



TOWN OF MINTO

DATE: December 1st, 2016
REPORT TO: Mayor and Council
FROM: Matthew Lubbers, Recreation Services Manager
Terry Kuipers, Chief Building Official
SUBJECT: Van Replacement

STRATEGIC PLAN:

Analyze, prioritize and evaluate major capital projects from a cost-benefit perspective to determine fiscally feasibility.

BACKGROUND:

The Town of Minto Recreation Department purchased a 2003 Chevrolet Venture mini-van in 2005. Used by multiple departments, the van has been convenient in transporting multiple people to and from work-related functions as well as moving weather-sensitive cargo. \$30,000 was earmarked for a replacement vehicle in the 2016 Capital Budget.

COMMENTS:

Staff prepared, posted and advertised a tender for a new vehicle. There were no inquiries leading up to the tender closing date of November 22nd and no submissions were received. Leslie Motors was contacted by staff the week of November 28th. After reviewing the core needs of a new vehicle, the most suitable option is a Ford Escape. The Escape meets most of the requirements of the tender, except it seats five instead of seven and comes in blue instead of dark blue. The reduced number of seats is not a concern to staff. The cost of the larger vehicle and its fuel consumption and given the amount of time more than five people will be in it will be more than offset by the more fuel efficient option.



FINANCIAL CONSIDERATIONS:

Up to \$30,000 is budgeted. The quote submitted by Leslie Motors is \$27,390 plus tax and the licensing fee. Half will be funded through the tax budget and the other half from Building Department reserves. It is proposed that this vehicle be wrapped with Town marketing material, rather than with a traditional Town of Minto logo sticker, in accordance with suggestions from the Business & Economic Manager. This will cost upwards of \$2,000.

RECOMMENDATION:

THAT Council receives the Recreation Services Manager's and Chief Building Official's December 1st, 2016 report regarding Van Replacement and approve the purchase of a 2017 Ford Escape from Leslie Motors in Harriston.

Matthew Lubbers, Recreation Services Manager

Terry Kuipers, Chief Building Official