



City of  
**Peterborough**

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**To:** **Members of the Committee of the Whole**

**From:** **Sandra Clancy, Director of Corporate Services**

**Meeting Date:** **September 26, 2016**

**Subject:** **Report CPPS16-028  
Award of RFP P-27-16 for the Preventive Maintenance of  
Sprinkler and Standpipe Systems at Various City of  
Peterborough Facilities**

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## **Purpose**

A report to recommend award of Request for Proposals (RFP) P-27-16 for the Preventive Maintenance of Sprinkler and Standpipe Systems at Various City of Peterborough Facilities.

## **Recommendations**

That Council approve the recommendations outlined in Report CPPS16-028, dated September 26, 2016 of the Director of Corporate Services, as follows:

- a) That RFP P-27-16 for the Preventive Maintenance of Sprinkler and Standpipe Systems at Various City of Peterborough Facilities for the five year period January 1, 2017 to December 31, 2021, with a potential five year extension, for the following sites be awarded as follows:

City Hall, Evinrude Centre, Kinsmen Arena, Market Hall, Material Recycling Centre, Memorial Centre, Peterborough Police Station, Peterborough Sport & Wellness Centre, Bus Terminal and Transit Garage to Troy Life & Fire Safety Ltd., 555 Wentworth Street East, Unit 7, Oshawa, Ontario, L1H 3V8 at a five year cost of \$109,703.35 plus HST of \$14,261.44 for a total cost of \$123,964.79.

- b) That authority be delegated to the Director of Corporate Services to add the Preventive Maintenance of Sprinkler and Standpipe Systems for additional City locations not included in the RFP to this Agreement as required.

## Budget and Financial Implications

There are funds in the 2017 Operating Budgets for each facility for the 2017 costs. Funds for the four additional years will be included in the 2018 to 2021 Operating Budgets for each facility.

## Background

The City is seeking to retain the services of an established Sprinkler Service Contractor (SSC) for the Preventive Maintenance of Sprinkler and Standpipe Systems at various City facilities, for a five year period, starting January 1, 2017 to December 31, 2021, with the option of one, five year extension, January 1, 2022 to December 31, 2026, subject to satisfactory performance, price and budget availability.

The initial investigation during the first two months of year 1 includes the following:

1. Confirm location of all equipment including but not be limited to:
  - a. Main Sprinkler Header;
  - b. Fire Pump, if applicable;
  - c. Test Header, if applicable;
  - d. Shut-Off and Supervisory Valves;
  - e. Flow Alarms or Devices;
  - f. Zone Valves;
  - g. Drain Valves;
  - h. Low Point Drains;
  - i. Fire Department Connections;
  - j. Fire Hose Cabinets and internal components;
  - k. Spare Head Sprinkler Box; and
  - l. Heat Tracing.
2. Verify all equipment is labeled with the manufacturer's rating plate; confirm make and model number.
3. Verify and record type(s) of Sprinkler Systems, e.g. Wet, Dry, Preaction, Deluge.
4. Verify fire department connection is properly labeled to suit system it serves, sprinkler and/or standpipe.
5. Verify fire department connection is equipped with plugs, or caps that are secured wrench-tight. If plugs or caps are missing, the fire department connection shall be examined for obstructions, back-flushed when conditions warrant and plugs or caps replaced.

6. Verify all valves controlling sprinkler water supplies or alarms are in the fully open position and are locked open or electrically supervised.
7. Verify all valves and zones are tagged/labelled. Provide tags/labels where any are missing.
8. Verify any electrical equipment is labelled with panel and circuit number. Provide label if it is missing.
9. Verify any electrical equipment's breaker is properly labelled on the panel and provide label on equipment with panel and circuit number. Provide label if it is missing.
10. Verify age of sprinkler heads.
11. Verify any sprinkler heads susceptible to damage are protected by sprinkler guards.
12. Verify sprinkler valves are fully accessible and sprinkler rooms are clean and clear of storage.
13. Verify all Hose Stations are labeled with a legible sign **"Fire Hose For Use By Trained Persons Only"**.
14. Verify any code infractions.

### **Service and Maintenance Requirements**

1. All service and maintenance shall be in conformance with the latest edition of NFPA 25 – Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems; the Ontario Fire Code; other applicable codes; and manufacturer's instructions.
2. Measures shall be taken during the impairment of any system components to ensure that increased risks are minimized and the duration of the impairment is limited. Conform to NFPA 25 for impairment procedures.

