



PO Box 1749  
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**Item No. 11.1.1**  
**Halifax Regional Council**  
**September 13, 2011**

**TO:** Mayor Kelly and Member of Halifax Regional Council

Original signed by

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**SUBMITTED BY:**

Richard Butts, Chief Administrative Officer

Original Signed by

A handwritten signature in blue ink, appearing to be "Mike Labrecque", written over a horizontal line.

Mike Labrecque, Deputy Chief Administrative Officer, Operations

**DATE:** July 28, 2011

**SUBJECT:** Award - Request for Proposal No. 11-121, Supply of Para-Transit Buses

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**ORIGIN**

The report originates from the annual vehicle expansion and replacement plans for Metro Transit and the approved capital budgets.

**RECOMMENDATION**

It is recommended that Halifax Regional Council award RFP# 11-121, for a three (3) year contract to the highest scoring proponent, Overland Custom Coach, for a total price of \$1,448,248.91 (net HST included) for sixteen (16) Para-Transit Buses with funding from Project Accounts CVD00429 Access-A-Bus Expansion and CVD00430 Access-A-Bus Replacement as outlined in the Budget Implications section of this report. Funding for the 2012-13 and 2013-14 budget years will be contingent upon approval of the Capital Budget by Halifax Regional Council in those years.

**BACKGROUND**

The current fleet of Access-A-Bus vehicles totals thirty (30), with twenty (24) vehicles required on a daily basis to meet service commitments. The remaining six (6) vehicles are used as spare vehicles to allow for on-going preventative maintenance and to ensure service reliability in the event of in-service vehicle failures.

The fleet replacement plan allows for the replacement of these buses every 5 years. This style of bus is classified as medium duty and will not perform reliably if kept in the fleet longer than the scheduled 5 years. The Access-A-Bus Strategic Plan recommends the replacement of 10 buses from 2011 to 2015. In order to maintain consistency in the style and components of the bus, proposals are issued for purchase over a span of three years. The three year contract allows for essentially the same bus to be purchased each year. This creates efficiencies in stocking of vehicle parts, standardized mechanic training, consistent passenger seat placement, and the vehicle handling and control will be essentially the same over each of the three years.

The demand for Access-A-Bus service has been continually increasing over the last number of years. In order to meet this increasing demand, and to match the service provision area of Conventional and Community Transit as approved by Regional Council, the number of available vehicles needed to be expanded by two in each 2011/12, 2012/13 and 2013/14. This expansion is in keeping with the recommendations in the Access-A-Bus Strategic Plan, and will allow Access-A-Bus to increase service levels by approximately 4,500 hours (10,000 passenger trips) per year.

Currently, there are over 1800 registered users of Access-A-Bus. This results in the provision of an average of 500 trips per day and usually there are 30 to 50 individuals per day on a waitlist for service. With the expansion of the two buses, more clients per day will be served, the area serviced is greater, and there will be a reduction to the number of individuals on the waitlist.

**DISCUSSION**

Two companies responded to the Request for Proposals, Overland Custom Coach and Crestline Coach.

<b>Proponent</b>	<b>Score (Maximum 100)</b>
Overland	93*
Crestline	92

\*recommended proponent

The proposal review team included staff from Corporate Fleet, Metro Transit and facilitated by Procurement. Proposals were evaluated and scored on six (6) key areas: technical, miscellaneous (durability, testing, delivery, etc.) warranties, financial, operating costs and bus operation. The

submission from Overland Custom Coach provided a better warranty and lower cost per bus. Therefore, staff is recommending award of the three (3) year contract to Overland Custom Coach.

Overland Custom Coach will be supplying Model EC11 Para-Transit Buses with a delivery of 120-160 days from date of Purchase Order.

**BUDGET IMPLICATIONS**

Based on the Three(3) Year total cost for sixteen(16) buses of \$1,388,728.02 plus net HST of \$59,520.89 for a total of \$1,448,248.91 funding is available for two(2) buses in the 2011/12 Project Budget from Account No. CVD00429 – Access-A-Bus Expansion. The budget availability has been confirmed by Financial Services.

Fiscal Year	Unit Price	Net HST Per Unit	Unit Price (Net HST Included)	Number of Units	Project No. CVD00429 - Expansion	Number of Units	Project No. CVD00430 - Replacement	Total (Net HST Included)
2011/2012	\$84,540.00	\$3,623.38	\$88,163.38	2	\$176,326.77	0	\$0.00	\$176,326.77
2012/2013	\$86,653.50	\$3,713.97	\$90,367.47	2	\$180,734.94	9	\$813,307.22	\$994,042.16
2013/2014	\$88,819.84	\$3,806.82	\$92,626.66	2	\$185,253.32	1	\$92,626.66	\$277,879.98
<b>Three (3) Year Contract Total</b>								<b>\$1,448,248.91</b>

Budget Summary: Project Account No. CVD00429 – Access-A-Bus Expansion  
 Approved 2011/12 Project Budget  
 Cumulative Unspent Budget \$477,437.43  
 Less: **RFP# 11-121(2 units)** **\$176,326.77**  
 Balance \$301,110.66

With the award of this contract, HRM will secure the pricing and availability of the buses over the term of the three (3) year contract. The actual purchase of vehicles in subsequent years, 2012/13 and 2013/14, is contingent on Council approving the funds in the project budget for those years.

The budget availability for this year has been confirmed by Financial Services.

**FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation.

**ALTERNATIVES**

Defer replacement/expansion of Access-A-Buses until a later date. This alternative is not recommended as it will result in higher operating costs and decreased reliability due to the age of the existing buses requiring replacement, and will also limit expansion of Access-A-Bus Services to the public.

**ATTACHMENTS**

Appendix "A" - Evaluation Matrix

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

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Business Unit Review: \_\_\_\_\_  
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Procurement Review: \_\_\_\_\_  
Anne Feist, Manager of Procurement (490-4200)

Report Approved by: \_\_\_\_\_  
Ken Reashor, P.Eng., Director, Transportation and Public Works (490-4855)

Original Signed

<b>Appendix "A"</b> <b>HALIFAX REGIONAL MUNICIPALITY</b> Request for Proposals # 11-121 Up To Twenty(20) Para-Transit Buses				
Criteria		MAX SCORE	<i>SUBMISSION</i>	
			Crestline	Overland
1.	<b>Technical:</b> Compliance with performance evaluation, body/structure/interior/doors, power train, suspension, steering, communication information system, electrical, HVAC, etc.	30	28	28
2.	<b>Miscellaneous:</b> Durability(Altoona and other product testing information), delivery, training.	15	12	11
3.	<b>Warranties:</b>	5	3	4
4.	<b>Financial:</b> Price per Bus including training, tooling, maintenance and operating costs.	25	24 \$1,509,427.33(net HST included) 16 Buses	25 \$1,448,248.91(net HST included) 16 Buses
5.	<b>Operating:</b> Fuel economy	10	10	10
6.	<b>Bus Operation:</b> Workstation ergonomics, ease of operation, driveability and vehicle controls	15	15	15
<b>TOTAL</b>		<b>100</b>	92	<b>93*</b>

\*recommended proponent