



City of
Peterborough

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

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

Meeting Date: **September 26, 2016**

Subject: **Report CPPS16-025
Award of RFP P-24-16 for the Preventive Maintenance of
Self-Contained Emergency Lighting Systems and Exit Signs at
Various City of Peterborough Facilities**

Purpose

A report to recommend award of Request for Proposals (RFP) P-24-16 for the Preventive Maintenance of Self-Contained Emergency Lighting Systems and Exit Signs at Various City of Peterborough Facilities.

Recommendations

That Council approve the recommendations outlined in Report CPPS16-025, dated September 26, 2016 of the Director of Corporate Services, as follows:

- a) That RFP P-24-16 for the Preventive Maintenance of Self-Contained Emergency Lighting Systems and Exit Signs 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:

Airport Maintenance Building, Airport Restaurant, Airport Terminal, Art Gallery Peterborough, Bi-Centennial Building, Bowers Park Maintenance Building, Bowers Park Washroom and Changeroom, City Hall, Del Crary Park Marina, Delafosse Public Library, Evinrude Centre, Fire Station #1, Fire Station #2, Fire Station #3, Fire Station #3 Fleming Building, GPAEDC, King Edwards Park Washroom, King Street Garage, Kinsmen Arena, Market Hall, Material Recycling Centre, Memorial Centre, Millennium Park Boathouse, Morrow Building, Northcrest Arena, Otonabee Trail Washroom, Peterborough Daycare,

Peterborough Landfill-North Fill Area-Scalehouse, Peterborough Landfill-South Fill-Pump House, Peterborough Museum & Archives, Peterborough Police Station, Peterborough Sport & Wellness Centre, Provincial Court House, Public Works, Queen Alexandra Community Centre, 610 Parkhill Road, Rogers Cove Washroom and Changeroom, Simcoe Street Parking Garage, Bus Terminal and Transit Garage to Barry Electrical Contractors Inc., 1003 Monaghan Road, Peterborough, Ontario, K9J 5K8 at a five year cost of \$636,504 plus HST of \$82,745.52 for a total cost of \$719,249.52.

- b) That authority be delegated to the Director of Corporate Services to add the Preventive Maintenance of Self-Contained Emergency Lighting Systems and Exit Signs 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 Emergency Light Service Contractor (ELSC) for the Preventive Maintenance of Self-Contained Emergency Lighting Systems and Exit Signs 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.

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

1. Confirm all equipment and information, and record in Emergency Lighting Initial Investigation Report.
2. Confirm location of all equipment and mark each device on a floor plan. Use equipment tags as generated herein.
 - a. Confirm location of all Battery Units. Indicate with or without integral emergency heads.
 - b. Confirm location of all Remote Emergency Heads.
 - c. Review location of all Exit Signs.
3. Verify all equipment is labeled with the manufacturers rating plate; confirm make and model number.
4. Confirm type and voltage of Battery Packs.
5. Confirm type, voltage and wattage of Remote Heads.

6. Confirm type; red letter or running man; and voltage of Exit Signs.
7. Create tagging system for all Battery Units, e.g. BU-1, BU-2, etc. Provide lamacoid nameplate on each Battery Unit and update Panel Schedules.
8. Verify Battery Packs are tied into AC Power off of a dedicated circuit protected by a lock-on breaker. Provide locking device where it is missing.
9. Verify that any Battery Unit's breaker is properly labelled on the panel to match battery unit tag. Provide typed adhesive label on battery unit indicating panel and circuit number.
10. Verify remote heads connected to each battery pack.
11. Review and confirm wiring conforms to codes.
12. Confirm battery unit has functional test button.
13. Confirm emergency lighting provides adequate illumination of egress. Adjust position of heads in current location if necessary. Report any deficiencies.
14. Confirm exit lighting provided adequate coverage and directional arrows for egress. Report any deficiencies.
15. Confirm all devices are clean, undamaged and fully functional.
16. Confirm luminaires are approved for the environment they are installed.
17. Confirm battery unit charging pilot lights are functioning.

