



## **REPORT**

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** Johanna Amaya-Carvajal, Facilities Capital Projects Supervisor

**DATE:** May 11, 2021

**REPORT NO.:** RP-2021-0007

**RE:** Tender Award T-045-21 for the IT Server Room Fire Suppression System Installation Project

### **RECOMMENDATION:**

THAT Report No. RP-2021-0007 dated May 11, 2021, regarding the Award of Proposal T-045-21 for Contractor of the IT Server Room Fire Suppression System Installation Project be received;

AND FURTHER THAT Canadian Fire Protection 4-237 Finchdene Square Scarborough Ontario M1X 2E1 be awarded the Contract No. T-045-21 Fire Suppression System Installation Project for a total amount of \$123,057.00;

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a purchase order to Canadian Fire Protection, 4-237 Finchdene Square Scarborough Ontario M1X 2E1 in the amount of \$123,057.00 including applicable taxes

### **BACKGROUND:**

As part of the 2019 & 2020 Capital Budget Council approved a Fire Suppression System installed in the IT server room at Town Hall. Town Hall currently houses a 100% wet sprinkler system for the entire building. The National Fire Protection Association (NFPA) requires server rooms be additionally protected by a dry fire suppression system as it will suppress a localized clean agent source of fire prior to it damaging essential technology and communications equipment. The total amount of the approved capital budget to complete this project is \$160,000.00.

**COMMENTS:**

The proposed work includes the replacement of the sprinkler heads protecting the IT Server Room and adjacent Storage Room with a Novec/Sinorix 1230 fire suppression agent. The scope of work includes removing the sprinkler heads and piping to outside of the protected areas, installing all associated controls, accessories, programming, etc. for the fire suppression system and modifications to the room including above the dropped ceiling to ensure the protected zone is airtight to retain the suppression agent.

A Request for Tender (RFT) for the IT Server Room Fire Suppression System Installation Project was issued on March 18, 2021. The bid was posted on the Town's website and advertised on the bidsandtenders.ca website.

Ten (10) suppliers downloaded the bid document. The tender closed on Tuesday May 4, 2021. One (1) submission was received as follows (including HST):

<b>Contractor</b>	<b>Total (including taxes)</b>
Canadian Fire Protection	\$123,057.00

The bid was evaluated by bonding and insurance requirements and pricing. Canadian Fire Protection was the only and therefore lowest submitted bid.

As per the Purchasing Policy when only one submission is received, approval from Council is required prior to proceeding with award.

**RELATIONSHIP TO STRATEGIC PLAN:**

There is no direct relationship cited in the Town of Halton Hills Strategic Plan 2031.

**FINANCIAL IMPACT:**

The required capital budget for this award of tender is being derived from the Council approved 2019 and 2020 capital budget. Sufficient funds are available in the \$160,000 capital budget to cover the tendered amount of \$123,057.00 including applicable taxes.

**CONSULTATION:**

Staff worked in conjunction with Town Purchasing staff from the Corporate Services Department and agree with this recommendation.

The Senior Manager of Purchasing & Risk Management agrees with this recommendation.

**PUBLIC ENGAGEMENT:**

There is no public engagement required for this report.

**SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report is not applicable to the Strategy's implementation.

**COMMUNICATIONS:**

Staff discussions with Canadian Fire Protection will occur as to the scheduling and the Town's expectations toward customer service. Additional notices will be sent to staff prior to commencing of work. Town staff and design consultants (LAM Associates) will work closely with Canadian Fire Protection to ensure the work is carried out in accordance with the contract document and specifications and with as little disruption to Town Hall staff and daily operations to Town Hall and the community.

Notice of Construction will be communicated to all Town Hall staff, including the Department and direct staff affected during the construction of this project. Additional notices will be sent to these parties informing of any delays in work.

**CONCLUSION:**

The bid document submitted by the vendor meets or exceeds our specifications in all regards. Staff recommends Council Award Tender T-045-21, IT Server Room Fire Suppression System Installation Project to Canadian Fire Protection.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Stephen Hamilton". The signature is fluid and cursive, with the first name "Stephen" written in a larger, more prominent script than the last name "Hamilton".

Stephen Hamilton, Manager of Facility Capital Projects

A handwritten signature in black ink, appearing to read "Warren Harris". The signature is written in a cursive style, with the first name "Warren" and last name "Harris" clearly distinguishable.

Warren Harris, Commissioner of Recreation and Parks

A handwritten signature in black ink, appearing to read "C. Mills". The signature is very stylized and cursive, with the first letter "C" being particularly large and the last name "Mills" written in a more compact, flowing script.

Chris Mills, Acting Chief Administrative Officer