



## Council Report

---

**Report Number:** PUR2022-005  
**Meeting Date:** February 22, 2022  
**Title:** 2022-12-SS Single Source Purchase of Fleet GPS Hardware and Software  
**Author and Title:** Ashley Wykes

---

### Recommendation(s):

**That** Report PUR2022-005, **2022-12-SS Single Source Purchase of Fleet GPS Hardware and Software**, be received;

**That** Geotab Inc. be awarded the single source purchase of Fleet GPS Hardware and Software in an amount of \$116,524 not including HST;

**That** subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreements to award the contract; and

**That** the Procurement Division be authorized to issue a purchase order.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

**Background:**

The City of Kawartha Lakes originally began procuring Global Positioning System Automatic Vehicle Location Systems (GPS AVL) as a response to increasing need for accurate defensible documentation. The City's GPS AVL provider is undergoing system upgrading and modernization which will make some of the City's units no longer viable. The number of GPS AVL units in use has steadily grown over the years due to the quality and applicability of the data produced for liability control, response to the public, and internal/external accountability. Due to the current investment in hardware and data warehousing, system migration is required to maintain continuity of documentation used to prove that the City is meeting its levels of service and legal responsibilities.

**Rationale:**

The City has a fleet of 143 GPS units that will be obsolete come June of 2022. This means, the City will no longer be able to track aspects of roads operations such as sand/salt application, material on/off, blade up and down for graders and plow trucks, and vehicle location. This information is imperative in order to ensure the City is conforming to Minimum Maintenance Standards, Roads Operations Policies, and providing the reporting necessary for the City's Insurance Risk Management Department.

The units will be installed by a third party vendor that has knowledge and expertise associated with installing GPS hardware on the City's fleet of vehicles.

Subsequent to this procurement, a competitive procurement process will be entered into for additional hardware and value added software features and platforms. Due to the timing of system upgrading and until a future RFP can be released, direct purchases with Geotab Inc. are being recommended.

**Other Alternatives Considered:**

The City currently utilizes the hardware and software from Geotab Inc. and due to fiscal budget and timing constraints, no other alternative is being considered at this time.

**Alignment to Strategic Priorities**

The purchase of the Fleet GPS hardware and software aligns with the strategic priority of "Good Government" as the GPS units track the daily operations of Fleet vehicles in order to help mitigate risk to the City.

**Financial/Operation Impacts:**

The budget for the Fleet GPS hardware and software was approved in the 2022 capital budget as per the chart below:

Capital Project Number	Project Budget	Other Committed Funds*	Capital Project Balance	Purchase Amount (excluding HST)	HST Payable	Total Purchase	Project Balance
92822109	\$231,000	\$8,900	\$222,100	\$116,524	\$2,051	\$118,575	\$109,675

\*Other committed funds include the cost of installation of the GPS hardware.

Any surplus or deficit will be dealt with by the Treasury Department according to the Capital Close policy.

**Consultations:**

Business Analyst, IT Applications  
Manager of Roads Operations (Lindsay)  
Manager of Fleet and Transit Services

**Department Head email:** [jstover@kawarthalakes.ca](mailto:jstover@kawarthalakes.ca)

**Department Head:** Jennifer Stover

**Department File:** 2022-12-SS