

STAFF REPORT: Fire Services



REPORT TO: Council
MEETING DATE: October 26, 2009
REPORT NO.: FD.09.03
SUBJECT: Tender Proposal Award
Committee Award of TBM-2009-46 – Request for Quotations for the Supply & Installation of a Standby Generator for Fire Station #1, Thornbury
PREPARED BY: Steve Conn, CEMC Training Officer

A. Recommendations

THAT Council receive Staff Report FD.09.03 entitled “Tender Proposal Award Committee Award of TBM-2009-46 – Request for Quotations for the Supply and Installation of a Standby Generator for Fire Station #1, Thornbury”, for information purposes, being a Report that confirms that the Tender Proposal Award Committee awarded the quotation to the lowest responsive and responsible bidder Clarksburg Contractors for a total cost of \$51,099.00 (GST excluded).

B. Background

Please refer to the Tender Proposal Award Committee Report, dated October 6, 2009, attached for information purposes.

C. The Blue Mountains’ Strategic Plan

- 2.7 Develop a long range plan for emergency facilities and services.
- 6.7 Implement the Town’s emergency management plan

D. Environmental Impacts

By purchasing and installing a Standby Power System, the Fire Department will have backup power in the event of an emergency (Emergency Operations Centre Town Business Continuity).

E. Budget Impact

The 2009 Development Charges Background Study contains a total maximum funding of \$172,000 for emergency management generators. The total expenditure of \$51,099.00 falls within the scope of the Development Charges Background Study for Emergency Management, which is captured in the overall Fire Services Development Charges. The generators encompassed within the study includes backup power for the

new police station (\$32,000) Town Hall (\$88,000) and the remainder for the Fire Department (\$52,000).

F. Attached

1. Tender Proposal Award Committee Report, entitled "Request for Quotation (RFQ) No. TBM-2009-46, Supply and Installation of a Stand-by Generator for Fire Station #1, Thornbury
2. Staff Report RF.09.02 entitled "Re-allocation of Capital Budget – Backup Generator – Fire Station #1

Respectfully submitted,

Steve Conn, Community Emergency Management Coordinator (CEMC)/Training Officer

For more information, please contact:

Steve Conn
sconn@thebluemountains.ca
705-444-2244



TENDER PROPOSAL AWARD COMMITTEE REPORT

TO: Tender Proposal Award Committee
(Paul Graham – CAO, Sherri Adams – Manager of Purchasing and Ron Doherty, Fire Chief)

FROM: Sherri Adams, Manager of Purchasing

DATE: October 6, 2009

SUBJECT: **Request for Quotation (RFQ) No. TBM-2009-46
Supply & Installation of a Stand-by Generator for Fire Station #1,
Thornbury**

Recommendation:

THAT Quotation No. TBM-2009-46 for the Supply & Installation of a Stand-by Generator for Fire Station #1, all in accordance with specifications, ***be awarded to the lowest responsive and responsible bidder Clarksburg Contractors for the quoted cost of \$51,099.00/G.S.T. excluded.***

History:

RFQ documents were prepared by Purchasing and the Fire Department in consultation with each other and released by Purchasing on behalf of the affected department on August 5, 2009. Advertisements ran for two weeks in the Courier Herald and the Enterprise Bulletin. Further advertising appeared on the Town's website and the Ontario Public Buyer's Association's websites. Vendors were notified of the bid call via email and fax from a list of potential bidders received from the affected department.

Fifteen (15) companies received the bid documents. One addendum was issued for this project following two mandatory site visits which took place on August 19 and 20th respectively.

Quotation submissions were received by the Clerk's office and the Quotation closed on Thursday, August 27, 2009 at 2:00 p.m. (local time). The public opening took place immediately following with the Tender Opening Committee in attendance along with various vendors.

