

Agreement for Locksmith Supplies

Date: March 30, 2021
To: The Board of Governors of Exhibition Place
From: Don Boyle, Chief Executive Officer
Wards: All Wards

SUMMARY

This report is to advise the Board of the recent Request for Quotation (RFQ) evaluation process, and recommend an award to enter into an agreement with BG Distribution ("BG") commencing on May 1, 2021 for a one-year period with an option to renew for three (3) additional one-year periods for the provision of locksmith supplies.

A Request for Quotation (RFQ) was issued by Exhibition Place and posted on Merx for the non-exclusive supply of these products.

RECOMMENDATIONS

The Chief Executive Officer recommends that:

1. The Board approve an agreement with BG Distribution for a one-year period commencing May 1, 2021 with three (3) additional one-year options to renew for the provision of locksmith supplies 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 agreement between the Board and BG will result in a projected expenditure of \$54,832.00 plus HST per year, which cost is provided for in the 2021 budget, and will be provided for in the 2022, 2023, and 2024 Operating Budgets as required.

DECISION HISTORY

The Exhibition Place 2017-2019 Strategic Plan had an objective to implement a comprehensive safety program focused on our guests, property, and assets to reduce claims in all categories, and the strategy to support that goal will be accomplished by ensuring the security of our property and assets.

At its meeting on July 27, 2017, the Board approved an award to Hardware Agencies for a one-year period with options to renew for three (3) additional one-year periods.
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2017.EP5.18>

On February 23, 2021, Exhibition Place issued Request for Quotation EPRFQ 2021-36024 for the non-exclusive provision of locksmith supplies to establish a new agreement commencing on May 1, 2021.

The RFQ specified the Board's requirements and service expectations and was structured in a manner that required bidders to provide pricing on thirty-two most commonly purchased products. Firm prices were quoted for the first year of the term with increases based on the Consumer Price Index (CPI) for each of the three additional option years.

BG Distribution was founded in 1992 and provides locksmith supplies and architectural door hardware with offices in Ottawa, Montreal, Quebec City, Toronto, and Winnipeg, and has five distribution centres. BG has previously provided locksmith supplies to Exhibition Place and staff is pleased with their services.

COMMENTS

For comparison purposes, the prices quoted from the firms below were applied to projected annual Exhibition Place requirements resulting in calculated total lump sum prices.

The RFQ closed on March 16, 2021 with three (3) compliant quotations received. The results exclusive of HST were as follows:

Bidder	Price
BG Distribution	\$54,832.00
Royal Security Solutions Inc.	\$59,531.60
Sidi Stone Inc.	\$82,389.90

The BG Distribution quotation complies with the RFQ requirements/specifications.

Material Terms

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

- (a) Term: One year commencing May 1, 2021 for the non-exclusive provision of locksmith supplies in the amount of \$54,832.00 with the option to extend for three (3) separate one-year periods subject to satisfactory performance review.
- (b) Pricing: Pricing is to be fixed during the first term of the Agreement in accordance with the terms of the RFQ.
- (c) Assignment: The agreement shall not be assigned by BG without the written consent of the Board.
- (d) Indemnity/Insurance: BG 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