

**TO:** CHIEF ADMINISTRATIVE OFFICER **DATE:** April 14, 2023

**FROM:** DEPUTY CHIEF ADMINISTRATIVE OFFICER & CHIEF FINANCIAL OFFICER **FILE:** 5820-20  
*Reference: RFP #70-03-22*

**SUBJECT: CONTRACT AWARD  
ONE (1) HAZARDOUS MATERIALS RESPONSE UNIT**

**PURPOSE:** To obtain Council approval to award a contract for the supply and delivery of one Hazardous Materials Response unit for the Burnaby Fire Department.

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**RECOMMENDATION:**

1. **THAT** Council approve a contract award to Safetek Emergency Vehicles Ltd. for an estimated total cost of \$2,415,950.00 USD including GST and PST in the amount of \$ 258,852.00 USD as outlined in this report.

**REPORT**

One submission to a Request for Proposals (RFP) was received by the closing time on 2023 January 10. The work of this contract includes the supply and delivery of one Hazardous Materials Response unit. Based on the RFP's evaluation criteria of work methodology, compliance to specifications, price, performance and service, Safetek Emergency Vehicles Ltd received a high overall score. The recommended unit is a net new addition to the Fire Department's fleet, and represents the Department's first ever Hazardous Materials Response vehicle.

The recommended company, Safetek Emergency Vehicles Ltd., has provided other vehicles in the past with a proven track record to the satisfaction of the City. Review by City staff indicates the contractor has the necessary equipment and personnel to successfully complete the work required under this contract. In order to avoid a potential price fluctuation due to the US/Canadian exchange rate at the time of delivery, City staff recommend payment in US dollars. Finance staff will strategically pre-purchase US dollars to receive optimal rates. The Fire Chief concurs with this recommendation.

To: Chief Administrative Officer  
From: Deputy Chief Administrative Officer & Chief Financial Officer  
Re: Contract Award  
One (1) Hazardous Materials Response Unit

April 24, 2023 ..... Page 2

Funding for this project is included in the 2023 – 2027 Financial Plan under WBS element ABZ.0045 (\$3,400,000). The City will be paying for the vehicle in USD from the USD account. The budget is sufficient to accommodate the projected foreign currency conversion. Due to significant increasing costs for the vehicle from inflation, the plan was originally insufficient to award this contract; however, reallocation of \$900,000 was made from the Mobile Decontamination Unit project. The latter project is less of a priority due to the current supply chain and market conditions and will be reassessed through the 2024 – 2028 Financial Plan.



Noreen Kassam, CPA, CGA  
DEPUTY CHIEF ADMINISTRATIVE OFFICER  
& CHIEF FINANCIAL OFFICER

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Copied to: Fire Chief