

### **CIF Project #800 – Depot Operations Cost Data RFQ**

#### **Background**

During the course of discussions about transition planning, it became apparent that municipalities needed assistance in determining their depot operating costs. This project involved contracting a team of qualified consultants to aid municipalities in assessing their overhead administration, operating and capital costs across a range of sites with the intent of consolidating this information into a copy data source.

#### **Summary of Results**

Exp Services was contracted to develop the scope of work and associated RFQ through which the consultants were hired to secure the required data. The RFQ identified the types of depot operations and geographical locations from which the CIF was seeking information. The consultants were selected on the basis of their ability to provide municipal customers that met the CIF's need and at a competitive price. Cambium Inc, ReMM and Exp were all selected.

#### **Financials**

A total project budget of \$59,240 was set for development of the RFQ and the resultant work. Final project costs were \$50,610.95.

#### **Learnings**

This project proved to be very successful. The final report summarizing the results is posted to the CIF website under CIF #758 Municipal Depot Working Group and identifies a number of trends in depot operations costs that suggest clear better practices. Additionally, the project highlighted that municipalities struggle with having sufficient time and resources to complete in depth analysis of their operations and if such information is required, it is best undertaken through the use of qualified external resources. That said, it was apparent during the project that consultants typically need specialized training and direct oversight to ensure the caliber of work undertaken is consistent and thorough.