



City of North Bay Report to Council

Report No: CORP-2021-087

Date: September 10, 2021

Originator: Mary-Ann Kotylak, CPPB, CPPO
Manager of Purchasing

David Jackowski, P.Eng.
Manager, Corporate Facilities

Business Unit:
Corporate Services

Department:
Financial Services Department

Subject: Request for Proposal 2021-29 Elevator Service Maintenance and Repairs

Closed Session: yes ☐ no ☒

Recommendation

That City Council approves the award of a contract to Otis Canada Inc., based on the unit rates specified in their bid for RFP 2021-29 for elevator service maintenance and repair for a term of five years.

Background

The City is required to have its elevating devices maintained by a registered elevator contractor to meet provincial regulations. Service agreements for elevators located at Memorial Gardens, Pete Palangio Arena, West Ferris Arena, and City Hall have previously been on separate contracts with varying terms, requirements and contractors. The new service agreement captures all facilities under a single contract and will ensure all elevating devices will be maintained and serviced in a consistent manner while reducing administrative costs for the City.

Financial/Legal Implications

A formal bid request, which closed August 27, 2021, was administered by the Purchasing Department and was publically advertised in accordance with the City's Purchasing By-Law 2013-200. Five proposals were evaluated by the Purchasing Manager, Corporate Facilities Manager, Facilities Coordinator and the Arena Supervisor. The evaluation considered experience, qualifications, service, support, response time, reports and price.

The results are as follows:

Ranking	Company	Overall Score
1	Otis Canada Inc.	91.00
2	KONE Inc.	85.15
3	Elevator One Inc.	66.88
-	TK Elevator (Canada) Limited	*
-	Schindler Elevator Corporation	*

* Proponents marked with an asterisk provided proposals that did not meet the minimum mandatory requirements

The bid price of \$125,375.00 (plus HST) from Otis Canada Inc. represents a total cost over the initial five-year term based on the estimated quantities specified in the RFQ. Under the terms of the contract, the City will pay the unit rate specified for the maintenance service, call-outs and parts and is not bound to any specific quantities. The actual quantity and the value of the work requested will vary based on operational requirements.

The proposal from Otis Canada Inc. scored highest and provides the best overall value to the City. Their bid is considered fair and reasonable.

Funding for maintenance services provided under this contract is managed within the Operating Budgets of the Facilities Department and the Arenas Department. Sufficient funding will continue to be requested in future years.

Corporate Strategic Plan

- | | |
|--|--|
| <input type="checkbox"/> Natural North and Near | <input type="checkbox"/> Economic Prosperity |
| <input checked="" type="checkbox"/> Affordable Balanced Growth | <input type="checkbox"/> Spirited Safe Community |
| <input type="checkbox"/> Responsible and Responsive Government | |

Specific Objectives

Maintain infrastructure across the city in a good state of repair.

Options Analysis

- Option 1: That City Council approves the award of a contract to Otis Canada Inc., based on the unit rates specified in their bid for RFP 2021-29 for elevator service maintenance and repair for a term of five years.
- Option 2: Do not award a contract. This option is not recommended as the maintenance performed under this contract is required by provincial regulation in order to continue operating the elevators and lifts in these facilities.
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Recommended Option

That City Council approves the award of a contract to Otis Canada Inc., based on the unit rates specified in their bid for RFP 2021-29 for elevator service maintenance and repair for a term of five years.

Respectfully submitted,

Name: Mary-Ann Kotylak, CPPB, CPPO

Title: Manager of Purchasing

Name: David Jackowski, P.Eng.

Title: Manager, Corporate Facilities

We concur with this report and recommendation.

Name John Severino, P.Eng, MBA

Title: City Engineer – Infrastructure and Operations

Name: Margaret Karpenko, CPA, CMA

Title: Chief Financial Officer /Treasurer

Name: David Euler, P.Eng., PMP

Title: Chief Administrative Officer

Personnel designated for continuance:

Name: David Jackowski, P.Eng.

Title: Manager, Corporate Facilities