

<b>TO:</b>	<b>CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON FEBRUARY 5, 2019</b>
<b>FROM:</b>	<b>ANNA LISA BARBON MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>
<b>SUBJECT:</b>	<b>RFP18-40 LICENSED REFRIGERATION SERVICES PROVIDER IRREGULAR RESULT</b>

<b>RECOMMENDATION</b>
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That, on the recommendation of the Managing Director, Corporate Services and City Treasurer, Chief Financial Officer, the following actions **BE TAKEN** with respect to the selection of a Licensed Refrigeration Services Provider:

- (a) The proposal submitted by CIMCO Refrigeration, 651 Wilton Grove Road, London ON N6N 1N7 for the provision of refrigeration services in accordance RFP18-40 Licensed Refrigeration Services Provider, at a total estimated annual cost of \$189,693.66 excluding HST, **BE ACCEPTED**; it being noted that the bid submitted by CIMCO Refrigeration was an irregular result (only one bid received);
- (b) The Civic Administration **BE AUTHORIZED** to undertake all administrative acts that are necessary in connection with this contract; and
- (c) The approvals given herein **BE CONDITIONAL** upon the Corporation entering into a formal contract, having a purchase order, or contract record relating to the subject matter of this approval.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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None

<b>BACKGROUND</b>
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**Purpose**

The purpose of this report is to seek approval from Committee and Council to award a contract for the provision of licensed refrigeration maintenance service as part of the ongoing facility maintenance program that the Facilities Division manages and which includes the City's artificial ice skating surface refrigeration plants. The Service Provider will provide all labour, materials, tools, equipment, transportation and supervision necessary to repair and service refrigeration systems on a regular, as required and emergency basis.

**Purchasing Process**

A formal Request for Proposal (RFP) closed on Wednesday October 24, 2018 and one (1) submission was received from CIMCO Refrigeration. In accordance with section 19.4 of the Procurement of Goods and Services Policy, it was decided that the bid should be considered and the submission should be opened and evaluated. The proposal was evaluated by a team with representation from Parks & Recreation Operations and Facilities Maintenance & Operations, with the assistance of Purchasing and Supply. The submission was evaluated as follows:

Criteria:

- Specific Requirements (Insurance, WSIB)
- Technical Requirements
- Financial Evaluation

**Discussion**

The City’s Facilities Division is responsible for the maintenance of ten (10) indoor arenas, and three (3) outdoor skating venues. Indoor arenas consist of three (3) single pad facilities, six (6) double pad facilities, and one (1) triple pad facility. Outdoor venues consist of Victoria Park and Covent Garden Market Skating pad, as well as the skating trail at Storybook Gardens.

Regulatory maintenance of refrigeration plants is outlined in a series of applicable standards. The Canadian Standards Association (CSA) and the Technical Standards Safety Act (TSSA) regulations define minimum requirements for inspection and maintenance as well as the design, construction and installation of mechanical refrigeration systems.

The City’s arenas are equipped with a variety of refrigeration equipment which use ammonia as the refrigerant. The characteristics of the refrigeration plants including their refrigerant type, cooling capacities and operating pressures are such that the TSSA requires that regular maintenance by specially licensed tradespeople be performed in order to ensure reliable, safe and efficient operation for the public and employees.

The service scope of this contract includes the provision of repair, troubleshooting and installation services of various refrigeration equipment, components, rink controllers as well as a variety of preventative and predictive maintenance items to be performed on an annual basis.

The contract term is for a period of three years with an option to renew the contract for an additional two, single year periods. CIMCO Refrigeration is an established provider of licensed refrigeration services and has provided satisfactory services to the City in the past. CIMCO Refrigeration submission does meet all of the City’s RFP criteria and can be awarded under section 8.10 of the Procurement of Goods and Services Policy as an Irregular Result.

**Financial Impact**

The estimated annual cost identified in CIMCO Refrigeration’s proposal fits within the existing operating budget earmarked for this type of service, therefore there are no additional financial impacts.

**Conclusion**

The ongoing maintenance of the City’s artificial ice surface refrigeration plants is important to their safe, reliable and efficient operation. The provision of licensed refrigeration service proposal from CIMCO Refrigeration in response to RFP18-40 was the only submission received, however it meets all of the City’s requirements and its estimated annual value fits within the existing operating budget.

**Acknowledgements**

This report was prepared by Val Morgado, Facilities and John Stevely, Purchasing & Supply.

<b>SUBMITTED BY:</b>	<b>CONCURRED BY:</b>
<b>VAL MORGADO, MANAGER, FACILITIES MAINTENANCE &amp; OPERATIONS</b>	<b>TIM WELLHAUSER, C.I.M. DIVISION MANAGER, FACILITIES</b>
<b>CONCURRED BY:</b>	<b>RECOMMENDED BY:</b>
<b>IAN B COLLINS, CPA, CMA DIRECTOR, FINANCIAL SERVICES</b>	<b>ANNA LISA BARBON, CPA, CGA MANAGING DIRECTOR, CORPORATE SERVICES AND CITY TREASURER, CHIEF FINANCIAL OFFICER</b>

CC: John Freeman, Manager of Purchasing and Supply