



Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
Newmarket, Ontario, L3Y 4X7

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **Non-Warranty Repairs and Regular Maintenance of CYFS Apparatus Staff Report to Council**

Report Number: 2020-15

Department(s): Central York Fire Services

Author(s): Deputy Chief Rocco Volpe

Meeting Date: February 24, 2020

### **Recommendations**

1. That the report entitled “Non-Warranty Repairs and Regular Maintenance of CYFS Apparatus” dated February 24, 2020 be received; and,
2. That a non-competitive acquisition be approved to a maximum of \$125,000.00 in accordance with the Procurement By-Law; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

### **Purpose**

To seek approval for an interim non-competitive arrangement with Dependable Emergency Vehicles for non-warranty repairs and regular maintenance for fire services vehicles to a maximum of \$125,000 until a competitively acquired contract is in place. This is in accordance with the non-competitive provisions of the Procurement By-Law 2014-27, being Section 13.6, Single Source, (iii) where compatibility with an existing product equipment or service is a paramount consideration, and Table 5, Schedule “D” which requires Council authority to approve matters exceeding a cumulative Procurement Value of \$100K.

## Background

Central York fire apparatus are highly sophisticated vehicles custom built for Central York Fire Services (CYFS) to meet the emergency services needs of the communities. The Town of Newmarket fleet services department is able to meet most of the needs of CYFS however, due to the urgent nature of some repairs and the need for specific and specialized equipment, support from an outside vendor is sometimes required.

The Town presently utilizes Dependable Emergency Vehicles to carry out warranty and specific non-warranty repairs along with specialty maintenance at an approximate cost of \$25K per month. The non-warranty repairs were as a result of previous resourcing shortages in fleet services which have been experienced over the past few years. The turnaround for heavy fleet repairs were at risk of not meeting the needs of CYFS. The Ontario Highway Traffic Act requires all emergency vehicles to undergo annual inspections known as the Periodic Commercial Vehicle Inspection Program (PMCVI). In addition, the National Fire Protection Association (NFPA) outlines annual ground ladder testing, pump testing and aerial ladder testing be done annually. Also, as a corrosion preventive maintenance measure, all CYFS apparatus get oil sprayed annually in an effort to maintain the vehicle for their projected 20 year lifecycle. Historically, CYFS and fleet services have used Dependable Emergency Vehicles to repair fire apparatus that fleet service was not able to undertake due to specialized equipment or staffing workload. Dependable Emergency Vehicles was chosen for the following reasons;

- Certified mechanical Emergency Vehicle Technicians (EVT) staff
  - Repair garage located one hour from Newmarket
  - Mobile EVT service capability
  - 24 hour 7 day a week on call service
  - Pick-up and delivery of fire apparatus
  - Stocked inventory parts
  - Authorized Spartan dealer
  - Paint and body shop repair
- Able to complete the inspections and certifications required by the Highway Traffic Act and the NFPA.

Dependable Emergency Vehicles is able to offer a comprehensive apparatus repair depot to allow a quick turnaround to complete the necessary work required in order to get fire apparatus back in service. There is no other external agency within the GTA and surrounding areas that offers this level of service.

There are various repair shops that specialize in truck repairs, however, their specialized services are limited to major components such as engines, transmissions and suspension service. Having a one stop shop reduces the need for additional coordination and staff time to move the apparatus between various repair facilities to get

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the necessary work completed as stated above. This also causes delays in the fire truck returning to service in Central York.

In discussion with the Town of Newmarket Procurement Services, a competitive acquisition for these services had not been carried out in the past.

## **Discussion**

Central York Fire Services currently has six frontline fire apparatus and four reserve apparatus. The majority our fire apparatus have been acquired from Dependable Emergency Vehicles through a competitive bid process. Warranty repairs are included in each respective contract, however, non-warranty repairs and regular maintenance however are not covered.

Presently, the Newmarket Fleet Services Division has the necessary equipment to carry out most day to day non-warranty repairs and regular maintenance of fire apparatus. However, fleet services would require additional staff and specialized equipment for more advanced repairs of apparatus such as pump testing, rustproofing, ladder & aerial inspections. While future consideration regarding the management of regular maintenance and repairs of CYFS apparatus should be considered, such an assessment would need further review as well as an approved budget and a timeline determined for its execution.

With recent backfilling, the Town of Newmarket Fleet Services currently have the staff and capacity to provide maintenance of the vehicles in compliance with the Service Level Agreement with CYFS. However, in the event they experience future staff shortages this proposed contract will provide the Department with the flexibility to outsource some maintenance until adequate staff levels are re-established.

In the interim, a Request for Proposal (RFP) for non-warranty repairs and regular maintenance of CYFS apparatus, being RFP-2020-009 was issued on January 22<sup>nd</sup> 2020. The RFP is being led by the Town of Newmarket with cooperative participation by the City of Richmond Hill Fire Services. The RFP will be closing on February 21<sup>st</sup> 2020 and it is anticipated that evaluation, approval of award and contract execution will be concluded approximately, May 2020.

With a competitively acquired contract in place resulting from the RFP process, CYFS may continue to seek periodic non-warranty and regular maintenance as required from the successful proponent until a future more in depth review of how the repair and service of CYFS apparatus may be considered.

The interim use of Dependable Emergency Vehicles relating to some intermittent non-warranty repairs and regular maintenance for CYFS apparatus until a competitively awarded contract is in place is of paramount consideration as most of CYFS apparatus have been acquired from Dependable and previously, some non-warranty and regular maintenance have been carried out by them when Fleet was short staffed. While the Non-Warranty Repairs and Regular Maintenance of CYFS Apparatus

results of the RFP will be unknown for some time, CYFS may commence considering all matters relating to a potential shift to another provider of the services if it is required to.

## **Conclusion**

That approval be granted for an interim non-competitive acquisition to the maximum of \$125K for non-warranty repairs and regular maintenance for CYFS apparatus to Dependable Emergency Vehicles, until a competitively acquired contract is established in accordance with the non-competitive provisions of the Procurement By-Law 2014-27 being Section 13.6, Single Source, (iii) where compatibility with an existing product equipment or service is paramount consideration, and table 5, Schedule “D” which requires Council authority to approve matters exceeding a cumulative Procurement Value of \$100K.

## **Business Plan and Strategic Plan Linkages**

This report aligns with the Strategic Priority of Safe Transportation (Streets). This report also aligns with the Rev-it-up recommendations for improving administration and service levels within the Town of Newmarket.

## **Consultation**

CYFS has consulted with the Town of Newmarket Fleet Services and Procurement Services.

## **Human Resource Considerations**

None.

## **Budget Impact**

The budget for fire vehicle repairs and maintenance falls under operating budget surpluses.

## **Attachments**

None.

## **Approval**

Chief Ian Laing, Central York Fire Services

## **Contact**

Please contact Deputy Chief Rocco Volpe at [rvolpe@cyfs.ca](mailto:rvolpe@cyfs.ca)

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