



**City of Kingston
Report to Council
Report Number 19-093**

To: Mayor and Members of Council
From: Gary Dyke, Commissioner, Corporate & Emergency Services
Resource Staff: Speros Kanellos, Director, Facilities Management & Construction Services
Date of Meeting: April 2, 2019
Subject: Award of Contract for Building Automation System Service Agreement

Executive Summary:

The purpose of this report is to seek Council approval to award a contract for a building automation software/field device contracted service maintenance agreement. This agreement shall proactively maintain, update and repair the FX Niagara Building Automation Systems currently being used at seventeen (17) City of Kingston facilities and one (1) City of Kingston FX Server Software Maintenance, pursuant to Request for Proposal (RFP) Number F31-CES-FMCS-2019-07.

While fifteen (15) companies downloaded the RFP documents, only one (1) submission was received and evaluated. City staff is recommending a contract be awarded to Calderwood Automation Inc. in accordance with By-Law Number 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.

Recommendation:

That Calderwood Automation Inc. be awarded the contract for building automation system services at seventeen (17) City of Kingston facilities and one (1) City of Kingston FX Server Software Maintenance, for an annual price not to exceed \$60,710.00, plus applicable taxes, in 2019 and not to exceed \$69,120.00, plus applicable taxes, in any subsequent years; as described in RFP Number F31-CES-FMCS-2019-07; and

That Council authorize the Mayor and Clerk to enter into an agreement with Calderwood Automation Inc., in a form satisfactory to the Director of Legal Services, for a two (2) year period with the option of a one (1) year extension by the City at its sole discretion.

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Options/Discussion:

The purpose of this report is to seek Council approval to award a contract to Calderwood Automation Inc. for a building automation software/field device contracted service maintenance agreement. This agreement shall proactively maintain, update and repair the FX Niagara Building Automation Systems currently being used at seventeen (17) City of Kingston facilities and one (1) City of Kingston FX Server Software Maintenance, pursuant to Request for Proposal Number F31-CES-FMCS-2019-07. These facility automation systems are currently being maintained on an ad hoc basis and in order to ensure occupancy comfort and energy savings, a proactive approach is highly recommended.

While fifteen Companies downloaded the RFP documents, only one (1) submission was received and evaluated. City staff is recommending a contract be awarded to Calderwood Automation Inc. in accordance with By-Law Number 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. Submissions were to be evaluated using the following criteria and weighting as specified in the RFP.

Evaluation Criteria	Weighting
Pricing & Related Costs	40%
Methodology, Product Quality and Schedule	27%
Company Profile, Resources, Experience and Customer Service	30%
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 2019 Budgeted price (excl. HST)	Projected 2020 Price (excl. HST)	Score
Calderwood Automation Inc.	\$ 60,710.00	\$69,120.00	94

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. As this was an as-and-when required contract, the 2020 annual costing can only be estimated (\$69,120.00).

The upset price limit for the 2019 contract is \$60,710.00 based on the annual software update and a basic monthly service to be provided on a semi-annual basis.

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The upset price limit for a 2020-2021 contract is estimated to be \$69,120.00 based on the annual software update and a basic monthly service to be provided on a semi-annual basis as well as the addition of quarterly services at seven site locations.

The methodology, product quality and schedule criterion is scored on:

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

The proposal submitted by Calderwood Automation 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 proven reliability and quick response times, years in business, and 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.

This procurement is time sensitive due to the needed software updates, verification of the cooling systems prior to the cooling season, and to ensure superior energy savings. This will further align building performance with the City of Kingston’s sustainability goals. Exhibit A – Pricing is attached to this report and outlines the pricing for each building for both 2019 and 2020. Areas and work may be adjusted at the discretion of the City at any time during the contract period.

This work was considered as part of the 2019 Operating budget preparation and funds are available.

Deliveries of such quantities as may be required shall be made, as-and-when required, during the period of the Contract. Areas and work may be adjusted at the discretion of the City at any time during the contract period.

Staff recommends that Council proceed with the award of the contract to Calderwood Automation Inc. for the Building Automation Service contract at seventeen (17) City of Kingston facilities and one (1) City of Kingston FX Server Software Maintenance. The contract is on an as-and-when required basis for a two (2) year period with the option of a one (1) year extension by the City at its sole discretion. The contract is to be re-evaluated in 2021 after auditing the success of the service provided and determining individual facility requirements. Performance to this contract will be evaluated ongoing from the date of commencement

Existing Policy/By-Law:

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

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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 2019 Operating budget to proceed with the award of a contract for this work.

