

## Spot Buy Process

### Step 1: Vendor Contacts

Before contacting any vendors staff in the Hamilton Fire Department's Mechanical Division will ensure that the potential vendors:

- i. are in good standing with the City of Hamilton.
- ii. can meet the specifications and requirements\*.
- iii. can meet the vendor qualifications\*\*; and
- iv. receive same amount of time (i.e. 10 business days) to respond to Hamilton Fire Department staff.

\*Specification and Requirements are standard and overseen by various governing bodies such as Transportation Canada, National Standard of Canada, National Fire Protection Association, Ontario Highway and Traffic Act etc. All apparatus must be built to the following standards:

- CAN/ULC-S515-13 (or most current edition at time of bid submission),
- National Standard of Canada, Standard for Automobile Fire Fighting Apparatus, Third Edition (2013)
- National Fire Protection Association (NFPA) 1901 2016 Edition
- Standard for Automotive Fire Apparatus 2016 Edition, where possible and not in conflict with CAN/ULC-S515-13
- Transport Canada current regulations and requirements for commercial vehicles, including Canada Motor Vehicle Safety Standards (CMVSS)
- Ontario Highway Traffic Act current regulations and requirements for commercial vehicles

All Pump/Engine (diesel) apparatus must have:

- Medium Four Door raised roof Cab
- Aluminum or stainless-steel Fire Body
- Diesel Engine
- Allison automatic transmission
- National Fire Protection Association compliant hose storage
- National Fire Protection Association compliant fire pump
- National Fire Protection Association compliant Foam system
- National Fire Protection Association compliant water and foam storage tank/tanks
- Ground ladders 24'-14' roof-10' folding attic
- National Fire Protection Association compliant 'E' Light package
- A minimum of 1700 cubic feet interior compartment storage
- Electronic pressure governor
- Front Disk Brakes Rear Drum Brakes
- Multiplexed electrical system

**\*\*Vendor Qualifications include:**

**Service/Warranty Provider Qualification And Procedures**

**DEALER 310T MECHANIC**

The service/warranty provider shall have qualified service staff. Part of the qualification requirement is for the dealer to employ a full-time 310T "Truck and Coach Technician".

Proof of qualifications shall be provided at the time of selection – before staff sign the bill of sale.

**DEALER EVT LEVEL I, II, MASTER TECHNICIAN**

The Ontario-based service/warranty provider shall have qualified service staff. Part of the qualification requirement is for the dealer to employ a minimum of one full-time Emergency Vehicle Technician with EVT Fire Apparatus Master Technician certifications.

Proof of qualifications shall be required prior to award.

**DEALER EVT TECHNICIAN**

The dealer shall have qualified service staff. Part of the qualification requirement is for the dealer to employ a minimum of one full-time Emergency Vehicle Technician, with combined qualifications of a minimum of six (6) of the following EVT certifications:

- F1 Maintenance, Inspection, and Testing of Fire Apparatus
- F2 Design and Performance Standards of Fire Apparatus
- F3 Fire Pumps and Accessories
- F4 Fire Apparatus Electrical Systems
- F5 Aerial Fire Apparatus
- F6 Allison Automatic Transmissions
- F7 Fire Apparatus Foam Systems
- F8 Fire Apparatus Hydraulic Systems
- FA4 Advanced Electrical Systems

Proof of qualifications shall be required prior to award.

**WARRANTY REPAIRS SERVICE**

NOTE: The Successful vendor/dealer shall be the sole point of contact for the Hamilton Fire Department for the manufacturer, builder, authorized dealer and warranty provider in any case where the Successful vendor/dealer is not the same entity as those listed on the bill of sale and shall be responsible for any and all Contract related items.

In the event that warranty repairs are corrected by the Mechanical Division of Hamilton Fire Department, an invoice covering all parts, any labour and associated shop costs shall be sent to the Successful Bidder for payment to the City of Hamilton. The dealer/manufacture shall reimburse the City for all such costs incurred and described

above within 30 calendar days after receipt of an agreed to invoice for any such repairs. This means the vendor has the first right of refusal to complete the repairs.

#### WARRANTY REPAIRS, SERVICE CENTER AND PARTS DEPOT

The Successful vendor/dealer shall supply a "Single Source Warranty" that will include the entire Fire Apparatus and that the successful vendor will be the single point of contact responsible for all aspects of the warranty claim process including the administration of all required warranty claim documentation, as indicated by Fire Apparatus type:

i. Fire Apparatus – Urban/Rural Pump or other apparatus – 5 years

"Single Source Warranty" shall mean that the Successful vendor/dealer shall administer and manage all aspects of the fire apparatus including components used in the manufacturing and design of the apparatus for the entirety of the warranty period.

