



**The Corporation of the
City of Sault Ste. Marie**

C O U N C I L R E P O R T

February 24, 2025

TO: Mayor Matthew Shoemaker and Members of City Council
AUTHOR: Karen Marlow, Manager of Purchasing
DEPARTMENT: Corporate Services
RE: Fleet Advisory Services, Mercury

Purpose

The purpose of this report is to obtain Council approval to extend consulting services with Mercury Associates Inc. (Mercury) into 2025 for further advisory work on the Fleet Management Information System (FMIS) Implementation, as required by Public Works and Engineering Services.

Background

A full Public Works Fleet Services Review was conducted in 2021 by Mercury with findings and recommendations presented to Council on October 25, 2021.

Report to Council January 9, 2023, Fleet Management Improvement Initiatives indicated a component required in 2023 is the tender, selection and implementation of an FMIS, where the following resolution was passed:

Resolved that the report of the Director of Public Works dated January 9, 2023 concerning Fleet Management Improvement Initiatives be received and that Council recommend funding of the smooth replacement plan displayed in Figure 2 (attached) for 2023 budget with support in principle for 2024-2025 funding; further if Council approves the 2023 Capital Budget and funding for the Fleet Management Information System during budget deliberations that the project consulting fees in the amount of \$120,000 be single sourced to Mercury Associates, Inc.

The December 11, 2023 Council agenda (2024 Capital Budget) included \$105,000 for support service needs related to FMIS implementation which was provided by Mercury throughout 2024.

Analysis

It is recommended that single source, non-competitive approval be considered to extend services with Mercury into 2025 for further advisory work and project management on the FMIS implementation and update process/procedure documents for various fleet functions.

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This single source request is in accordance with Purchasing By-Law item 22.3 h) whereby Mercury's past work helped form the backbone of the FMIS tendering process and has supported implementation thus far. Such continuity of service is in the best interest of the City.

Financial Implications

During the 2025 Budget deliberations, Public Works allocated \$70,000 to Fleet Consulting Funds – Mercury, from within the Public Works Fleet & Equipment funding total.

This request can be accommodated with these funding allocations.

Strategic Plan / Policy Impact / Climate Impact

This project aligns with the Corporate Strategic Plan in the Infrastructure focus area for Asset Management.

Recommendation

It is therefore recommended that Council take the following action:

Resolved that the report of the Manager of Purchasing dated February 24, 2025, concerning the continuation of FMIS Advisory Services for system implementation as required by Public Works, be received and that the project consulting fees in the additional amount of \$70,000, a consolidated value of \$295,000, be single-sourced to Mercury Associates, with funding allocated from within the 2025 Public Works Fleet & Equipment budget, be approved.

Respectfully submitted,

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