/> Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change.</li> </ul>	<p style="text-align: center;"><b>PILLAR 4</b> <b>Shape Growth Aligned with Local Identity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Define and communicate a vision for the Town’s future and identity.</li> <li><input type="checkbox"/> Promote and plan for green and “climate change ready” development.</li> <li><input type="checkbox"/> Review and implement policies that promote greater access to diverse housing.</li> <li><input type="checkbox"/> Protect the Town’s historic sites and heritage.</li> <li><input type="checkbox"/> Preserve the Town’s greenspaces, agricultural lands, and natural environment.</li> </ul>

**8. CONCLUSION:**

Administration recommends that the purchase of a mid-size pickup truck for the Water/Wastewater Department be awarded to Joe Meloche Ford Sales Ltd. as outlined in this report.

A handwritten signature in blue ink, appearing to read 'E. Chamberlain', is positioned above a horizontal line.

Eric Chamberlain  
**Manager of Roads and Fleet**

## Report Approval Details

Document Title:	Environmental Services Pick Up Truck.docx
Attachments:	
Final Approval Date:	Jun 13, 2024

This report and all of its attachments were approved and signed as outlined below:



Antonietta Giofu



Tracy Prince



Valerie Critchley



Kevin Fox