

March 2, 2018

Report To: Travis Rob, P. Eng., Manager of Operations & Facilities
From: Douglas Herr, Environmental & Facilities Superintendent
**SUBJECT: Maintenance Service Agreements
RFQ 18-OF-01**

On Tuesday February 13, 2018 at 2:00 p.m. the above Request for Quotation was opened publicly in the Committee Room at the Civic Centre. Six packages were received as follows:

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| <u>Contractors: (Plumbing Maintenance)</u> | J.D. Plumbing Solutions Pro-R Plumbing |
| <u>Contractors: (Heating & Ventilation Maintenance)</u> | Pryde's Heating |
| <u>Contractors: (Electrical Maintenance)</u> | M. L. Caron Electric Ltd. CANNECT Electric |
| <u>Contractors: (Carpenter Maintenance)</u> | Sigurdson Construction Ltd. |

The service agreement is for three (3) years commencing 2018 through to 2020 with an option for an additional two (2) years.

I have attached an evaluation listing of the Contractors who submitted quotes for maintenance services. From the quotations received one Contractor, Pro-R Plumbing did not provide all the necessary documentation as requested. Missing proof of liability insurance. All others meet the requirements of the proposal. There are a number of certifications and insurance policies set to expire and will have to be renewed.

It should be clarified with the successful plumbing maintenance contractor what "general hours of work" are expected to be. This will alleviate the issue of when to and when not to charge the overtime rate.

In discussions with yourself the contractor for carpentry maintenance is not to be awarded at this time, pending Council's decision to either hire one full time or accept the one outlined in this proposal.

Therefore, it is my recommendation that the Town award the above maintenance service contracts to:

J.D. Plumbing Solutions - Plumbing Maintenance
Pryde's Heating – Heating & Ventilation Maintenance
CANNECT Electric – Electrical Maintenance

If approved, I will arrange to contact the above contractors and have them sign a Maintenance Service Agreement for period of 2018 to 2020.

If you have any questions, feel free to contact the undersigned.

Doug Herr