

Section I – Items for Authority Action

TO: Chair and Members of the Authority
Meeting #5/18, Friday, June 22, 2018

FROM: Derek Edwards, Director, Parks and Culture

RE: **VENDORS OF RECORD FOR MECHANICAL AND ELECTRICAL CONTRACTORS FROM 2018 TO 2020**
Contract #10007971

KEY ISSUE

Award of Contract #10007971 for the supply of on-call mechanical and electrical related goods and services from July 1, 2018 to June 30, 2020.

RECOMMENDATION

WHEREAS Toronto and Region Conservation Authority (TRCA) is the owner of several properties and facilities across the jurisdiction that require on-call mechanical and electrical services;

AND WHEREAS in May 2018, TRCA solicited proposals through a publicly advertised process and evaluated the proposals based on experience, technical capabilities/type of services offered, key personnel, association memberships, certifications, health and safety policy, in good standing with the Workplace Safety Insurance Board (WSIB), references and rates;

THEREFORE LET IT BE RESOLVED THAT TRCA staff establish a Vendors of Record (VOR) arrangement with three electrical contractors and four mechanical contractors for the supply of on-call services less than \$25,000 per occurrence for a two year time period from July 1, 2018 to June 30, 2020;

AND FURTHER THAT authorized TRCA officials be directed to take necessary action to implement the contract, including obtaining any required approvals and the signing and execution of any documents.

BACKGROUND

To improve efficiency and reduce administrative staff time TRCA staff is recommending establishment of a VOR arrangement for electrical and mechanical contractors for repairs and ongoing maintenance to various TRCA public use and rental facilities across its jurisdiction. This VOR arrangement will help ensure qualified mechanical and electrical contractors are able to provide services at a competitive price while meeting TRCA's specifications and reducing administrative costs associated with conducting multiple requests for quotations.

By establishing a VOR list for on-call and emergency electrical and mechanical services, vendors are authorized to provide these services for a defined period of time and with fixed pricing. Staff may contact a vendor on the list to provide mechanical or electrical related goods and services with a value up to \$25,000 per occurrence. On-call services above the \$25,000 threshold are subject to TRCA's Purchasing Policy and procurement procedures.

Item 8.8

Vendors will be required to provide all labour, materials, equipment and supervision necessary to complete the work in accordance with applicable laws, codes, standards, terms and conditions of the Vendors of Record Agreement.

RATIONALE

Request for Proposal (RFP) for Contract #10007971 was publicly advertised on the electronic procurement website Biddingo (www.biddingo.com) on May 16, 2018. Suppliers were advised that they would be evaluated on the following weighted criteria:

- Applicant's Information and Profile;
- Key Personnel;
- Experience and Qualifications;
- Health and Safety; and
- References.

Suppliers were also required to submit a Schedule of Rates comprised of rates for regular work hours, overtime/emergency work hours and vehicle mileage per kilometre.

TRCA staff received a total of five responses for mechanical and four responses for electrical responses from eight vendors. One vendor (Nortek) submitted a bid for both mechanical and electrical contractor services.

The Procurement Opening Committee opened the quotations on May 23, 2018. Members of the selection committee, consisting of TRCA staff (Lisa Moore, Kate Pankov and Anita Geier) reviewed the proposals based on a weighted scoring system consisting of 75% technical and 25% reasonableness of cost based on the above evaluation criteria.

The results of the evaluation are as follows:

ELECTRICAL CONTRACTORS	
Vendor	Weighted Score (out of 100%)
Rand Electric	83
R.A. Graham	76
Bolton Electric	70
Nortek	66

MECHANICAL CONTRACTORS	
Vendor	Weighted Score (out of 100%)
Black Creek Mechanical	83
Pipe-All Plumbing	82
Glen the Plumber	76
Nor-Line	73
Nortek	68

Item 8.8

The extent of the VOR list will ensure that a vendor will be available to provide goods and services in short order and the geographical distribution of the vendors will reduce the cost of mileage. Staff will be provided all of the information to be able to contact a vendor based on their experience/qualifications, geographical location, cost or a combination of the three. Therefore, staff recommends Contract #10007971 be awarded to Rand Electric, R.A. Graham and Bolton Electric for electrical services and Black Creek Mechanical, Pipe-All Plumbing, Glen the Plumber and Nor-Line for mechanical services, as they best meet TRCA's requirements.

FINANCIAL DETAILS

The total value of this contract is estimated to be \$400,000 based on a review of previous work orders completed in 2017. An increase or decrease in workload will have an impact on the amount of this contract. Vendors understand the potential cost and resource implications associated with changes in workload. The services will be provided on an "as required" basis with no minimum hours guaranteed.

Funds required for the contract are available through TRCA's municipal funding partners and are identified in TRCA's 2018, 2019 and 2020 capital and operating budgets.

Report prepared by: Anita Geier, extension 5668

Emails: anita.geier@trca.on.ca

For Information contact: Anita Geier, extension 5668

Emails: anita.geier@trca.on.ca

Date: June 13, 2018