



# Exhibition Place

## Item No. 7

**ACTION REQUIRED**

October 10, 2013

To: The Board of Governors of Exhibition Place

From: Dianne Young, Chief Executive Officer

Subject: **Agreement for Provision of Elevator and Escalator Maintenance Services**

### Summary:

This report recommends the Board enter into an agreement with CEE Elevator Services Limited (CEE), commencing November 1, 2013 for the non-exclusive supply of all labour, materials and equipment necessary to provide elevator and escalator maintenance services to Exhibition Place.

A Request for Quotation (RFQ) process was issued through the City of Toronto, Finance Department, Purchasing and Material Management Division (PMMD) for the provision of elevator and escalator maintenance services to Exhibition Place.

### **Recommendation:**

**It is recommended that the Board approve an agreement with CEE Elevator Services Limited for a period of one (1) year, with the option to extend for an additional three (3) separate one (1) year periods, on the terms and conditions outlined in this report and other such terms and conditions satisfactory to the CEO and the City Solicitor.**

### Financial Impact:

The projected annual expenditure for elevator and escalator maintenance services is \$ 271,564.12 and is provided for in the 2014 Operating Budget, and will be provided for in the 2015, 2016, and 2017 Operating Budgets.

### Decision History:

The Exhibition Place 2009-2012 Strategic Plan had an Infrastructure Goal to *sustain our public assets and rolling equipment* and as a Strategy to support this Goal *we will design and implement a preventative maintenance program.*

At its meeting of July 23, 2010, the Board awarded Schindler Elevator Corporation a one year contract, with the option to extend for three additional one-year periods, commencing on November 1, 2010, for the provision of elevator and escalator maintenance services to Exhibition Place. The second option year term of the current agreement is set to expire on October 31, 2013.

### Issue Background:

While the existing agreement with Schindler Elevator Corporation could be extended to October 31, 2014, staff, as a result of a review of existing equipment, buildings and schedules,

determined it was necessary to revise the current service requirements and therefore not renew the existing agreement.

Accordingly, on August 27, 2013, Exhibition Place through the services of PMMD issued a Request for Quotation to establish a new agreement commencing on November 1, 2013.

The RFQ specified the Board's requirements and was structured in a manner that required bidders to provide fixed monthly all-inclusive service fees as well as hourly manpower rates for the provision of elevator and escalator maintenance services on a non-exclusive basis in various buildings at Exhibition Place.

Comments:

The RFQ closed on September 12, 2013 with two quotations received. The results, excluding HST were as follows:

<b>Bidder</b>	<b>Annual Cost November 1, 2013 to October 31, 2014</b>	<b>Annual Cost Optional Year 1</b>	<b>Annual Cost Optional Year 2</b>	<b>Annual Cost Optional Year 3</b>
CEE Elevator Services Ltd	\$271,564.12	\$282,426.68	\$293,723.75	\$305,472.70
Schindler Elevator Corp	\$283,912.00	\$292,429.36	\$310,202.24	\$310,238.31

CEE Elevator Services Ltd. is a Canadian company with its head office in Ajax, Ontario. CEE has been in business since 1978 and currently supplies elevator and escalator maintenance and repairs to Oxford Properties, York Region District School Board, and Toronto District School Board.

The City of Toronto Fair Wage and Labour Trades Office confirms that CEE Elevator Services Ltd. is in compliance with the Fair Wage and Labour Trades requirements.

Staff are recommending the approval of an agreement with CEE Elevator Service Ltd. on the following terms and conditions:

- (a) Term: One year commencing November 1, 2013, with the option to extend for three additional one-year periods subject to satisfactory performance review, PMMD market analysis, and budget availability.
- (b) Pricing: Pricing is to be fixed during the term of the Agreement in accordance with the terms of the RFQ.
- (c) Assignment: The agreement shall not be assigned by CEE without written consent of the Board.
- (d) Indemnity/Insurance: CEE shall provide proof of insurance in a form and amount satisfactory to the Board and containing provisions including the Board and the City of Toronto as additional insured with a cross liability/severability of interest clause of standard wording.
- (e) Union Obligations: CEE shall comply with all trade union/association agreements affecting work done on the grounds.

- (f) Other Commercial Terms: The agreement shall include other standard commercial terms respecting termination and other matters in a form satisfactory to the City Solicitor and the CEO.

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Submitted by:

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Dianne Young  
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