

Report to Community and Protective Services Committee

To: Chair and Members,
Community and Protective Services Committee

From: Cheryl Smith, Deputy City Manager, Neighbourhood and
Community-Wide Services

Subject: SS-2025-072: London Fire Department Single Source Procurement
of Vehicle Tablet Mounts and Accessories

Date: April 7, 2025

Recommendation

That, on the recommendation of the Deputy City Manager, Neighbourhood and Community-Wide Services, the following actions be taken:

- a) in accordance with Section 14.4(g) of the Procurement of Goods and Services Policy, Fire Administration **BE AUTHORIZED** to enter into negotiations with Commercial Truck Equipment Co., 1005 Pattullo Ave, RR8, Woodstock, ON, N4V 1C8, for pricing for a single source contract for one (1) year with three (3) option years for the provision of vehicle tablet mounts and accessories to the London Fire Department;
- b) the approval a) above, **BE CONDITIONAL** upon The Corporation of the City of London negotiating satisfactory prices, terms, conditions, and entering into a purchasing agreement with Commercial Truck Equipment Co. to provide vehicle tablet mounts and associated accessories to the London Fire Department;
- c) Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with the authorization set out in parts a) and b) above;
- d) the funding for this procurement **BE APPROVED** as set out in the Source of Financing Report attached hereto as Appendix 'A'; and,
- e) the Mayor and Clerk **BE AUTHORIZED** to execute any contract or other documents, as required, to give effect to these recommendations.

Executive Summary

This report requests authorization from Council for the single source purchase of vehicle tablet mounts and associated accessories under Section 14.4(g) of the Procurement of Goods and Services Policy, using the Canoe Procurement Group of Canada.

Linkage to the Corporate Strategic Plan

The London Fire Department Single Source Procurement of Vehicle Tablet Mounts and Accessories report is aligned with the following strategic areas of focus, outcomes, and expected results from the City of London Strategic Plan 2023-2027:

Wellbeing and Safety: London has safe, vibrant, and healthy neighbourhoods and communities.

- Londoners feel safe across the city, in the core, and in their neighbourhoods and communities.
- Improved emergency services response time and reporting.

Well-Run City: Londoners experience good stewardship, exceptional and valued service.

- London's finances are maintained in a transparent, sustainable, and well-planned manner, incorporating intergenerational equity, affordability, and environmental, social, and governance considerations.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

- None

1.2 Context

The London Fire Department ('LFD') is currently in the process of equipping all front-line apparatus with tablets to enhance operational efficiency and improve response times. These tablets will provide responders with instant access to critical information, such as detailed mapping of the emergency location, real-time updates on the call, and vital incident data. This technology is essential in ensuring a faster and more accurate response, as it allows crews to navigate directly to the scene with optimized routing, receive live updates on the situation, and access details of location.

By integrating tablets into the vehicles, the LFD will improve the safety and effectiveness of fire operations, leading to better outcomes for both first responders and the community served. These tablets require mounts and associated accessories to safely and appropriately secure the tablets into LFD vehicles.

2.0 Discussion and Considerations

2.1 Procurement Process

Utilizing the expertise of Procurement and Supply Services, the City has become a member of the Canoe Procurement Group of Canada ('Canoe') group purchasing organization, with whom Commercial Truck Equipment Co. has an active contract for the supply of tablet mounts and associated accessories. All offerings through Canoe have undergone a formal, competitive bid process on behalf of Ontario's municipalities, ensuring full compliance with the Procurement of Goods and Services Policy and relevant trade agreements.

To pursue the advantages of this group buying opportunity for the LFD, the Deputy City Manager, Neighbourhood and Community-Wide Services, seeks authorization to use the clause outlined in Section 14.4(g) of the Procurement of Goods and Services Policy (please see below) for the single source purchase of tablet mounts and associated accessories.

Section 14.4(g) of the Procurement of Goods & Services Policy

14.4 Single Source

Single Source means that there is more than one source of supply in the open market, but only one source is recommended due to predetermined and approved specifications. The procurement may be conducted using a Single Source process if the goods and/or services are available from more than one source, but there are valid and sufficient reasons for selecting one supplier, as follows:

- g. It is advantageous to the City to acquire the goods or services from a supplier pursuant to the procurement process conducted by another public body or a Group Procurement Organization (GPO).

3.0 Financial Impact/Considerations

The mounts and accessories required to outfit the LFD's front-line vehicles will cost approximately \$95,000 (excluding HST). The funds for this purchase are available in the approved Fire capital budget as outlined in the attached Appendix A, Source of Financing.

Conclusion

It is recommended that Council authorize the single source procurement of tablet mounts and associated accessories per Section 14.4(g) of the Procurement of Goods and Services Policy, allowing for a resource-saving cooperative purchasing agreement with Commercial Truck Equipment Co. using the Canoe Procurement Group of Canada.

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Submitted by: Lori Hamer, Fire Chief

Recommended by: Cheryl Smith, Deputy City Manager, Neighbourhood and Community-Wide Services

c: Vakul Arora, Senior Manager, Procurement and Supply
Jason Davies, Manager, Financial Planning and Policy
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Appendix A: Source of Financing Report