

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: London Fire Department Single Source Request for a
Decontamination Pod Report – SS-2023-171

Date: June 13, 2023

Recommendation

That, on the recommendation of the Deputy City Manager, Neighbourhood and Community-Wide Services, the following actions be taken with respect to the single source purchase of a Decontamination Pod:

- a) In accordance with Section 14.4(e) of the Procurement of Goods and Services Policy, Fire Administration BE AUTHORIZED to enter into negotiations with Advanced Containment Systems Inc, (ACSI) 8720 Lambright Rd., Houston, TX, 77075, for the purchase of one (1) Decontamination Pod;
- b) The London Fire Department BE AUTHORIZED to procure one (1) Decontamination Pod that will replace the current Decontamination Trailer. The Decontamination Pod will be procured from Advanced Containment Systems Inc, for \$362,731 CAD (\$251,168 USD at current exchange rate), excluding HST, including a contingency for currency exchange rate, and with a minimum 50% downpayment at time of order; and
- c) That the funding for this procurement BE APPROVED as set out in the Source of Finance Report, attached as Appendix A.

Executive Summary

This report is an accompaniment to the London Fire Department Single Source Request for Fire Apparatus, June 13, 2023, and requests authorization from Council for the purchase of one (1) Decontamination Pod for delivery in 2024 in accordance with the London Fire Department's (LFD) Master Plan Action Plan.

Previous Reports Pertinent to this Matter

- [London Fire Department Emergency Tanker Repair](#) (Mar 21, 2023)
- [SS-2023-037 - London Fire Department Single Source Request for Engine and Aerials](#) (Feb 22, 2023)
- [Fire Master Action Plan](#) (June 21, 2022)
- [London Fire Department Emergency Apparatus Procurement](#) (Aug 31, 2021)
- [London Fire Department Single Source Apparatus Procurement](#) (Aug 31, 2021)
- [London Fire Department Emergency Repair](#) (May 11, 2021)

Linkage to the Corporate Strategic Plan

This London Fire Department Single Source Request for Decontamination Pod report is aligned with the following strategic areas of focus and outcomes from the City of London Strategic Plan 2023-2027:

- Wellbeing and Safety: London has safe, vibrant, and healthy neighbourhoods and communities.
- Well-Run City: Londoners experience good stewardship, exceptional and valued service.

Analysis

1.0 Background Information

1.1 Context

This report accompanies the London Fire Department Single Source Request for Fire Apparatus, June 13, 2023, where it was noted that the Fire Master Plan Action Plan includes a plan to move 'to a 12+3-year replacement schedule for fire apparatus'. The current Decontamination Trailer was originally a repurposed Fire Investigation Trailer from 1998 and was refurbished for use in 2004. As a Decontamination Trailer, it is towed by a service vehicle. For the last 19 years, the trailer has played an integral role in our hazardous materials response capabilities and continues to provide additional opportunities for improving the quality of service. The LFD is moving away from larger response trailers for reasons of safety and efficiency. This pod system will not require an annual Ministry of Transportation Inspection, as is required for the current trailer. In addition, the pod's lifecycle would be set at 20 years, providing longevity and a greater return on investment.

Improving firefighters' health and wellness is a primary area of focus as noted in the Fire Master Plan Action Plan and this is a consideration when developing all new vehicles. This Decontamination Response Vehicle and the Decontamination Pod are designed to assist as a cancer prevention tool for firefighters, provide rehabilitation options, as well as provide immediate care to the public in mass casualty types of hazardous material situations.

Cancer in the fire service is a current reality; however, work is being done to better understand the increased risk, as well as enhancing prevention strategies, including the purchasing of a Decontamination Response Vehicle and Decontamination Pod to reduce this risk.

The Decontamination Pod will also provide onsite gender-neutral washroom facilities, which have been an ongoing challenge for the LFD during the execution of some duties, especially during long duration type of incidents.

The current trailer is in poor condition; therefore, there is an urgent need for replacement. The ongoing cost to maintain the current trailer in roadworthy condition is not advisable due to its diminished value. Increased downtime for excessive maintenance would impact service delivery.

The timeliness of this order is crucial as the manufacturer, ASCI, advises that their turnaround time is approximately eight (8) months. As such, the order will be placed at such a time that the pod will arrive at a similar time as the Decontamination Response Vehicle. Upon putting the Decontamination Response Vehicle and Pod into service, the current Decontamination Trailer will be decommissioned.

2.0 Discussion and Considerations

2.1 Procurement Process

The Deputy City Manager, Neighbourhood and Community-Wide Services seeks authorization for the single source procurement of one (1) Decontamination Pod from ACSI, per the process outlined in section 14.4(e) of the Procurement of Goods and Services Policy.

14.4 Single Source

The City of London Procurement of Goods and Services Policy stipulates that 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 in particular, as follows:

- e. The required goods and/or services are to be supplied by a particular supplier(s) having special knowledge, skills, expertise or experience.