The ELSC shall complete an electronic Emergency Lighting Initial Investigation Report for each facility. All other monthly and annual service and maintenance shall be in conformance with the Ontario Fire Code, other applicable Codes, and manufacturer's recommendations and instructions.

RFP Issued

RFP P-24-16 closed on July 28, 2016. One submission was received and is 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 Barry Electrical Contractors Inc. Even though the City only received one proposal submission for RFP P-24-16, City staff are satisfied with the submission as Barry Electrical Contractors Inc. is one of the City's pre-qualified electrical contractors and is fully qualified to perform the work of this proposal.

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-24-16 meets these requirements and must be approved by Council.

Chart 1 - RFP P-24-16 Preventive Maintenance of Emergency Lighting Systems and Exit Signs**Bidder Submission Evaluation Chart**

Component	Points	Barry Electrical Contractors Inc.
Compliance with RFP Requirements - required documents and length of submission	5.0	4.5
Pricing	20.0	20.0
Client Reference Form	5.0	5.0
Client Reference Form Survey	30.0	29.1
Section 8.0 Proposal Submission	40.0	37.7
Total Points	100.0	96.3

Chart 2 Barry Electrical Contractors Inc. Pricing First Five Years 2017 – 2021

Item	Location	2017	2018	2019	2020	2021	Five Year Total
1.1	Airport Maintenance Building	\$3,110.00	\$2,800.00	\$2,856.00	\$2,913.00	\$2,971.00	\$14,650.00
1.2	Airport Restaurant	\$3,110.00	\$2,800.00	\$2,856.00	\$2,913.00	\$2,971.00	\$14,650.00
1.3	Airport Terminal	\$3,110.00	\$2,800.00	\$2,856.00	\$2,913.00	\$2,971.00	\$14,650.00
1.4	Art Gallery Peterborough	\$3,410.00	\$3,050.00	\$3,111.00	\$3,173.00	\$3,236.00	\$15,980.00
1.5	Bi-Centennial Building	\$3,110.00	\$2,800.00	\$2,856.00	\$2,913.00	\$2,971.00	\$14,650.00
1.6	Bowers Park Maintenance Bldg	\$2,710.00	\$2,400.00	\$2,448.00	\$2,496.00	\$2,546.00	\$12,600.00
1.7	Bowers Park Washroom & Changeroom	\$3,410.00	\$2,400.00	\$2,448.00	\$2,496.00	\$2,546.00	\$13,300.00
1.8	City Hall	\$3,510.00	\$3,150.00	\$3,213.00	\$3,277.00	\$3,342.00	\$16,492.00

