



**City of Kingston
Report to Council
Report Number 18-209**

To: Mayor and Members of Council
From: Denis Leger, Commissioner, Corporate & Emergency Services
Resource Staff: Speros Kanellos, Director, Facilities Management & Construction Services
Date of Meeting: July 10, 2018
Subject: Award of Contract for Supply and Installation of New Modular Water Chillers at Rideaucrest Home

Executive Summary:

The purpose of this report is to seek Council approval to award a contract for the supply and installation of three (3) new modular water chillers at Rideaucrest Home, located at 175 Rideau Street, pursuant to Request for Proposal F31-CES-FMCS-2018-13.

One (1) submission was received and evaluated as being satisfactory and staff is recommending a contract be awarded to Allen Mechanical Inc. In accordance with By-Law 2000-134, "A By-law to Establish Purchasing Policies and Procedures," Section 3.4), Council approval is required when less than three (3) valid responses from vendors are received.

This procurement is time sensitive due to the need to install a permanent cooling system to comply with governing technical requirements prior to the 2019 cooling season. Currently a temporary system is installed with permission from the technical authority having jurisdiction. It is desired to have the new system installed in the Fall of 2018 in advance of the 2019 cooling season.

Recommendation:

That Allen Mechanical Inc. be awarded the contract in response to Request for Proposal F31-CES-FMCS-2018-13 for the supply and installation of new modular water chillers at Rideaucrest Home located at 175 Rideau Street; and

That Council authorize the Mayor and Clerk to execute an agreement in a form satisfactory to the Director of Legal Services.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Denis Leger, Commissioner,
Corporate & Emergency Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Jim Keech, President and CEO, Utilities Kingston	Not required
Lanie Hurdle, Commissioner, Community Services	√
Desirée Kennedy, Chief Financial Officer & City Treasurer	√

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Options/Discussion:

Rideaucrest Home is a City owned and operated Long Term Care facility that houses 170 residents and all of the services necessary to support them. The existing cooling system had previously failed requiring a temporary system to be installed for the summer of 2017. An unsuccessful procurement in the fall 2017/winter 2018 has resulted in a temporary system to be installed once again for the current 2018 summer season. The installation of a permanent cooling system is required in order to comply with the technical authorities having jurisdiction, who have provided limited permission for the current temporary installation. The Facilities Management & Construction Services (FMCS) department retained a mechanical engineering consulting firm to complete the design for the new system which will consist of three (3) modular water chillers installed in the mechanical penthouse of Rideaucrest Home.

In accordance with the City’s Purchasing By-Law, F31-CES-FMCS-2018-13 was publicly advertised on Biddingo and closed on June 20th, 2018. A request for proposal was used for this procurement as it was important for the proponents to prove their ability to provide service on an “as-and when-required basis”. A pre-bid site meeting was held with five (5) proponents in attendance. While the RFP was downloaded from the Biddingo site a total of twenty times, only one (1) submission from Allen Mechanical Inc. was received. Submissions were to be evaluated using the following criteria and weighting as specified in the RFP:

Evaluation Criteria	Weighting
Pricing & Related Costs	35%
Product Quality, Suitability, Availability and Value Added Components	37%
Company Profile, Resources and Experience	25%
Accessibility Statement	3%

The lone submission received for this procurement was evaluated based on the above noted criteria. The result (price and scoring) is as follows:

Company	Total Price (excl. HST)	Score
Allen Mechanical Inc.	\$334,775.00	88%

The price criterion is scored on a pro-rated basis, with the lowest price receiving full points and any others receiving a pro-rated reduction in points. As there was only one (1) submission, the proponent received full points for price.

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The product quality criterion is scored on:

- the basis of product quality and availability, suitability for intended use and compliance with required specifications
- Description of proposed approach and methodology
- Ability to provide service on an “as-and when-required basis”
- Value added components

The proposal submitted by Allen Mechanical Inc. scored well on product quality, suitability for intended use, delivery schedule and value added components.

The company profile, resources and experience were scored on office location, years in business, hours of operation, staff complement, references, and experience on similar contracts. The proponent scored highly in this category.

The accessibility criterion was scored on the basis of the proponent’s stated commitment to Accessibility for Ontarians with Disabilities Act (AODA) principles, compliance with the Customer Service Standard, and a statement of relevance to this project. The proponent received full points.

There is adequate funding in the assigned capital budget for this project.

The proposal submitted by Allen Mechanical Inc. demonstrated a clear understanding of the project, and identified a realistic delivery schedule that aligns with the requirements of the RFP. They have experience working in occupied buildings where infection control is a priority, such as Hotel Dieu Hospital and the Kingston General Hospital.

Staff recommends that Council proceed with the award of the contract to Allen Mechanical Inc. for supply and installation of new three (3) modular water chillers, for the price of \$334,775 plus applicable taxes.

Existing Policy/By-Law:

N/A

Notice Provisions:

There are no notice requirements for this report.

Accessibility Considerations:

N/A

Financial Considerations:

The Rideaucrest Home Facilities Capital Budget has sufficient funding for this work.

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Contacts:

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Other City of Kingston Staff Consulted:

Casie Keyes, Administrator, Rideaucrest Home

Susan Nicholson, Director, Legal Services & City Solicitor

Stephen Dickey, Director, Financial Services

Exhibits Attached:

None