



**City of Kingston
Report to Council
Report Number 18-389**

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:	November 20, 2018
Subject:	Award of Contract for Flooring Installation – Rideaucrest Home

Executive Summary:

The purpose of this report is to seek Council approval to award a contract to Adias Impex Ltd., o/a Carpet Plus Flooring, for the replacement of resilient flooring throughout the resident floors at Rideaucrest Home, 175 Rideau Street.

Two submissions were received in response to RFP F31-CES-FMCS-2018-14. Staff evaluated each of the submissions in detail and conducted interviews with both proponents.

Adias Impex Ltd. was the highest-ranked and lowest-priced submission and demonstrated an understanding of key project requirements and constraints. It also articulated an acceptable methodology to achieve the requirements outlined in the RFP and provided excellent references.

As only two (2) submissions were received, the procurement does not meet the delegated authority provisions of the City's Purchasing By-law 2000-134 thus requiring that the award of the contract be approved by Council.

Recommendation:

That Council authorize the Mayor and Clerk to execute an agreement with Adias Impex Ltd., operating as Carpet Plus Flooring pursuant to RFP F31-CES-FMCS-2018-14 to supply and install new resilient flooring at Rideaucrest Home, as well as any related amendments thereto or other documents required to complete the work as directed by the Director, Facilities Management & Construction Services and 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:

Lanie Hurdle, Commissioner, Community Services

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Jim Keech, President & CEO, Utilities Kingston

Not required

Desirée Kennedy, Chief Financial Officer & City Treasurer

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Options/Discussion:

In accordance with the City's Purchasing By-law, City staff publicly advertised on Biddingo RFP F31-CES-FMCS-2018-14 for the supply and installation of up to four floors of resilient flooring at Rideaucrest Home. The RFP closed on September 26, 2018. Two proposals were received. Staff conducted interviews with both proponents to gather more information about scheduling and infection control.

Evaluation of Submissions:

The RFP established an evaluation framework as follows:

Criteria	Points
Fee Proposal	40
Experience and References	17
Methodology and Quality	40
Accessibility	3

The fee proposal format included a breakdown by project task with fixed fees for each component. Proponents were also required to identify applicable hourly rates for additional services as may be required.

The RFP identified the requirement to provide recent and relevant experience in flooring replacement, including at least three (3) project reference examples for projects in long-term care facilities or similar occupied buildings.

Proponents were required to outline their understanding of the scope of work, methodology, schedule, as well as key challenges and risks specific to the project. The RFP also identified the requirement for proponents to confirm compliance with accessibility standards for customer service set out in the *Accessibility for Ontarians with Disabilities Act, 2005*.

Submissions were reviewed and evaluated in detail by the Facilities Coordinator, FMCS, and two Project Managers, FMCS. The evaluation team also interviewed and checked references for both proponents.

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The following table summarizes the results of the RFP evaluation excluding HST:

Proponent	Rank	Score	Proposal Fee Floor 1	Proposal Fee Floor 2	Proposal Fee Floor 3	Proposal Fee Floor 4
Adias Impex Ltd.	1	78	\$219,701.00	\$219,701.00	\$219,701.00	\$219,701.00
Eastern Ontario Terrazzo and Tile Co. Ltd.	2	73	\$467,584.00	\$467,584.00	\$451,733.00	\$463,541.00

The proposal provided by Adias Impex Ltd. was lacking in detail, however, in their interview, Adias Impex Ltd. demonstrated an understanding of key project objectives and constraints specific to the site. They have articulated the importance of communication with staff as well as regular updates with the project team to ensure a smooth renovation. They described their process for implementing stringent infection control methods that are acceptable to the City. Two of the references contacted for Adias Impex Ltd. were from long-term care facilities where existing flooring was replaced with sheet resilient flooring throughout the resident floors and both references were satisfied with the level of customer service and expertise demonstrated by Adias Impex Ltd.

Eastern Ontario Terrazzo and Tile Co. Ltd.'s proposal was professional and demonstrated expertise in flooring replacement in a health care setting, however, their fee proposal was double that of Adias Impex Ltd. Both companies proposed the same flooring product and offered a five-year warranty on materials.

Adias Impex Ltd. has been identified as the recommended proponent for this project. The actual contract value will be \$439,402.00 (excl. HST), for two floors, with the option to add the two subsequent floors. Additional services would be engaged through amending or subsequent agreements as applicable. There are sufficient funds available in the current capital budget to proceed with the award of a contract for flooring replacement on two floors as recommended in this report. The funds required for the remaining two floors are pending council approval of the 2019 capital budget.

In accordance with Section 3.4 iv) of By-Law 2000-134, "A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston", Council approval is required when less than three (3) valid responses from Vendors are received.

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Existing Policy/By-Law:

By-Law 2000-134, "A By-Law to Establish Purchasing Policies and Procedures for the City of Kingston", as amended.

Notice Provisions:

There are no notice requirements for this report.

Accessibility Considerations:

The *Accessibility for Ontarians with Disabilities Act, 2005* is a consideration and forms part of the evaluation criteria of all Requests for Proposals administered by the City of Kingston.

Financial Considerations:

There are sufficient funds available in the 2018 capital budget to proceed with the award of a contract for flooring replacement for the two floors as recommended in this report.

Contacts:

Speros Kanellos, Director, Facilities Maintenance and Construction Services 613-546-4291 extension 3252

Other City of Kingston Staff Consulted:

Andrea Labey, Facilities Coordinator, Facilities Maintenance and Construction Services

Rob Crothers, Project Manager, Facilities Maintenance and Construction Services

Stephanie Guy, Project Manager, Facilities Maintenance and Construction Services

Casie Keyes, Administrator, Rideaucrest Home

Brent Funnell, Corporate Buyer, Financial Services

Exhibits Attached:

Not Applicable.