



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Aaron Matthews, Director of Facilities

DATE: May 29, 2023

REPORT NO.: RP-2023-006

SUBJECT: Award of Proposal 2023-023-P for HVAC Services- Inspection and Maintenance Contract

RECOMMENDATION:

THAT Report No. RP-2023-006 dated May 29, 2023, regarding the Award of Proposal 2023-023-P for HVAC Services- Inspection and Maintenance Contract be received;

AND FURTHER THAT Council approve the HVAC service contract award to Polair Heating & Air Conditioning Ltd, 12 Wallace Street, Unit 1, Acton ON L7J 2V6 for Town facilities for a two (2) year term ending June 30, 2025 at the upset limit of \$415,000 plus HST with three (3), one-year options to renew subject to service and price negotiations;

AND FURTHER THAT the Senior Manager of Purchasing & Risk Management be authorized to issue a purchase order to Polair Heating & Air Conditioning Ltd, 12 Wallace Street, Unit 1, Acton ON L7J 2V6, in the amount of \$415,000 for a two (2) year period and subsequent renewals if exercised.

AND FURTHER THAT the budget requirements for the Facilities HVAC Services Contract be referred to Budget Committee for consideration with the 2024 Operating Budget.

KEY POINTS:

The following are key points for consideration with respect to this report:

- The award of HVAC Service Contract to Polair Heating & Air Conditioning Ltd.
- Service contract value of \$415,000.
- The contract term is for two years with three, one-year options for renewal.

- HVAC preventative maintenance ensures heating, cooling, ventilation, and geothermal equipment in Town facilities are operating at optimal capacity and efficiency for the comfort and safety of patrons, residents, and staff.
- The Purchasing Policy (PLCY-2023-0003) requires awards for Requests for Proposals over \$250,000 be authorized by Council.

BACKGROUND AND DISCUSSION

HVAC preventative maintenance (PM) is a service ensuring that certified contractors and personnel are used to perform regular maintenance on the heating, air conditioning, ventilation and geothermal equipment of Town facilities.

The Town last issued Request For Proposal for an HVAC service contract was in 2018. This contract is due to expire June 30, 2023.

A Request for Proposal (RFP) for HVAC Services was issued on March 29, 2023. The bid was posted on the Town’s website and advertised on the bidsandtenders.ca website. The contract term is for two (2) years with three (3), one (1) year options to renew.

Thirty (30) vendors downloaded the document. The RFP closed on April 12, 2023. Fourteen (14) submissions were received, as follows:

2450419 Ontario Inc. C/O SNL Techlink	Toronto, ON
Ascot Air Systems Inc	Brampton, ON
Bird Mechanical Ltd.	Newmarket, ON
Dunlis Mechanical Services	Brampton, ON
HECO Ltd.	St. Catharines, ON
JTS Mechanical Systems Ltd.	Guelph, ON
Lancaster Heating and Cooling	Hamilton, ON
LG Home Comfort Inc.	Vaughan, ON
Messenger Mechanical Services Inc. O/A A1 Air Conditioning & Heating	Oakville, ON
Moore Environmental Systems Ltd.	Ancaster, ON
Optimal Air Solutions Inc.	Newmarket, ON
Plan Group Inc.	Concord, ON
Polair Heating and Air Conditioning Ltd.	Acton, ON
Superior Air Systems Ltd.	Etobicoke, ON

Bids were evaluated by a staff team based on vendor experience, response times to emergency and regular maintenance calls/requests, dedicated technician(s) assigned to Halton Hills, and pricing. Polair Heating & Air Conditioning Ltd. was determined to be the highest-ranking proponent.

The service contract is awarded to provide preventative maintenance services for specified HVAC equipment in most Town facilities.

STRATEGIC PLAN ALIGNMENT:

This report aligns to the Town's Strategic plan recognizing the value to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

This report also identifies fiscal and corporate management as one of the Town's Strategic priorities.

RELATIONSHIP TO CLIMATE CHANGE:

This report impacts and/or helps address climate change and the Town's Net Zero target through corporate energy savings.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

Staff worked in conjunction with Town Purchasing staff and Finance staff from the Corporate Services Department as well as Fire Services staff and they agree with this recommendation.

FINANCIAL IMPLICATIONS:

This report has the potential to require funding in a future budget year and therefore needs to be referred to budget committee for tracking purposes.

With respect to any work required under the new HVAC contract in 2023, these costs will be absorbed within the existing facility operating budget for all Town-operated buildings.

Future funding requirements will be reviewed and forwarded to Budget Committee for consideration as part of the 2024 budget process.

Reviewed and approved by,

Simone Gourlay, Senior Manager of Purchasing and Risk Management

Moya Jane Leighton, Director of Finance & Town Treasurer

Paul Damaso, Commissioner of Recreation & Parks

Chris Mills, Chief Administrative Officer