



To: Public Works and Transportation Committee **Date:** October 18, 2023
From: Martin Younis, B. Eng., M. Eng. **File:** 10-6000-01/2023-Vol 01
Director, Facilities and Project Development
Re: **Award of Contract 8200Q – On-Call Fire System Services**

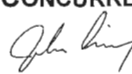

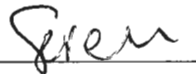
Staff Recommendations

1. That Contract 8200Q – On-Call Fire System Services as detailed in the staff report titled “Award of Contract 8200Q – On-Call Fire System Services,” dated October 18, 2023, from the Director, Facilities and Project Development be awarded for a three-year term to Elite Fire Protection Ltd. for an estimated average amount of \$227,150.00 annually, with an approximate total value of \$681,450.00 over a three-year period.

2. That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial three-year term up to the maximum total term of five years, for the maximum total amount of \$1,157,450.00 as described in the report titled "Award of Contract 8200Q – On-Call Fire System Services," dated October 18, 2023, from the Director, Facilities and Project Development.

3. That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contract amendment and all related documentation with Elite Fire Protection Ltd. over the five-year term.

Martin Younis, B. Eng., M. Eng.
Director, Facilities and Project Development
(604-204-8501)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO
		

Staff Report

Origin

The City requires fire system service providers for various public and worker safety reasons within the City-owned and leased buildings. Work is typically performed during regular business hours, however, it may be necessary to also perform work outside of regular business hours to accommodate programming and emergencies.

The City's previous contract for fire system services has expired and the contract has been extended on a monthly basis under the same rates until the new contract is awarded.

This report presents the results of the submissions received for Contract 8200Q through a publicly tendered process and recommends award of this contract to Elite Fire Protection Ltd. to accommodate the City's overall service requirements.

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

3.3 Ensure the community is collectively prepared for emergencies and potential disasters.

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

Analysis

The City currently has 168 facilities that are used and occupied by the general public, various user groups, and/or City staff. Fire protection systems and their maintenance are a regulated requirement necessary for public and worker protection. Services in Contract 8200Q include on-call emergency repairs, inspections, scheduled maintenance of fire alarm panels, sprinkler systems, fire suppression systems and fire extinguishers.

Request for Quotation 8200Q was prepared by staff and issued to market on July 6, 2023 and closed on August 3, 2023. Four quotations were received by the closing date and were reviewed by staff. As the solicitation was a Request for Quotation, the review was primarily based on each bidder's proposed hourly rates. Bidders were required to submit hourly rates and their materials mark-up percentage for Years 1 to 3 and separate prices for the optional Years 4 and 5. The rates submitted were used to derive annual costs based on historical usage of this service.

Staff also reviewed responses in terms of each bidder's experience, qualifications, safety and training programs, ability to meet service and technical requirements and references. Each bidder was also required to submit their proposed methodology for a typical work scenario.

The Years 1 to 3 annual rates for the Request for Quotation 8200Q bidders are summarized in Table 1. The estimated annual cost for each bidder is based on their hourly rates, an estimate of annual and regular hours using the City's historical data for this service and an estimate of annual material costs based on historical data and contingency.

Table 1 – Annual Rates Summary (Years 1 to 3)

Year	Elite Fire Protection Ltd.	Cobing Building Solutions Ltd.	Levitt-Safety	Black Tusk Fire and Security
1	\$227,150.00	\$236,050.00	\$262,225.00	\$276,500.00
2	\$227,150.00	\$236,050.00	\$262,225.00	\$276,500.00
3	\$227,150.00	\$236,050.00	\$262,225.00	\$276,500.00
Total	\$681,450.00	\$708,150.00	\$786,675.00	\$829,500.00

Elite Fire Protection Ltd. rates reflect the lowest cost for Years 1 to 3. Table 2 summarizes the annual rates for all bidders if services are extended to Years 4 and 5.

Table 2 – Annual Rates Summary (Years 4 to 5)

Year	Elite Fire Protection Ltd.	Cobing Building Solutions Ltd.	Levitt-Safety	Black Tusk Fire and Security
4	\$238,000.00	\$304,475.00	\$282,575.00	\$325,475.00
5	\$238,000.00	\$304,475.00	\$282,575.00	\$325,475.00
Total	\$476,000.00	\$608,950.00	\$565,150.00	\$650,950.00

Elite Fire Protection Ltd. rates reflect the lowest cost for Years 4 and 5.

Award Recommendation

Staff recommend the contract be awarded to Elite Fire Protection Ltd. as the service provider.

Through the Request for Quotation process, Elite Fire Protection Ltd. demonstrated the ability to provide the required level of service and was found to be the best value to the City. Elite Fire Protection Ltd. has been providing service locally for over 40 years and proposed the best rates. As an incumbent service provider, staff have received an excellent quality of service during the contract period.

The initial term is three years, with two additional one-year optional terms, for a total available term of up to five years. Contractor service performance will be monitored and communicated during regular reviews and measured against relevant key performance indicators.

Corporate policies and procedures have been followed in the solicitation and award of this contract. The award of this contract requires Council approval as the total amount exceeds the authorized amount under Officer and General Manager Bylaw No. 8215.

Financial Impact

Based on historical rates and expenditures and the bid from Elite Fire Protection Ltd. for Years 1 to 3, the contract value for a three-year period is estimated to be \$681,450.00.

The total estimated cost for a five-year period is \$1,157,450.00.

Funding for this award of contract can be accommodated within the existing operating budget.

Conclusion

The current contract for fire protection services has expired and new contracts are required. Staff recommend that 8200Q be awarded to Elite Fire Protection Ltd. The contract is for an initial three-year period with an option to extend an additional two years, subject to contractor's performance.



Jeff Lee
Manager, Facility Services
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