



REPORT FOR ACTION

Contract Award - FM 2023-06 Monthly Fire & Life Safety Inspection Services

Date: March 11, 2024

To: Board of Directors, Toronto Parking Authority

From: President, Toronto Parking Authority

Wards: All

SUMMARY

In pursuit of Toronto Parking Authority's (TPA) vision to become the world's best provider of sustainable parking, bike share, and last-mile mobility experiences, management remains focused on elevating its performance against creating a more safe and secure experience for our customers and staff.

The purpose of this paper is to secure Board approval to award a Monthly Fire & Life Safety Inspection Services Contract. This contract will cover the inspection of fire extinguishers, emergency lighting units, fire alarm systems, and sprinkler systems in our parking facilities. Ensuring the integrity of these systems is crucial to delivering not only our regulatory obligations but maintaining a safe and secure environment for everyone.

On December 01, 2023, TPA issued a Request for Proposal (RFP). After careful consideration of various factors such as bid compliance, pricing, ability to provide quality services, and adherence to tender specifications, we recommend that the Board of Directors, Toronto Parking Authority, authorize the President, TPA, to award the two-year contract (with two option years) for FM 2023-06, Monthly Fire & Life Safety Inspection Services to Eurotech Safety Inc. for \$1,449,651.50 excluding Harmonized Sales Tax (HST).

The initial two-year contract will start in April 2024 and end in March 2026 with the option to extend the contract for another two years (2026-2027).

RECOMMENDATIONS

The President, Toronto Parking Authority recommends that:

1. The Board of Directors, Toronto Parking Authority, authorize the President, Toronto Parking Authority, to award the monthly fire & life safety inspection services contract for FM 2023-06 to Eurotech Safety Inc. who having submitted the only compliant bid and meeting all specifications in conformance with the Request for Proposal (RFP) requirements, in the amount of \$808,690.50 including contingency, plus \$640,961.00 including contingency for two (2) optional one (1) year extensions. Bringing the total sum to \$1,449,651.50 excluding Harmonized Sales Tax (HST).

FINANCIAL IMPACT

The amount to award the fire & life safety inspection services contract for FM 2023-06 is \$808,690.50 including contingency, plus \$640,961.00 including contingency for two (2) optional one (1) year extensions, for a total sum of \$1,449,651.50 excluding Harmonized Sales Tax (HST).

The TPA's fire and life safety systems are antiquated and in need of regular inspections and real-time deficiency resolution. Over the past two years, the organization has spent in excess \$400,000 reactively addressing deficiencies in an ad-hoc basis across our operating footprint. Consistent with our learnings with our State of Good repair strategy, Management has recognized the magnitude of the work required going forward and the concomitant requirement to do so in a more productive and disciplined fashion. This approach will ensure the safety of our customers and staff.

The \$200,000 per year contingency for the first two years of the contract is based on past expenditures for monthly inspections and includes future growth with six additional sites. \$100,000 per year has been identified for the two optional years.

DECISION HISTORY

Nil

COMMENTS

Monthly Fire Life Safety (FLS) inspections are not just a regulatory obligation; they are vital for ensuring the safety and well-being of building occupants. According to the Ontario Fire Protection and Prevention Act (FPPA) and the Ontario Fire Code (OFC), these inspections are mandatory, and for good reason.

As part of the safety and state of good repair (SOGR) strategy in 2023, thorough monthly inspections were established to identify and fix numerous emergency and corrective maintenance issues related to FLS. The inspections revealed significant deficiencies, including, but not limited to, fire safety infrastructure, fire extinguishers, emergency lighting units, fire alarm systems, electric fire pumps, and sprinkler systems. The discovery of these deficiencies highlighted the urgent need for sustained vigilance and dedicated efforts towards FLS, particularly considering the aging infrastructure of many TPA facilities.

In recognition that our current approach was not sufficiently robust, TPA is seeking to engage a specialized firm to conduct monthly FLS inspections and address deficiencies proactively, efficiently, and in real time at 22 facilities. It is important to note that the TPA manages 32 facilities, but the remaining ten (10) facilities have shared FLS inspection responsibilities through service agreements such as joint venture agreements.

To improve operations and reduce costs, the TPA has approached the City of Toronto Fire and Life Safety Department for potential collaboration opportunities. Unfortunately, the department is unable to conduct monthly inspections presently, and its emergency and corrective maintenance needs are currently outsourced to Eurotech and other specialized companies.

To select a qualified service provider for these inspections, the TPA launched a competitive selection process by issuing a Request for Proposal (RFP) on Merx on December 1, 2023. Although the RFP drew interest from twelve (12) companies, only one (1) submitted a proposal that fulfilled all the requirements. The TPA sought to understand the low submission rate by engaging in follow-up discussions with the non-participating companies. Feedback revealed several barriers to submission, including a need for more sufficient resources, challenges in meeting the comprehensive scope of the project, and reservations about previous engagements with the public sector.

The Evaluation Committee, comprised of Procurement, Facility Maintenance, and Operations managers, was established to review, and assess, the eligible proposals according to the criteria specified in the Request for Proposals (RFP). This assessment focused on the adherence to submission guidelines, compliance with the RFP's terms and conditions, and the overall quality of the proposals. Given that there was only one compliant bidder, a secondary evaluation was conducted by Smith + Anderson the TPA's FLS cost and code consultant, focusing on the fee quoted, adherence to the RFP's submission requirements, and acceptance of its terms and conditions. Following this thorough evaluation, Smith + Anderson endorsed the proposal with a letter recommending the contract award.

The proposal's specifics are detailed in Table 1, while Table 2 outlines the proposed contract terms, highlighting a two-year base period with the possibility of two additional one-year extensions.

TPA has meticulously reviewed the bid submissions for FM 2023-06 Monthly Fire & Life Safety Inspection Services and ultimately recommended the contract award to Eurotech Safety Inc. The contracted monthly fire and life safety inspections are set to begin on April 1, 2024, and conclude on March 31, 2026, with the potential for extension based on the vendor's performance and evolving needs.

Standard deficiency items were outlined for pricing in the monthly inspection RFQ to ensure competitive and confirmed pricing for repairs. When comparing these prices to those experienced over the past two years, the competitive process will result in significant savings for these standard items.

Table 1: Summary of Proposals Received for FM 2023-06 Monthly Fire & Life Safety Inspection Services

Rank	Proponent	Total Base Bid
1	Eurotech Safety Inc.	\$385,830.50

Table 2: Summary of Recommended Two-Year Contract, Plus Two Optional One-Year Extensions

Company Name	Year One (1) Price 2024 - 2025	Year Two (2) Price 2025 - 2026	Extended One (1) Year Price 2026 - 2027	Extended Two (2) Year Price 2026 - 2027
Eurotech Safety Inc.	\$188,210.00	\$197,620.50	\$197,620.50	\$197,620.50

CONTACT

Jason Kittle, Director, Parking Services, Toronto Parking Authority,
(437) 998-4166, Jason.Kittle@greenpmobility.com

Jarrett McDonald, Vice President, Operations, Toronto Parking Authority,
(437) 833-3363, Jarrett.McDonald@greenpmobility.com

SIGNATURE

W. Scott Collier, President
Toronto Parking Authority