Through a scan of potential vendors and due to the components required within the Decontamination Pod, the 'roll-off' container design of the Pod, the ability to expand to other types of Pods for other uses, and as a manufacturer who has a tried-and-true record of doing this type of design/build of Decontamination Pods for Fire Department and Hazardous Materials Response Teams, Advanced Containment Systems Inc. (ACSI) is the only vendor found that can fulfill all the individual needs and meets all the requirements for the type of equipment LFD is looking for in this highly specialized type of equipment.

This vendor choice is also for practical reasons in that the equipment specified has been engineered, purpose built, field tested, and can stand up to years of service. In addition, it comes with applicable warranties and service for all components. ACSI has been working with Fire Departments, Law Enforcement, Healthcare, and the military for many years.

2.3 Next Steps

In accordance with the Occupational Health and Safety Act, the LFD Apparatus Division will be trained in the maintenance of this Decontamination Pod by manufacturing specialists. In addition, the LFD Suppression Division will be trained for everyday maintenance and specialized operations by trained personnel prior to placing the unit into frontline service.

3.0 Financial Impact/Considerations

The cost of the Decontamination Pod is \$342,731 CAD (\$251,168 USD at current exchange rate), excluding HST, with a minimum 50% downpayment at time of order, and an additional \$20,000 as a contingency amount for any potential currency exchange rate increases between the time of report production and execution of the purchase. Any unused portion of the additional \$20,000 contingency would be returned to the Efficiency, Effectiveness, and Economy (EEE) Reserve.

The cost of this Decontamination Pod exceeds the available capital budgets that have been previously approved. However, additional funding is available in the Efficiency, Effectiveness, and Economy Reserve, for this purchase to offset the required budget increase per the Source of Finance Report attached as Appendix A. The Efficiency, Effectiveness, and Economy Reserve provides funding for opportunities that create efficiency, effectiveness and economy. Returns can range from increased future revenues, decreased future expenditures, increased service levels, and improved service quality. As noted earlier in this report, the timeliness of this purchase is important because of long lead times and the need to ensure critical health and safety services are maintained. Using funding from the Efficiency, Effectiveness, and Economy Reserve for this purchase will achieve two of noted returns: increased service levels and improved service quality.

The Fire Master Plan action to reduce the lifecycle of LFD vehicles, including impacts to the Fire Facilities, Vehicle, and Equipment Renewal Reserve Fund, will be considered during preparation of the 2024 - 2027 Multi-Year Budget and beyond.

Conclusion

Administration is recommending the single source purchase of one (1) Decontamination Pod as per Section 14.4 (e) of the Procurement of Goods and Services Policy in accordance with the Fire Master Plan to replace an aged Decontamination Trailer, thereby increasing fire personnel safety and reducing maintenance costs.

Prepared by: Gary Mosburger, Platoon Chief Manager

Submitted by: Richard Hayes, Acting Fire Chief

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

c: Jason Davies, Manager III, Financial Planning and Policy, Finance Supports
Steve Mollon, Manager, Purchasing and Supply, Finance Supports
Vanetia R, Solicitor I, Legal Services
Jason Wills, Manager III, Risk Management, Legal Services

Source of Finance Report

Appendix "A"

#23127

June 13, 2023
(Single Source Contract)

Chair and Members
Community and Protective Services Committee

RE: London Fire Department Single Source Request for a Decontamination Pod
(Subledger FLT23004)

Capital Project FS115223 - Emergency Fire Vehicle
Advanced Containment Systems Inc - \$342,731 (excluding HST)

Finance Supports Report on the Sources of Financing:

Finance Supports confirms that the cost of this project cannot be accommodated within the financing available for it in the Capital Budget but can be accommodated with funding available in the Operating Efficiency, Effectiveness and Economy Reserve and that, subject to the adoption of the recommendations of the Deputy City Manager, Neighbourhood and Community-Wide Services, the detailed source of financing for this project is:

Estimated Expenditures	Approved Budget	Additional Funding Requirement	Revised Budget	Committed To Date	This Submission
Vehicle & Equipment	10,072,650	368,763	10,441,413	10,072,650	368,763
Total Expenditures	\$10,072,650	\$368,763	\$10,441,413	\$10,072,650	\$368,763

Sources of Financing

Drawdown from Fire Facilities, Vehicle and Equipment Renewal Reserve Fund	2,043,839	0	2,043,839	2,043,839	0
Drawdown from Operating Efficiency, Effectiveness and Economy Reserve (Note 1)	8,028,811	368,763	8,397,574	8,028,811	368,763
Total Financing	\$10,072,650	\$368,763	\$10,441,413	\$10,072,650	\$368,763

Financial Note:

	FS115223
Vehicle Cost	\$342,731
Add: HST @13%	44,555
Total Contract Price Including Taxes	387,286
Less: HST Rebate	-38,523
Add: Exchange Rate Contingency	20,000
Net Contract Price	<u>\$368,763</u>

Note 1: The additional funding requirement for this project can be accommodated by a drawdown from Operating Efficiency, Effectiveness and Economy Reserve. The forecasted balance of the reserve will be \$13.0M with the inclusion of this project.

Kyle Murray
Director, Financial Planning & Business Support

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