Item	Location	2017	2018	2019	2020	2021	Five Year Total
1.9	Del Crary Park Marina	\$2,710.00	\$2,450.00	\$2,499.00	\$2,549.00	\$2,600.00	\$12,808.00
1.10	Delafosse Public Library	\$2,710.00	\$2,450.00	\$2,499.00	\$2,549.00	\$2,600.00	\$12,808.00
1.11	Evinrude Centre	\$3,410.00	\$3,050.00	\$3,111.00	\$3,173.00	\$3,236.00	\$15,980.00
1.12	Fire Station #1	\$3,310.00	\$2,950.00	\$3,009.00	\$3,069.00	\$3,130.00	\$15,468.00
1.13	Fire Station #2	\$3,210.00	\$2,800.00	\$2,856.00	\$2,913.00	\$2,971.00	\$14,750.00
1.14	Fire Station #3	\$3,310.00	\$2,950.00	\$3,009.00	\$3,069.00	\$3,130.00	\$15,468.00
1.15	Fire Station #3 Fleming Bldg.	\$2,710.00	\$2,450.00	\$2,499.00	\$2,549.00	\$2,600.00	\$12,808.00
1.16	GPAEDC	\$2,710.00	\$2,400.00	\$2,448.00	\$2,496.00	\$2,546.00	\$12,600.00
1.17	King Edwards Park Washroom	\$2,710.00	\$2,400.00	\$2,448.00	\$2,496.00	\$2,546.00	\$12,600.00
1.18	King St. Garage	\$3,410.00	\$3,050.00	\$3,111.00	\$3,173.00	\$3,236.00	\$15,980.00
1.19	Kinsmen Arena	\$3,410.00	\$3,150.00	\$3,213.00	\$3,277.00	\$3,342.00	\$16,392.00
1.20	Market Hall	\$4,010.00	\$3,650.00	\$3,723.00	\$3,797.00	\$3,872.00	\$19,052.00
1.21	Material Recycling Centre	\$3,110.00	\$2,850.00	\$2,907.00	\$2,965.00	\$3,024.00	\$14,856.00
1.22	Memorial Centre	\$7,210.00	\$6,650.00	\$6,783.00	\$6,918.00	\$7,056.00	\$34,617.00
1.23	Millennium Park Boathouse	\$2,710.00	\$2,400.00	\$2,448.00	\$2,496.00	\$2,545.00	\$12,599.00
1.24	Morrow Building	\$2,710.00	\$2,400.00	\$2,448.00	\$2,496.00	\$2,545.00	\$12,599.00
1.25	Northcrest Arena	\$3,410.00	\$2,850.00	\$2,907.00	\$2,965.00	\$3,024.00	\$15,156.00
1.26	Otonabee River Trail Washroom	\$2,710.00	\$2,400.00	\$2,448.00	\$2,496.00	\$2,545.00	\$12,599.00
1.27	Peterborough Daycare	\$2,710.00	\$2,850.00	\$2,907.00	\$2,965.00	\$3,024.00	\$14,456.00
1.28	Peterborough Landfill – North Fill Area – Scalehouse	\$2,710.00	\$2,400.00	\$2,448.00	\$2,496.00	\$2,545.00	\$12,599.00

Item	Location	2017	2018	2019	2020	2021	Five Year Total
1.29	Peterborough Landfill - South Fill Area - Pump House	\$2,710.00	\$2,400.00	\$2,448.00	\$2,496.00	\$2,545.00	\$12,599.00
1.30	Peterborough Museum and Archives	\$3,410.00	\$3,050.00	\$3,111.00	\$3,173.00	\$3,236.00	\$15,980.00
1.31	Peterborough Police Station	\$3,410.00	\$3,050.00	\$3,111.00	\$3,173.00	\$3,236.00	\$15,980.00
1.32	Peterborough Sport and Wellness Centre	\$,6310.00	\$5,850.00	\$5,967.00	\$6,086.00	\$6,207.00	\$30,420.00
1.33	Provincial Court House	\$6,310.00	\$5,850.00	\$5,967.00	\$6,086.00	\$6,207.00	\$30,420.00
1.34	Public Works	\$4,210.00	\$3,850.00	\$3,927.00	\$4,005.00	\$4,085.00	\$20,077.00
1.35	Queen Alexandra Community Centre	\$4,010.00	\$3,450.00	\$3,519.00	\$3,589.00	\$3,660.00	\$18,228.00
1.36	Rental Property	\$3,110.00	\$,2850.00	\$2,907.00	\$2,965.00	\$3,024.00	\$14,856.00
1.37	Rogers Cove Washroom & Changeroom	\$2,710.00	\$2,400.00	\$2,448.00	\$2,496.00	\$2,545.00	\$12,599.00
1.38	Simcoe St. Parking Garage	\$4,010.00	\$3,050.00	\$3,111.00	\$3,173.00	\$3,236.00	\$16,580.00
1.39	Bus Terminal	\$2,710.00	\$2,400.00	\$2,448.00	\$2,496.00	\$2,545.00	\$12,599.00
1.40	Transit Garage	\$2,710.00	\$2,400.00	\$2,448.00	\$2,496.00	\$2,545.00	\$12,599.00
1.41	Subtotal Lines 1.1 to 1.40	\$131,293.00	\$133,896.00	\$136,549.00	\$139,257.00	\$142,033.00	\$683,028.00

Summary

RFP P-24-16 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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