

### Section II – Items for Executive Action

**TO:** Chair and Members of the Executive Committee  
Meeting #5/20, Friday, September 11, 2020

**FROM:** Richard Ubbens, Director, Parks and Culture

**RE:** **VENDOR OF RECORD ARRANGEMENT FOR ELECTRICAL AND MECHANICAL CONTRACTORS 2020 - 2021**  
RFP No. 10032967

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#### KEY ISSUE

Award of Request for Proposal (RFP) No. 10032967 for a Vendor of Record (VOR) arrangement for on-call electrical and mechanical contractor services at various facilities.

#### RECOMMENDATION

**WHEREAS** Toronto and Region Conservation Authority (TRCA) is engaged in activities that require on-call electrical and mechanical maintenance and repair services at various facilities or project sites across TRCA's jurisdiction;

**AND WHEREAS** TRCA solicited proposals through a publicly advertised process and evaluated the proposals based on the criteria outlined in this report;

**THEREFORE, LET IT BE RESOLVED THAT** TRCA staff be directed to establish a Vendor of Record arrangement with the following electrical contractors: RPM Industrial Inc., Bolton Electric Company Inc., Ainsworth, Black Creek Mechanical Ltd., for the supply of on-call electrical contractor services for a period of one (1) year with the option to renew for an additional year;

**THAT** TRCA staff be directed to establish a Vendor of Record arrangement with the following mechanical contractors: Black Creek Mechanical Ltd, Ocean Mechanical Ltd., MSB Mechanical Ltd., and Glen the Plumber for the supply of on-call mechanical contractor services for a period of one (1) year with the option to renew for an additional year;

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

#### BACKGROUND

TRCA requires on-call electrical and mechanical contractor services for maintenance and repair at various TRCA facilities, residential properties, and project sites. By establishing a VOR arrangement for electrical and mechanical contractors, 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 these services with a value up to \$15,000 per work order. Services above the \$15,000 threshold will be procured through a separate competitive process and are subject to TRCA's Procurement Policy. Vendors will be required to provide all resources required to service the divisional or program needs in accordance with applicable laws, codes, standards, terms and conditions of the VOR agreement. The VOR arrangement will be subject to annual review in order to confirm that the vendors are providing an adequate level of service and to

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update any applicable insurance, certifications, or policies of the vendors.

### RATIONALE

RFP documentation was posted on the public procurement website [www.biddingo.com](http://www.biddingo.com) on Wednesday, June 3<sup>rd</sup>, 2020 and closed on Wednesday, June 17<sup>th</sup>, 2020. Two (2) addendums were issued to respond to questions received.

A total of thirty-six (36) firms downloaded the documents and fifteen (15) proposals were received from the following vendors:

Electrical Proposals	Mechanical Proposals
Ainsworth Inc.	
Black Creek Mechanical Ltd.	
R.A Graham Electrical Contractors	Nortek Mechanical Services
Electric Group Ltd.	Ocean Mechanical Ltd.
Beckett Electrical Inc.	Pipe-All Plumbing and Heating Ltd.
Bolton Electric Company Inc	Nor-Line Mechanical Ltd
Everbrite Industries	MSB Mechanical Ltd.
RPM Industrial Inc	Litek Mechanical Services Inc.
	Glen The Plumber

The mechanical proposal from Ainsworth Inc. and electrical proposal from Everbrite Industries were both disqualified because they both failed to acknowledge Addendum #2, which confirmed that pricing for travel time was to be submitted as a per km rate. In failing to acknowledge the addendum, both vendors submitted flat rate fees for travel time per vehicle.

An Evaluation Committee comprised of staff from Business Services, Black Creek Pioneer Village, Procurement Services and Property Services reviewed the proposals. The criteria used to evaluate and select the recommended Proponents for each category included the following:

Criteria	Weight	Minimum Score
Applicants Information and Profile	15	
Key Personnel	15	
Experience and Qualifications	30	
Health and Safety	15	
<b>Sub-Total</b>	<b>75</b>	<b>30</b>
Pricing	25	10
<b>Sub-Total</b>	<b>25</b>	<b>10</b>
<b>Total Score</b>	<b>100</b>	<b>40</b>

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Proponents had the option to provide pricing for one or both categories. The four (4) highest scoring Proponents for each service category are recommended for contract award.

Through the evaluation process it was determined that **RPM Industrial Inc., Bolton Electric Company Inc., Ainsworth Inc., and Black Creek Mechanical Ltd.**, are the highest scoring vendor(s) meeting the qualifications and requirements for electrical contractor services as set out in the RFP. For the mechanical services category, **Ocean Mechanical Ltd., MSB Mechanical Ltd., Black Creek Mechanical Ltd., and Glen the Plumber** are the highest scoring vendors meeting the qualifications and requirements for mechanical contractor services as set out in the RFP. Therefore, staff recommends the award of contract No.10032967 to the aforementioned Proponents. Proponent's scores and staff analysis of the evaluation results can be provided in an in-camera presentation, upon request.

### **Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan**

This report supports the following strategic priority set forth in the TRCA 2013-2022 Strategic Plan:

**Strategy 7 – Build partnerships and new business models**

**Strategy 3 – Rethink greenspace to maximize its value**

### **FINANCIAL DETAILS**

Based upon a review of previous work completed for 2018-2020, the anticipated costs for the requested goods and/or services are approximately \$400,000, plus applicable taxes. An increase or decrease in workload will have an impact on the value of this contract. All proponents understand both the potential cost and resource implications associated with changes in workload. The goods and/or services will be provided on an "as required" basis with no minimum hours guaranteed.

Funds for the contract are identified in various divisional operating accounts.

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