



**City of Kingston
Report to Council
Report Number 21-243**

To: Mayor and Members of Council
From: Brad Joyce, Commissioner, Transportation & Public Works
Resource Staff: Speros Kanellos, Director, Facilities Management & Construction Services
Date of Meeting: October 19, 2021
Subject: Award of Contract – Fire Protection Systems Maintenance Services

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

City staff is seeking Council's approval to award a standing order contract for Fire Protection Systems Maintenance for various City of Kingston facilities. By-Law Number 2000-134, a By-Law to Establish Purchasing Policies and Procedures, requires Council's approval to award a contract when there have been less than three valid responses received. Request for Proposal F18-CFO-FS-2021-03 received two valid responses. Staff is recommending that the contract for Fire Protection Systems Maintenance be awarded to Troy Life & Fire Safety Ltd., who had the highest scoring proposal and the lowest price.

Recommendation:

That Council approve the award of contract for Fire Protection Systems Maintenance for various City of Kingston facilities to Troy Life & Fire Safety Ltd. for a term period of one (1) year, effective the date of the signing of contract, with a further three (3) one (1) year extensions at the sole discretion of the City of Kingston; and

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That Council authorize the Mayor and Clerk to execute the contract, and any subsequent extensions, with Troy Life & Fire Safety Ltd. for Fire Protection Systems Maintenance for various City of Kingston facilities, in a form satisfactory to the Director of Legal Services.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Brad Joyce, Commissioner,
Transportation & Public Works**

ORIGINAL SIGNED BY CHIEF
ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Community Services Not required

Craig Desjardins, Acting Commissioner, Corporate Services

Peter Huigenbos, Commissioner, Business, Environment & Projects Not required

Jim Keech, President & CEO, Utilities Kingston Not required

Desirée Kennedy, Chief Financial Officer & City Treasurer

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Options/Discussion

In accordance with By-Law Number 2000-134, Request for Proposal F18-CFO-FS-2021-03, for fire protection systems maintenance services, was publicly advertised and closed on August 17, 2021. Fire protection systems maintenance services include both monthly and annual scheduled inspections including inspections of alarm systems and components, sprinkler systems, standpipes and hose cabinets, emergency and exit lights, fire extinguishers, smoke alarms, fire pumps, and kitchen hood inspections at various City locations.

As part of standard practice, a notice was sent to 730 registered Biddingo subscribers based on those that indicated an interest in being notified of all procurement postings related to safety equipment, services, or supplies. Seven vendors downloaded the documents through Biddingo, though it is speculated that the City’s requirements for the extensive scope of services and prompt response times could be a challenge for some of the companies based on their size, resources and location. Two submissions were received.

A team consisting of City staff from Facilities Management and Construction Services and a representative from the Kingston Frontenac Public Library participated in the evaluation process. The evaluation was based on the pre-determined criteria as outlined in the Request for Proposal:

1. Pricing and Related Costs - 50%
2. Experience and Qualifications – 22%
3. Methodology – 25%
4. Accessibility Standards for Customer Service - 3%

The evaluation of the submissions based on the above criteria resulted in the following ranking:

Rank	Name of Proponent	Pricing and Related Costs Out of 50	All Other Criteria Out of 50	Total Proposal Score out of 100
1	Troy Life & Fire Safety Ltd.	50.0	43.3	93.3
2	1000 Islands Fire & Security Inc.	48.3	41.3	89.6

It is recommended that this contract be awarded to Troy Life & Fire Safety Ltd., having submitted the highest scoring proposal and lowest price. Their submission illustrated that they have the experience and resources to meet the City’s requirements for the subject systems maintenance. The mandatory submission and technical requirements of the Request for Proposal were met, and their submitted proposal articulated an acceptable methodology to

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achieve the requirements outlined in the Request for Proposal. This company has previously provided systems maintenance to the City with satisfactory results.

Existing Policy/By-Law:

Purchasing [By-Law Number 2000-134](#), a By-Law to Established Purchasing Policies and Procedures, as amended.

Notice Provisions:

None

Accessibility Considerations:

Three percent (3%) of the total evaluation criteria was allocated to Accessibility Standards.

Financial Considerations:

Expenditures for fire protection systems maintenance are included in the annual operating budgets that are presented to Council for approval. In 2020 the City spent approximately \$185,000 on fire protection systems maintenance.

Contacts:

Speros Kanellos, Director, Facilities Management & Construction Services

Other City of Kingston Staff Consulted:

Therol Peterson, Manager, Facilities Management and Construction Services

Ron Lambert, Supervisor, Facilities Management and Construction Services

Pierre Bartkowiak, Supervisor, Facilities Management and Construction Services

Brent Funnell, Supervisor, Procurement Operations, Financial Services

Exhibits Attached:

None