The following bidders submitted quotations for this project:

No.	Bidders Name	Date Bid Received	Total Quotation Amount (incl taxes)	Corrected Quotation Amount (incl taxes)
1.	Clarksburg Contractors	Aug 27/09	\$53,476.00	\$53,476.00
2.	ARO Technologies	Aug 27/09	\$64,686.40	\$64,686.40
3.	Wallwin Electric Services	Aug 27/09	\$68,369.00	\$68,395.90 (calculation error)
4.	Shertine Construction	Aug 27/09	\$76,464.47	\$76,464.47
5.	Mazur Electric & Mechanical	Aug 27/09	\$56,263.04	\$56,263.04

A copy of the Bid Analysis and the bid submissions for the above noted companies are enclosed with this report.

The Manager of Purchasing has reviewed the bids received and concurs with the following:

- o Purchasing process is in accordance with Town of The Blue Mountains Purchasing Policy COR.POL.07.05 and Purchasing Procedures Policy FS.08.08.
- o Funding for this project has been allocated in the 2009 budget. Further budget approvals were obtained from Council in Staff Report FD.09.02 entitled "Re-allocation of Capital Budget – Backup Generator – Fire Station #1". **(report attached)**
- o Manager of Purchasing has confirmed that there is no current litigation between the Bidder and the Town.
- o Sherri Adams, Manager of Purchasing examined the Quotation documents received for accuracy and compliance to standard procedures. They were found to be in order, except as noted above.

We, the Tender Proposal Award Committee approve of the recommendation as shown above.

Signed _____
Paul Graham, CAO

Date: _____

Signed _____
Ron Doherty, Fire Chief

Date: _____

Signed _____
Sherri Adams, Manager of Purchasing

Date: _____

Copies to: Purchasing File TBM-2009-46, Accounts Payable, Affected Department

STAFF REPORT: Fire Department



REPORT TO: Finance & Administration
MEETING DATE: September 22, 2009
REPORT NO.: FD.09.02
SUBJECT: Re-allocation of Capital Budget
– Backup Generator – Fire
Station #1
PREPARED BY: Steve Conn, CEMC / Training
Officer

A. Recommendations

THAT Council receive Staff Report FD.09.02 “Re-allocation of Capital Budget – Backup Generator – Fire Station #1”; and,

WHEREAS Staff have received a responsible and responsive bid for the Supply and Installation of a Standby Power System in the amount of \$51,099.00, excluding GST, from Clarksburg Contractors;

AND WHEREAS the 2009 Capital Budget allocated \$72,000 for the purchase of backup power systems for the new OPP Station and Fire Station #1;

AND WHEREAS the equipment at the OPP Station cost \$36,000, leaving a shortfall in funding in the amount of \$15,099.00 for the purchase of the power system for Station #1;

AND WHEREAS there is \$172,000 allocated within the Development Charges Background Study for use between 2009 and 2018 for the use of “backup generators”;

THEREFORE Council authorizes the transfer of \$15,099.00 from the Development Charges Fund for the Supply and Installation of a Standby Power System at Station #1, Thornbury.

B. Background

Staff developed and issued a Bid Call for the Supply and Installation of a Standby Power System at Station #1, Thornbury. Three quotations were received with Clarksburg Contractors having the lowest responsive and responsible bid.

There is a funding shortfall for the purchase of this equipment of \$15,099.00.

Staff are recommending the transfer of funds from the Development Charges Reserve Fund for Backup Generators to cover this shortfall.

C. The Blue Mountains’ Strategic Plan

Develop a long range plan for emergency facilities and services

D. Environmental Impacts

By purchasing and installing a Standby Power System, the Fire Department will have backup power in the event of an emergency.

E. Budget Impact

The Development Charge Reserve Fund for Backup Generators will be reduced by \$15,099 for a remaining balance of \$84,901.

F. Attached

1. Capital Project Form – Backup Generators

Respectfully submitted,

Signature

For more information, please contact:

Steve Conn

sconn@thebluemountains.ca

705-444-2244