

**THE CORPORATION OF THE CITY OF ENDERBY**

**MEMO**

To: Mayor and Council  
From: Tate Bengtson, CAO  
Date: April 4, 2025  
Subject: Early Budget Approval for Purchase of Two Public Works Trucks

---

**RECOMMENDATION**

THAT Council provides early budget approval for the purchase of two Public Works trucks;  
AND THAT Council awards the purchase to Bannister GM Vernon with a value not to exceed \$55,000 per truck including optional and aftermarket items, excluding taxes and environmental levies.

**BACKGROUND**

The City of Enderby maintains a small fleet of vehicles. The fleet is managed in accordance with a replacement schedule that provides an estimate of typical useful life. As vehicles age, the operation and maintenance costs generally increase, alongside an increased risk of a vehicle being placed out of service. The replacement schedule also determines the value per year that the City contributes to its fleet reserve fund, which funds the replacement of its fleet over time based on lifecycle.

Included in the City's fleet are two general duty Public Works trucks, which are used for transporting department members between different facilities and performing tasks within the service area that do not require specialized equipment or tools. Based on a fifteen-year service life, both vehicles were scheduled for replacement in 2023. A condition review in 2022 indicated that it was reasonable to extend the lifecycle for both trucks. Following the same review at the end of 2023 and again in late 2024, it was determined that 2025 was the appropriate year to replace the vehicles.

Staff issued a request for quotes in advance of the budget in an effort to secure pricing prior to the anticipated impact of automobile tariffs. Staff are seeking early budget approval to proceed with the purchase in order to hold to the quoted pricing, which is expected to increase in the near future as pre-tariff inventory dwindles.

The request for quotes elicited three quotes from two suppliers. No quotes were eliminated for non-compliance. The highest scoring quotes were both from Bannister GM. One bid offered two GM Sierra 1500 PRO trucks. The other bid offered two Chevy Silverado 1500 Custom trucks. The difference in pricing between the two offers is minor; however, there are several

differences between the two models in terms of required items that are listed as either optional or aftermarket. As the base model pricing is so close, the cost of the required items that are optional or aftermarket will affect the evaluation of which offers the best value to the City.

Provided Council gives early budget approval in the manner proposed, staff would determine the cost of the required optional/aftermarket items with the supplier and then finalize the purchase on a value-for-money basis.

No trade-in value was included on the bid form. The existing trucks will be disposed through trade-in or auction in accordance with the City's *Surplus Asset Disposal Policy*.

The cost of the trucks is consistent with budget and the planned expenditure from the City's fleet reserve fund.

Respectfully submitted,

A handwritten signature in black ink, appearing to be the name 'Tate Bengtson'.

Tate Bengtson  
Chief Administrative Officer