



## City of North Bay Report to Council

Report No: CORP-2021-101

Date: September 24, 2021

Originator: Mary-Ann Kotylak, CPPB, CPPO  
Manager of Purchasing

John Ouellette  
Manager, Fleet

Business Unit:  
Corporate Services

Department:  
Financial Services Department

Subject: Purchase of One (1) Eight (8) Meter Low Floor Specialized Para Bus

Closed Session: yes  no

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### Recommendation

That City Council approves the award of a contract to Creative Carriage Ltd. in the amount of \$170,572.22 (plus HST) for the provision of one 8 Meter Low Floor Specialized Para Bus.

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### Background

Transit operates the City's Para Bus service to provide specialized transportation for individuals that are physically unable to use City's conventional transit system. These services are provided through a variety of specialized vehicles including small buses (8 meter length) which have provisions for wheel chairs and other accessibility requirements.

In light of one para-bus approaching the end of its useful life, Transit completed a review of the utilization of these small buses and the types of small buses or vehicles available. The review identified benefits for the Para Bus service to opt for a small bus with a low floor design. The low floor design will provide greater independence for clients, reduce vehicle complexity for maintenance, reduce passenger loading times and improve operational efficiencies. The purchase will also provide Transit with the ability to trial the smaller vehicle in Transit's on-demand system during low demand periods to evaluate the smaller vehicle and determine if efficiencies can be realized while reducing greenhouse gas emissions.

Like the conventional transit system in the City, ridership on the specialized transit service has been negatively impacted by the pandemic; however, the City's experience after stay-at-home orders have been lifted has been that the Para Bus ridership has recovered at a quicker rate than conventional transit. Thus it is forecasted that that Para Bus ridership numbers and revenue hours will continue to increase and trend towards pre-pandemic levels sooner than the City's conventional service.

The oldest vehicle within the City's specialized fleet of vehicles servicing the Para Bus system is at the end of its useful life. Its body is in need of major repairs. It would require major mechanical rehabilitation in order to extend its life; therefore, it has been identified for replacement. Since these are custom built vehicles, there is a long lead time for production so securing a build slot now will avoid future costly repairs or downtime. In addition, delaying delivery will negatively impact service to a vulnerable part of our community that relies on timely and effective service should the vehicle fail before receipt of the new vehicle.

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### **Financial/Legal Implications**

The City continues to participate in the Metrolinx joint procurement of all transit and specialized/accessible buses initiative which, through a public process, establishes standing offers to purchase transit vehicles. The initiative benefits the City through leveraged purchasing power and reduced administrative costs. Resolution No. 2014-44 authorized execution of the Metrolinx joint procurement governance agreement. Metrolinx led a public request for proposals RFP-2018-TPI-068 for the provision of 8 Meter High Floor Specialized Buses with the outcome of an award to Creative Carriage Ltd. for low floor para buses.

The contract with Creative Carriage Ltd. provides the best overall value to the City.

Sufficient funding for this purchase is available in the Fleet Life Cycle Reserve No. 99586R and will be transferred in accordance with Council Resolution 2018-92 as explained in Report to Council 2018-22. Capital Project No. 8021FL – Vehicle and Equipment Life Cycle 2021 will be used to track this fleet purchase in accordance with the fleet governance model.

Based on manufacture build dates, the projected replacement of the vehicle is estimated to be 9 months from order date. Therefore, the new bus is expected to arrive in the third quarter of 2022. The purchase of the new vehicle is an eligible expenditure under the Provincial Gas Tax Program. Administration will optimize the allocation of the Provincial Gas Tax dollars in 2022 depending upon the level of funding received and the City's total municipal spend on transit expenditures.

## Corporate Strategic Plan

- Natural North and Near
- Affordable Balanced Growth
- Responsible and Responsive Government
- Economic Prosperity
- Spirited Safe Community

## Specific Objectives

Maintain infrastructure across the city in a good state of repair.

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## Options Analysis

Option 1: That City Council approves the award of a contract to Creative Carriage Ltd. in the amount of \$170,572.22 (plus HST) for the provision of one 8 Meter Low Floor Specialized Para Bus.

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Option 2: Do not award a contract. This option is not recommended because it is essential to secure a replacement for the oldest Para Bus (already at the end of its useful life) in order to eliminate high maintenance costs and ensure service continuity for accessible Transit operations.

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## Recommended Option

That City Council approves the award of a contract to Creative Carriage Ltd. in the amount of \$170,572.22 (plus HST) for the provision of one 8 Meter Low Floor Specialized Para Bus.

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Respectfully submitted,

Name: Mary-Ann Kotylak, CPPB, CPPO  
Title: Manager of Purchasing

Name: John Ouellette  
Title: Manager, Fleet

## We concur with this report and recommendation.

Name: Domenic Schiavone  
Title: Director Public Works and Parks

Name John Severino, P.Eng, MBA  
Title: City Engineer – Infrastructure and Operations

Name: Margaret Karpenko, CPA, CMA  
Title: Chief Financial Officer /Treasurer

Name: David Euler, P.Eng., PMP  
Title: Chief Administrative Officer

Personnel designated for continuance:

Name: John Ouellette  
Title: Manager, Fleet