

January 11, 2016

ACTION REQUIRED

To: The Board of Governors of Exhibition Place

From: Dianne Young
Chief Executive Officer

Subject: **Agreement for Sheet Metal Contractor Services
and related works to Exhibition Place**

Summary:

This report recommends that the Board enter into an agreement with De Courcy Steel Ltd. for the non-exclusive supply of Sheet Metal Contractor Services and related works 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 Sheet Metal contractor services and related works to Exhibition Place.

Recommendation:

It is recommended that the Board enter into agreement with De Courcy Steel Ltd. for the non-exclusive supply of sheet metal contractor services and related works to Exhibition Place for a period of one year, commencing on January 31, 2016 and ending on January 31, 2017, with the option to extend for three additional one-year periods on the terms and conditions outlined in this report and other such terms and conditions satisfactory to the Chief Executive Officer and the City Solicitor.

Financial Impact:

The projected annual expenditure for Sheet Metal Contractor Services and related works at Exhibition Place is \$ 26,264.70 and is provided for in the 2016 Operating Budget.

Decision History:

The Exhibition Place 2014 to 2016 Strategic Plan had a Financial Goal to *effectively monitor costs and revenues* and as a strategy to support this Goal *we will seek review and revise financial and organizational systems to strengthen controls and process.*

At its meeting of January 27, 2012, the Board approved entering into agreement with York Sheet Metal Ltd. for the provision of Sheet Metal Contractor Services and related works at Exhibition Place which agreement is expiring January 31, 2016.

[http://www.explace.on.ca/database/rte/files/Item%209-Sheet%20Metal\(1\).pdf](http://www.explace.on.ca/database/rte/files/Item%209-Sheet%20Metal(1).pdf)

Issue Background:

On December 2, 2015, Exhibition Place through the services of PMMD issued a Request for Quotation to establish a new agreement for the provision Sheet Metal Contractor Services and related works for Exhibition Place, commencing on February 1, 2016.

Comments:

The RFQ specified the Board's requirements and service expectations and was accordingly structured in a manner that required bidders to list hourly rates for various personnel and equipment that could be used in carrying out not only repairs to Sheet Metal works, but other related general contractor related work, as well as percentage mark-ups over invoice cost for all materials used. For comparison purposes, the hourly rates quoted were applied to projected annual requirements resulting in Total Lump Sum Prices. Firm prices were quoted for the first year with percentage increases for each of the three option years.

The RFQ closed on December 17, 2015 with three quotations received. The results inclusive of HST and payment discounts were as follows:

Bidder	February 1, 2016 to January 31, 2017	Percentage Increase Optional Year 1	Percentage Increase Optional Year 2	Percentage Increase Optional Year 3
De Courcy Steel Ltd.	\$26,264.70	3%	3%	3%
Servocraft Ltd.	\$28,630.00	3%	3%	3%
Black & McDonald Ltd.	\$33,334.31	2.6%	2.6%	2.6%

The De Courcy Steel Ltd. quotation is the overall lowest acceptable bid received in compliance with all requirements.

The City of Toronto Fair Wage and Labour Trades Office confirms that De Courcy Steel Ltd. is in compliance with the Fair Wage and Labour Trades requirements for this work

De Courcy Steel Ltd. is based in Brampton, Ontario and has carried on business in sheet metal contractor services since 1995. References include Peel School Board, Club Coffee and Amhil Enterprises.

Staff are recommending the approval of an agreement with De Courcy Steel Ltd. on the following terms and conditions:

- (a) Term: One year commencing February 31, 2016, on an as required basis, with the option to extend for three additional one-year periods subject to satisfactory performance review 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 De Courcy Steel Ltd. without written consent of the Board.
- (d) Indemnity/Insurance: De Courcy Steel Ltd. 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: De Courcy Steel Ltd. 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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