



Administrative Report

To: Warden MacDonald and Members of Essex County Council

From: Ziad Fatallah
Deputy Chief, Essex-Windsor Emergency Medical Services

Date: Wednesday, November 6, 2024

Subject: EMS Fleet Vehicle Repair and Maintenance RFP Results

Report #: 2024-1106-EMS-R12-ZF

Purpose

This report aims to provide Essex County Council with information and seek approval to enter into a two (2) year contract, with an option to extend for an additional two (2) years, with MSJ Automotive Services Ltd as the primary vehicle repairs and maintenance service provider, and Reaume Chevrolet as the secondary service provider for the Essex Windsor EMS.

Background

Essex Windsor EMS operates a fleet that includes 41 Ambulances, 9 Emergency Response Vehicles (ERVs), 3 District Chief pickup trucks, and several Support and Administrative vehicles. This fleet is critical for delivering timely and effective emergency medical services across the region. Proper maintenance of these vehicles is essential to ensure operational efficiency and minimize service disruptions. Therefore, it is imperative to collaborate with a reliable service provider that will ensure vehicles are maintained as per the manufacturer's standards and kept in optimal condition, thereby ensuring reliability, safety, and capability of sustaining operational services.

Essex Windsor EMS has historically utilized MSJ Automotive Services Ltd as a primary service provider and Reaume Chevrolet Buick GMC as a secondary service provider for vehicle repair and maintenance services, operating without a formal contract. Essex Windsor EMS issued a Request for Proposal (RFP) to identify potential new service providers and ensure the service operates under contract with the successful proponent. This RFP process

aims to secure providers capable of delivering routine maintenance, emergency repairs, and preventive care for the fleet.

Due to the non-exclusivity within the contract, a secondary service provider would also be established to ensure that Essex Windsor EMS has the flexibility to utilize an additional provider when necessary. This approach offers several benefits, including reducing potential delays in repairs, ensuring continued availability of service during peak times, and providing alternative options for specialized maintenance tasks, ultimately enhancing the reliability and efficiency of fleet operations.

Discussion

Essex Windsor EMS and the County's Procurement office developed and posted the RFP.

The RFP Process

Event	Date
RFP Posted	June 5, 2024
RFP Closed	July 25, 2024
Evaluation Period	July 25 - August 15, 2024
Consensus	August 19, 2024

The County's RFP had two (2) registered plan takers and received two (2) submissions.

Step 1 Technical Evaluation

Proponents were required to submit their corporate profiles and policies, demonstrating their understanding of the scope of work and outlining their approach to delivering the services specified in the RFP. Additionally, they were asked to present service level objectives and service metrics, along with warranties and guarantees for workmanship. Proponents also needed to identify their key personnel and their relevant certifications. Lastly, they were required to provide references from previous engagements.

Step 2 Financial Evaluation

Both proponent's proposals achieved the minimum technical score or greater and proceeded to the financial evaluation.

The proposal with the lowest total cost of the contract received 30 points toward its financial scores. The total cost of the contact of the second proponent was prorated against the lowest total cost of the contact, i.e., (lowest total cost of contact/const of contact) x weighted value.

MSJ Automotive Services Ltd. received the highest cumulative score (technical and financial) and was identified as the primary provider. Reaume Chevrolet ranked second and therefore was identified as the secondary provider.

Financial Implications

The value of the two (2) year contract with the preferred proponent, MSJ Automotive Services Ltd is \$1,048,680 plus HST. The total value of the potential four (4) year contract is \$2,162,230 plus HST as detailed in the chart below. The competitive procurement approach has not only improved contract award transparency and accountability but it has also had the effect of standardizing pricing resulting in anticipated annual cost savings.

The funding for these services adheres to the standard EMS funding model, with approximately 25% covered by the County, around 25% shared between the City and the Township of Pelee, and the remaining 50% provided by the Province.

Name of Service Provider	Term	Total Cost
MSJ Automotive Services Ltd.	Year one	\$516,602
MSJ Automotive Services Ltd.	Year Two	\$532, 078
MSJ Automotive Services Ltd.	Year Three (Optional)	\$548,542
MSJ Automotive Services Ltd.	Year Four (Optional)	\$565,008

Consultations

Kelli Schmidt, Financial Analyst

Justin Lammers, Chief, Essex Windsor EMS

Strategic Plan Alignment

Working as Team Essex County	Growing as Leaders in Public Service Excellence	Building a Regional Powerhouse
<ul style="list-style-type: none"> <input type="checkbox"/> Scaling Sustainable Services through Innovation <input type="checkbox"/> Focusing “Team Essex County” for Results <input type="checkbox"/> Advocating for Essex County’s Fair Share 	<ul style="list-style-type: none"> <input type="checkbox"/> Being an Employer with Impact <input checked="" type="checkbox"/> A Government Working for the People <input checked="" type="checkbox"/> Promoting Transparency and Awareness 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Providing Reliable Infrastructure for Partners <input type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County <input type="checkbox"/> Harmonizing Action for Growth <input type="checkbox"/> Advancing Truth and Reconciliation

Recommendation

That Essex County Council approve report number 2024-1106-R12-EMS-ZF, EMS Fleet Vehicle Maintenance and Repair RFP Results, and authorize entering into a contract with MSJ Automotive Services as the primary service provider and Reaume Chevrolet Buick GMC as the secondary service provide.

Approvals

Respectfully Submitted,
Ziad Fatallah

Ziad Fatallah, Deputy Chief, Essex-Windsor Emergency Medical Services

Concurred With,
Justin Lammers

Justin Lammers, Chief, Essex-Windsor Emergency Medical Services

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Concurred With

Sandra Zwiers

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

Appendix	Title
N/A	N/A