



City of Richmond

Report to Committee

To: Community Safety Committee

Date: September 16, 2019

From: Tim Wilkinson
Fire Chief

File: 99-Fire Rescue/2019-
Vol 01

Re: **Award of Contract 6334Q - Supply and Delivery of Boots and Accessories for Richmond Fire-Rescue**

Staff Recommendation

1. That Contract 6334Q - Supply and Delivery of Boots and Accessories for an initial three year term be awarded to Associated Fire Safety Group for the estimated average annual amount of \$150,000.00, with an option to renew for two further one years terms, for an estimated total contract value of \$750,000.00 over the five year term; and
2. That the Chief Administrative Officer and the General Manager of Community Safety be authorized to execute the Contract 6334Q as outlined in the staff report titled "Award of Contract 6334Q – Supply and Delivery of Boots and Accessories for Richmond Fire-Rescue", dated September 16, 2019, from the Fire Chief.

Tim Wilkinson
Fire Chief
(604-303-2701)

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

Staff Report

Origin

The City requires supply and delivery of personal protective equipment (PPE) and uniform for firefighting staff usage. Examples of PPE and uniform items are as follows: station boots, firefighting boots, gloves, hoods, and auto extrication gloves. These items are used daily to protect firefighting staff from hazardous and toxic environments and as their day to day uniform.

This report supports Council's Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

5.2 Clear accountability through transparent budgeting practices and effective public communication.

Findings of Fact

Richmond Fire-Rescue (RFR) is continuously improving and refining the financial systems within the department. In this case the area of improvement is focused on requisitioning, receiving and overall quality of PPE and uniform clothing, with the implementation of these changes, RFR expects to find efficiencies and potential cost savings over the term of the contract.

RFR and WorkSafe BC recognize that cancer remains a serious health risk related directly to the role of firefighter. One area of the body currently under protected is the head and neck region. To mitigate the cancer risks, RFR introduced an improved Particulate Barrier Hoods as an enhancement to the current level of protection. The Particulate Barrier Hoods will be issued to RFR staff, with an ongoing maintenance program to support the increased PPE expenditure.

RFR has tested many different styles and brands of firefighting PPE and is currently using the models identified in the RFQ bid specifications.

Analysis

Public Tendering

A Request for Quotation (RFQ) 6334Q was prepared by staff and posted to BC Bid on June 3, 2019. Three quotations were received by the closing date from the following bidders:-

- Associated Fire Safety
- Guillevin International
- Wholesale Fire Rescue

Associated Fire Safety submitted a quotation for all 10 items specified in the RFQ. Guillevin only submitted a quotation for 3 items. Although they submitted competitive quotations, two of the products offered were not consistent with the required specification. The one item that

matched the specification (auto extrication gloves) was offered at a nominally lower price compared to the price offered by Associated Fire.

Although Wholesale Fire submitted prices for 6 items, none of the items offered were consistent with the required specifications.

Staff therefore determined that the best overall value would be realized by awarding the entire contract to the only bidder that provided a complete bid with competitive pricing and for efficiency and vendor management.

Table 1 – Associated Fire Safety - Bid Submission

Item	Associated Fire Safety (based on estimated annual usage)
HAIK Products	\$98,638
Uniform Items	\$13,344
Personal Protective Equipment	\$17,150
Total bid	\$129,132

Award Recommendation

Based on an analysis of the bids received, Staff determined that the best value for the City was to award the contract to a single vendor, Associated Fire Safety Group, who confirmed they could supply all the required items in compliance to City specifications. As an incumbent vendor, Associated Fire Safety Group has consistently demonstrated their ability to provide a high level of service and good value to the City.

The proposed contract is for a three (3) year initial term, with an option to renew for two (2) further one (1) year contract terms.

Pricing for all items specified in the RFQ will be fixed during the initial three year term. Should the City decide to exercise the option to extend the contract for a 4th year, the prices of all items will increase by 4.5%. Should the City decide to exercise the option to extend the contract for a 5th year, prices will further increase by 2%.

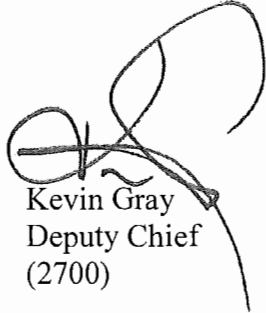
Corporate policies and procedures have been followed in the soliciting and award of this contract. The award of this contract requires Council approval, as the total amount exceeds the authorized amount under Officer and General Manager Bylaw No. 8215.

Financial Impact

Based on historical usage and expenditures for the equipment under this contract, it is estimated that the annual value of the proposed contract will be approximately \$150,000.00 with funding approved by Council in the RFR Operating Budget.

Conclusion

This report presents the proposal bid summary results for Contract 6334Q - Supply and Delivery of Boots and Accessories. It is recommended this contract be awarded to Associated Fire Safety Group, at the unit rates quoted, for a three (3) year term with the option to renew for two (2) further one (1) year terms.



Kevin Gray
Deputy Chief
(2700)

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