### **RFP Issued**

RFP P-27-16 closed on July 28, 2016. Two submissions were received and are summarized in Chart 1. The annual cost per facility is shown in Chart 2. The Property and Energy Manager, Property Maintenance Coordinator and Durham Energy Specialist Limited reviewed the Proposals.

### **RFP Evaluation**

This solicitation process was a Request for Proposals where a number of criteria were used to evaluate the submissions. The criteria and their relative weighting were clearly set out in the RFP document.

### **Recommended bidder**

Staff recommends the RFP be awarded to Troy Life & Fire Safety Ltd. based on the evaluation, as they scored the highest points in the evaluation.

**Chart 1 - RFP P-27-16 Preventive Maintenance of Sprinkler and Standpipe Systems****Bidder Submission Evaluation Chart**

<b>Component</b>	<b>Points</b>	<b>Certified Fire Prevention</b>	<b>Troy Life &amp; Fire Safety Ltd.</b>
Compliance with RFP Requirements - required documents and length of submission	<b>5.0</b>	3.3	<b>4.3</b>
Pricing	<b>20.0</b>	9.2	<b>20.0</b>
Client Reference Form	<b>5.0</b>	4.2	<b>4.3</b>
Client Reference Form Survey	<b>30.0</b>	26.2	<b>28.6</b>
Section 8.0 Proposal Submission	<b>40.0</b>	25.7	<b>36.0</b>
<b>Total Points</b>	<b>100.0</b>	68.6	<b>93.3</b>

**Chart 2 Troy Life & Fire Safety Ltd. Pricing First Five Years 2017 – 2021**

<b>Item</b>	<b>Location</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>5 Year Total</b>
1.1	City Hall	\$1,395.00	\$1,030.13	\$1,055.88	\$1,081.63	\$1,258.67	\$5,821.31
1.2	Evinrude Centre	\$3,325.00	\$2,777.75	\$3,097.19	\$2,916.64	\$3,419.55	\$15,536.13
1.3	Kinsmen Arena	\$1,790.00	\$1,511.88	\$1,674.67	\$1,587.47	\$1,627.16	\$8,191.17
1.4	Market Hall	\$2,825.00	\$2,367.75	\$2,551.94	\$2,486.14	\$3,198.29	\$13,429.12
1.5	Material Recycling Centre	\$2,575.00	\$2,162.75	\$2,341.82	\$2,270.89	\$2,477.66	\$11,828.12
1.6	Memorial Centre	\$2,075.00	\$1,752.75	\$1,796.57	\$1,840.39	\$2,716.40	\$10,181.10
1.7	Peterborough Police Station	\$1,950.00	\$1,675.88	\$1,842.77	\$1,759.67	\$2,333.66	\$9,561.98
1.8	Peterborough Sport and Wellness Centre	\$1,540.00	\$1,306.88	\$1,339.55	\$1,372.22	\$1,756.52	\$7,315.16
1.39	Bus Terminal	\$2,825.00	\$2,367.75	\$2,551.94	\$2,486.14	\$3,198.29	\$13,429.12
1.40	Transit Garage	\$3,075.00	\$2,762.07	\$2,762.07	\$2,701.39	\$3,298.92	\$14,410.13
<b>1.41</b>	<b>Subtotal Lines 1.1 to 1.40</b>	<b>\$23,375.00</b>	<b>\$19,526.25</b>	<b>\$21,014.41</b>	<b>\$20,502.56</b>	<b>\$25,285.13</b>	<b>\$109,703.35</b>

## **Authority to Approve**

Section 8.2.1 of the Purchasing By-law 14-127 states: "Council must approve an award where the expenditure is greater than \$100,000" and is not a Request for Tenders awarded to the lowest bidder (exception under Section 8.2.2.b.). The value of this work over the five years will be greater than \$100,000. RFP P-27-16 meets these requirements and must be approved by Council.

## **Summary**

RFP P-27-16 for the Preventive Maintenance of Sprinkler and Standpipe Systems at Various City of Peterborough Facilities has been issued in accordance with the City's Purchasing By-law 14-127 and can be awarded as recommended in this report.

Submitted by

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Director of Corporate Services

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