

Agreement for Locksmith Supplies

Date: June 27, 2017
To: The Board of Governors of Exhibition Place
From: Dianne Young, Chief Executive Officer
Wards: All

SUMMARY

This report recommends that the Board enter into a non-exclusive agreement with Hardware Agencies commencing from date of award to April 30, 2018 for Supply and Delivery of Locksmith Supplies with options to renew for three (3) additional one year periods.

A Request for Quotation (RFQ) was issued through the City of Toronto Purchasing and Materials Management Division (PMMD) for the non-exclusive provision of these supplies.

RECOMMENDATIONS

The Chief Executive Officer recommends that the Board approve an agreement with Hardware Agencies commencing from date of award to April 30, 2018 for Supply and Delivery of Locksmith Supplies with an option to renew for three (3) additional one year periods, on the terms and conditions outlined in this report and other such terms and conditions satisfactory to the CEO and City Solicitor.

FINANCIAL IMPACT

The projected annual expenditure for locksmith supplies is \$65,700 and is provided for in the 2017 Operating Budget and will be provided for in future Operating Budgets as required.

DECISION HISTORY

The Exhibition Place 2017 - 2019 Strategic Plan has a Safety and Security Goal to continue the high-level focus on securing the environment for all employees, guests and

assets and the Strategy to support that Goal to implement a comprehensive safety program focused on our guests, property and assets to reduce claims in all categories.

At its meeting of May 24, 2013 the Board approved of awarding a one-year agreement with option to renew for three additional one-year terms to BG Distribution for the supply and delivery of locksmith supplies. The final option year to renew expired on March 31, 2017.

<https://www.explace.on.ca/about/board-of-governors/schedule-and-reports/2013-may>

COMMENTS

On May 5, 2017 Exhibition Place through the services of City PMMD issued a Request for Quotation 6321-17-0488 for the supply and delivery of locksmith supplies commencing from date of award to April 30, 2018.

The RFQ specified the Board's requirements and was structured in a manner that required bidders to list firm prices for the supplies required. For comparison purposes, the prices quoted were applied to projected annual Exhibition Place requirements resulting in calculated total lump sum prices. Firm prices were quoted for the first year of the term with a percentage increase for the option years.

The RFQ closed on May 24, 2017 with two (2) compliant quotations received. The results exclusive of HST were as follows:

Bidder	Date of issue to April 30, 2018	Optional Year 1	Optional Year 2	Optional Year 3
Hardware Agencies	\$65,700.30	\$67,014.31	\$69,024.74	\$70,405.23
Benson Lock	\$123,716.90	\$129,902.75	\$136,397.89	\$143,217.78

The Hardware Agencies quotation is in compliance with the RFQ requirements. The City of Toronto Fair Wage and Labour Trades Office confirms that Hardware Agencies is in compliance with their requirements.

Hardware Agencies is headquartered in British Columbia and have been in business for 65 years. They have offices in Mississauga and Toronto with a combined 30 employees.

Staff are recommending the approval of an agreement with Hardware Agencies on the following terms and conditions:

- (a) Term - One year commencing from date of award to April 30, 2018 for the non-exclusive provision of locksmith supplies in the amount of \$65,700 with the option to extend for 3 separate one-year periods subject to satisfactory performance review.
- (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 Hardware Agencies without the written consent of the Board.
- (d) Indemnity/Insurance: Hardware Agencies 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) 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.

CONTACT

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SIGNATURE

Dianne Young
Chief Executive Officer