



REPORT FOR ACTION

Agreement for supply and delivery of HVAC Filters

Date: June 10, 2020
To: The Board of Governors of Exhibition Place
From: Don Boyle, Chief Executive Officer
Wards: All

SUMMARY

This report recommends that the Board enter into an agreement with Dafco Filtration Group ("Dafco") for the non-exclusive supply and delivery of HVAC Filters to Exhibition Place.

A Request for Quotation (RFQ) process was issued through Exhibition Place Purchasing for the supply and delivery of HVAC Filters. In addition, an email notification was sent to four suppliers of these products and the Call document was posted on our website.

RECOMMENDATIONS

The Chief Executive Officer recommends that:

1. The Board approve an agreement with Dafco Filtration Group for the non-exclusive supply and delivery of HVAC Filters to Exhibition Place for a period of one year, commencing on June 15, 2020 and ending on June 14, 2021, with the Board option to extend 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 Chief Executive Officer and the City Solicitor.

FINANCIAL IMPACT

The projected annual expenditure for HVAC Filters at Exhibition Place is \$25,819.00 and is provided for in the 2020 and 2021 Operating Budget.

DECISION HISTORY

The Exhibition Place 2017– 2019 Strategic Plan had a State of Good Repair Goal to ensure plan and process is adequately linked to our Capital plan, and as a Strategy to support this Goal we will increase our preventative maintenance program to maintain facilities and rolling assets are in good working order.

At its meeting of February 12, 2016, the Board approved entering into an agreement with Dafco Filtration Group for the supply and delivery of HVAC Filters. The agreement expired on January 31, 2020.

<https://www.explace.on.ca/files/file/58d12c991c4ba/Item-9-HVAC-Filters.pdf>

COMMENTS

On May 20, 2020, Exhibition Place Purchasing issued a Request for Quotation to establish a new agreement for the supply and delivery of HVAC filters, commencing on June 15, 2020.

The RFQ specified the Board's requirements and was accordingly structured in a manner that required bidders to list prices for multiple types of HVAC Filters used by Exhibition Place. For comparison purposes, the prices 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 to be based on Consumer Price Index (CPI) increases.

The RFQ closed on June 2, 2020, with one quotation received. The results exclusive of HST and payment discounts were as follows:

Bidder	June 15, 2020 to June 14, 2021
Dafco Filtration Group	\$25,819.00

The Dafco quotation is the only acceptable bid received and is in compliance with all requirements.

Dafco is based in Mississauga, Ontario and has carried on business manufacturing HVAC Filters for over 30 years, and has 300 employees in six Canadian Provinces. References include Cadillac Fairview, Oxford Properties, and Brookfield Property - First Canadian Place.

Terms and Conditions:

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

(a) Term: One year commencing June 15, 2020, on an as required basis, with the Board option to extend for three (3) 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 Dafco without written consent of the Board.

(d) Indemnity/Insurance: Dafco 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

Don Boyle
Chief Executive Officer