Committee Report

Report LTLCR-SS-01-14

To: Chair and Members of the Social Services Committee
From: Jennifer Cornell, Grey Gables Administrator
Meeting Date: December 11, 2013
Subject: Fire Panel and System Replacement– Grey Gables
Status: Recommendation adopted by Committee as presented per Resolution SSC08-14 December 11, 2013; Endorsed by County Council January 9, 2014 per Resolution CC09-14;

Recommendation(s)

WHEREAS on September 2, 2013, County Council approved tendering for the replacement of the Fire Panel and System at Grey Gables;

AND WHEREAS RFP-LTC-24-13 was issued on October 9, 2013 and closed on November 14, 2013;

AND WHEREAS all purchasing policies and procedures have been adhered to;

NOW THEREFORE BE IT RESOLVED THAT LTLCR-SS-01-14 regarding the award of RFP-LTC-24-13 be received;

AND FURTHER THAT the County award the contract to Troy Life and Fire Safety, the highest ranked proposal received, in the amount of $99,648 exclusive of H.S.T.;

AND THAT the project be scheduled for completion in 2014 and be funded from the Grey Gables Reserve.

Background

In September 2013, County Council endorsed resolution SSC81-13 approved tendering for the replacement of the Fire Panel and System at Grey Gables. The project was originally budgeted for 2012 however delays in another project resulted in the Fire Panel
and System project to be delayed. The original budget was set at $60,000 based on best available estimates at that time.

Following the purchasing policy, RFP-LTC-24-13 was issued on October 9, 2013 and closed on November 14, 2013. A mandatory meeting was held on October 16, 2013 with four companies present. Two proposals were received on time, and are summarized below in the order they were opened. The submissions were opened by Mike Alguire, Purchasing and Materials Manager and Ken Trafford, Grey Gables Maintenance Manager.

<table>
<thead>
<tr>
<th>Name of Bidder</th>
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<tr>
<td>Current Technologies Ltd</td>
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<td>Troy Life and Fire Safety</td>
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The evaluation criteria used for the RFP is outlined in the following chart:

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<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight Factor</th>
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<tr>
<td>Product suggested and understanding of the project scope and</td>
<td>40</td>
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<td>needs of the home</td>
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<tr>
<td>Implementation process including training, scheduling and</td>
<td>15</td>
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<tr>
<td>support</td>
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<tr>
<td>Similar work experience and references</td>
<td>15</td>
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<tr>
<td>Fees and Expenses</td>
<td>30</td>
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The proposals were evaluated by the Administrator of Grey Gables, the Maintenance Manager at Grey Gables and the Grey Highlands Fire Chief. Following a thorough evaluation of each proposal, a unanimous agreement was reached that Troy Life and Fire Safety best met the criterion. Troy Life and Fire Safety has extensive experience working in the Long Term Care environment as evidenced by their concern for resident and staff safety, willingness to work with the home to minimize disruption and the references provided.

Financial / Staffing / Legal / Information Technology

Considerations

This project and the budget of $66,000 with funding from the Grey Gables Reserve was approved by resolution SSC81-13 and endorsed by County Council on September 3, 2013. Delays in a related project resulted in the fire system project being postponed.

As the project will not commence this year, staff recommends that the project be carried forward to 2014 and the amount required totaling $101,401.80 be funded from the Grey Gables Reserve.
Link to Strategic Goals / Priorities

Goal 6, in the Corporate Strategic Plan is “achieving excellence in governance and service”. The upkeep, maintenance and replacement of equipment assist in improving county services and safety.

Respectfully submitted by,

Jennifer Cornell
Administrator

Director Sign Off: Lynne Johnson, Director of Long-Term Care