Contacts:

Speros Kanellos, Director, Facilities Management & Construction Services, 613-546-4291 ext.3133

Other City of Kingston Staff Consulted:

Kevin Donaldson, Deputy Fire Chief, Kingston Fire and Rescue

Luke Follwell, Director, Recreation and Leisure Services

Andrew Reeson, Associate Legal Counsel, Corporate & Emergency Services

Therol Peterson, Manager, Facilities

Bob Schaefer, Manager, Technology Infrastructure Services

Jessie Pennock, Corporate Buyer, Financial Services

Andrew Morton, Facility Manager, Kingston and Frontenac Library Services

Russell Horne, Building Controls Performance Technologist, Facilities

Exhibits Attached:

Exhibit A - Pricing

**Request for Proposal F31-CES-FMCS-2019-07
Award of Contract for Building Automation System Service Agreement**

This document contains two tables.

2019 Budgeted Price (excluding HST)

Location	Semi-Annual comprehensive Service Price	Basic Monthly Service Price	Basic Monthly Service Frequency	Software Maintenance	Total Annual Budgeted Cost Excluding Taxes
53 Yonge Street	Not Applicable	\$779	Not Applicable	\$ 830	\$ 830
382 Bagot Street	\$ 3,383	\$593	Not Applicable	\$ 830	\$ 4,213
85 MacCauley Street	Not Applicable	\$407	Not Applicable	\$ 830	\$ 830
23 Ontario Street	\$ 2,674	\$407	Not Applicable	\$ 830	\$ 3,504
370 King Street West	\$ 2,581	\$407	Not Applicable	\$ 830	\$ 3,411
500 O'Connor Drive	\$ 2,267	\$407	Not Applicable	\$ 830	\$ 3,097
1211 John Counter Blvd	\$ 4,906	\$779	Not Applicable	\$ 830	\$ 5,736
1183 John Counter Blvd	\$ 3,604	\$407	Not Applicable	\$ 830	\$ 4,434
1181 John Counter Blvd	\$ 814	\$407	Not Applicable	\$ 830	\$ 1,644
85 Lappans Lane	\$ 8,626	\$779	Not Applicable	\$ 1,660	\$ 10,286
91 Lappans Lane	\$ 1,744	\$407	Not Applicable	\$ 830	\$ 2,574
5 Court Street	\$ 3,046	\$407	Not Applicable	\$ 830	\$ 3,876
310 King Street East	\$ 2,639	\$407	Not Applicable	\$ 830	\$ 3,469
216 Ontario Street	\$ 3,011	\$593	Not Applicable	\$ 830	\$ 3,841
362 Montreal Street	\$ 3,755	\$593	Not Applicable	\$ 830	\$ 4,585
130 Johnson Street	Not Applicable	\$779	Not Applicable	Not Applicable	Not Applicable
935 Gardiners Road	\$ 2,267	\$407	Not Applicable	\$ 830	\$ 3,097
City of Kingston FX Server Maintenance	Not Applicable	Not Applicable	Not Applicable	\$ 1,283	\$ 1,283
Total Annual Cost	\$ 45,317	Not Applicable	Not Applicable	\$ 15,393	\$ 60,710

Request for Proposal F31-CES-FMCS-2019-07
Award of Contract for Building Automation System Service Agreement

2020 Projected Price (excluding HST)

Location	Semi-Annual comprehensive Service Price	Basic Monthly Service Price	Basic Monthly Service Frequency	Software Maintenance	Total Annual Budgeted Cost Excluding Taxes
53 Yonge Street	To Be Determined	\$779	To Be Determined	\$ 830	\$ 830
382 Bagot Street	\$ 3,383	\$593	To Be Determined	\$ 830	\$ 4,213
85 MacCauley Street	To Be Determined	\$407	To Be Determined	\$ 830	\$ 830
23 Ontario Street	\$ 2,674	\$407	To Be Determined	\$ 830	\$ 3,504
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City of Kingston FX Server Maintenance	Not Applicable	Not Applicable	Not Applicable	\$ 1,283	\$ 1,283
Total Annual Cost	\$ 45,317	To Be Determined	To Be Determined	\$ 15,393	\$ 60,710