

REGIONAL MUNICIPALITY OF OTTAWA-CARLETON
MUNICIPALITÉ RÉGIONALE D'OTTAWA-CARLETON

REPORT
RAPPORT

Our File/N/Réf. **50 01-98-1101-AA**
Your File/V/Réf.

DATE 13 March 1998

TO/DEST. Co-ordinator
 Corporate Services and Economic Development Committee

FROM/EXP. Environment and Transportation Commissioner

SUBJECT/OBJET **COMPREHENSIVE FIRE PROTECTION SYSTEM
INSPECTION AND MAINTENANCE CONTRACT
CONTRACT NO. CS-8816, CONTRACT AWARD**

DEPARTMENTAL RECOMMENDATION

That the Corporate Services and Economic Development Committee recommend and Council approve the award of a sole source contract for a three year comprehensive maintenance contract (1 April 1998 to 31 March 2001) of the fire protection systems at the Robert O. Pickard Environmental Centre to Edwards Service Division, Nepean, Ontario for a total contract provision of \$106,300.

BACKGROUND

The Robert O. Pickard Environmental Centre, (ROPEC) consists of 13 facilities and approximately 2.5 kilometres of tunnels. Within these structures there is office space, laboratories, mechanical, electrical, and instrumentation work shops, process operation areas, emergency power generation systems, Supervisory Control and Data Acquisition, (SCADA) systems, as well as storage for a variety of inventory, (for example, chemicals, tools, parts, equipment and vehicles).

The facilities are monitored continuously by a single stage fire protection system consisting of 540 smoke and fire sensors, 225 pull stations, 383 bells, 2 site annunciator panels, 6 building annunciator panels, 2 emergency satellite communicator panels, 1 Emergency Video Intelligent Terminal, 14 Edwards Service Division, (Edwards) control panels, and 1 Edwards main control panel. This monitoring and operational equipment is distributed throughout the 67 hectare site.

The system must be operated and maintained in accordance with the Ontario Building Code, the Ontario Fire Code and the Underwriters Laboratory Code (ULC) S536-M86.

DISCUSSION

The fire protection system at ROPEC is a complex network of hardware and software which must be inspected, tested and maintained. These procedures require an intimate knowledge of the systems operation, as well as the immediate availability of manufacturer parts, (Edwards) to maintain the system in proper working order.

In December 1994, prior to the completion and acceptance of ROPEC's fire protection system the RMOC requested the system's designer research the bidding options available to the RMOC for a comprehensive maintenance contract of the fire protection system. The report recommended a sole sourced, comprehensive inspection, testing and maintenance contract with Edwards.

The Region's Supply Management Division was also contacted regarding the tendering of an annual inspection, testing, and maintenance contract for the fire protection system. The Division's recommendation, based on their recent experience with Ottawa City Hall's fire protection system, was that the "Region would be best served by entering into a negotiated contract with the local Edwards representatives".

This was based on the following reasons:

- The legislated nature of the requirement, as opposed to elective or preventive maintenance.
- The need for reliability and accountability.
- Immediate access to required parts.
- The need for precise knowledge of the fire protection system.
- The ability of Edwards Service Division to provide all services.
- The insurance liability associated with system failure.

The rationale for a sole source contract for the service and testing of the fire protection system is that the system's components and it's operating protocol can best be provided by Edwards. Therefore, any contractor interested in submitting a bid for the necessary work, would be required to deal with Edwards for both the hardware and software required. A sole source contract would ensure a timely and consistent response to problems as well as maintain the system's integrity.

The Region's Supply Management Division contacted Edwards and negotiated a price for the scope of work required at ROPEC.

The following price option was presented:

- Annual Inspection and Testing - Three year contract \$30,000 per year with unlimited maintenance service agreement.

The recent negotiation and price submission represents a savings of \$23,416.67 per year from the original contract for a total savings of \$70,250 over the three year contract. In addition, Edwards will be upgrading system components to ensure Year 2000, (Y2K), compliance and certifying the system at no additional cost to the corporation, an additional \$26,400 savings.

The Department recommends acceptance of the bid from Edwards Service Division, Nepean Ontario. The total contract provision consists of \$90,000 plus a total contract contingency of \$10,000, over three years, to cover unforeseen work that falls outside the scope of this maintenance contract. This work may include design modifications, upgrading system programme, and/or implementing new legislation regarding fire systems. The contingency should be established in the first year of the contract, but will be carried forward until required. A total of \$6,300 is required for GST which brings the total contract award to \$106,300.

CONSULTATION

The public consultation process is not applicable.

EXPENDITURE JUSTIFICATION

Inspection, testing and maintenance of the fire protection system are legislated requirements under the Ontario Fire Code and ULC S536-M86.

The fire protection equipment at ROPEC is a multi-million dollar computerized monitoring and alarm system. In order to ensure continuous operation and for the timeliness of any required repairs, it is essential that a knowledgeable, experienced firm do the inspection and maintenance of the system.

A properly performed preventive maintenance schedule will extend the life of the system, provide staff with a safe work environment, and save money by not having to replace fire system components prematurely.

FINANCIAL STATEMENT

	\$
1998 Budget Request	89,500
Pre-Commitments	<u>(28,379)</u>
Balance Available	61,121
THIS REQUEST	<u>(34,075)</u>
Balance Remaining	<u>27,046</u>

This request of \$34,075, includes the entire three year contingency and represents a pre-commitment of the 1998 Operating Budget Account No. 252-42412-2330, Professional Services Account, Facilities Management.

The funding requirements for 1999 of \$32,100, 2000 of \$32,100 and 2001 of \$8,025, represent a pre-commitment against the 1999, 2000, and 2001 Operating Budgets respectively, for a total contract provision of \$106,300.

*Approved by
M. J. E. Sheflin, P. Eng.*

DM/jes

FINANCE DEPARTMENT COMMENT

Approval of this contract represents a pre-commitment against the 1998, 1999, 2000, and 2001 Operating Budgets. Subject to Council approval.

*Approved by C. Colaiacovo
on behalf of the Finance Commissioner*