

To:	Warden McQueen and Members of Grey County Council
Committee Date:	February 27, 2020
Subject / Report No:	CAOR-CW-03-20
Title:	Lease of Six buses for Community Transportation Project
Prepared by:	Stephanie Stewart, Manager of Community Transport Mike Alguire, Purchasing and Materials Manager
Reviewed by:	Kim Wingrove, CAO
Lower Tier(s) Affected:	
Status:	Recommendation adopted by Committee as presented per Resolution CW50-20; Endorsed by County Council March 12, 2020 per Resolution CC35-20;

Recommendation

1. That Report CAOR-CW-03-20 regarding bus leases be received; and
2. That the lease of six Elkhart Coach buses be awarded to Overland Custom Coach (2007) for \$15,234 monthly excluding taxes; and
3. That the monthly lease cost be funded from the Provincial funding contained in the 2020 budget from the Community Transportation Grant.
4. That staff be authorized to proceed with this project prior to Council approval as per Section 25.6 of Procedural By-law 5003-18.

Executive Summary

On Tuesday January 28, 2020 Grey County released a Negotiated Request for Proposal for the leasing of buses for community transportation. Grey County sought six leased vehicles. Two leased vehicles to operate along Highway 10 from Owen Sound to Orangeville, two leased vehicles to operate along Highway 26 from Owen Sound to Blue Mountains, and one leased vehicle to operate along Highway 6 from Owen Sound to Wiarton. Additionally, Grey County sought one leased vehicle to operate as a spare when needed. All vehicles were required to accommodate at least 24 passengers' seats or 18 passengers plus two PMD (personal mobility device) seats.

Background and Discussion

NRFP-EDTC-03-20 was posted on the Grey County purchasing portal on January 28, 2020 until February 14, 2020. Submissions were received from the following companies: Damera Bus Sales Canada Corp., Overland Custom Coach (2007) Inc., and City View Bus Sales & Service LTD. After careful review of each proposal and scores accumulated against the stated criteria, the recommendation from staff is to award this project to Overland Custom Coach (2007) Inc.

The evaluation team consisted of the following individuals. This team was thoughtfully selected to ensure all aspects of the Grey Transit Route were considered.

- Kim Wingrove
 - Chief Administrative Officer, Grey County
- Mike Alguire
 - Purchasing Manager, Grey County
- Steven Dollimer
 - Maintenance Manager, Grey County
- Paul Brown
 - Shop Manager, First Student
- Stephanie Stewart
 - Manager, Community Transportation, Grey County

The evaluation criteria included the following:

Evaluation Criteria	Weighting
Company Profile/Facility Details	20
Vehicle Descriptions	20
Leasing Services References	20
Proposed Lease Agreement	20
Bid Price	20
Total	100

Company Profile/Facility Details criteria were developed to gain a better understanding of the bidder. Bidders were asked to describe their company profile and their experience delivering leased transit vehicles. Bidders described, the number of employees, administrative and maintenance support, number of years in business, transit industry award and/or certifications, office and garage locations, fleet size, service bays and parts storage. Overland Custom Coach's company profile was reviewed by the Grey County evaluation team, the team felt Overland was well equipped to handle the needs of GTR. Overland Custom Coach has been in business for 38 years and has been awarded in excess of 10 top dealer awards. Overland Custom Coach has been vetted through the Metrolinx Transit Procurement Initiative and supplies six transit agencies with vehicles.

Vehicle Description was developed through market research, stakeholder engagement and by examining the needs of the GTR service. The evaluation team was pleased with the vehicles proposed by Overland Custom Coach. During the operation of GTR five buses will always be in operation, while one bus acts as a spare, each route will operate with the same bus model. This is advantageous for Grey County as the proposed vehicles will all be identical, this will help to reduce maintenance costs and delays in attaining replacement parts. Staff recommend these buses as they are equipped with a variety of features that will ensure the safe and comfortable transportation of all GTR riders. Each bus will consist of the following design, features and amenities:

- Ford E450 Chassis
- Capacity of 21 riders plus standees
- 2 Personal Mobility Device Seats
- AODA Compliance
- 6.8L Gasoline Engine
- Automatic Transmission
- 225-amp alternator
- (2) 770 CCA Amp batteries
- LT225/75R16 Tires
- 55 Gallon Fuel Tank Capacity
- Driver Air Bags
- Available Air Conditioning and Heat
- Ramp Capacity 1000lb lift
- 5 year / 160,000 km limited warranty on Bus body. OEM Ford Warranty on chassis is (5) Year / 100,000 km Powertrain, (3) year / 60,000 km Basic
- AUTOMATIC Passenger Voice Announcement System with Next Stop request system
- Fiberglass exterior body skin
- LED Lighting

- Full Steel Cage Passenger Safety Structure System
- Front and Side Electronic Destination Sign
- Overhead Grab Rails powder coated yellow, Parallel entry grab rails powder coated yellow
- Driver and passenger side stanchion with modesty panel
- Electric Entry Door
- Upgraded Rear Suspension to Mor/Ryde,
- Heated Mirrors
- Unlimited Kilometers

Additional features are available at a supplementary cost, staff recommend the purchase of bike racks, fare boxes and two-way radios. Staff will seek sponsorship for bike racks. AVL/ITS technology, GPS and Cameras are aftermarket features that could be added later.

- Bike Racks \$3500 per bus
- Fire Suppression \$3340 per bus
- Fare Box \$2380 per bus
- Two Way Radio \$910 per bus
- GPS \$1850 per bus
- AVL/ITS Technology (after year one fees) \$3934.50 per bus
- Cameras \$1500 per bus

It is important to note that vehicles will require a 90-120 delivery window.

Leasing References, staff contacted the references provided by Overland Custom Coach and received positive feedback from all references.

Bid Table, Overland Custom Coach has provided Grey County with two lease options. One with a higher monthly cost but a lower residual at the termination of the lease, while the second option has a lower monthly cost but a 20% residual at termination. Staff have determined that it is financially responsible to lease buses and consider the buyout at the conclusion of the lease. At this time, it is the recommendation of staff to lease buses as opposed to purchase to keep the initial cost down while ridership data is gathered.

Legal and Legislated Requirements

Upon County Council direction, staff will finalize the lease agreement

Financial and Resource Implications

Upon County Council direction, staff will finalize the lease agreement with Overland Custom Coach. The leasing cost can be accommodated within the provincial grants received by Grey County and the Township of Southgate. A future report with route options and the MOU with Southgate will be brought forward for Council consideration.

Relevant Consultation

Internal

Grey County Legislative Services

Grey County Purchasing Department

Grey County Finance Department

Grey County Transportation Services

External (list)

First Student Canada

Appendices and Attachments