



STAFF REPORT ACTION REQUIRED

Fire and Life Safety Services – Award Contract

Date:	February 28, 2022
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

The purpose of this report is to seek Toronto Public Library Board approval to award a contract to Eurotech Safety Inc. for Fire and Life Safety services, which is a joint procurement with the City of Toronto. The term of the contract is three years, from March 1, 2022 to February 28, 2025, with the option for two one-year renewals, subject to satisfactory performance and at the sole discretion of the City Librarian. The estimated total potential value of the commitment, including the contract award, optional extensions and contingencies, is \$692,929.

Fire and Life Safety services are the inspection, testing, maintenance, and repairs to the fire alarm, sprinkler, standpipe, special suppressions, fire extinguisher and fire hydrants in all TPL buildings.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. approves a commitment with Eurotech Safety Inc. for Fire and Life Safety services with an estimated value of \$692,929, excluding Harmonized Sales Tax (HST), comprised of:
 - a. a three-year contract award with an estimated value of \$273,885, comprised of:
 - i) \$91,295 for the period March 1, 2022 to February 28, 2023;

- ii) \$91,295 for the period March 1, 2023 to February 28, 2024;
- iii) \$91,295 for the period March 1, 2024 to February 28, 2025; and

b. estimated contingency spending of \$136,944 associated with the three-year contract, comprised of:

- i) \$45,648 for the period March 1, 2022 to February 28, 2023;
- ii) \$45,648 for the period March 1, 2023 to February 28, 2024;
- iii) \$45,648 for the period March 1, 2024 to February 28, 2025; and

c. two optional one-year renewals, subject to satisfactory performance and at the sole discretion of the City Librarian, with a potential commitment value of \$282,100 comprised of:

- i) \$94,033 for the contact renewal and \$47,017 for contingency spending for the period March 1, 2025 to February 28, 2026;
- ii) \$94,033 for the contract renewal and \$47,017 for contingency spending for the period March 1, 2026 to February 28, 2027.

FINANCIAL IMPACT

The total potential commitment value with Eurotech Safety Inc. for Fire and Life Safety services over five years is approximately \$692,929, comprised of a three-year award of contract and two optional one-year renewals, as follows:

Fire and Life Safety Services Contract
Eurotech Safety Inc.

		Contract Value	Contingency (50%)	Total Commitment
Award				
Year 1	March 1, 2022 to February 28, 2023	91,295	45,648	136,943
Year 2	March 1, 2023 to February 28, 2024	91,295	45,648	136,943
Year 3	March 1, 2024 to February 28, 2025	91,295	45,648	136,943
		<u>273,885</u>	<u>136,944</u>	<u>410,829</u>
Optional Renewal				
Year 4	March 1, 2025 to February 28, 2026,	94,033	47,017	141,050
Year 5	March 1, 2026 to February 28, 2027	94,033	47,017	141,050
		<u>188,066</u>	<u>94,034</u>	<u>282,100</u>
Total Commitment		<u>461,951</u>	<u>230,978</u>	<u>692,929</u>

The annual cost of the award is included in the approved 2022 operating budget.

As part of the inspection and certification process, there are usually deficiencies and repairs that are required before a certificate can be issued. Based on advice provided by the City of Toronto, a 50% contingency is included in the overall commitment value.

The Director, Finance & Treasurer has reviewed this financial impact statement and is in agreement with it.

ISSUE BACKGROUND

After issuing a Request for Proposal (RFP), Toronto Public Library (TPL) entered into a contract with M-L Fire & Burglary Alarm Ltd. for Fire and Life Safety services starting on April 1, 2014 and the contract ended March 31, 2019. The award was made under the City Librarian's authority.

As part of the shared service initiative, in 2019, TPL began working with the City of Toronto on a joint procurement for Fire and Life Safety services. Due to a number of issues, the city's procurement process was delayed and TPL was advised to engage the services of JD Collins Fire Protection Company on an interim basis through a non-competitive procurement process.

COMMENTS

In May 2021, the City Of Toronto issued a public joint RFP for Fire and Life Safety Facilities and Life Safety Services

services which includes inspection, testing, maintenance, and repairs to fire alarms, sprinklers, standpipes, special suppressions, fire extinguishers and fire hydrants.

Twelve compliant proposals were submitted. The proposals were evaluated according to the criteria listed in the RFP: credibility; capability; quality and cost. Based on the proposals and the pricing, Eurotech Safety Inc. achieved the highest score in the evaluation process and was awarded the contract by the City.

TPL is now awarding its portion of the Fire and Life Safety services contract to the selected vendor, Eurotech Safety Inc. Fire and Life Safety services are the inspection, testing, maintenance, and repairs to the fire alarm, sprinkler, standpipe, special suppressions, fire extinguisher and fire hydrants in all TPL buildings.

TPL regularly reviews requirements for Fire and Life Safety and under the guidance of the City and adjusts services as required.

CONTACT

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SIGNATURE

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