The Successful vendor shall have or be able to provide a factory authorized service center/provider as well as factory-trained Master Emergency Vehicle Technicians and when necessary 310T licensed mechanics. The factory authorized service center/provider shall be Ontario Based and within 100 km radius of the City of Hamilton and provide on-site mobile warranty services at the Hamilton Fire Department Mechanical Division. Service requests shall be acknowledged in writing (email) and actioned within 36 hours of request and/or within a mutually agreed upon time by the Chief Mechanical Officer or designate.

The authorized service center/provider shall be responsible for facilitating the movement of the Apparatus requiring service to and from the authorized service center/provider or to the manufacturer facility in the event of major repair as deemed necessary.

The factory authorized service center/provider shall be responsible for all associated costs to facilitate the movement of apparatus requiring service for warranty claims made within the warranty period.

The authorized service/centre provider will provide and maintain a detailed written record of all warranty work completed, which will include all associated parts used. Warranty period shall begin at date of final acceptance.

All of the above specifications and requirements and vendor qualifications are standard as of February 20, 2024 and are subject to change. The Fire Chief, Chief Mechanical Officer, and/or designate will have the ability to review the specifications and requirements and vendor qualifications provided by potential vendors and make minor adjustments to the above (i.e. some flexibility to requirements and qualifications can be determined by Fire Department staff).

## Step 2: Emailing Vendors

The Hamilton Fire Department maintains and updates a list of apparatus dealers that can meet our specs and requirements. Currently, this list consists of nine (9) potential vendors.

Should the City be made aware of any other vendors who can provide the apparatus and fulfil the requirements set out in this Appendix, the vendor shall be added to the list of Vendor Contacts.

From the period of March 2025 to December 31, 2026, Hamilton Fire Department staff in the Mechanical Division will reach out via email to all nine (9) firefighting apparatus vendors (more vendors will be added as staff become aware of new ones) several times per year or as needed to determine if they have the required apparatus (i.e. a rural pump or urban pumps) available on their lot for immediate purchase that meet the approved capital budgets per apparatus. Staff will reach out to potential vendors until all required apparatus are acquired. If the Hamilton Fire Department is contacted by a vendor stating that they have a required apparatus; only if there is a current need, staff will email all known dealers to ensure all dealers/manufacturers have an opportunity to provide information on their available stock apparatus.

The email sent by Mechanical Division staff will outline the specifications and requirements\* for the pump/apparatus as identified in Step 1 or as updated by the Ministry of Transportation and will provide the requirements needed to be a qualified vendor\*\*.

## Step 3: Document Vendors Contacted with Apparatus Details

**Spot Buy Contact Form** (staff will complete for all the vendors contacted)

Spot Buy Enquiry #: (each new enquiry will have a new number) \_\_\_\_\_

Enquiry made for Pump Apparatus Type (rural or urban): \_\_\_\_\_

Number of Pumps Enquired for: \_\_\_\_\_

Name of Vendor Contacted: \_\_\_\_\_

Vendor Email: \_\_\_\_\_

Vendor's Representative Name: \_\_\_\_\_

Date Contacted: \_\_\_\_\_

Did Vendor Respond that they had immediate stock that meets specifications and requirements (yes/no): \_\_\_\_\_

Did Vendor Respond and provide documentation that they meet Vendor Qualifications: (yes/no): \_\_\_\_\_

Type of Pump Available (rural or urban) from vendor and other details: \_\_\_\_\_

Cost provided by vendor: \_\_\_\_\_

#### **Step 4**

##### **Hamilton Fire Department staff review vendor responses and recommend vendor**

Once all vendors have had 10 days to respond; Hamilton Fire Department staff will confirm if any vendors met our spot buy needs including the specifications and requirements and budget.

In the case where more than one vendor has the available apparatus the vendor who has the lowest price and meets all requirements will be selected.

If more than one (1) vendor meets all our spot buy needs and they have the same/similar price, then staff will utilize the same selection criteria as determining vendors for RFT, RFQ, and RFP bids and directly engage the Procurement team with a further review of potential vendors. In this case, the Hamilton Fire Department staff will work with Legal and Procurement to put together a templated bid sheet, listing out all requirements, warranty, criteria etc. to review and determine the successful vendor.

#### **Step 5**

##### **Confirmation of Vendor**

Once the final vendor has been selected, and just before staff sign the final bill of sale, the Hamilton Fire Department staff will share for information only the draft final bill of sale documentation with Procurement staff and documentation from Step 3 for Procurements records.

#### **Step 6**

##### **Purchase**

Hamilton Fire Department staff will input a requisition into PeopleSoft for the purchase and a Purchase Order will be generated for the procurement of the apparatus. The payment of the apparatus will be processed through an invoice to the City of Hamilton.

#### **Step 7**

##### **Internal Documentation for Procurement Reports & Records**

Following the receipt of invoice and confirmation of purchase, Hamilton Fire Department staff will provide all forms and documentation related to the spot buy enquiry (including all email correspondence to all vendors contacted) along with the purchase agreement with price and details of apparatus, and total apparatus purchased to date via the spot buy process to staff in Procurement for their records.